

ACADEMY CATALOG & HANDBOOK

updated 05/2015



***MASSAGE THERAPY TRAINING**

600Hr Therapeutic Massage Therapy Certification

***HATHA YOGA TEACHER TRAINING**

200Hr Hatha Yoga Teacher Certification

***Cranial Sacral Therapy Training**

233Hr Sacred Journey Program

"Choose a job you love and you will never have to work a day in your life" ~Confucius

**We are approved by
the Illinois Board of
Higher Education, the
Illinois Department
of Professional
Regulations, ABMP &
Yoga Alliance**



SODERWORLD ACADEMY OF THE HEALING ARTS

16 W. 501 Nielson Lane Willowbrook, IL 60527

630-455-5885 Fax 630-455-5929

Email: mail@soderworldwellness.com www.soderworldwellness.com

Letter from the Director

Dear Prospective Student,

We would like to thank you for your interest in our certification programs. We have worked hard to put together high quality programs to help our students not only become the best therapists/instructors but to help each student heal their own body, mind, & spirit in the process.

Enclosed in this catalog you will find all of our information on the Massage Therapy program and Yoga Teacher Training

Class start dates and times will vary throughout the year, and each weekly class meets for 5 hours and most classes are evenings but some daytime classes are offered depending on demand. Elective classes are offered on weekends on various dates throughout the year so please check the elective class schedule or website for updates. You may begin the basic massage course modules, Yoga training, Yoga workshops/ classes & take elective classes once you have been accepted, application received, regs paperwork completed, & regs fee is paid.

Students must go through an interview/orientation process first before acceptance in either program. You can fax us or drop off your application at the center and we will contact you to set up a time for you to come in. You can also go to our website and download a copy of the application form as a pdf file (must have adobe reader to view document) and then e-mail it back to us.

SoderWorld does offer interest free, in house financing for those who can not afford to pay in full but we are not affiliated with any financial aid or government funding programs.

If you have any questions, please don't hesitate to call or e-mail us at the contact info on cover page. We look forward to the possibility of sharing our knowledge with you!

Many Blessings,

Misty Soderholm, Director

"It's a beautiful thing when a career and a passion come together"

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Licensure, mission statement, facility, history

Licensure: We are located at: 16 W. 501 Nielson Lane Willowbrook, IL 60527 (630) 455-5885 Fax # 630-455-5929 www.soderworldwellness.com email-mail@soderworldwellness.com We are licensed by the: Illinois Board of Higher Education, Division of Private Business & Vocational Schools, 1 N. Old State Capitol Plaza Ste 333 Springfield, IL 62701 Phone # 217.782.2551 and: IL Department of Financial and Professional Regulation, 320 W. Washington St. 3rd Floor, Springfield, IL 62786 (312) 814-6910. We are also an approved school by ABMP (Associated Bodywork & Massage Professionals). Current licenses certification documents and other consumer information regarding the institution may be reviewed at the school during regular business hours. Soderworld Academy is not accredited by the US Department of Education and doesn't offer government aid.

Mission Statement & Philosophy:

We are intent on providing a quality education that will prepare students to participate at a professional level in the area of Therapeutic Massage, Yoga, and the Healing Arts. In our certifications, the emphasis is on the holistic approach of body, mind, and spirit connectedness. Our intention is also to facilitate students personal growth in a holistic lifestyle within a safe, beautiful, and caring environment. We are dedicated to providing the best education at an affordable price. SoderWorld does not affiliate with any particular religion or belief. We are an all-accepting, all-loving facility that allows students to work through the program within their personal beliefs.

Facility: We are, a 6,000 square foot facility on 2 1/2 acres, owned and operated by the Soderholm family since 1997. Classes are held at SoderWorld's beautiful A-frame log cabin off of Route 83. Learn in a relaxing environment with our wonderful classrooms & clinic treatment rooms, yoga room with beautiful view, meditation lounge & break areas, retail shop with reference library, salt cave, outdoor garden & walking path, waterfall, and labyrinth. Where else can you get a great education and still feel like you are in a sanctuary?

Ownership/History: SoderWorld Wellness Center & Academy was created back in 1997 by the Soderholm Family. After Misty worked at the Chopra Center for Well-Being in San Diego, Ca, her family was inspired to create a one-stop shop for alternative therapies in their hometown of Chicago. Misty is licensed in Massage Therapy & Esthetics and certified as a Yoga Instructor. She is a member of ABMP & Yoga Alliance, and has had training in LaStone, Esalen, Sports, Reflexology, & Thai massage, as well had intense studies in Ayurveda/ PanchaKarma Therapies, Seated Massage, Watsu, Hypnotherapy, Holistic Health, Natural Birthing, Yoga Therapeutics, and Meditation. After taking over the school, Center for Therapeutic Massage & Wellness from Bea Stanton, Misty re-developed the programs and runs the Academy of the Healing Arts division of SoderWorld to help share with others the healing profession of Massage Therapy and Yoga Instruction. Eric Soderholm, former Major League Baseball player, is the financial backer and personal relations representative. He has extensive knowledge in teaching meditation, as a motivational speaker, and teaches some of the free Sunday classes. He also does private spiritual counseling to those in need. Ginny Soderholm, is also the financial backer and runs the accounting department and oversees front desk operations. With the dedication & commitment of the Soderholm family, SoderWorlds goal is to create a wonderful place for healing, inspiration, and growth on all levels of being, not only for the clients& students but the staff as well. We want Soderworld to feel like your second home. We strive to have like minded students & staff with the same passion and vision for helping others through natural, spiritual, and holistic means.

Objectives, class calendar & school holidays/closings

General Objectives: Our mission is accomplished through these performance objectives:

- Assessing the academy effectiveness through student achievement and performance and using the assessment to maintain or improve performance.
- Employing a faculty qualified by preparation, education or experience and personality to carry out the educational objectives of the academy.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Providing equipment, and instructional space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student tests & evaluation to assist student learning and above average student achievement.

Class Calendar~ Please check basic massage course module schedule on page 7 for specific module start dates. These classes are 5 hours per weekly class and scheduled on specific nights of the week at the Academy. The Yoga program is broken in 24 weeks of classroom time, 5 hours per class. Check the class schedule at the back of this catalog for elective class & Yoga schedule for both massage and Yoga students. Students get 10 minute breaks for 1 hour in class

Class Size~ Classes will be limited to 14 students per class, 1 teacher/1 assistant

School Holidays & Closings: Observed school closures include Easter, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, the week between Christmas Day and New Year's Day (the actual dates vary based on which day of the week the actual holiday occurs). Breaks and additional days off are published well in advance on the school website. Students may call the school, 630-455-5885 to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather or instructor illness. Exact start dates can be found on the school website: www.soderworldwellness.com and are subject to change

Handicap Policy~ SoderWorld Academy does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing and physical demands of the industry may be answered by the campus director.

OSHA~ The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in related training. During class the student will learn about the importance of safety and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in related training. Soderworld follows OSHA sanitary practices that are also taught in the programs.

Program Commitment, admission & enrollment

600 hour Massage Therapy Program Time Commitment:

Part time~ 1 night per week, 16 months plus elective classes on scheduled weekends, & client critiques (Tues, Wed, or Thurs 5pm-10pm)

Fast Track~ 2 nights per week, 11 months plus elective classes on scheduled weekends & client critiques (Tues, Wed, or Thurs 5pm-10pm)

200 Hour Yoga Teacher Training Time Commitment:

1 night a week, 4 months (17 weeks) plus 2 weekend intensives, ongoing yoga classes, workshops, elective class & student teaching/assisting on various days (Wednesdays 5-10pm)

Student Membership~ Being a student at SoderWorld gets you a 10% discount on full price services, & retail products. You also get access to our Clinic rooms, Garden of Eden, Labyrinth, Salt Cave, Aquafloat Bed, upstairs cafe/lounge, & outdoor meditation room. Immediate family & friends get free student massages.

