



NEW HAMPSHIRE  
INSTITUTE FOR  
THERAPEUTIC ARTS

*School of Massage Therapy*

*2009-2010*

## THE THERAPEUTIC ARTS: TRADITION & EVOLUTION

At the New Hampshire Institute for Therapeutic Arts, our approach to the practice and teaching of Healing Arts partakes of both the traditional and the evolutionary. This dual emphasis applies not only to the knowledge and skills that we impart, practices which are rooted in tradition and which have evolved into modern therapies, but also to the outlook that we bring to the teaching itself.

In the traditional therapeutic sense, we take as our philosophical model the classical division of the world into mineral, plant, and animal kingdoms, a view which encompasses a complete representation of the processes which comprise the living world.

The structure of minerals, though they are non-living in themselves, reveals the physical foundation of life. Minerals are carriers of energy, which is bound by means of the crystal structure into an enduring form. Plants, in their union of the classical elements — earth, water, air and fire — are symbolic of energy itself. In the plant world occur the collection and transformation of the sun's energy which in turn make that energy available to all forms of life. Where minerals are carriers of energy, and plants symbolic of energy itself, the animal kingdom represents the expression of energy in living form. We often view particular animals as expressions or emblems of human traits, or aspects of our emotional natures — the lion for courage, the owl for wisdom, and so forth. Medium, substance, and expression of life energy — in the traditional view, these principles model the living world.

But in the same fashion as this classical view has evolved in the centuries since it was first formulated, so has our understanding of the traditional therapeutic practices based upon it. Since classical times, the greatest evolution in our understanding has involved, almost paradoxically, our greater understanding of the process of evolution. The idea of evolution of living things — both in the sense of their development as species through the ages, and in the sense of complex system behavior arising out of the interplay of simple elements, processes, and principles — has become the paramount view.

And as the sciences of physiology and anatomy have evolved, due in great part to increasing understanding of the principles of species and system evolution, so has our understanding of time-tested therapies deepened and broadened. Now we can benefit not only from the knowledge of age-old practices in healing, but also from a new-found awareness, on a detailed physiological level, of how these practices actually derive their therapeutic effect and why they are beneficial — understanding that leads in turn to new techniques and applications for traditional therapies.

As the model of the three kingdoms suggests, our work at the Institute involves understanding the substance, the medium, and the expression of energy in the process of life — as revealed by both traditional and evolving knowledge — and applying that awareness to the art of healing.

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*Because we live and work on a holistic level, all materials taught throughout the curriculum represent an integration of the physical, mental, emotional, and spiritual. Our approach unites these considerations in a manner which is practical, informational, and encourages the growth of reverence for the total human being.*

This catalog should not be construed as a contract. The Institute reserves the right to make appropriate revisions as deemed necessary at any time.

NHITA is accredited by the Commission on Massage Therapy Accreditation (COMTA), is licensed by the states of Maine and New Hampshire, approved by the New Hampshire and Maine State Approving Agency for Veterans Education Programs for persons eligible for Veterans Administration benefits, National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and by the Canada, Labrador and Newfoundland Student Financial Aid Program.

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# T H E   I N S T I T U T E

## THE INSTITUTE

The New Hampshire Institute for Therapeutic Arts was founded in 1983, with a recognition of the need for thorough and professional training in Massage Therapy and the Healing Arts. The Institute has its roots in the Merrimack Valley Integral Health Center, of which it is the educational outgrowth, sharing staff and facilities. The clinical experience figures prominently in the content and philosophy of our Massage Therapy training program.

As our name implies, the Institute's educational aims are not restricted solely to the teaching of Massage Therapy, but rather embrace an entire system of Therapeutic Arts. Though Massage Therapy is the mainstay of our program, our students are trained in, or otherwise exposed to, a wide spectrum of congruent Healing Arts that embody the principles of Natural Therapeutics.

The term "Healing Arts", as used at the Institute, means therapies adjunctive to forms of treatment practiced by the medical community: they include such practices as massage, physical, and nutritional therapies, as well as movement (kinesiological) therapy.

"Natural Therapeutics" is both a principle, and a system of Healing Arts which are commonly grounded in that principle — of restoring and maintaining healthful balance by working with the body's own tendency to correct imbalances and to heal itself.

## MISSION

The mission of the New Hampshire Institute for Therapeutic Arts is to provide professional preparation in Massage Therapy.

Our primary academic objective is to teach Massage Therapy within the overall context of Natural Therapeutics, thereby to produce graduates who are health professionals in every sense. To be an effective professional in the Healing Arts, as in any profession, it is essential to develop skills, discipline, and structure. Along with and beyond knowledge of anatomy and physiology, we provide training and education in applications of specific methods, indications and contraindications for various techniques, therapeutic sensitivity, client relations, recognition of adjunctive therapies, and basic and ethical skills in managing a practice.

As for professional applications, our training emphasis approaches Massage Therapy as an ideal preventive and curative method within the framework and experience of a health center. Given the comprehensive quality of such training, those graduates choosing careers with spas, sports clubs, and physical fitness centers will also find themselves thoroughly equipped with the appropriate skills.

## THE FACILITIES

The Institute in Hudson, New Hampshire comprises 2500 square feet of operating space in its main facility, with a first floor reception area, a lecture hall, eight lab/treatment areas and massage therapy clinical facility. The facility at 27 Sandy Creek Road in Bridgton, Maine also serves as a clinic for Massage Therapy. The 4,000 square foot building the school occupies offers a large lecture hall, lecture/clinic room, reception area, and treatment rooms.

# & I T S P R O G R A M

## THE PROGRAM

NHITA offers a comprehensive ten-month and twelve month massage therapy program including classroom and externship/practicum hours. The school is accredited as an institution by the Commission on Massage Therapy Accreditation (COMTA), licensed by the states of Maine and New Hampshire, approved by the New Hampshire and Maine State Approving Agency for Veterans Education Programs for persons eligible for Veterans Administration benefits, the Canada, Labrador and Newfoundland Student Financial Aid Program, and the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Beyond simply fulfilling the above requirements, it is our sincere desire to produce graduates who are truly committed and qualified health professionals. To this end, our Institute strives to attain the following educational objectives in our core massage therapy curriculum, massage therapy training, and continuing education programs:

- To develop in our students ability, sensitivity, and expert knowledge in the art and science of Massage Therapy.
- To create an environment for learning that encourages the integration of the various skills needed to be a Massage Therapist: competence at Swedish Massage (the basis of almost every other Massage Therapy), special-purpose systemic massages, Neuromuscular Technique, and adjunctive therapies such as Nutrition, Reflexology, and Hydrotherapy.
- To provide basic, developing, and current therapeutic information that is in agreement with the standards of the American Massage Therapy Association, so that our graduates' clients receive the best therapeutic care the art can provide.
- And most importantly, to prepare our students to become contributing, caring, and competent health professional; versed in a spectrum of related Healing Arts; able to apply them selectively and in combination; and possessed of the philosophical, ethical, and practical principles to inform their judgments and mark them as confident, effective, and valued healers.

