



NEW HAMPSHIRE  
INSTITUTE FOR  
THERAPEUTIC ARTS

*School of Massage Therapy*

2023

## 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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# THE INSTITUTE

## 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 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. 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 business and ethical skills in managing a practice. Our training emphasizes Massage Therapy as an ideal preventative and curative method, within the framework and experience of a health center, and as such support with the wellness model of health care.

# & ITS PROGRAM

## 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, and the Canada, Labrador and Newfoundland Student Financial Aid Program.

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 local and national standards, 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. The clock hours of each of the courses appear in a listing following the course descriptions, under the heading Course Hours. The school uses a 60-minute block of time consisting of a minimum of 50 minutes of instruction with appropriate breaks. Students must complete a minimum of 90% of the required 1st term hours for both ten and twelve month programs to be able to continue to the second term and to be eligible for Title IV funding for their second term. 90% of second term hours must also be completed for graduation. Term I is a prerequisite for Term II and all of Term II courses must be complete to graduate. If a Term I course is failed, as a prerequisite for continuing to Term II, that course may be taken with the next cohort. Any Term II courses failed may be taken with the next cohort before a certificate of completion is granted.

# COURSE DESCRIPTIONS

## 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.

## 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.

## PRACTICE FUNDAMENTALS

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 or American Heart Association 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

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 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. Accom-

# COURSE DESCRIPTIONS

panying 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 I, II

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 kinesiologic 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 Neuromuscular Technique, and the ability to distinguish among indications for Neuromuscular and other forms of massage.

## NEUROLOGY (A&P II)

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

# COURSE DESCRIPTIONS

## 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 trigger-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.

## INJURY ASSESSMENT AND INTEGRATIVE TECHNIQUES

Part of the pathology program, 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.

## MESSAGE THERAPY EXTERNSHIP

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 Practice Fundamentals, Swedish, pursued and supervised throughout the entire program.

## CLINICAL ASSESSMENT – PUBLIC CLINIC

Clinic is an additional experiential component as part of the overall curriculum. Clinics are designed to model professional procedures, including scheduling appointments, recording case histories, developing an appropriate treatment plan, providing client based treatment, providing appropriate and professional draping techniques, communication skills and professional attire. Students will learn to integrate all of their skills from the coursework that culminates in a complete professional presentation while working with members of the public.



# STATE LICENSE REQUIREMENTS

## MAINE LICENSE REQUIREMENTS:

**General Requirements:** Pass the examination sponsored by the National Certification Board for Therapeutic Massage and Bodywork or the Federation of State Massage Therapy Boards or their successor or other organizations approved by the department; or demonstrate completion of a state approved course of training consisting of 500 or more hours (*NHITA is an approved school*); be 18 years of age or older; possess a high school diploma or its equivalent.

**Minimum Curriculum content:** 1. Human Anatomy, Physiology, and Pathology (120 hours minimum); 2. Massage Therapy Theory, Technique, and Practice; 3. Contraindications, benefits, universal precautions, body mechanics, business, history, ethics, and legalities of massage and professional standards; 4. A minimum of 100 hours of supervised hands-on practice

**Additional Requirements:** Proof of current First Aid/CPR certification; Demonstration of course completion

*Applicants may be denied for habitual substance abuse, mental incompetence revocation in any state of a professional or occupational license, certification or registration for disciplinary reasons or rejection of any application for reasons related to untrustworthiness, within 3 years of the date of application.*

Contact: Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation, 35 State House  
Station, Augusta, ME 04333-0035 / (207) 624-8626

*For a current listing of state by state licensure requirements visit the American Massage Therapy Association's website at [www.amtamassage.org](http://www.amtamassage.org) or the Associated Bodywork & Massage Professional website at [www.abmp.com](http://www.abmp.com). In states where licensing regulations do not exist, local municipal ordinances may apply.*

## NEW HAMPSHIRE LICENSE REQUIREMENTS:

**General Requirements:** Pass the Massage and Bodywork Licensing Examination (MBLEx); Graduate from a massage therapy school with a 750 hour curriculum that meets the educational requirements of New Hampshire Administrative Rules (*NHITA meets these requirements*).