Admission & Enrollment Requirements: The Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, creed, religion, ethnic or national origin, or physical or mental handicap unrelated to ability. The Academy does not recruit students already attending or admitted to another school offering similar programs of study. The Academy requires that each student enrolling in the Massage Therapy or Yoga Teacher Training programs must;

- ~complete an application for enrollment & enrollment paperwork if accepted
- ~must go through an interview before being accepted
- ~provide drivers license
- ~Must be 18 years old & provide proof of High School Diploma or GED ~Must be physically able to perform a Therapeutic Massage/Yoga Instruction

How to begin application process~Please fill out the application according to which program you are applying for. You can mail it, fax it, or stop in and hand it in at the front desk. You will then be called to set up an interview time with the director. We do not allow students to register the day they had their interview. If accepted into the program, a separate time will be schedule for student to come back in, pay the registration fee and fill out all other enrollment paperwork such as, enrollment agreement, financing agreement, & refund policies. We will also need a copy of your drivers license and HS diploma or G.E.D. You will then get a welcome letter in the mail with your student ID number on it.

High School Verification Procedure: In today's world, there are companies commonly referred to as "diploma mills" that offer false documentation as proof of secondary education. The Academy has access to a list of diploma mills that are not recognized places for receiving diplomas, or GED certificates. If there is a question about the validity of a diploma or GED certificate, the Academy reserves the right to request additional documentation. Determination of invalid documentation has no right to appeal.

Career Info



5 Reasons to become a Massage Therapist or Yoga Instructor

Reason #1 - High demand & Rewarding career

Reason #2 - Relatively short certification requirements

Reason #3 - Many options for work & specialties

Reason #4 - Become your own boss

Reason #5 - Learn alternative ways to help yourself and others

Career Opportunities~ Be open to a world of great opportunities in the Holistic Health field. With commitment & passion, the possibilities are endless. Enter your program with an open mind and heart as you begin your journey in the Healing Arts. There are many career choices such as a Massage Practitioner, Massage or Yoga Educator, Private Practice or studio, Hospital Massage Practitioner, Sports Therapy Practitioner, Holistic Practitioner, Corporate Massage Therapist, Spa Massage Therapist, Chiropractic Massage Therapist and many more. Avenues in these areas of specialization could also include journalism, advertising, marketing, professional associations, or research and development with the right continuing education. Excellent training is the important first step to an enjoyable, successful career in one of the above areas. If you like working with people, looking for body, mind, spirit approach to life & passion for health & wellness, then an education in Massage Therapy or Yoga Teaching may be your path.

Career Considerations~ The Academy wants to ensure that students interested in pursuing a career in Massage, or Yoga consider all aspects of such a decision. **Persons who want to become professionals in these fields must:**

- Have skill with hands & agility with body, with a sense of artistry
- Enjoy dealing with the public and be able to follow a client's needs
- Keep up of the latest massage & yoga techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a commitment to the educational process and complete

the course of study

- Learn the skills necessary to operate a personal business.

Applicants and students should be aware that:

- The work can be physically & emotionally demanding because of time standing over a massage table or teaching yoga classes
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail

Career Employment Assistance~ While the Academy cannot guarantee employment for graduates at Soderworld or other facilities, assistance in finding suitable employment is provided by maintaining a network of relationships with area professionals and employers for the purpose of helping place graduates. The Academy also posts area job openings for the students at the school & online. Letters of recommendation are provided to all students that maintain high attendance and academics. Students also receive training in how to seek employment that includes how to write a resume, life as a business owner and preparation for an effective interview.

Attendance, hours, & grades

Early Departure~ A student who leaves the school prior to regular dismissal time is considered to be an early departure. If a student must leave the school earlier than his or her scheduled dismissal time, he or she is asked to advise their instructor in advance of the departure and he or she must clock out in order to receive hours. Students will not earn hours for periods in which they are not clocked in.

Guidelines for proper absentee notification~ *Presenting a school staff with a written notification of the intended absence. *Calling the Academy before the start of class, please give as much notice as possible: (630)455-5885 *Students are required to complete all hours as mandated for the program by State requirements, so students who are absent must make up all hours missed.

Making up of Hours~ A student who accrues clock hours outside of his or her regular schedule (contracted per the enrollment agreement) will be considered to be making up hours. Make-up hours can only be made up during hours the school is open and time must be used toward study or practice of program enrolled in.

Attendance~ Students are required to complete all course hours in accordance with state requirements and/or in accordance with the requirements of the school, whichever is higher. To help ensure educational focus, students are expected to maintain above 90% attendance. There are no excused absences; any hours or education missed due to absence is the responsibility of the

student to makeup. In the event of extended absence, see the Leave of Absence policy.

Electronic Tracking of Hours~ SoderWorld Academy is a clock hour school. In order to graduate, all program hours must be documented. Students will receive instructions on how to use the clock in/out system during orientation. Students forgetting to clock in will only receive hours from when he or she clocks in. Students are prohibited from clocking in or out for another student. Additionally, poor attendance may result in termination from the program and/or loss of financial assistance. Students will earn each minute needed to graduate by being ready and available to participate in the program in which they are enrolled in, please speak with direction about injuries or illnesses.

Grading Procedures~ Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. All assignments must be completed by each student as agreed upon in the enrollment agreement. There are 3 hands on evaluations that will be conducted during the course of massage study and 1 final evaluation for Yoga Training. If the hands on evaluation does not meet satisfactory requirements, it is not counted and the performance will be repeated. Students must maintain a theory grade average of 70% and pass all exams, assignments & evals prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: WRITTEN and PRACTICAL: 90 - 100 (A) EXCELLENT 80 - 89 (B) VERY GOOD 70 - 79 (C) SATISFACTORY 0 - 69 BELOW STANDARDS – Needs improvement

Exam Make-ups & Retakes~ If a student is absent on the day of an exam (written or practical), he or she is expected to make up the exam within a timely manner and during times established by the instructor. In order to maintain the credibility of the exam, at its discretion, the academy may use an alternate exam for a make-up attempt. Failure to make up an exam in accordance with the make-up policy requirements will result in a recorded grade of 0% which will be weighted into the students overall grade. Students are permitted at least two exam retake attempts for each failed exam.

Academy Curriculum

Curriculum~ All practitioner programs offered by The Academy follow similar procedures in that the same guidelines & policies apply and the same grading procedures are followed for each course even though the curriculum for massage & yoga programs are different. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this catalog.

Instructional Methods~ The clock hour education prepares students for state board preparation, graduation, and entry-level job skills. School equipment and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect body, mind, spirit educational methods. Subjects are presented by means of lecture, demonstration, and hands on student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery as well.

References & Textbooks~ A comprehensive library on upper level are available to support the course of study and supplement the students' training. The following is a list of your textbooks that you will need to purchase throughout the course. You do not need to purchase your textbook for each particular subject until you are at that section of the program. We do sell the texts in our retail shop but you may also check e-bay or amazon.com to get them used.

Texts for Massage Program:

- ~Anatomy & Physiology - The Massage Connection Author Kalyani Premkumar - www.lww.com
- ~Massage Therapists Guide to Pathology Author(s): Ruth Werner LMP, NCTMB - www.lww.com
- ~Trail Guide to the Body book- (workbook optional)- Kinesiology section Author: Andrew Biel
- ~Job's Body- A Handbook for Bodywork Author: Deane Juhan
- ~Manuals Supplied: Massage/Yoga Manual, Business, Ethics & Marketing, & Wellness/Self Care Manual

Texts for Yoga Teacher Training:

- ~Light on Yoga Author: BKS Iyengar
- ~Teaching Yoga Author: Donna Farhi
- ~Key Muscles of Yoga Author: Ray Long
- ~How Yoga Works Author: Geshe Michael Roach

Compensation for Massage/Yoga while in school~ Students in the massage therapy program are prohibited from taking compensation for massage or bodywork prior to graduation. If a student chooses to accept compensation for massage or bodywork, the student will be in violation of this policy and appropriate disciplinary actions will be administered. Additionally, engaging in the practice of massage therapy for monetary gain, prior to having a state license, is a violation of state law. Since Yoga is not a licensed profession in Illinois, students are allowed to start teaching as soon as they feel comfortable.