## THE COURSES

The following pages list individual descriptions of the courses that make up our program. All of the courses listed are required; there are no electives. The courses in the following pages constitute a single program with a single course schedule. Due to the comprehensive nature of the program all courses are taught in their proper curricular order so that any course requiring a prerequisite is preceded by the requisite course. The credit values of each of the courses appear in a listing following the course descriptions, under the heading Course Credits. A clock hour is defined as a 50 minute hour.

# COURSE DESCRIPTIONS

## EMBRYOLOGY

The study of the development of the human organism from conception through birth is the basis for understanding the anatomy and physiology of the mature organism. By the end of this course, the student will have developed an understanding of ways in which the earliest stages of life affect bodily structure and function in the later stages, and of the mechanics and import of heredity.

## ANATOMY & PHYSIOLOGY I

The foundation for any Massage Therapy is a thorough understanding of the development, structure, and function of the musculo-skeletal systems (osteology and myology). This in-depth course is taught through the use of lectures, experiential exercises, and labs designed for learning muscles and bones through anatomical drawing. A section of this course will also focus specifically on Kinesiology and Movement Therapy. Upon completion of these studies, the student will have a comprehensive practical knowledge of: muscle types and structure, the names and locations of the bones and muscles of the human body, the origins and insertions of muscles, and the principles and modes of muscular extensions and flexions.

## PATHOLOGY I, II

This course affords study of the diseases and disorders of nerves, muscles, and bones. Its goal is to provide a grounding in Pathology useful in two respects: to assist the practicing Massage Therapist in dealing with clients in whom such conditions exist, and to provide a basis for communication with other health professionals.

An extension of Pathology I in basic purpose, Pathology II continues the study of pathological conditions, with emphasis on the diseases of organs and glands.

## SWEDISH MASSAGE

Recognized as the basis for many Massage Therapies, Swedish Massage stimulates circulation, increases muscle flexibility, and fosters general balance in the structure and function of the muscular and skeletal systems. Lecture, demonstration, and the experiential exercise of technique train the student in the five manipulations of Swedish Massage: effleurage, petrissage, friction, tapotement, and vibration. Beyond matters of manual technique, the student also receives instruction in the all-important element of therapeutic sensitivity. By course's end the student will have gained practice and confidence in techniques of manual therapy, and will have acquired the ability to perform a complete Swedish Massage.

## FIRST AID, CPR, & EMERGENCY PROCEDURES

This workshop course serves a threefold purpose:

- To provide the practical instruction in CPR and first aid that no health professional should be without;
- To develop skills in observing vital signs, an important aspect of therapeutic sensitivity;
- To stimulate the therapist's competence and confidence with respect to responsibility for the client's welfare.

Upon completion of this course, the student receives American Red Cross certification in first aid and CPR.

## REFLEXOLOGY

Reflex points for various organs, glands and nerves for the entire body are found on the feet. Massage of these reflex points using Swedish strokes, soft tissue manipulations, and pressure-pointing can help return body systems and functions to healthful balance. Offering the student opportunity to master a complete manual technique early in the program of study,

this course also builds confidence for the acquisition of other, more complex skills.

## HEALTH SERVICE MANAGEMENT

This course deals with the operational aspects of the Massage Therapy profession: licensing, developing and conducting a business, importance of professional organizations, and the discussion of management of a healthcare practice such as taxes, recordkeeping, and marketing. The course also explores considerations that go into the making of a Massage Therapist including effective communication, client relations, confidentiality, creation of a healthy work environment, and boundary setting as an interface to the Ethics and Professionalism program. Students will acquire essential business and professional skills needed to effectively and successfully function as a Massage Therapist.

## ETHICS & PROFESSIONALISM I, II

The concerns of a practicing health professional are not restricted to matters of therapy and technique. This course explores the other factors that go into the making of a Healing Arts practitioner. The first section of the course defines and discusses professionalism and ethics with regard to appearance, speech, creation of a healthy work environment, and client education and dialogue — with the goal being an essential understanding of practitioner-client relations. The second part of this course deals with current rules, laws and regulations affecting the practice of Therapeutic Massage.

## PUBLIC HEALTH & HYGIENE I, II

The first part of this course examines communicable diseases as they concern Massage Therapy. Topics will include the nature and symptomatology of various contagious diseases, and measures

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for recognition and precaution that will enable the therapist safely to provide the benefits of therapy to clients with communicable diseases, where such treatment is indicated.

The remainder of this program examines large-scale public health issues such as cancer, autoimmune disorders and other large-scale public health issues. Accompanying the discussion of specific disease processes is the presentation of pharmacology as it pertains to commonly prescribed medications. The purpose of this program is to offer students the opportunity to acquaint themselves with conditions and medications clients may present on health history forms so that appropriate therapeutic modifications may be employed as necessary and in concurrence with the client's needs.

## HYDROTHERAPY

Water, in its many manifestations, has long been used as a natural medicine, to great therapeutic effect. This course covers the efficacy and appropriate use of various forms of Hydrotherapy, including: saunas, hot and cold packs, sitz baths, rubs, and compresses. Completion of this course of study will enable the student to make effective use of Hydrotherapy as part of a comprehensive therapeutic program in professional practice.

## NUTRITION I, II

This basic Nutrition workshop provides a practical understanding of the makeup and importance of the fundamental food groups, the biochemical effects of food combinations, the role of vitamins and minerals, and the meaning and import of minimum daily requirements.

The advanced Nutrition II workshop has a developmental emphasis, focusing on exploration of the nutritional requirements of different age groups and growth stages. Other topics covered include indications of nutritional

deficiencies, consideration of evolving vitamin and mineral requirements during development, and the means of best satisfying those requirements.

## NEUROMUSCULAR TECHNIQUE

Neuromuscular Massage relieves muscle tension, promotes structural integration, reduces mental and emotional stress, and improves organ and glandular balance. This course represents an approach to Neuromuscular Technique, primarily based on the work of Leon Chaitow, N.D., O.D.. Training makes use of the principles of connective tissue massage and neuromuscular manipulation in conjunction with kinesiological understanding of the relations of neuromuscular groupings. Therapeutically, the technique can be used to effect transformations of acquired behavioral, emotional, and physiological patterns of an adverse nature. A student completing the course will have acquired the skill to perform a structured deep-tissue massage, and the ability to distinguish among indications for Neuromuscular and other forms of massage.

## NEUROLOGY

In this course, the student learns the essentials of the structure and function of the brain, spinal cord, and cranial nerves. Additionally, the course emphasizes the balance of the sympathetic and parasympathetic nervous systems. The means by which the nervous system regulates the body in health and the pathologies specific to the nervous system are also discussed. Treatment modalities specific to nervous system conditions are presented as an integral part of this program.