**Minimum Curriculum content:** 1. Anatomy and physiology (150 hours); 2. History, theory, practice, benefits, and contraindications of massage therapy, related modalities, and adjunct therapies within the scope of practice of a massage therapist, including Swedish massage and hydrotherapy (375 hours); 3. Training in hygiene/sanitary practices, to include blood-borne pathogen standards. Adult CPR and first aid, documented by current certification in each area (50 hours); 4. Health services management, business practices, and ethics of massage (50 hours); Verifiably documented practical hours (125 hours)

**Additional Requirements:** Maintain current Adult CPR and First Aid certifications

*Applicants must be in good mental and physical health and not convicted in New Hampshire or in any other state of any crime involving violence inflicted on a person or threatened against a person, or any sexually-related crime.*

Contact: Office of Professional Licensure and Certification 121  
South Fruit Street, Concord, NH 03301 / (603) 271-2152

# COURSE HOURS

## SEMESTER I

|                                   |          |
|-----------------------------------|----------|
| Practice Fundamentals .....       | 16 hours |
| Anatomy & Physiology I .....      | 84 hours |
| Swedish Massage .....             | 84 hours |
| Ethics & Professionalism .....    | 8 hours  |
| Reflexology .....                 | 20 hours |
| Public Health & Hygiene I .....   | 12 hours |
| Pathology I .....                 | 8 hours  |
| Hydrotherapy .....                | 24 hours |
| Nutrition I .....                 | 4 hours  |
| Neurology .....                   | 16 hours |
| Neuromuscular Technique I .....   | 37 hours |
| Massage Therapy Externship* ..... | 75 hours |

## SEMESTER II

|                                   |          |
|-----------------------------------|----------|
| Neuromuscular Technique II .....  | 48 hours |
| Anatomy & Physiology II .....     | 64 hours |
| Trigger Point Therapy .....       | 12 hours |
| Public Health & Hygiene II .....  | 4 hours  |
| Pathology II .....                | 60 hours |
| Circulatory Massage .....         | 24 hours |
| Lymphatic Drainage Massage .....  | 24 hours |
| Nutrition II .....                | 4 hours  |
| Sports Massage .....              | 32 hours |
| Health Service Management .....   | 40 hours |
| Massage Therapy Externship* ..... | 75 hours |

Semester I courses are a prerequisite for semester II courses. The clock hours awarded in this program are equal to 625 classroom hours and 150 externship hours for the state of New Hampshire, and 625 classroom hours and 125 externship hours for the state of Maine (63 hours 1st term and 62 hours second term). These hours meet or exceed the 500 hour licensure requirements of the state of Maine and 750 hours for the state of New Hampshire. The institute maintains a listing of other state licensure requirements.

# 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 co-founder of the New Hampshire Institute for Therapeutic Arts. His administrative, educational and clinical experience extends over thirty-four 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.

### CAROL PETERSON, BA, MSA, LMT

Carol is Director of the school, providing administrative direction and student advisement at the Nashua campus. She is a licensed massage therapist by the Commonwealth of Massachusetts and State of New Hampshire. Carol instructs Practice Fundamentals, and Integrated Techniques. In addition to being a graduate of NHITA, Carol also holds a Bachelor of Arts from the University of Maine and a Master of Science in Administration from Boston University.

### KAREN SCHILLING, MS, RD

Karen is Associate Director of NHITA. She brings her previous CPA and business background to our administrative functions. She has 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.

### RHONDA CAVERS, LMT

RJ is a New Hampshire state licensed graduate of NHITA who maintains a private practice and an associate practice with a local chiropractic office specializing in sports & trauma related injury, postural alignment, and sensory treatment for

Autism. She is also a nationally certified educator of infant massage by CEIM and an internationally certified infant massage instructor by CIMI. Along with technique courses RJ also instructs in Kinesiology, and Clinical Assessment.