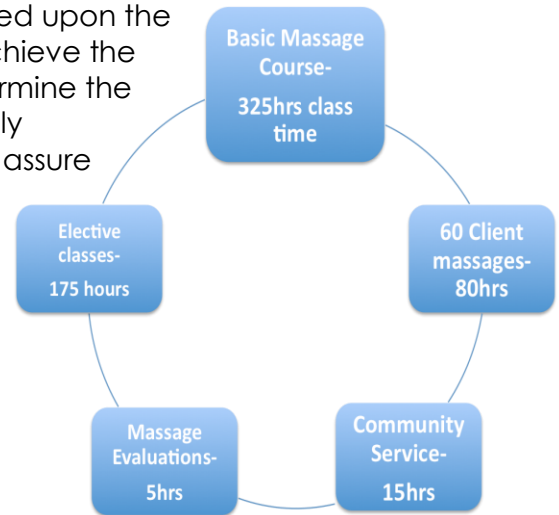
Massage Tables & Yoga Supplies~ All oils, creams, blankets, & tables for class time & practice hours will be supplied by SW. Each student will be given a set of sheets, face cradle cover, & oil bottle & holster to use during the massage program. We supply all props for Yoga Teacher Training but it is recommended that you bring your own mat but we do have used ones available.

Evaluations & Academic Advising~ Students are advised regarding progress and achievement at the halfway point of their program. Evaluations include how the student is performing with regard to attendance, theory grades, and hands on as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, employment, continuing education opportunities, and financial assistance is available to students as it is needed.

Massage Therapy Program

MASSAGE THERAPY~ 600 Hour Certification~ The primary purpose of the Massage Therapy Program is to educate the student in excellent hands on techniques, client safety & comfort, and proper work & life habits to obtain licensure and a position in therapeutic massage profession that lead to rewarding career. Each student will receive instruction that relates to body, mind, spirit bodywork and lifestyle habits. Upon completion of the 600 hour massage therapy program, graduates will be able to educate their clients on proper treatment and self care techniques as well as assessing a client's body alignment & muscle tension to create balance.

Objectives: Upon completion of the program, the graduate will be able to
1. Competently and confidently attain a growing clientele based upon the education delivered.
2. Respect and listen to the client to achieve the treatment results.
3. Perform the basic analytical skills to determine the possible massage service/application and after care.
4. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
5. Ensure continued career success, by learning new and current information related to skills, trends, and methods for career development through continuing education.



600 hour Program Requirements: -Completion of Basic Therapeutic Massage Course- ~425 hours total- (325 hours Module Class time)

- *includes various modules (sections) that need to be completed (see page 7)
- *Includes Completion of 60 massage clients-10 to professionals (80 practice hours)
- *Completion community service (15 hours)- Open House, Golf Outings, corporate events & health fairs
- *3 Hands-on Evaluations (5 hours) - Swedish Massage, Deep Tissue, & Swedish Deep Tissue Combo
- *Minimum of 70% on written/verbal exams & completion of all assignments
- *Completion of Business project, Research project, Body Map, & Vision Board~ in different modules

~Elective Classes- 175 hours (see page 8) Students pick which classes best suit their needs

Clinical Training (Client Massages)~ At the core of any professional massage therapist, is the ability to care and treat the client. Students can not begin client massages until they complete the Swedish Massage module and pass the hands on evaluation. These student massages are performed on a combination of other massage professionals, family, friends, and the general public. We allow immediate friends & family of students to receive massage for free (2 per person), public is \$30 for student massages. Days and times for clinic hours will be scheduled with director.

Hands-On Evaluations~ At the end of each hands on module, students are required to pass a hands on evaluation. The student must do this before they can move on to the next module. So, Swedish must be passed to go onto deep tissue and deep tissue must be passed to move onto Swedish/Deep Tissue Combo Massage Module. These are done outside of class time.

Community Service Hours~ students are required to complete 15 hours of community service events. These are supervised hours where students will learn how to promote, educate, and help clients at different events. These events can include but are not limited to SW Open House, Golf Outings, corporate chair massage, health fairs, schools, & client appreciation events at SW. Student must take the Seated Massage elective class before they can start these hours.

Basic Massage Course Module

325 hours-Class time Breakdown (5 Hour classes per week)

15-16 months (once a week) or Fast Track 12 months/ (5 hour classes/ 2-3 per week)

* Students can start at any module that does not require prerequisite.

150 HRS- Anatomy, Physiology, Kinesiology, & Pathology

*10 Weeks- Kinesiology (Build Clay Man/Palpation)

*10 Weeks- Anatomy & Physiology (Body Systems)

*10 Week- Pathology- Diseases & Disorders (Prerequisite: complete A&P)

125 HRS- Massage Assessment, Theory, & Application

*10 Weeks- Swedish Techniques & Application

(History/ theory/ modalities/sanitation/contraindications/endangerment)

*10 Weeks- Deep Tissue Technique & Application (Prerequisite: complete Swedish)
(myofascial/hot & cold/injuries/client assesment/posture/stretch/exercise)

*5 Weeks- Swedish Deep Tissue Combo (Prerequisite: complete Swedish & DT)
(includes stretching/2 weeks advanced bodywork)

25 HRS- *5 Weeks- Business, Ethics, & Marketing

Test & licensing Process/vision board (Includes goal setting, accounting, insurance marketing, Interviewing, client repor, Soap notes, research)

25 Hours- *5 Weeks- Wellness, Nutrition, Self Care/ Stress~ Includes field trip & stress relief

2014-2015 Basic Massage Module Schedule

Tuesday Night Modules

Swedish Massage Module-

10 weeks~ 04/14-06/19/15

Business, Ethic, Marketing-

5 weeks~ 06/23-7/21/15

Deep Tissue Module

10 weeks~ 07/28-9/29/15

Wellness, Nutrition, Self Care

5 weeks~10/06-11/03/15

Swedish/DT Combo Module

5 Weeks~ 11/10-12/15/15

Anatomy & Pathology module

10 weeks~ 01/05/-03/08/16

Pathology Module

10 weeks ~03/15-05/24/16

(No Class Easter week)



Thursday Night Modules

Kinesiology Module-

10 weeks 1/29-04/09/15

No class April 2nd- Easter Break

Swedish/DT Combo Module

5 weeks 04/16-05/14/15

Anatomy & Physiology module

10 weeks-5/21-7/23/15

Pathology Module

10 weeks - 07/30-10/01/15

Business, Ethics, Marketing Module

5 weeks~ 10/08-11/05/15

Wellness, Nutrition, Self Care

5 Weeks ~ 11/12-12/17/15

(No class week of Thanksgiving)

Swedish Massage Module

10 Weeks~ 01/07-03/10/16

Yoga Teacher Training

200 Hour Yoga Teacher Training Certificate Requirements:

- *17 Week Basic Yoga Training – (85 hours) One day a week
 - *2 Weekend Intensive (16 hours each/ 32 hrs total) Fri 5-9pm/ Sat 12-6pm/ Sunday 12-6pm
 - *Student Teaching – (8 classes- 12 hours) Public classes (5 classes-7.5 hours) eval sheets Private sessions (3 sessions- 6 hours) write report for each
 - *Apprenticeship/assisting- (5 classes- 7hrs)
 - *Attend 2 public classes a week – log sheet (40 hrs) Home practice 3-4x's a week
 - *Attend 1 Master teacher workshop (2-3 hours) write report
 - *Attend Kirtan and/or Gong Wash (1 hour)
 - *Thai Yoga Bodywork Elective Class (20 hours)
 - *Other electives classes available (optional for more hours) Pranayama, Meditation, Chakras/ Anatomy of Energy, Aromatherapy
 - *3 Tests- A&P, Philosophy & Technique, Ethics
- Projects: book reviews, master class & private session reports, body map, business project, Intention Project (see separate sheet for descriptions)