## ANATOMY & PHYSIOLOGY II

This second part of the Anatomy &

Physiology course covers the organ and glandular systems (Anatomy & Physiology I covers the muscular and skeletal systems; the nervous system is covered in Neurology). Primary emphasis is on identification of the organ and glandular systems, how they function individually, and how they relate to one another and function within the system as a whole — in the processes of digestion, respiration, circulation, reproduction, excretion, and glandular interaction. Besides completing the student's knowledge of anatomical systems, this course provides the physiological foundation for the understanding of therapeutically important processes, such as reflex action, the "working" of muscles, assimilation of nutrients, and elimination of toxins.

## LYMPHATIC DRAINAGE MASSAGE

Proper lymph drainage assists in maintaining the integrity of the immune system and helps to strengthen the body against immune system insufficiencies, allergy symptoms, colds, arthritis, and many other inflammatory conditions that affect the body's natural defense system. Special-purpose systemic massage, using Swedish strokes and other manipulations specifically to stimulate the lymphatic system, can relieve congestion in lymph ducts and nodes, and restore and encourage proper lymph flow. In this course the student will learn the indications of lymph-related disorders, and will acquire the ability to perform a Lymphatic Drainage Massage.

## CIRCULATORY MASSAGE

The special-purpose technique of Circulatory Massage adjusts and redirects poor circulatory flow, and reinforces proper circulation. Besides being beneficial for many circulatory disorders, this Massage Therapy also promotes general well-being. The student in this course will learn the indications and techniques

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of Circulatory Massage, and will acquire a more thorough understanding of the blood and its physiological function.

## TRIGGER POINT THERAPY

Soft tissue pressure point and reflex therapies are employed to produce either localized or large-scale bodily effects through the stimulation of specific points on and between muscle groupings. This course covers the concepts specific to the therapeutic use of trigger points and direct application of the technique of triggering pointing. The student will learn the essentials of this technique along with the applicability of the trigger point therapy for specific complaints.

## SPORTS MASSAGE

Along with popular emphasis on physical fitness has grown the need for, and application of, massage programs specific to the practice of sports — for conditioning, preparation, and treatment of strain or injury. Such skills are essential not only to the therapist practicing with a health spa or athletic organization, but also to a therapist in general health practice, dealing with clients who are in pursuit of physical fitness. In this course the student learns to apply various previously acquired massage techniques particularly to ailments and conditions related to athletic activity. The entire range of Sports Massage applications is explored, including conditioning, pre- and post-event, and trauma-specific massage techniques.

## ADVANCED ASSESSMENT AND INTEGRATIVE TECHNIQUES

The advanced assessment component of this program provides students with further skills in developing effective, individualized treatment plans. Upon completion of this course students will be able to utilize a systemic method for

medical history taking related to musculoskeletal complaints, perform manual muscle resistive testing and specialized orthopedic tests. This program will improve a student's ability to assess clients for their musculoskeletal complaints.

The integrative technique course is designed to pull together the various skills students have learned and apply them in a clinical setting. In this comprehensive program students are required to use their skills of case history taking, differential assessment, knowledge of indications and contraindication and application of separate and combined massage therapy techniques to provide evidence of rational protocols of treatment. Students will develop advanced skills in methods on integrative techniques.

## MASSAGE THERAPY PRACTICUM

Credit for practicum hours are based on a student log of documented client hours indicating client signature, date, type of treatment and duration. Practicum hours are required for each technique: The amount for each technique is identified in the student handbook.

Along with client log, students are required to maintain case histories. Case history taking is essential in client care and this process is begun in Emergency Procedures, Swedish, pursued and supervised throughout the entire program.

## RESEARCH REPORT

This requirement involves a written report to accompany a presentation in which findings are shared and discussed among fellow students and instructors. The report topic may be any subject relevant to massage therapy. The educational objective of this requirement is to develop the student's ability to read and evaluate health related technical

information and to appreciate the role current research has in the field of massage therapy. This course also exposes the student to therapeutic studies that are outside the scope of program offerings and to gain the student experience in presenting therapy-related information cogently in a written format.

## RESEARCH PRESENTATION

This course involves students presenting their topics in a seminar format. In this course the student develops the ability to plan a concise presentation utilizing skills such as isolating important information, conveying technical material into plain language and separating facts from opinions.

## SPECIAL ASSIGNMENTS

In addition to classroom, practicum and study hours specific projects are required for some courses. For example: a selected muscle drawing assignment for Anatomy & Physiology; packs, wraps and spa visits outside of classroom are assigned for Hydrotherapy with an accompanying experiential report; interviews of professionals and their practices for Health Service Management. Drawings, reports, interviews become part of students permanent file.

# C O U R S E   C R E D I T S

- AP 101 LT - Anatomy, Physiology & Pathology I Lecture (7.0 Credits)
- AP 102 LB - Anatomy & Physiology I Laboratory (.5 Credit)
- MT 101 LT - Swedish and Reflexology Lecture (2.0 Credits)
- MT 102 LB - Swedish and Reflexology Laboratory (2.5 Credits)
- HS 200 LT - Health Service Mgt/Ethics I Lecture (.5 Credit)
- PH 101 LT - Public Health and Hygiene Lecture (1.0 Credit)
- PH 102 LB - Public Health and Hygiene Laboratory (1.0 credit)
- MT 201 LT - Neuromuscular I Lecture (1.5 Credits)
- MT 202 LB - Neuromuscular Lab (.5 Credit)
- PR 200 CL - Practicum/Externship (1.0 Credit)
- AP 201 LT - Anatomy, Physiology, Pathology II Lecture (6.5 Credits)
- MT 301 LT - Neuromuscular II and Related Techniques Lecture (1.5 Credits)  
(Inclusive of Trigger Point Technique, and Hydrotherapy)
- MT 302 LB - Neuromuscular II and Related Techniques Laboratory (2.0 Credits)
- PH 201 LT - Public Health Lecture (.5 Credit)
- HS 300 LT - Health Service Management / Ethics II (2.0 Credits)
- MT 401 LB - Medical Massage Techniques Laboratory (1.0 Credit)
- MT 501 LT - Assessment & Advanced Technique Lecture (1.0 Credit)  
(Inclusive of Sports Massage & Integrative Techniques)
- MT 502 LB - Assessment Laboratory (1.0 Credit)
- RP 500 LT - Research Report & Presentation Lecture (1.0 Credit)
- PR 300 CL - Practicum/Externship (1.0 Credit)

Total Semester I credit hours = 17.5; Total Semester II credit hours = 17.5

Definition of a credit hour in semester credits:

15 clock hours of lecture = 1 credit hour

30 clock hours of lab (clinical) = 1 credit hour

45 clock hours of externship = 1 credit hour

The credit hours awarded in this program are equal to 625 classroom hours, 125 practicum/externship hours with an additional educational experience of 50 hours of research. These hours meet the licensure requirements of the states of Maine and New Hampshire. The institute also maintains a listing of other states with licensure requirements and contact information for student reference.

