



# School Catalog

**[www.atchaschool.com](http://www.atchaschool.com)**

P.O. BOX 370 | 1208 Gay St.

Dandridge | TN | 37725

**Phone: 865-397-5227 | Fax: 865-397-5228**

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## PURPOSE OF CATALOG

The purpose of this catalog is to provide you with as many answers as we can to our most frequently asked questions by prospective students. If you cannot find the answer to your questions please feel free to contact us at anytime. You may call us at **865-397-5227** or send your questions via email to [info@atchaschool.com](mailto:info@atchaschool.com). After reviewing the catalog, we would like you to contact us so that we may schedule you an appointment to view our facility. During this time, you will be able to observe our classroom activities and our interaction with our students, you will be given the opportunity to speak with any of our students to gather feedback from them, you will be welcomed to schedule a time to sit in on one of our classes, and we will definitely sit down with you to discuss your future as a Massage Therapist, Reflexologist or both. ATCHA is committed to serve you in your decision making process. Again, please feel free to contact us to answer any questions or concerns you may have regarding financial commitment, time, faculty, or job placement. Our mailing address is: **P.O. Box 370, Dandridge, TN, 37725.**

Thank you for taking the time to request a catalog from Appalachian Training Center for Healing Arts.

## MISSION STATEMENT

To provide individuals with an in-depth, quality education in the foundations of therapeutic massage and reflexology and afford those individuals exceptional preparation for state licensure requirements for employment in their chosen field.

## OBJECTIVES

The purpose and objective of Appalachian Training Center for Healing Arts is to provide individuals seeking a career in Massage Therapy or Reflexology with an excellent education geared toward taking and passing necessary exams and/or applying for licensure/registration with the State of Tennessee's Health Related Boards.



## **LOCATION AND FACILITIES**

Appalachian Training Center for Healing Arts is located at 1208 Gay St., Dandridge, TN. Our location is not only convenient to East Tennesseans, but to individuals traveling from Kentucky, Virginia, and North Carolina. For those of you that live in East Tennessee, we are only about 30 minutes from Knoxville, 10 minutes from Sevierville, less than 1 hour from the Tri-Cities, and 20 minutes from Morristown.

We have a 2400 square foot facility designed for Massage Therapy and Reflexology training with adequate sized classrooms. ATCHA will make use of modern teaching tools, equipment necessary to give and receive treatments, and in house reference materials.

### **Driving Directions from: KNOXVILLE and SEVIERVILLE**

Take I-40 East, Exit off of the 417 (Dandridge-Jefferson City Exit), turn right and head south on Hwy 92 for approximately 1.9 miles. Turn Right on Gay St. and we are the third building on the left.

### **Driving Directions from: VIRGINIA, TRI-CITIES, AND MORRISTOWN**

Take I-81 South, then I-40 West, Exit off of the 417 (Dandridge-Jefferson City Exit), turn left and head south on Hwy 92 for approximately 1.9 miles. Turn Right on Gay St. and we are the third building on the left.

### **Driving Directions from: KENTUCKY**

Take I-75 South, then I-640 East to I-40 East, Exit off of the 417 (Dandridge-Jefferson City Exit), turn right and head south on Hwy 92 for approximately 1.9 miles. Turn Right on Gay St. and we are the third building on the left.

### **Driving Directions from: NORTH CAROLINA**

Take I-40 West, Exit off of the 417 (Dandridge-Jefferson City Exit), turn left and head south on Hwy 92 for approximately 1.9 miles. Turn Right on Gay St. and we are the third building on the left.

**Appalachian Training Center for Healing Arts**

**P.O. Box 370**

**1208 Gay St.**

**Dandridge, TN 37725**



# OWNERS, OFFICERS, GOVERNING BOARDS

**Richard Ridley, Co-owner and President**  
**Cheri Ridley, Co-owner and Vice-President**

Appalachian Training Center for Healing Arts is authorized by:

**Tennessee Higher Education Commission (THEC)**  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830.

Appalachian Training Center for Healing Arts has frequent communication with:

**Tennessee Massage Licensure Board**  
227 French Landing, Suite 300  
Heritage Place Metro Center  
Nashville, TN 37243

Appalachian Training Center for Healing Arts has frequent communication with:

**Reflexology Registry**  
227 French Landing, Suite 300  
Heritage Place Metro Center  
Nashville, TN 37243

The Appalachian Training Center for Healing Arts is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

The Tennessee Massage Licensure Board establishes and enforces the rules and regulations in which Massage Therapists have to follow.