- **Yoga Teacher Curriculum includes:** Non-Dogmatic Hatha Yoga with a Therapeutic approach
Theory and practice of Hatha Yoga / Universal Principles of Alignment, loops spirals, and focal points
- Asanas, Pranayama, and Kriyas, Mantras, Chakras, Nadis, Mudras, Koshas, Kleshas
- Benefits, contraindications and overview of many types of Yoga, and Yoga Sutras
- Meditation, visualization, chanting and sound healing
- Teaching styles, assisting and correcting postures, misalignments, working with injuries and trauma
- Physical and Energetic Anatomy and Physiology/ Kinesiology (muscle study)
- Ayurveda and Yoga for different Body Types as well as nutrition and living the Yogic lifestyle
- History, different yoga theories and philosophies (8 limbs of Yoga / 4 aims)
- Understanding of body/mind connection Awareness of mental/emotional, physical and spiritual relatedness, psychology of student/teachers
- Principles of demonstration, observation, assisting, correcting, instruction, adjustments, props and different teaching styles
- Business, Professionalism and Ethics for teaching Yoga, as well as qualities and service of a teacher
- Guidelines and suggestions for setting up yoga classes and sequencing, yin yang of a balanced class
- Intro to Restorative, Pre Natal, Acro/ Partner, Thai Yoga Therapy and much more!

Yoga Props- The student should be planning on the purchase of yoga props if they do not have them already. Props will be supplied at SoderWorld but we recommend getting them for your personal practice as well & for use with clients. We will assist you if desired and sometimes place group orders so students can get discounts.

Student Teaching/Assisting- can be started as soon as student feels comfortable

Workshop/Intensives- There are 2 Yoga Intensive in the training and many workshops offered throughout the year. Students are required to complete the 2 Yoga intensives that will be held at SoderWorld but may take any additional workshops for more hours but there are separate fees for those. Check the yoga class schedule for dates and times of these workshops/intensives

***This program is approved by & follows the 200-hour curriculum guidelines set by Yoga Alliance**

Cranial Sacral Therapy Program



Higher Education for Healers and Lightworkers Learning the “Shamanic Approach” to CranioSacral Therapy

It is truly a holistic therapy that is very powerful and unique. It includes elements borrowed from Cranial Osteopathy, Massage, and traditional Cranial Sacral Therapy. It is widened by aspects of parapsychology, trans-personal and traditional psychology, studies of consciousness, physics, metaphysics, spirituality, and shamanism. Sacred Journey Therapy is taking Cranial Sacral to another level by intertwining perception and intention with meditative use of the inner eye, inner ear, and empathic heart to communicate and heal the physical, emotional, mental, astral, and spiritual bodies.

The Cranial Sacral Therapist Training consists of 7 levels with a practicum after each level and an ethics class. Entire program is 233 hours and is done over the course of a year.

Level 1-7 are 4 day classes that run from 9am-6pm

Level 1- Laying the Foundation; Working from the Heart (28.5hrs)

Level 2-Unwinding; The Heart and Sacrum (28.5hrs)

Level 3-Unwinding; The Heart, Sphenoid and Facial Bones (28.5hrs)

Level 4-Unwinding; The Heart and Mandible Ritual (28.5hrs)

Level 5-Psychometry/Communication; The Heart Speaks (28.5hrs)

Level 6-Miasm Release Therapy; Clearing the Heart (28.5hrs)

Level 7-Sacred Journey Therapy; Following the Heart (28hrs)

Practicums for Level 1-7- (28hrs) This course provides an opportunity for students to review material covered in the Level 1-7 courses, share their cranial sacral experiences in a meditative and supportive atmosphere and refine their skills under the watchful eye of the instructor. Students are required to successfully complete 4 hours practicum for each level and a hands-on evaluation with an instructor to demonstrate their ability.

Professional Boundaries, Ethics & marketing for Lightworkers (6hrs)

Graduation, Licensure requirements, & LOA

Graduation Requirements~ Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Certificate of Completion:

- Successful completion of all phases of study, passed required tests, practical assignments and evaluations; Completed the program of study according to State requirements for that program.
 - Maintained at least 70% grade average for all coursework;
 - Completed all exit paperwork and attended an exit interview with the director;
 - Has satisfied all financial obligations to the school unless other arrangements have been made.
- Upon completion of the course of study and all graduation requirements, a certificate & transcript of hours for the applicable course of study will be awarded. After all graduation requirements have been met and the massage course has ended, the graduate will be eligible to take the state licensing test & once passed, can file an application for a state license.

Licensure Requirements~ A person is eligible to receive a license as a massage practitioner, if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the state examination. The 600 hour Massage Therapy program at SoderWorld Academy prepares students to sit for the National Certification Exam (NCE) and the Massage & Bodywork Licensing Examination (MBLEx). There are review classes and private tutoring available to help with these test. After test is passed, student must apply for license through the Illinois Department of Professional regulations and can not start practicing massage until license is given. There is no state test or licensing for the Yoga Teacher program.



Leave of Absence~ (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in writing stating the reason for the leave for approval by the school director. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. Upon the student's return, the student will resume the same payment period and coursework. The contract will be revised upon return from the LOA to extend the ending date by the applicable number of days. All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave.

Re-Entry Students~ Former students of the Academy who wish to re-enter, must request approval from the school administration. Student will be responsible for any balance owed for the former enrollment. Tuition rates current at the time of re-entry will apply. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract. The request will be reviewed and a decision made within 30 days of the request.

Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining.

Elective Classes

Pre-registration is required on all elective classes. A \$25 deposit is required at sign up to reserve your space, unless stated differently for certain classes. Balance of class fee is due prior to start of class. Elective class refund policy: If you cancel registration 1 week prior to class, you will get registration fee back, under 1 week, regs fee can be transferred to next class. If you cancel day of or No Show on class, there is no refund on registration fee and there is a fee of 10% the cost of the class. Electives classes can not be financed.

Reflexology~ is an ancient form of bodywork practiced on reflex points of the feet and hands. The reflex points correspond with organs, glands, and body structure. Techniques of pressing, pulling, rubbing that will facilitate relief from physical discomfort will be experienced. Handouts included. Credits: 15 CEU Cost: \$200 Optional Text: "Better Health with Foot Reflexology" Dwight C. Beyers (\$30 text)

Dowsing, Herbs and Wellness~ Dowsing with a pendulum will be taught as a technique to assess wellness. Foods, herbs, homeopathy and hands-on techniques will be considered as means to maintain wellness. Credits: 18 CEU Cost: \$235. Required Text: "Help One Another" & \$18 Pendulum (\$30 text fee)

Seated (On-Site) Chair Massage~ A 15 minute technique of total revitalization through the application of acupressure and massage techniques on a specifically designed chair. The client remains fully clothed as the therapist manipulates the head, neck, back, shoulders and arms through a very specific and detailed sequence of moves designed to release blocked energy and relaxed muscles. Handouts included. Credits: 8 CEU Cost: \$125. Text: None

Lymphatic Massage~ This soft tissue therapy is a gentle process, yet very powerful in effect. Learn to balance the autonomic nervous system, increase lymph flow and enhance the activity of the immune system through rhythmic gentle touch CEU Cost: \$125 Text: None

Reiki~a Japanese word meaning "Universal Energy" surrounds us. The Usui system of natural Healing is a healing art which uses Reiki to help bring balance to the body-physically, emotionally, mentally, and spiritually. This natural healing method, referred to as Reiki, is an ancient Tibetan science which was rediscovered during the mid-1800's by Dr. Mikao Usui. Levels I, II, & III, Credit: 8 each level CEU Cost: \$125 each level \$25 text fee) Required Text: The Original Reiki Handbook of Dr. Mikao Usui

Sports Massage~ concentrates on specific massage techniques to enhance athletic performance, accelerate the body's restorative processes, and reduce the chance of injury to the body. This class concentrates on general sports massage and application of techniques for specific athletic events...a hands-on experience. Handouts included. Credits: 26 CEU Cost: \$325 Optional Text: "Sports & Remedial Massage Therapy" Mel Cash (\$26 text fee)