### JULIE A. COFFIN, MA, LMT/CPMT

Julie is a 2016 NHITA graduate with a background in Education and a thriving business in downtown Bridgton, ME. She is also a certified pediatric massage therapist through the Liddle Kidz Foundation. In addition, Julie holds a BA in Behavioral Science and a MA in Educational Psychology with a focus on human growth and development. Julie instructs Practice Essentials, Kinesiology II, and Pathology & Assessment

### LIZ COMO, BA, LMT, RN, CLLC

Liz—a graduate of NHITA—came to the school with over 20 years of experience teaching at the Hurricane Island Outward Bound School. She is a graduate of Wheaton College in Norton, Mass., where she obtained a BA in English Literature and Secondary Education, and is a graduate of CMMC School of Nursing. She works as an RN in a critical access hospital in Maine. Liz instructs a variety of classes including Practice Fundamentals, Ethics, Neuromuscular Technique, Research Analysis, Skin Pathology, Public Health & Hygiene, and Pharmacology.

### CHRISTINA DOWNS- MCGUIRE, LMT, RMT, DOTERRA WELLNESS ADVOCATE

After graduating from NHITA in 2006, Christina practiced in high-end spas in Maine and has maintained her own private practice since 2016. In addition to utilizing the many techniques acquired

through our program she has also added to her practice. She is a certified Reiki Master Teacher and a doTERRA Wellness Advocate (Essential Oil Education). Christina instructs Circulatory Massage, and Lymphatic Drainage.

### JEANNINE FOSTER, BA, MS, LMT

Jeannine has been practicing massage since graduating from NHITA in 2003. She holds a BA from Colby College and a MS in school psychology from USM. Jeannine served as the website coordinator and Sports Massage Team Chair for the Maine Chapter of AMTA. Jeannine has continued taking classes every year and has completed advanced training with James Waslaski, George Kousaleos, and Jeff Mahadeen. She holds certifications in Advanced Active Myofascial Mobilization and CORE massage. Jeannine instructs Anatomy & Physiology.

### JESSICA KENNON, LMT

Jessica graduated from the Muscular Therapy Institute in Cambridge, MA in 2002. She holds additional certifications in Orthopedic Massage (Muscular Therapy Institute, 2006) and Myofascial Massage (CORE Institute, 2009). She has taken special interest in the treatment of pre- and post-operative care, musculoskeletal injury, pain management, postural alignment, body mobility, infant massage, PTSD, trauma, and mental well-being. At NHITA, Jessica instructs Skin Pathologies, Communicable Diseases, and Cancer & Massage

### LATASHA KONOPKA, BA, LMT

After a long-time career in production management in publishing and advertising, Tasha took an abrupt turn to train and open the first cage-free, holistic pet-grooming salon in NH. Tasha practices

# ADMINISTRATION & FACULTY

what she has coined “neuromuscular trauma massage” at her Amherst business, Tangled Limbs LLC. Latasha instructs Hydrotherapy, Reflexology, and Circulatory & Lymphatic Massage Techniques.

## GRETCHEN LOEFFLER, BS, LMT

In addition to instructing classes for Sports Massage, Neuromuscular Technique, Health Service Management, and Clinical Assessment, Gretchen also helps the administrative side of NHITA run smoothly as Student Affairs Director in Harrison. 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.

## KAYLA LOOPER, LMT, BS NEUROSCIENCE

Kayla is a practicing massage therapist in Kennebunk, ME and North Conway, NH. As a graduate of NHITA and the University of New England’s Center of Excellence in the Neurosciences, she strives to work at the intersections of chronic pain and mental health. An enthusiastic learner, she aims to spark in her students a joyous curiosity about the nuances and complexities of the human body, as well as the science used to understand it better. Kayla instructs Anatomy & Physiology.

## THAIS CHARBONNET LOVERING, BA, MFA, LMT

Thais runs a private massage therapy practice in Brownfield, Maine which she started after graduating from NHITA in 2018. She is licensed in Maine and New Hampshire and is an active member of AMTA. She has accentuated her client treatment with continuing education and by working with Shellie Sakash, Physical Therapist. Thais has become fascinated with the idea of movement re-education. She is studying to get her Pilates National Certification later this year. Thais instructs Neuromuscular Technique.

## AUDREY NELSON, LMT

Audrey is a nationally certified NHITA graduate, Reiki Teacher, and a certified Holistic Health Coach. She instructs Swedish Massage, and Health Service Management at NHITA. Audrey is passionate about empowering others to be proactive in their well being. Audrey maintains an active practice in Naples where she incorporates a holistic approach that encompasses multiple modalities to best serve her clients.