# ADMINISTRATION & FACULTY

## ABOUT THE FACULTY...

The composition of the faculty demonstrates a wide variety of professional practitioners who, together, work toward the highest quality massage therapy education. We seek to offer an educational experience in a fearless, non-competitive environment, partaking of the evolutionary and traditional.

### PATRICK IAN COWAN, PHD.

Executive Director Dr. Cowan is cofounder of the New Hampshire Institute for Therapeutic Arts. His administrative, educational and clinical experience extends over twenty five years, guiding the school with administrative oversight, program development and the interface of academics with practice. He has pursued graduate studies at Antioch New England, has an advanced degree from SUNY and a PhD. from Columbia Pacific University.

### JANET ALEXIS, AAS, LMT

Janet Alexis is Director of NHITA. Janet has provided administrative and educational foundations for the school since its inception in 1983. As a full-time instructor, practicing therapist and administrator, Janet brings a real-world approach to the program. She is a nationally certified massage therapist and is a graduate of the University of Bridgeport.

### KAREN SCHILLING, M.S., LMT, R.D.

Karen is Associate Director of NHITA. She brings her previous CPA and business background to our administrative functions. She is a nationally certified therapist with advanced training in Orthopedics and holds a M.S. in Nutrition from the University of Bridgeport and a M.S. from Bentley College. In addition to her functions at the school, Karen also provides nutrition counseling to people undergoing treatment for cancer.

### JENNIFER ANDERSON, LMT

Jennifer instructs Neuromuscular Technique at the Hudson campus. She is a NHITA graduate and a nationally certified, licensed massage therapist. She maintains a practice at a day spa where she provides hydrotherapy, Swedish, pre-natal and Neuromuscular treatments.

### VIRGINIA BALLARD, B.S., PA-C

Ginny is a practicing Physicians Assistant in family practice at the Chebeague Island Health Center. She instructs a range of pathology and communicable disease programs with an anatomy and physiology interface at NHITA. Ginny received her B.S. at University of Illinois, Champaign-Urbana and her Physicians Assistant degree from Yale Medical School.

### ELLEN CHAPMAN, M.B.A., LMT

Ellen is a nationally certified Massage Therapist whose practice is a natural extension of her previous education and work experience in business and the sciences. A 1997 NHITA graduate, she has completed advanced training in Orthopedic, Myofascial Oncology Massage and Orthopedic Assessment. She instructs Anatomy & Physiology, Assessment, Massage for people with cancer, and Rules and Regulations. Ellen has a B.A. from Wheaton College and an M.B.A. from the University of Southern Maine.

### LIZ COMO, B.A., EMT-B, LMT, RN

In her role as instructor at NHITA (where she teaches everything from Emergency Interventions and CPR/First Aid to Neuromuscular Technique and Trigger Point), Liz draws on her expansive background in experiential education with both adults and adolescents. She is a nationally certified massage therapist, has been an instructor/facilitator with Outward Bound since 1984, and presently works as a labor and delivery nurse. She has a B.A. from Wheaton College and is a NHITA graduate.

### BRENDA DONNELLY, B.A., LMT

Brenda is a Bridgton NHITA graduate and nationally certified Massage Therapist. She is an instructor in technique for Swedish and Neuromuscular Massage. She also works as a hiking guide leading tours in the U.S. and Europe. She is a graduate of Northern Michigan University with a B.S. in Music Education.

### WENDI GRISWOLD, LMT

Wendi instructs Anatomy & Physiology, Kinesiology I, and the Circulatory, Lymphatic Drainage and Sports Massage programs. She combines her administrative background and massage therapy certification in her role as the director of a busy Rehabilitative/Neuromuscular Care Center in Portland, where she also maintains a private practice. Wendi has advanced training in Health Sciences and is a Bridgton NHITA graduate.

### AARON D. HOWARD, DC, PTA

Dr. Howard is an instructor for Anatomy and Nutrition courses. He graduated from New York Chiropractic College in Seneca Falls, New York, doing his doctoral rotation at the Levittown Health Center in Long Island. Dr Howard also holds a bachelor degree in Professional Studies with a concentration in Human Biology. He has completed post-graduate work in Whiplash, Applied Kinesiology, Pediatrics, Sacroccipital Technique, CranioSacral Therapy, Herbology and Therapeutic Nutrition. Dr. Howard is a practicing chiropractor in Milford, New Hampshire.

### JENNIFER KALOS, M.A., LCMT

Jennifer is a nationally certified massage therapist, licensed in New Hampshire, North Carolina and Massachusetts, where she operates a therapeutic massage and

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bodywork facility. Jennifer is a graduate of NHITA's Hudson campus, where she instructs Neuromuscular Technique, Hydrotherapy and Swedish Massage courses. Jennifer holds a Bachelors degree in English, and a Masters degree in Criminal Justice, from the University of Massachusetts, Lowell.

## JANNA KUCHARSKI-HOWARD, PT, DPT, MSM

Janna is a practicing physical therapist in Massachusetts and New Hampshire. She specializes in manual therapy in both the pediatric and orthopedic settings. In addition to being a NHITA graduate, she has a Bachelors degree in Exercise Physiology, her Masters and Doctorate degrees in Physical Therapy from the University of Massachusetts Lowell. She also holds a Masters degree in Management from Emmanuel College. She brings her extensive background of anatomy and clinical practice to several classes at the Hudson campus. Janna teaches A & P, A & PI, Neurology, Kinesiology I, Kinesiology II, Muscle Physiology, and Assessment.

## GRETCHEN LOEFFLER, B.S., LMT

In addition to instructing technique classes for Sports Massage, Hydrotherapy and Neuromuscular Technique. Gretchen also helps the administrative side of NHITA run smoothly as Student Affairs Director in Bridgton. She is a nationally certified Massage Therapist and maintains practices in both Maine and New Hampshire. She has a B.S. in Elementary Education from Plymouth State College and is a graduate of NHITA.

## CHERYL MELANSON, LPN, LCMT

Cheryl is a licensed practical nurse and a licensed, Nationally Certified Massage Therapist. A NHITA graduate, she instructs Public Health & Hygiene I/II, Emergency Procedures, Circulatory & Lymphatic Drainage massages and Hydrotherapy. She maintains a private massage practice.

## GAYLE MILLER, B.A., LMT, CMTPT

Gayle is a technique instructor at the Bridgton, Maine campus. She holds a B.A. in Psychology from the University of Southern Maine, is a graduate of NHITA and is a nationally certified massage therapist. She is also a nationally certified trigger point therapist, graduating from the Pittsburgh School of Pain Management. Gayle maintains a private practice at the Bridgton NHITA professional clinic.