Basic Aromatherapy~ What is true Aromatherapy? How and why does it work? Incorporating essential oils into a massage is a wonderful way to ease muscular pain, relieve stress, and treat a variety of conditions in a non-invasive way. In this experiential class you will learn about the best essential oils to enhance massage, how to custom blend for your client each session, and how to comfort those with serious illnesses using essential oils. We will also cover the history of aromatherapy, safety issues and contraindications. Handouts included. Credits:8 CEU Cost: \$150(plus \$40 lab fee) No Required Text

Body Treatments/Hydrotherapy Class~ Learn how to pamper your clients with more than just massage. In this class we will cover the theory behind body treatments, contra-indications, and some product knowledge.This hands-on class will cover how to do a salt glow, an aromatherapy body wrap, Hand & foot treatments and demo of detox wrap. Credits: 8 CEU Cost: \$150 Text: None

Elective classes

Ayurveda/Pancha-Karma Therapy~ Learn the ancient "Science of Life" from India that is over 5,000 years old. We will discuss the different body types, how to test for them, and how to bring them back into balance through foods, herbs, and detoxifying treatments. This class is a combination of lecture and Hands-on training of many of the PanchaKarma treatments including 3 different types of massage, steam tent, herbal wraps. oil pour on the forehead, and congestion treatments. Credits: 24 CEU Cost: \$400 (Manual Included) Optional Text: "Perfect Health" Deepak Chopra (\$14 text fee)

Basic Thai Bodywork~ This three day workshop is aimed at introducing Thai Bodywork to massage therapist & yoga instructors . We'll cover some theory and history while teaching a complete one hour session. It includes warm up/yoga exercises, meditation, and lots of hands-on practice. Credits: 20 (Evaluation from teacher required) CEU Cost: \$300 Text: "Thai Yoga Massage" Kam Thye Chow

Pranayama (Breathwork)~ Learn the art of breath control to help ease stress and induce a deep state of relaxation & meditation. This class is great for individual growth as a therapist and also to use with your clients to help calm and release emotional and mental blocks. We cover many different pranayama techniques and handouts will be given. Credits: 4 CEU Cost: \$50 Required Text: No Text

Chakras/Anatomy of Energy~ This class will help the students develop a better understanding of how the charkas affect the body and how to help balance the charkas with different hands on techniques and meditations. This class is very experiential and helps open one to the power of energy and intention in creating happiness in their life. Credits: 6 CEU Cost: \$100 pre-registration required Required Text: None

Esalen Style Massage~ This spiritual, nurturing, and flowing massage will take your clients to a beautiful space for healing and relaxation. Students will learn how to flow their massage with music and learn many techniques exclusive to the Esalen style of massage. This class will connect the students to their own intuition and connection to spirit while working with others. In this class you will review theory, history, & principles of Esalen Style massage. Includes a demo and hands on practice of a one therapist and a two therapist Esalen style massage. Meditation, Proper body mechanics, stances, breathwork, applications of techniques and flow will all be practiced and discussed. Credits: 12 CEU Cost: \$200 Required Text: None/ Handouts

Principles of Meditation~ This class covers theory, history, and different techniques of meditation to start the student on a journey to a more mindful life. This experiential class will uplift them to a place of bliss and then how to carry this bliss with them always. Credits: 6 CEU Cost: \$100 Optional Text: "How to Meditate: Using Chakras, Mantras. & Breath" Dennis Chernin. (\$29 text)

Hot Stone Massage~ This two day Hot Stone Massage technique will be a 2 day basic training in this unique therapy. It will include the use of hot and cold stones in a full body massage as well as incorporating energy work within the treatment. Set- up and clean-up of treatment. We will also discuss contraindications, principles, theory, history and safety, and care for the stones, equipment & therapist. Credits: 18 CEU Cost: \$300 pre-registration Text: None

Cranial Sacral Therapy~ In the training of the art of Cranial Sacral Therapy, students practice basic release techniques for different areas of the cranial sacral system and the fascia system which interacts with the dural membrane surrounding the brain, spinal cord, and sacrum. These techniques will be combined into a complete cranial sacral treatment. During the course basic anatomy, of the cranial sacral system will be covered, as well as training and practice in developing sensitivity to the cranial sacral rhythm. CRANIAL LEVEL I & II Credits: 28.5 each level CEU Cost: \$595 each level Text: None

Elective classes

Advanced Tensegrity Techniques- Problematic patterns in the body 'play out' in its tensegrity-organized forces. Chronic patterns involve the entire body while at the same time having local phenomena. While every body is organized uniquely, there are commonalities to these forces based on the principles of a tensegrity based structure. In this class the commonalities are discussed, and a theoretical basis is presented for organizing effective work quickly and efficiently. The tensegrity principles are combined with the concept that it is possible to work deeply into tissue layers without having to apply heavy pressure. From this perspective you will learn how to work clients' bodies from the inside out, and how to work around structures. When these are combined with the classic working into tissues, the body becomes 'transparent' to the practitioner in terms of pressure. How deep bodywork is done becomes a function of movement directing pressure into tissue rather than pressure on tissue. Perspective on the practitioner's part becomes more three-dimensional relative to the client's tissue structures compared to deep work that relies primarily on pressure. All structural, and many non-structural, technique approaches can function within this tensegrity framework. Credits: 18hrs CEU Cost: \$300 Required Text: None/ Handouts

Floating Joint Technique- All joints are normally under compression from muscle tone. Joints can be put in temporary traction by pulling on them. There is a fine space where a joint is between the two – no compression nor traction forces. Here the joint is 'floating', and powerful self-correcting responses can readily be elicited from the clients' homeostatic reflexes. In this class you will learn to feel that 'floating' moment, and explore how it can be used. This is a very subtle technique that has virtually no contraindications. Floating Joint has been applied with long-lasting effectiveness to any auto-immune disorder such as rheumatoid arthritis or fibromyalgia, and has proven very effective with whiplash from automobile accidents and severe falls. Credits: 18hrs CEU Cost: \$300 Required Text: None/ Handouts

Scar Tissue Massage- Inefficient healing of scar tissue after surgery or injury can seriously affect quality of life and increase health costs. The ability to influence the scar tissue matrix' organization is key to achieving maximum range of motion and muscle function. This class will provide participants with an overview of Scar Tissue massage techniques and practices. Lectures will focus on the connective tissue processes of wound healing, both post-surgery and post-injury, including the energy dynamics of scar tissue remodeling. The hands-on portion will consist of demonstrations of various scar tissue massage techniques performed on a variety of scar tissue conditions and restrictions. The demonstrations are followed by participants' active massage work on scar tissue situations, with instructor assistance and guidance. Credits: 18 CEU Cost: \$300 Required Text: None

Sacred Journey Massage -There are times with our clients which transcend the ordinary, when shifts and changes happen seemingly without effort. This rarely results solely from physical manipulation, but rather from a combination of skilled touch and a deep sense of connection. Sacred Massage uses a combination Esalen massage, Cranial Sacral Therapy, Lomi Lomi massage and Lymphatic drainage techniques along with the principles of Sacred Journey Therapy. The body is worked as a whole, not in segments. Not only is a physical connection made, but an energetic connection between therapist and client and often a spiritual connection between the client & themselves. Credits: 28.5 CEU cost \$595 Text: None

Elective classes

Feng Shui for Enhanced Health & Energy~

This is a Chinese system of "energetic" design. Feng Shui breaks up stagnant "qi" in our living and work spaces, thus restoring balance to our lives. (bring a floor plan, or "footprint" of their living space/house or work space to class)
Credits: 8 CEU Cost: \$110 Required Text: None/Handouts Supplied