The Reflexology Registry establishes and enforces the rules and regulations in which Reflexologists have to follow.



# FACULTY

## **Richard Ridley, LMT, RCR - Owner/Program Director/Instructor**

Mr. Ridley is a Licensed Massage Therapist and a Registered Certified Reflexologist. Richard's interests lie in Eastern health approaches such as Reiki, Shiatsu, and Acupuncture. He also enjoys teaching business management for Massage Therapists and Reflexologists. He has nine years of experience in the massage therapy field that ranges from private practice to being an Educational Director of a Massage Institution. Richard has attended many CE and Advanced Certification classes such as Touch For Health, Healing Touch, Spa Application Lymphatic Therapy, Sports Massage, Clinical Massage, Spa Therapies, and Shiatsu to name a few. Richard is also certified instructor through the American Heart Association.

## **Cheri Ridley PTA, LMT, RCR - Owner/Educational Director/Senior Instructor**

Mrs. Ridley is a Licensed Physical Therapy Assistant, Licensed Massage Therapist, and a Registered Certified Reflexologist. She has been specializing in orthopedic rehabilitation for over 10 years, focusing in post operative joint replacement, and chronic pain conditions due to postural abnormalities. Cheri has attended many CE and Advanced Certification workshops and she has written and submitted a variety of curriculums including workshops, CE classes, Advanced Certifications, and Licensure Programs. She is an approved CE provider through the State of Tennessee and the National Certification Board. She too is a certified instructor through the American Heart Association.

Other faculty members include:

## **Deborah Hall - Receptionist/Office Manager**

Ms. Hall has 30 years experience pertaining to customer service. She has been a call specialist in corporate settings, she has been promoted to supervisor and managerial positions for her leadership skills, and she will always greet you with a smile.



## PROGRAMS OFFERED

The Appalachian Training Center for Healing Arts offers a (12 ½) twelve and one half weeks (500) hour **Massage Therapy Program**. Through lecture and clinical practice individuals gain knowledge in the art of massage. Foundational areas of knowledge covered within the program are anatomy and physiology; ethics and professionalism; CPR and first aid; and hydrotherapy. Students that successfully complete the course will receive a Diploma in Massage Therapy that will enable them to sit for the National Certification Examination offered by the National Certification Board for Therapeutic Massage and Body Work or sit for the Massage and Body Work Licensing Exam offered by the Federation of State Massage Therapy Boards. Successful completion of either exam allows the student to apply for massage therapy licensure in the state of Tennessee. With a license in Massage Therapy, individuals can work in facilities offering massage therapy services such as spas, salons, gyms, and chiropractic offices. In addition, licensed individuals could also work for professional or collegiate athletic teams or for themselves in a self-employed capacity. The cost for this program is \$4995.00 and the prospective student must be at least 18 years of age and have a high school diploma or GED.

The Appalachian Training Center for Healing Arts offers a (21) twenty-one week (500) hour **Massage Therapy Program**. Through lecture and clinical practice individuals gain knowledge in the art of massage. Foundational areas of knowledge covered within the program are anatomy and physiology; ethics and professionalism; CPR and first aid; and hydrotherapy. Students that successfully complete the course will receive a Diploma in Massage Therapy that will enable them to sit for the National Certification Examination offered by the National Certification Board for Therapeutic Massage and Bodywork or sit for the Massage and Body Work Licensing Exam offered by the Federation of State Massage Therapy Boards. Successful completion of either exam allows the student to apply for massage therapy licensure in the state of Tennessee. With a license in Massage Therapy, individuals can work in facilities offering massage therapy services such as spas, salons, gyms, and chiropractic offices. In addition, licensed individuals could also work for professional or collegiate athletic teams or for themselves in a self-employed capacity. The cost for this program is \$4995.00 and the prospective student must be at least 18 years of age and have a high school diploma or GED.