## JENNIE PELLETIER, R.N., LMT

Jennie has a BSN from the University of Lowell and is a registered nurse. She is a nationally certified massage therapist, licensed in New Hampshire and Massachusetts as a massage therapist and maintains a private practice in Methuen, Massachusetts. Jennie teaches Circulatory Massage at the Hudson campus.

## CAROL PETERSON, B.A., MSA, LMT

Carol is a nationally certified massage therapist licensed in the States of Massachusetts and New Hampshire. She instructs Sports Massage and Health Service Management. In addition to being a graduate of NHITA, Carol also holds a B.A. from the University of Maine and a Masters degree in Administration from Boston University. Carol maintains a private practice in Andover, Massachusetts.

## MEREDITH STEPHENS, M.S., PT, LMT

Meredith is a physical therapist, exercise physiologist, massage therapist and certified pilates instructor practicing at a medically based Wellness Center in New Hampshire. In addition to being a graduate of NHITA, she holds a bachelors degree in exercise physiology and a certificate in nutrition from UMass Lowell and a Master of Science from Mass General Hospital's Institute of Health Professions. Meredith instructs trigger point therapy at the Hudson school.

## PAULA TATE, LMT

Paula maintains a practice at Muscular Rehabilitation Center of New England. She is a Certified Nutritional Consultant, certified Personal Trainer, graduate of NHITA and the New England Institute for Oriental Arts. She is the Northeast program director for the AMTA sports team. Paula has been teaching classes at NHITA since 1992 and has developed the Sports classes to reflect the growing needs of Massage Therapists in the injury preventative and rehabilitation segment within the athletic sports arena.

## NANCY TRIPP, LMT, CAC

Nancy made her transition to health care by becoming a certified Massage Therapist at NHITA in 1990. She now instructs a full range of technique courses to include Swedish Massage, which she interfaces with Anatomy & Physiology. Nancy maintains an active practice at our Bridgton clinic with an emphasis on Ayurvedic Massage.

## TAMARA WOOD, LMT

Tamara is a NHITA trained therapist and instructor. Licensed in New Hampshire, she treats clients at a group practice in Conway and at a fitness center in North Conway. Tamara is a cycling enthusiast who is certified in and instructs group cycle spinning. She instructs various technique programs at the school.

*\*Some instructors are specific to each school, while others instruct at both locations.*

# REQUIREMENTS & POLICIES

## ADMISSION REQUIREMENTS & PROCEDURES

Applicants for admission to the New Hampshire Institute for Therapeutic Arts must be at least eighteen years of age and must have earned a high school diploma or its equivalent. The Institute does not discriminate against any applicant on the basis of race, gender, religion, nationality, age, disability, sexual orientation, or other status protected by the law.

To apply for admission as a full-time student, complete and submit the application form that appears at the back of this catalog. Applications for each school term must be submitted by August 1 for September start and December 1 for January start dates. The application fee is \$35., and a check or money order for that amount must accompany the application form.

After a review of the application by the Institute's Board of Directors, the applicant will be contacted to schedule an interview with an official of the Institute. Following the interview, the final decision on acceptance for enrollment will be made by the Board, and the applicant will receive notification of that decision within one week of the interview.

Criteria used by the Board in selecting applicants for enrollment in the program include: personal integrity and sense of commitment, evidence of ability to master the subject material, intent to become a health professional and willingness to learn.

## TUITION & FEES

Total tuition, registration and administration fees for full-time enrollment leading to certification, equal \$10,000. Subsequent to the \$35 application fee, tuition is payable in two sums.

For our 10 month program:

\$5,000 due August 1

\$5,000 due January 1

For our 12 month program:

\$5,000 due December 1

\$5,000 due June 1

An installment payment plan is available. The ten-month payment plan consists of tuition in the amount of \$10,000 and a \$400 administrative fee for a total of \$10,400.

Students are required to purchase their own treatment oils, linens, massage table, books and miscellaneous lab supplies. The approximate cost of these items is \$125.00 for oils and linens, \$650.00 for massage table, \$350.00 for books and \$75.00 for miscellaneous lab supplies. Most of these items are available for purchase through the school although students are not obliged to do so.

## FINANCIAL AID

Financial aid is provided to those who qualify. Under the Title IV provisions of the United States Department of education, the school is authorized to receive PELL Grants, Stafford Subsidized and Unsubsidized loans, as well as Parent Plus loans. NHITA is a member of the National Direct Student Loan Coalition (NDSLCL). Further details are provided though our financial aid office and published in our student handbook.

## REFUND POLICY

### *State of New Hampshire*

The termination date for refund computation purposes is the last date of actual attendance by the student. An applicant rejected by the school shall be entitled to a refund of moneys paid with the exception of the \$35 application fee. All moneys paid by the applicant or student will be refunded if requested within three days of signing an enrollment contract. Any applicant subsequently requesting cancellation but before entering school and starting the course shall be entitled to a refund of all moneys paid minus the \$35 application fee.

Refunds of tuition for withdrawal from the course of study up to and including mid-semester are prorated. A pro-rata refund is the percentage of semester tuition based on the hours of class completed minus a one time fee of \$500.00. No tuition is refundable if withdrawal takes place after the mid-

semester date. Refunds for students opting payment plans are subject to the same payment refund terms as above described. Withdrawing students with tuition balances due will be responsible for any amounts owed to the school at the time of withdrawal.

### *State of Maine*

An applicant rejected by the school shall be entitled to a refund of moneys paid with the exception of the \$35.00 application fee. All moneys paid by the applicant will be refunded if requested within three business days after signing an enrollment contract making initial payment. Any applicant subsequently requesting cancellation but before entering school and starting the course shall be entitled to a refund of all moneys paid minus the application fee. the termination date for refund compensation purposes is the last date of actual attendance by the student.

Refunds of tuition for withdrawal from the course of study up to and including one quarter of each term will be subject to 50% tuition refund; refunds for withdrawal up to and including one half of each term will be subject to 30% tuition refund. After half of each term is complete no refunds are available as based on the yearly school calendar as published. Refunds for students opting payment plans are subject to the same payment refund terms as above described.

## CLASSES

Classes at the Institute are of two types: lectures, in which the formal academic subjects are taught; and workshops or technique sessions, for seminar-style presentations and the teaching of hands-on techniques.

A complete schedule of courses is published at the beginning of the academic year and distributed to all entering students. Tutorials and other supervised clinics are posted at the beginning of each term and established on an as-need basis. Teacher/student ratios are approximately 1:24 for lecture courses and 2:24 for technique courses.