Raindrop Therapy~ This technique uses highly anti-microbial therapeutic grade essential oils designed to simultaneously reduce inflammation and kill the virus and/or bacterial agents that are responsible for the illness. In addition to using the Science of Aromatherapy in Raindrop Therapy, the practice of Acupressure, Reiki, etc., is incorporated during the application of essential oils, in order to assist the body towards balancing, re-aligning, and clearing the structural and energy centers of the body, without using force or excessive pressure. The oils continue to work in the body with continued re-alignment of the spine for about 5 to 7 days following a treatment. It is not a cure-all or a magic bullet. However, Raindrop therapy is a powerful, non-invasive, revolutionary way for helping restore harmony and balance back to the body. Credits: 5 CEU Cost: \$100 Required Text: None

Pre-Natal Massage, Yoga, & Natural

Childbirth~ This two day class will give you insight into the comforts & discomforts of pregnancy & childbirth, ways to manage them, high risk pregnancies, relaxation techniques, Yoga postures for pregnancy, & techniques of pre & post natal massage including the use of the prego pillow and side lying techniques, as well as techniques best for each trimester. Credits: 16
CEU Cost: \$250 Required text: None

Hawaiian Combo Massage ~ Learn how to combine Lomi Lomi, Tui Na, Rolfing, Swedish/Esalen Massage, Deep Tissue, and stretching all in one session. This two day class includes demos and hands on practice on these techniques. The spiritual side of bodywork is also explored and Hawaiian traditions are discussed. Learn from a master of his craft and change your way of working with clients to deeper levels of healing. Credits: 12
CEU Cost: \$300 Required text: None

EFT (Emotional Freedom Technique) and Applied Kinesiology in Body Work~ Approved EFT level 1 course- Learn simple, one minute techniques to lessen (or eliminate) your strong negative emotional symptoms, release stress, cravings, anger, guilt, & your reactions to past events. Includes lecture, live demo, supervised practice, & time for questions & discussion. (handouts, manual & EFT DVD)
Credits: 6 CEU Cost: \$89 Required text: None

Human Crystal Class~ This Workshop provides a fun, hands-on, learning experience of the very basics of Crystal and Energy Healing. This workshop provides a good foundation to go on to some of the more advanced crystal healing workshops including "Healing with Crystals and Energy Work" and Melody's "Love is in the Earth" (certification) Workshops. This class will cover the physical healing properties of the mineral kingdom, metaphysical healing properties of Crystals, attraction, Crystals and human energy fields, Crystal healing tools, & augmenting energy healing with the mineral kingdom. Includes gift of stones. Credits: 8 CEU Cost \$125
Required text: None

Healing with Crystals and Energy Work~

This workshop provides a fun, hands-on learning experience in utilizing the mineral kingdom and energy work to facilitate healing in yourself and others on all levels. It serves best those individuals who are already familiar with energetic healing and would like to begin to incorporate or are already incorporating the healing properties of the mineral kingdom in their practice. Class includes vibrational healing basics, acquiring healing crystals through reason, intention and intuition, how to care for Crystals, creating your sacred healing space, utilizing Crystal healing tools, healing with crystal arrays and lay-outs, & healing with crystal oils and elixirs. Includes chakra stones to class participants. The Human Crystal class is a pre-requisite. Credits: 8 CEU Cost: \$125 Text: None

Academic & attendance progress, Transfers, student support

Satisfactory Academic and Attendance Progress- This applies to all students enrolled in programs. Progress reports will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of progress reports ensures that students have ample opportunity to meet both the attendance and academic progress requirements. There will be one evaluation by midpoint in the course and a second one the ¾ point in the program of study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% and pass all exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. *WARNING- Students who fail to meet either of the two progress standards as of an evaluation date will be placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. In order for a student to be considered making satisfactory academic progress as of course midpoint, the student must meet both attendance and academic requirements at the evaluation by the midpoint of the course.

Transfer Students~ The school accepts transfer students who meet all other regular admission requirements and are transferring from a state approved school. All accepted transfer hours will be added to the hours clocked at the academy and reported on the student's Official Transcript of Hours. All transfer students must enter the class level assigned at the time of enrollment. The Academy will work with the student to find the best placement. Transfer students may be required to purchase the necessary books for the course of instruction they are enrolling.

Transferability of credit hours~ If a student plans to transfer clock hours completed at Soderworld Academy to another postsecondary institution, it is the student's responsibility to determine if that institution will accept the completed coursework/hours. Soderworld Academy does not imply, promise, or guarantee transferability of its clock hours to any other higher education institution.

Non-Fraternization Policy~ Due to the possibility of favoritism and the unequal status that exists between faculty and students, personal friendships, dating and/or sexual relationships between faculty and active students are strictly prohibited. Relationships between students and administrative staff are also strictly prohibited.

Student Support Services~ As students go through their program, their professional and personal growth journey may face challenges and shifts during their study. Therefore, we offer full support and guidance to help students get through the program. We leave an open door for students to come and talk about issues or give feedback about the teachers and school.

Tutoring~ Individual tutoring is offered to any student. Instructors are available to those students needing extra instruction outside of the normal classroom environment. All tutoring is done on campus and may incur an additional hourly fee chargeable to the student by the instructor.

Transcripts, insurance, privacy policy & uniforms

Transcripts & Certificates~ Upon completion of all graduation requirements, two copies of a certified Final Transcript and certificate of completion will be issued to the student. If any graduation or withdrawal requirement is not satisfied by the student, a final transcript and certificate cannot be released from the school. Graduates of the Academy may request an extra copy of their transcript by submitting the appropriate form, which must include graduate's signature. Requests may take up to two weeks to process.

Student Liability Insurance~ Soderworld provides very limited liability insurance for enrolled students in the unlikely event that a practice client is accidentally injured during a student practice session. New student's are given information on how to purchase full student liability insurance either through one of the massage or Yoga associations or a separate insurance agency.

Privacy & file access policy~ In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) the school follows policies that: a) guarantee each student (or parent or guardian, if dependent minor) access to that student's records; b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law; c) don't allow publication of "directory information" about students; d) provide and permit access to student and other school records as required for any accreditation process initiated by school. Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of three years after graduation or termination. The school will make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

Confidentiality~ In support of the students and the community; it is our practice to share medical information between the faculty and the Director of Education, unless it is explicitly requested that it remain confidential. Medical information will not be shared beyond the immediate faculty members who interact with the student.

Uniforms & Dress Code- Charges for each program offered will include a Registration Fee, Books, & Tuition charges. The Academy provides 1 school uniform (shirt) included with tuition. Additional shirts may be purchased by students for \$10 each. Students are required to wear appropriate footwear for a professional environment, no heels are allowed. Hats are not allowed during school hours and head coverings may be granted by school administration on a case by case basis. Students are expected to arrive for school in the appropriate makeup and hairstyle. Body piercing is to be kept to a minimum.

Tight clothing, tube tops, halter tops, exposed midriffs, short shorts, or other clothing unsuitable as determined by the school will not be allowed. Compliance with the published dress code is required at all times. Students are preparing for a career in the wellness industry and are expected to be well-groomed and professionally attired during the program of training. The dress code is subject to change at the discretion of the school administration at any time. Variations to the dress code may be granted on special occasions at the discretion of the school administration.

Grievances & Disciplinary Policy

Grievances~ The Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all formal complaints will be retained in school files in order to determine the frequency, nature, and patterns of student complaints for the Academy. The information will be used in evaluating institutional effectiveness and outcomes. If a student has a concern or complaint regarding the program, student or staff member, the student should follow the procedure outlined below. The first step is to address the issue directly with the appropriate staff or faculty member. If the student is unable to address the issue directly with the staff or faculty member, s/he may discuss the concern with the Academy Director and complete a formal incident report. The Academy will interview all parties involved in the formal report and determine a resolution after hearing all sides. Resolution for one or more parties involved may result in disciplinary actions, including expulsion. All parties may review the final report. If a satisfactory resolution has not been reached within three weeks, the student has the option of registering a formal complaint with the Academy's licensing board.