## KRISTEN O’BRIEN, COTA/L, LMT

Kristen is a graduate of NYU and holds an associate’s degree in Occupational Therapy. She brings 34 years of experience in this area to her private practice as a massage therapist in Maine and New Hampshire. She is Nationally Certified for her practice as a COTA and continues her specialty in NH School Systems. She is a proud graduate from NHITA and currently instructs Hydrotherapy and Clinical Assessment courses.

## JULIE STILLMAN, BS, LMT

Julie is a graduate of NHITA. She has been a professional member of the AMTA since 2012. She holds a bachelor’s degree in Athletic Training from Colby-Sawyer College and has maintained a NH license for massage therapy. Julie has maintained a practice in Nashua, NH since 2012. She is very eager to pass along her knowledge and experience from her sports medicine background and prepare students to integrate this technique for athletic injuries and complex conditions. Julie instructs Sports Massage, and Trigger Point.

## GINA TOCE, BA, LMT

Gina is a graduate of the NHITA program and holds a bachelor’s degree in Business Management with a concentration in Communication and Technology from Regis College in Massachusetts and is a Reiki Master Instructor. Gina became a Certified lymphedema therapist in June of 2022. She maintains a Massage license in both New Hampshire and Massachusetts and is currently practicing at a Functional Medicine Doctors office in Salem, New Hampshire. At NHITA, she instructs Neuromuscular Technique.

## OTIS WATSON, BSE, BA, MA, LMT

With two education degrees and training in bodywork from Massage Therapy Training Institute of Kansas City, KS, Otis has been teaching for 55 years. He has taught swimming, health and first aid, and physical education & computer programming. Otis has combined a massage practice and massage/anatomy education for over 30 years. In addition to maintaining a private practice, he has worked in hospitals, physical therapy clinics, and chiropractor offices. Otis instructs Anatomy & Physiology I & II.

*\*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 administrative fees for full-time enrollment leading to certification, equals \$12,950.00. Subsequent to the \$35.00 application fee, tuition is \$12,950.00.

For our 10 month program:

\$6,475 due August 1

\$6,475 due January 1

For our twelve month program:

\$6,475 due December 1

\$6,475 due June 1

*(Payment times for students not accepting financial aid.)*

An installment plan is available. The ten-month plan consists of tuition in the amount of \$12,950.

Students are required to purchase their own treatment oils, linens, massage table, books and miscellaneous lab supplies at an approximate cost of \$1,200.00. Most of these items are available for purchase through the school although students are not obliged to do so.

## FINANCIAL AID

*Pell Grants* are awarded to students who qualify depending on the EFC (Expected Family Contribution) that is determined based on the information provided in the student's FAFSA application. Pell Grants do not have to be paid back unless a student withdraws from school and owes a refund. *Subsidized* and *Unsubsidized Direct loans* and *Parent Plus* loans are interest bearing loans which must be paid back to the United States government. Further details are provided through our financial aid office.

## REFUND POLICY

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 and 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. All refunds shall be paid within

30 days upon written notification from a student of cancellation or withdrawal; and students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulation.

## 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-needed basis. Teacher/student ratios are approximately 1:24 for lecture courses and 2:24 for technique courses.

## SATISFACTORY ACADEMIC PROGRESS

Academic progress is measured by maintaining an average of 70% in each course completed or underway. Below 70% constitutes an unsatisfactory grade. Satisfactory academic progress will be measured and documented at 2 times throughout the school year using the Academic Progress Report form. This will be done as follows:

- September 10 month program:  
Completion of Term I in January and completion of Term II in June.
- January 12 month program:  
Completion of Term I in June and completion of Term II in December.

In cases of the following circumstances, satisfactory academic progress is further defined as:

- a. Withdrawals – satisfactory academic progress is measured through the last measurement period.
- b. Incomplete Grades – all incomplete grades must be completed by the end of each term in accordance with the make-up policy.

# REQUIREMENTS & POLICIES

c. Repeated Courses – courses can be repeated if the schedule permits by attending class at the other campus (i.e. the school you are not attending) when that course is offered or with another class other than the class you are now attending school when that course is offered. Grades for repeated courses will be used to measure academic progress.

d. Non-credit remedial courses – NHITA has no non-credit courses.