# REQUIREMENTS & POLICIES

## GRADING

Grading in all courses is on a pass/fail basis. Satisfactory Academic Progress is measured by maintaining an average of 70% in each course completed or underway. Satisfactory Academic Progress will be measured four times throughout the academic year in October, December, March, and June (for September entrance) and March, July, September and December (for January entrance). The grade average is determined by the student's performance on tests, research projects, and presentations.

## GRADUATION

Graduation, and the awarding of a certificate of completion, requires a passing grade in each course in the curriculum (see Grading). Tuition must also be fully paid by the time of graduation.

## CERTIFICATION & LICENSING

Graduating students receive certification in Massage Therapy, and become eligible for membership in the American Massage Therapy Association (application for such membership is the responsibility of the graduate).

As for acquiring a license to practice Massage Therapy, licensing laws vary from state to state. For example, Maine and New Hampshire have state licensing laws. NHITA qualifies students for New Hampshire State licensing requirements by complying with the New Hampshire State Department of Health and Human Services licensing division curriculum requirements and is pre-approved by the Maine licensing bureau for candidates seeking licensure.

## ATTENDANCE

Classes begin promptly at the times published in the annual class schedule. The student is expected to notify the school in advance of an anticipated lateness or absence. While the Institute tolerates an occasional absence, and strives to aid the students in such circumstances to make up work missed, habitual tardiness or absence is not acceptable. Should a chronic attendance problem develop to the point of being detrimental to the student's performance, or otherwise damaging to the progress of the class as a whole, the Board will meet to review the student's status. Inability to remedy a habitual attendance problem will require repetition of the affected course the following year, or may result in the student's outright dismissal.

Students missing examinations must take a makeup exam within two weeks of the original test date. Failure to do so will constitute an occasion for a Board review, with consequences similar to those in cases of poor attendance.

## CONDUCT

In matters of classroom conduct, the Institute trusts largely to the discretion and maturity of the individual students, and to their desire and willingness to exhibit professional behavior. Students are expected to adhere to the same standards of good grooming and personal hygiene that will necessarily apply in professional practice. Smoking is not permitted in the classroom or on school premises. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and directors. Conduct which is disruptive, not in the best interests of the class as a whole, or unbecoming the standards of the school may constitute grounds for dismissal.

## DISMISSAL/TERMINATION

The Institute reserves the right to dismiss any student on any of the following grounds:

1. Unsatisfactory academic progress (consistent failure to maintain passing grades).
2. Habitual tardiness or absence.
3. Non-payment of tuition in timely fashion.
4. Conduct unbecoming the standards of the school or profession.

Questions of dismissal are resolved by the Board of Directors after a student status review. If such action results in dismissal, the dismissed student will receive a tuition refund, based on the School's refund policy.

A student may voluntarily withdraw from the program at any time in the event of circumstances unforeseen at the time of enrollment. In such a case, tuition refund will be made on the same basis as for dismissal. Written notice is required for voluntary termination, and the withdrawal is deemed to be effective as the date such notice is postmarked (if mailed) or presented in person at the Institute.

## HOUSING

The Institute does not provide housing, but for any student who finds it necessary to relocate in order to attend the school, the Institute will provide assistance in locating suitable housing in the area.

# REQUIREMENTS & POLICIES

## STUDENT ADVISING & PLACEMENT

In the matter of student advising, the Institute provides academic and career counseling to all students on an as-needed basis. As for job placement, although the Institute does not operate a formal placement service, we do maintain listings of professional openings of which we are appraised, as well as requests for referrals and other inquiries from potential clients and employers. These include health clubs, chiropractors, and other health professionals. We also maintain a listing of students and alumni who are seeking employment or clients, and will place qualified individuals in contact with employment prospects.

## CALENDAR

NHITA offers its Certificate Program two times an academic year. \*

### ■ *September 10 month program*

Tues, Thurs Eves:

6<sup>00</sup> pm to 10<sup>00</sup> pm

Sat and/or Sat, Sun Days:

9<sup>00</sup> am to 5<sup>30</sup> pm

(completes June of following year)

### ■ *January 12 month program*

Mon, Wed Days:

8<sup>30</sup> am to 5<sup>30</sup> pm

(completes December of same year)

Each class is scheduled with vacation weeks and the following holidays: Labor Day, Thanksgiving, Christmas, New Years, Easter, Memorial Day, and 4<sup>th</sup> of July.

*\*Calendar subject to change.*

## CLASS SCHEDULE

A yearly class schedule specifying each class day is available upon request. For current start dates please see cover letter.

## RESOLUTION PROCESS

At its most basic our program is intended to offer a clear and straightforward, moral and ethical training. In the event of real or perceived conflict the parties involved will be asked to resolve any issues. If this does not lead to mutually satisfactory results an administrator will intervene for a resolution. If a student complaint is not resolved through normal administrative procedures available at this institution, a student may contact the Commission on Massage Therapy Accreditation at 1007 Church Street, Suite 302, Evanston, IL, 60201, in a formal letter with their concerns. A copy of this procedure is on file for student use upon request.

## STUDENT RECORD ACCESS

Upon one week advance request a student's file will be open for their review on Tuesdays and Thursdays between the hours of 1pm and 5pm at the Institute.

## CONFIDENTIALITY POLICY

Student files are confidential and released only upon written request of students or graduates, or to agencies to which this institution is legally required to release such. We are further required to allow guardian or parental review of files of students who are 21 or under according to the Family Educational Rights and Privacy Act. A more detailed copy of this policy is available as part of our student policies and procedures.

## LEAVE OF ABSENCE POLICY

A leave of absence may be extended to a maximum of one year, at which time a student must take up course work consistent with the period of time the student was granted leave. Granting shorter term leave of absences are at the discretion of

the school and depend on the student's ability to document make-up studies, the specific nature of the content of studies requiring make-up (i.e. hands-on technique work vs. lecture material) and the purpose of the leave of absence.

## TRANSFER OF CREDIT

Credit transfer is at the discretion of the Institute and based on appropriateness and congruency with program syllabus.

Transfer of credit for science classes is taken under consideration for those courses completed within the last five years of acceptance into the NHITA program. An examination may be required for any course waiver request at a fee of \$75 per examination, also at the discretion of the Institute.

NHITA accepts credit transfer from other COMTA accredited programs under the condition that the syllabus of the transferred course credits is comparable and compatible with the NHITA course for which transfer is requested.

Transfer of credit request review is begun upon receipt of transcripts from previously attended school(s).

# DIRECTIONS TO NHITA HUDSON

## FROM NORTH:

Take Everett Turnpike and/or Rte. 3 South toward Nashua — from Rte. 3 South take exit 2 — follow signs for Rte. 3A Hudson — at light on other side of bridge make a left turn onto Lowell Road — proceed approximately 1¼ miles to where you will see on the left a sign for the school.