DISCIPLINARY POLICIES~ To maintain an effective learning environment, students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions. **DISMISSAL – FOR THE DAY:** Students unwilling to adhere to school policies whether during theory or clinic hours, will be made aware of the non-compliance. Failure to correct the behavior will result in the student being clocked out and sent home for the remainder of the day with unearned hours. **PROBATION:** A student may be placed on probation for any infraction of the Standards of Conduct. The length of probation will be determined based upon the seriousness of the offense. If the student does not correct the behavior, he/she will be placed on a second probation. If the behavior is not corrected during the second probationary period, he/she may be dismissed permanently at the discretion of the school administration. **DISMISSAL - TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution including, but not limited to the following reasons:

- ▶ Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
 - ▶ Non-conformance with the state laws and regulations governing schools and students
 - ▶ Non-compliance with the school's Satisfactory Academic Progress Policy
 - ▶ An action that causes or could cause bodily harm to a client, student or employee of the school
 - ▶ Theft
 - ▶ Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
 - ▶ Immoral or improper conduct as determined by school administration
 - ▶ Willful destruction of school property
- Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

***Complaints** against this school may be registered with: Illinois Board of Higher Education:
(Massage Therapy) 1 N. Old State Capitol Ste 333 Springfield, IL 62701
217-782-2551 Fax: (217) 782-8548 www.ibhe.org

Withdrawal & Refund Policy

Course Incompletes & Withdrawal Requirements~ Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to the school including cancellation fee, or make satisfactory arrangements for debts to the school as approved by the school Director. Only upon completion of the withdrawal requirements will a certified Final Transcript of completed hours be sent to student. If withdrawal requirements are not met, no transcript will be released. The institution does not offer grades of "incomplete". If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received.

BUYER'S RIGHT TO CANCEL-

*When notice of cancellation is given before midnight of the 5th business day after the date of enrollment but prior to the 1st day of class, all application/registration fees, tuition, and any other charges shall be refunded to the student.

*When notice of cancellation is given after midnight of the 5th business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application/registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.

*When notice of cancellation is given after the student's completion of the 1st day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application/registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of cost of any books or materials which have been provided by the school.

*When notice of cancellation is received, the school may retain an amount computed, pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of course of instruction. When one has completed in excess of 60% of the course, the school may retain the application/registration fee and the entire tuition and any late charges.

*Refund policy for short class up to 20 clock hours shall refund prorata up to 60% completion of course.

*Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

*Application/registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

*Deposits or down payments shall become part of the tuition.

*The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to student within 15 calendar days.

*All refunds shall be made by the school within 30 calendar days from cancellation date.

*A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school more than 15 days shall constitute constructive notice of cancellation to the school. For cancellation the date shall be the last day of attendance.

*A school shall refund all monies paid to it in any of the following circumstances: the school did not provide the student with a copy of the student's valid enrollment agreement and current catalog or bulletin, the school cancels or discontinues the course of instruction in which the student has enrolled, or the school fails to conduct classes on days/times scheduled, affecting the student.

*A school must refund any book and material fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

Tuition & Scholarships

Course Costs: (Tuition costs are subject to change w/out notice)~

The Academy accepts full payments or monthly payments to school. Students are responsible for the cost of the licensing exams and state license.

Massage Therapy~ 600 hrs~ Registration: \$ 150.00 Books: \$300.00 Tuition: \$9,500
This tuition includes all 600 hours including 175 hours in Elective Classes

Yoga Teacher Training~ 200 hrs~ Registration: \$ 150.00 Books: \$200 Tuition: \$3,000
This tuition includes all 200 hrs including Thai massage elective & On-going Yoga Classes

Cranial Sacral Therapy Program~ 233hrs~ Registration: \$150 Books: None, Manuals
Tuition: \$5310 This tuition covers 7 levels \$595 each, practicums \$150 each, & ethics \$95

Payment terms & extra instructional fees~ Soderworld offers interest free financing, or the student can pay the school the tuition and fees for the program selected in advance upon start of the course. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied, including but not limited to over contract fees. A \$25 late fee will be added to students balance if scheduled payment is not made on time. Each course has been scheduled for completion within an allotted time frame. The school may retain any credit balance that can occur in the student account for future charges that may be assessed, including but not limited to other contract fees. **Sample Financing/Payment plan for Massage Therapy:** Down payment of \$500 due on or before the 1st day of class Balance: \$9000 for 16 months = \$562.50 per month for 16 months. Amount must be paid in full before certificate & transcripts will be issued. Fast track~ \$9,000 for 12 months = \$750.

Sample Financing/Payment Plan for Yoga Training- Down payment: \$500.00 due on or before first day of class. Financing balance: \$2500 for 6 months = \$417.00 per month for 6 months. Amount must be paid in full before certificate & transcripts will be issued. Any classes or workshops taken outside of Soderworld are not covered in tuition.

Scholarships~ A scholarship between \$250 to \$1000 may be awarded to full course Massage or Yoga students. Students may apply for scholarship with initial application and it is based on financial situation of student and passion to attend school. If scholarship is awarded, students must display a "winning attitude" and professionalism, i.e., no serious infraction of the Code of Conduct; no disruptive behavior of any kind; exhibited a constant professional demeanor toward clients, peers, and others. Student must stay in good standing with grades and attendance and if the student withdraws from the Academy prior to completion of the course of study, the student will not be eligible to receive the scholarship credit and will be obligated to pay the full amount of unpaid tuition under the contract.

Credit Balances~ Upon satisfying all tuition and fee obligations with the school, any student account resulting in a credit balance will receive payment through the school for the credit amount. To become eligible for credit balance awards, the student account (contract charges) must be paid in full.

Code of Ethics, Rules of Conduct, sexual harassment

*The full standards of conduct and code of ethics forms will be given to student during interview process

Standards of Conduct- The Academy sets forth a specific Code of Conduct to all students for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training will greatly enhance the graduate's potential for success. All students must obey the standards of conduct or disciplinary action may be taken.

Code of Ethics- This code of ethics is a summary statement of the standards by which professionals agree to conduct their practices and is a declaration of the general principles of acceptable, ethical and professional behavior.

Student Non-Harassment Policy - It is the responsibility of each program participant to refrain from sexual harassment, and it is the right of each individual program participant to work in an environment free from sexual harassment.

Definition of Sexual Harassment: According to the Illinois Human Rights Act, sexual harassment is defined as: Unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment of members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man," depending on the gender of the alleged victim. Responsibility of Individuals and Program Participants Each program participant has the responsibility to refrain from sexual harassment in the school environment.

An individual, clinic client, employee or program participant who sexually harasses an individual, employee, clinic client or program participant is, of course, liable for his or her individual conduct. Any occurrence of sexual harassment will be investigated by the school and if found to be true; be dealt with immediately.

The harassing individual or program participant will be subject to disciplinary action up to and including discharge or dismissal from the program in accordance with the program policy. All tuition will be forfeited and police involvement will be requested.

Procedures for Filing a Complaint: A program participant who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the instructor or program coordinator and offending employee or program participant. It is necessary for sexual harassment to be directed at the person making the complaint. The school director will handle all complaint filings.

False and Frivolous Complaints -False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action including removal from a program.

ABMP Code of Ethics~ As a member of Associated Bodywork & Massage Professionals (ABMP), we follow the ABMP code of Ethics. And it is our commitment to the highest principles of the massage and bodywork profession as outlined here:

Commitment to High-Quality Care ~I will serve the best interests of my clients at all times and provide the highest quality of bodywork and service possible. I recognize that the obligation for building and maintaining an effective, healthy, and safe therapeutic relationship with my clients is my responsibility.

Commitment to Do No Harm~I will conduct a thorough health history intake process for each client and evaluate the health history to rule out contraindications or determine appropriate session adaptations. If I see signs of, or suspect, an undiagnosed condition that massage may be inappropriate for, I will refer that client to a physician or other qualified health-care professional and delay the massage session until approval from the physician has been granted. I understand the importance of ethical touch and therapeutic intent and will conduct sessions with the sole objective of benefitting the client.