For the purpose of students with financial aid under Title IV, the Academic Progress Report Form will document successful academic progress.

Students must complete one half of the required hours, constituting Term I, for both ten and twelve month programs to be able to continue to the second term and to be eligible for Title IV funding for their second term.

For students who repeat a course the maximum timeframe may not exceed 1.5 times the duration of the program.

## GRADING

At the conclusion of each semester, students will be given a final grade in the format of satisfactory/unsatisfactory in each class/subject. A satisfactory grade is required to earn the credits associated with the course. In order to graduate, each course must be passed with a satisfactory. Students are given grades in each course depending on the subject and the testing method used. Grades are either a numerical grade or a satisfactory/unsatisfactory grade. Numerical grades are given in classes with theoretical material that are evaluated with objective tests. For example: multiple choice, matching, true/false, and definitions. Satisfactory in numerically graded courses is 70% or greater. Pass/fail grades are given on practical material, discussion/seminar classes and written work such as essays and case studies.

## GRADUATION

Graduation, and the awarding of a certificate of completion, requires a pass-

ing 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

Attendance at all classes is required. 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.

## REFERENCE LIBRARY

The school maintains a reference library of professional periodicals, textbooks and other publications relevant to massage therapy.

## 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

# REQUIREMENTS & POLICIES

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.

## 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 apprised, as well as requests for referrals and other inquiries from potential clients and employers.

## CALENDAR

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

- September 10 month program  
Tues, Thurs Eves:  
*6:00 pm to 10:00 pm*  
Sat and/or Sat, Sun Days:  
*9:00 am to 5:30 pm*  
(completes June of following year)
- January 12 month program  
Mon, Wed Days:  
*8:30 am to 5:30 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 4th 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, the student may submit a written complaint to the director, who will intervene for a resolution. Upon a final determination that is found not in favor of the student, the student may then contact the Commission on Massage Therapy Accreditation at 5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015 or Department of Education, Division of Educator Support and Higher Education, Higher Education Commission, Office of Career School Licensing, 101 Pleasant Street, Concord, NH 03301, (603) 271-6443, in a formal letter with their concerns. A copy of this procedure is on file for student use upon request.

Concerns at NHITA are addressed expeditiously out of respect for individual needs.

## 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 the 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 dependents. This school abides by the regulations within the Family Education Rights and Privacy Act (FERPA), a federal law that protects the privacy of student educational records. Copies of the entire regulations are maintained on file for inspection. Students may also obtain information at [www.ed.gov](http://www.ed.gov).

## 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. NHITA bases transfer of credit from other schools on the condition that the syllabus is comparable and compatible with the NHITA course for which transfer is requested. The school does not transfer more than 25% of what is equivalent to the total of NHITA classroom hours. Financial credit for previous course work is offered at five dollars per transferable clock hour. The transfer of credit process is begun upon receipt of transcripts and syllabi from the applicant's previous training. Applicants are promptly notified of the school's decision in regard to transfer of credit.



## 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 \_\_\_\_\_

## APPLICATION INSTRUCTIONS:

- APPLICATION SUBMISSION SHOULD BE ACCOMPANIED BY A \$35.00 APPLICATION FEE AND PROOF OF HIGH SCHOOL GRADUATION (OFFICIAL TRANSCRIPT, DIPLOMA OR CERTIFICATION EVIDENCING MINIMUM H.S. EDUCATION OR OTHER ADVANCED DEGREE).
- YOUR COMPLETED APPLICATION MAY BE SENT TO THE SCHOOL LOCATION YOU ARE PLANNING TO ATTEND. THE ADDRESS OF EACH SCHOOL IS PROVIDED AT THE TOP OF THE APPLICATION.
- PLEASE REMEMBER TO CHECK THE BOX FOR THE PROGRAM YOU ARE APPLYING FOR: EITHER SEPTEMBER OR JANUARY.
- WE LOOK FORWARD TO RECEIVING AND REVIEWING YOUR APPLICATION.







## 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, and Canadian Department of Education.

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 is accredited by the:  
Commission on Massage Therapy Accreditation  
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