## FROM SOUTH:

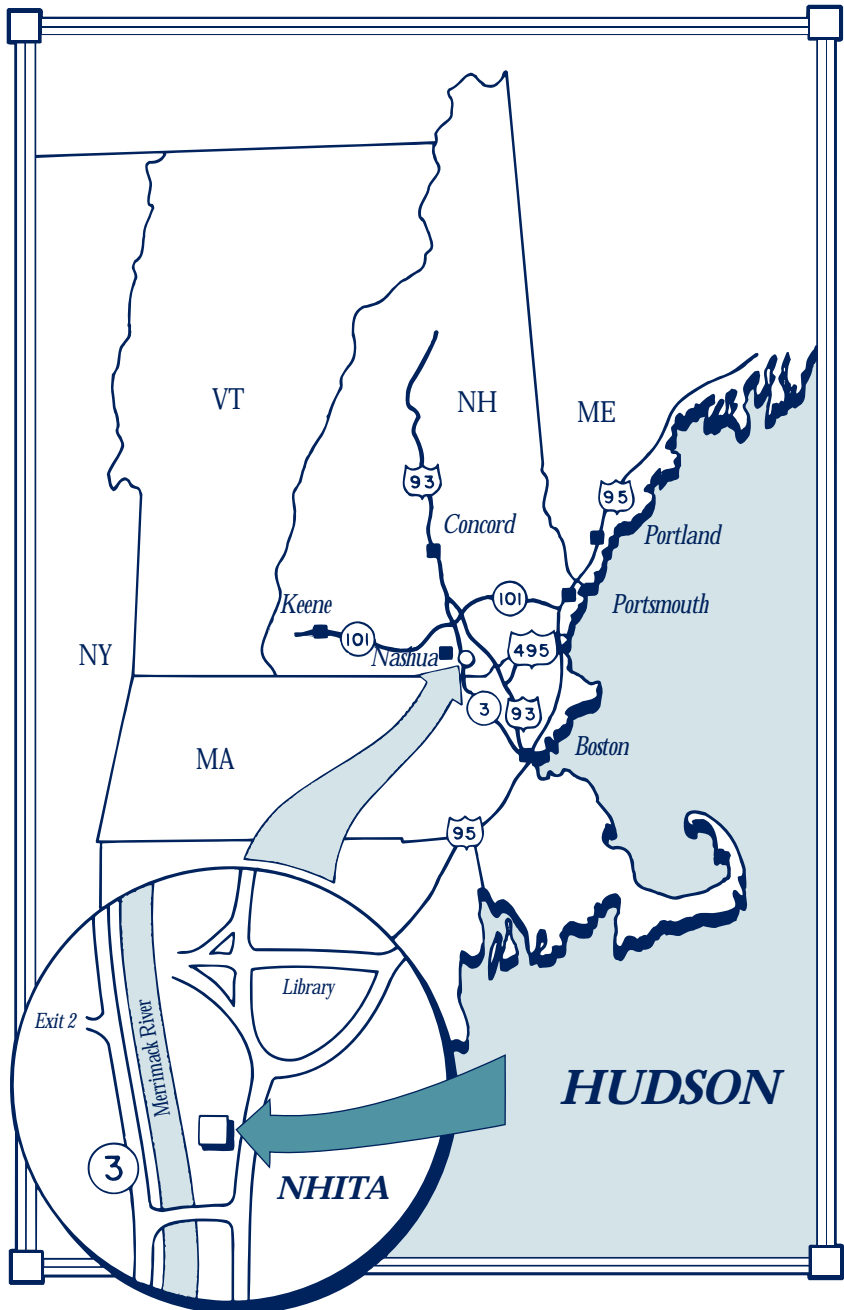
Take Rte. 495 to Rte. 3 North to Nashua — take exit 2 — follow signs for Rte. 3A Hudson — at light on other side of bridge make a left turn onto Lowell Road — proceed approximately 1¼ miles to where you will see a sign for the school.

## FROM EAST:

Take 111 West from Exeter to Hudson — continue from 111 onto Central St. — take left after small plaza with Cumberland Farm Store (up a small hill) — follow this road to 2nd stop sign and make a left turn — continue to third stop sign and make another left (Lowell Road) — proceed approximately ¾ mile to where you will see a sign on the right for the school.

## FROM WEST:

Take Rte. 101 East to 101-A East — continue on 101-A through approximately 9 sets of lights to ramp for Rte.3 South. Take Rte. 3 South, then take exit 2 — follow signs for Rte. 3A Hudson — at light on other side of bridge make a left turn onto Lowell Road — proceed 1¼ miles to where you will see a sign for the school.



To obtain additional catalogs, please write or call:

NEW HAMPSHIRE INSTITUTE FOR THERAPEUTIC ARTS

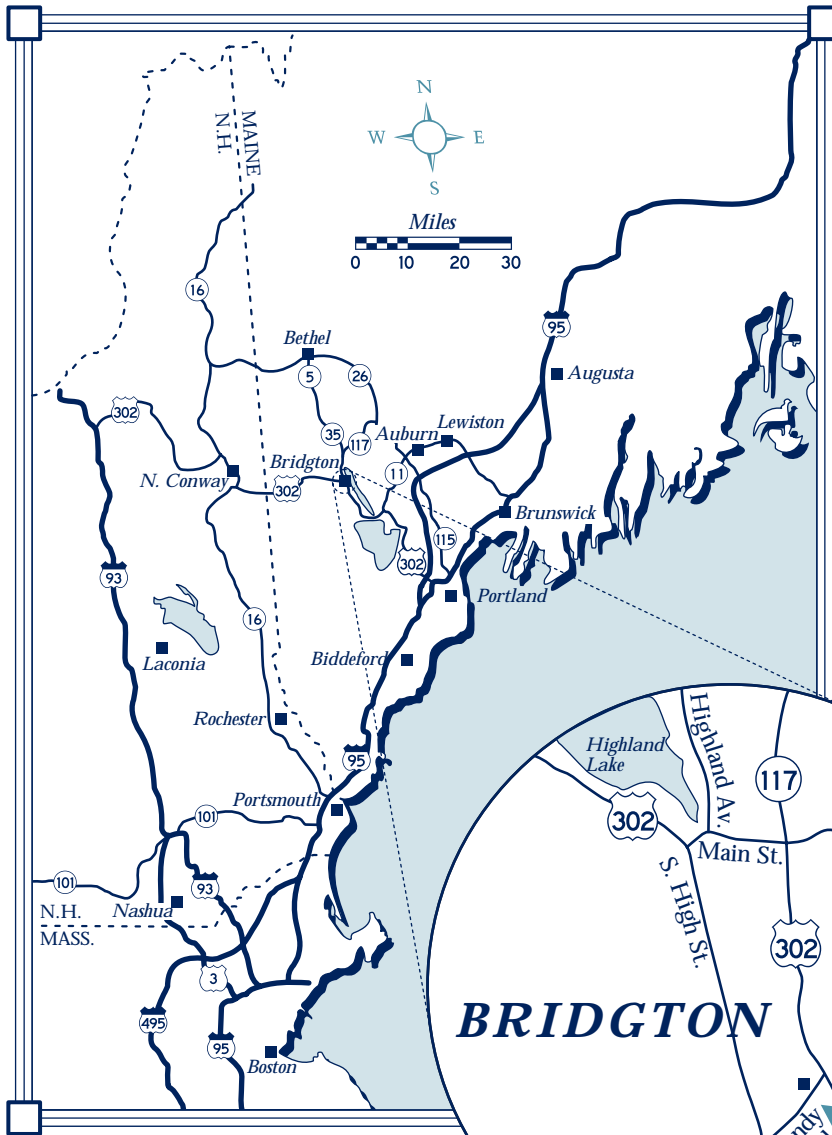
153 LOWELL ROAD • HUDSON, NH 03051

603 882 3022 • 207 647 3794

If you have any further questions, please call us.

Thank you.

# DIRECTIONS — TO NHITA BRIDGTON



## FROM NORTH:

From Bethel take Rte. 5 to 35 through Harrison to Rte. 117 and Sandy Creek Road in Bridgton.

## FROM SOUTH:

From Biddeford, Gorham, Portland, take Rte. 302 West to Rte. 117 and Sandy Creek Road in Bridgton.

## FROM EAST:

From Lewiston, Auburn, take Rte. 11 West to Naples. From Naples take Rte. 302 to Bridgton. From Bath, Brunswick area take Rte. 95 South to Yarmouth and Rte. 115 to North Windham. Take Rte. 302 to Bridgton from Windham. Rte. 117 and Sandy Creek Road is on the left.

## FROM WEST:

Take Rte. 16 through Conway to Rte. 302 in Fryeburg. Take Rte. 302 to South High Street in Bridgton. follow south High Street to Rte 117. Take a left hand turn onto Rte. 117.

## NHITA:

Sandy Creek is at the junction of Rte. 117 and Rte. 302- we are two doors up from the Morning Dew Health Food Store in Bridgton.

## MILEAGE

### To HUDSON, NH

Boston, MA	45 mi.
Claremont, NH	75 mi.
Concord, NH	36 mi.
Keene, NH	48 mi.
Laconia, NH	60 mi.
Lowell, MA	20 mi.
Manchester, NH	18 mi.
Peterborough, NH	30 mi.
Portsmouth, NH	47 mi.
Rochester, NH	50 mi.

### To BRIDGTON, ME

Augusta, ME	68 mi.
Bethel, ME	28 mi.
Brunswick, ME	59 mi.
Lewiston, ME	38 mi.
No. Conway, NH	25 mi.
Portland, ME	39 mi.
Sanford, ME	59 mi.
Waterville, ME	90 mi.

Publication Date: April 2007

NEW HAMPSHIRE INSTITUTE FOR THERAPEUTIC ARTS  
*School of Massage Therapy*

153 LOWELL ROAD  
HUDSON, NEW HAMPSHIRE 03051  
603 882 3022

27 SANDY CREEK ROAD  
BRIDGTON, MAINE 04009  
207 647 3794

APPLICATION FOR ADMISSION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ E MAIL \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_ SEX \_\_\_\_\_

PRESENT OCCUPATION \_\_\_\_\_

DESCRIPTION OF WORK AND EMPLOYMENT BACKGROUND \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EDUCATIONAL BACKGROUND AND/OR DEGREES HELD\* \_\_\_\_\_

\_\_\_\_\_

PERSONAL INTERESTS \_\_\_\_\_

\_\_\_\_\_

PLEASE STATE YOUR MOTIVATION AND INTEREST IN STUDYING MASSAGE THERAPY \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Applications for Autumn Program must be submitted by August 1 and for Winter program by December 1.*

*Please indicate which program you are applying for:  September  January*

*The application fee is \$35., and a check or money order for that amount must accompany this form.*

*\* Please send official transcript(s), diploma(s), and/or certification(s).*

## MEDICAL HISTORY

Please complete the following form, indicating any conditions you now have or have had in the past.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> HIGH BLOOD PRESSURE | <input type="checkbox"/> BRUISE EASILY | <input type="checkbox"/> EPILEPSY        |
| <input type="checkbox"/> LOW BLOOD PRESSURE  | <input type="checkbox"/> JOINT PAIN    | <input type="checkbox"/> HEADACHES       |
| <input type="checkbox"/> DIABETES            | <input type="checkbox"/> HEMOPHILIA    | <input type="checkbox"/> IMMUNE DISORDER |
| <input type="checkbox"/> HEART DISEASE       | <input type="checkbox"/> SEIZURES      | <input type="checkbox"/> ARTHRITIS       |

DO YOU HAVE ANY MUSCULOSKELETAL PROBLEMS?

- YES  NO

PLEASE SPECIFY \_\_\_\_\_

VERTEBRAL/DISC PROBLEMS? \_\_\_\_\_

ARE ANY OF THESE CONDITIONS EXACERBATED BY ANY PARTICULAR MOVEMENTS? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU HAD ANY SURGERIES?  YES  NO

PLEASE SPECIFY \_\_\_\_\_

ARE THERE ANY OTHER INJURIES OR ILLNESSES WE SHOULD BE AWARE OF? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE LIST ANY MEDICATIONS YOU TAKE REGULARLY: \_\_\_\_\_

\_\_\_\_\_

*The above information is confidential and is maintained as part of student file.*

*To the best of my knowledge I have provided an accurate health history:*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## SUMMARY

The New Hampshire Institute for Therapeutic Arts has provided professional preparation in Natural Therapeutics since 1983, offering a full program in Massage Therapy leading to certification. We are accredited by the Commission on Massage Therapy Accreditation (COMTA), licensed by the states of Maine and New Hampshire, approved by the Veteran's Administration, Canadian Department of Education, National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

NHITA offers students a practical approach to Natural Therapeutics within the practice of Massage Therapy providing an exposure to the practice of Massage Therapy as it occurs in a clinical setting; training with up-to-date clinical equipment and facilities; access to the most current knowledge and techniques employed in therapeutic practice today; and most importantly, association with the dedicated, actively-practicing health professionals who make up our faculty and who can share the practical skills and knowledge that proceed from daily experience in the clinical environment.

It is our primary goal as an institution to encourage and train our students to become practicing health professionals who are competent, dedicated, sensitive and knowledgeable—true practitioners of the Healing Arts.

*NHITA is incorporated in the State of New Hampshire under ownership of  
Patrick Ian Cowan, PhD., Executive Director.*

NEW HAMPSHIRE  
INSTITUTE FOR  
THERAPEUTIC ARTS

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