Commitment to Honest Representation of Qualifications ~I will not work outside the commonly accepted scope of practice for massage therapists and bodywork professionals. I will adhere to my state's scope of practice guidelines (when applicable). I will only provide treatments and techniques for which I am fully trained and hold credible credentials. I will carefully evaluate the needs of each client and refer the client to another provider if the client requires work beyond my capabilities, or beyond the capacity of massage and bodywork. I will not use the trademarks and symbols associated with a particular system or group without authentic affiliation. I will acknowledge the limitations of massage and bodywork by refraining from exaggerating the benefits of massage therapy and related services throughout my marketing.

Commitment to Uphold the Inherent Worth of All Individuals~I will demonstrate compassion, respect, and tolerance for others. I will seek to decrease discrimination, misunderstandings, and prejudice. I understand there are situations when it is appropriate to decline service to a client because it is in the best interests of a client's health, or for my personal safety, but I will not refuse service to any client based on disability, ethnicity, gender, marital status, physical build, or sexual orientation; religious, national, or political affiliation; social or economic status.

Commitment to Respect Client Dignity and Basic Rights~I will demonstrate my respect for the dignity and rights of all individuals by providing a clean, comfortable, and safe environment for sessions, using appropriate and skilled draping procedures, giving clients recourse in the event of dissatisfaction with treatment, and upholding the integrity of the therapeutic relationship.

Commitment to Informed Consent ~I will recognize a client's right to determine what happens to his or her body. I understand that a client may suffer emotional and physical harm if a therapist fails to listen to the client and imposes his or her own beliefs on a situation. I will fully inform my clients of choices relating to their care, and disclose policies and limitations that may affect their care. I will not provide massage without obtaining a client's informed consent (or that of the guardian or advocate for the client) to the session plan.

Commitment to Confidentiality ~I will keep client communication and information confidential and will not share client information without the client's written consent, within the limits of the law. I will ensure every effort is made to respect a client's right to privacy and provide an environment where personal health-related details cannot be overheard or seen by others.

Commitment to Personal and Professional Boundaries ~I will refrain from and prevent behaviors that may be considered sexual in my massage practice and uphold the highest professional standards in order to desexualize massage. I will not date a client, engage in sexual intercourse with a client, or allow any level of sexual impropriety (behavior or language) from clients or myself. I understand that sexual impropriety may lead to sexual harassment charges, the loss of my massage credentials, lawsuits for personal damages, criminal charges, fines, attorney's fees, court costs, and jail time.

Commitment to Honesty in Business ~I will know and follow good business practices with regard to record keeping, regulation compliance, and tax law. I will set fair fees and practice honesty throughout my marketing materials. I will not accept gifts, compensation, or other benefits intended to influence a decision related to a client. If I use the Associated Bodywork & Massage Professionals logo, I promise to do so appropriately to establish my credibility and market my practice.

Commitment to Professionalism ~I will maintain clear and honest communication with clients and colleagues. I will not use recreational drugs or alcohol before or during massage sessions. I will project a professional image with respect to my behavior and personal appearance in keeping with the highest standards of the massage profession. I will not actively seek to take someone else's clients, disrespect a client or colleague, or willingly malign another therapist or other allied professional. I will actively strive to positively promote the massage and bodywork profession by committing to self-development and continually building my professional skills.

Elective Class Schedule 2015

- 1/31 – 2/1 Reflexology 10am – 5pm (15 hours) \$200
2/7 Reiki I 9am -5pm (8 hours) \$125 / \$25 text book fee
2/8 Reiki II 9am – 5pm (8 hours) \$125
2/19 – 22 Cranial Sacral I 9am – 5pm (28.5 hours) \$595
2/28 Body Treatments/ Hydrotherapy 10am – 6pm (8 hours) \$125
3/6 Reiki III 9am – 5pm (8hours) \$125
3/7 & 8 Reiki IV Master 9am – 5pm \$500 / \$25 text book fee
3/14 Principles of Meditation 10am – 4pm (6 hours) \$100
3/15 EFT – Full Level 1 10am – 4pm (6 hours) \$89
3/21 Human Crystal Class 9am – 5pm (8 hours) \$125
(this class is a pre-requisite to take Healing with Crystals)
3/22 Healing With Crystals and Energy 9am – 5pm (8 hours) \$125
4/10 Pranayama (Breathwork) 5-9pm (4 hours) \$50
4/11 & 12 Scar Tissue Massage 9am – 6pm (18 hours) \$300
4/18 & 19 Hot Stones Massage 9am – 6pm (18 hours) \$300
4/25 Seated Massage 10am – 6pm (8 hours) \$125
5/2 & 3 Advanced Tensegrity Technique 9am – 6pm (18 hours) \$300
5/9 Chakras/ Anatomy of Energy 10 am – 4pm (6 hours) \$100
5/15 – 17 Thai Massage 10am – 5pm (20 hours) \$300
6/6-8 Hawaiian Combo Massage 9am – 6pm (18 hours) \$350
6/13 Basic Aromatherapy 9am – 5pm (8hours) \$190
*this class is a pre-requisite to Raindrop Therapy
6/14 Raindrop Therapy 11am – 5pm (5 hours) \$100
6/20 Lymphatic Massage 10am – 6pm (8 hours) \$125
6/26 – 28 Sports Massage 9am – 6pm (26 hours) \$325
7/11 & 12 Floating Joint Technique 9am – 6pm (18 hours) \$300
7/16 – 19 Cranial Sacral I 9am – 5pm (28.5 hours) \$595
7/25 & 26 Pre Natal Massage 10am – 6pm (16 hours) \$250
7/30-8/2 Sacred Journey (Advance Esalen Style) (28.5 hrs) 9am-6pm \$595
8/7-9 Ayurveda/ Panchakarma 10am – 6pm (24 hours) \$400
8/13 – 16 Cranial Sacral II 9am – 5pm (28.5 hours) \$595
8/22 Seated Massage 10am – 6pm (8 hours) \$125
8/23 EFT – Full Level 1 10am – 4pm (6 hours) \$89

Elective Class Schedule 2015 continued

8/30 SODERWORLD ANNUAL OPEN HOUSE FUNDRAISER 9:30am – 5pm

9/12 & 13 Reflexology 10am – 5pm (15 hours) \$200

9/19 Human Crystal Class 9am – 5pm (8 hours) \$125

***this class is a pre-requisite to take Healing With Crystals**

9/20 Healing With Crystals and Energy 9am – 5pm (8 hours) \$125

9/25 Pranayama (Breathwork) 5-9pm (4 hours) \$50

9/26 & 27 EFT (Emotional Freedom Technique) 9:30am – 5pm (15 hours) \$195

10/3 Basic Aromatherapy 9am – 5pm (8 hours) \$190

***this class is a pre-requisite to take Raindrop Therapy**

10/4 Raindrop Therapy 11 – 5 (5 hours) \$100

10/10 Reiki I 9am – 5pm (8 hours) \$125 / \$25 text book fee

10/11 Reiki II 9am – 5pm (8 hours) \$125

10/15-18 Cranial Sacral I 9am – 5pm (32 hours) \$595

10/24 & 25 Esalen Style Massage 10am – 4pm (12 hours) \$200

11/7 & 8 Hot Stones Massage 9am -6pm (18 hours) \$300

11/13 Reiki III 9am – 5pm (8 hours) \$125

11/14 & 15 Reiki IV Master 9am – 5pm \$500 / \$25 text book fee

11/20-22 Sports Massage 9am – 6pm (26 hours) \$325

12/11-13 Thai Massage 10am – 5pm (20 hours) \$300

12/19 Body Treatments/ Hydrotherapy 10am – 6pm (8 hours) \$150

***Additions & updates to the class schedule are done quarterly**

***Please pick up Yoga schedule in our front reception area or check our website for On-going classes & workshops.**

***175 hours of Elective classes are included in Massage Program tuition.**

Students can pick any combination of classes to add up to 175 hours, If students exceeds 175hrs, they will be required to pay \$15 per credit hour over. Any outside students taking as CEU class is charge cost listed above.

***The Thai Bodywork Elective is included in the Yoga Teacher Training tuition, if yoga students would like to take optional elective classes they have to pay separate for the cost of class.**