The Appalachian Training Center for Healing Arts offers a (50) week/part-time (500) hour **Massage Therapy Program**. Through lecture and clinical practice individuals gain knowledge in the art of massage. Foundational areas of knowledge covered within the program are anatomy and physiology; ethics and professionalism; CPR and first aid; and hydrotherapy. Students that successfully complete the course will receive a Diploma in Massage Therapy that will enable them to sit for the National Certification Examination offered by the National Certification Board for Therapeutic Massage and Body Work or sit for the Massage and Body Work Licensing Exam offered by the Federation of State Massage Therapy Boards. Successful completion of either exam allows the student to apply for massage therapy licensure in the state of Tennessee. With a license in Massage Therapy, individuals can work in facilities offering massage therapy services such as spas, salons, gyms, and chiropractic offices. In addition, licensed individuals could also work for professional or collegiate athletic teams or for themselves in a self-employed capacity. The cost for this program is \$4995.00 and the prospective student must be at least 18 years of age and have a high school diploma or GED.

The Appalachian Training Center for Healing Arts offers a (14.5) fourteen and one half weeks (200) hour **Reflexology Program**. Through lecture and clinical practice individuals gain knowledge in the art of reflexology. Foundational areas of knowledge covered within the program are reflex points located on the hands and feet; reflexology techniques; anatomy and physiology; ethics and professionalism; CPR and first aid; and hydrotherapy. Students that successfully complete the course will receive a Certificate in Reflexology that will enable them to complete the Application for Registration in the State of Tennessee. With a registered certification in Reflexology, individuals can work in the same facilities offering massage therapy services such as spas, salons, gyms, and chiropractic offices. In addition, these individuals could also work for themselves in a self-employed capacity. The cost for this program is \$1995.00 and the prospective student must be at least 18 years of age and have a high school diploma or GED.



## START DATES AND SCHEDULES

### *Massage Therapy Classes*

#### **12.5 Week Fast Track Massage Therapy**

**January 9, 2017 and July 10, 2017**

**Weekly Schedule:** *Monday-Friday, 8:30am-5:00pm*

#### **21 Week Massage Therapy Day Class**

**March 21, 2017 and August 29, 2017**

**Weekly Schedule:** *Tuesday-Friday, 9:00am-3:00pm*

#### **50 Week Massage Therapy Evening Class**

**January 9, 2017 (Only Night Class Offered)**

**Weekly Schedule:** *Mondays and Thursdays, 5:30pm-10:30pm*

### *Reflexology Classes*

#### **14.5 Week Reflexology Class**

**March 21, 2017 and August 29, 2017**

**Weekly Schedule:** *Tuesday-Friday, 3pm-6:30pm*

After seeing the information above, you can see that Appalachian Training Center for Healing Arts offers a flexible and timely schedule in jump starting your career. And, you get to keep your weekends!!!!

## SCHOOL HOLIDAYS AND CLOSINGS

Our school will be closed New Years day, the week of July 4<sup>th</sup>, Thanksgiving Day and day after, and will be closed two weeks during Christmas. Should inclement weather be an issue, we shall contact the students via text, phone, email, or by announcement through the evolve online service.





## **ENROLLMENT AND ADMISSIONS POLICY**

Appalachian Training Center for Healing Arts, LLC, (ATCHA), in its admission, instruction, and graduation policies, does not discriminate on the basis of sex, creed, religion, race, financial status, disability, or ethnicity. ATCHA does require all students to have attained a minimum education of a high school diploma or GED, be at least 18 years of age, and be free of contagious diseases. If you have been convicted of a felony, or a misdemeanor, other than minor traffic violations, you should make that known to the Educational Director prior to enrolling into any of our programs. There could be procedures that need to take place with the Tennessee Massage Licensure Board or Reflexology Registry to ensure your chances for licensure or registry. Students must be legally entitled to live and work in the United States. In addition, all students will be required to complete and submit the school application in this catalog. All students will be required to visit our facility and have a personal interview with one of our school administrators before official acceptance into the school will be granted. Students will be required to provide the school with two photos, a driver's license or birth certificate, and a high school diploma or GED. Students may be accepted for admission any time prior to the starting date of the class chosen. After being accepted, all students must sign an enrollment agreement in accordance with the Tennessee Higher Education Commission.

## **TRANSFERABILITY OF CREDITS**

Transferring credits earned at our institution may be very limited. Credits may or may not transfer from another institution to Appalachian Training Center for Healing Arts. Credits earned at Appalachian Training Center for Healing Arts may or may not transfer to another institution. You should always obtain confirmation on whether or not your credits will transfer to our institution or another before you execute an enrollment contract or agreement. The transfer of credits is controlled by the receiving institution and accreditation does not guarantee transferability.

Currently, Appalachian Training Center for Healing Arts is not a Title IV accredited school. However, we are authorized and governed by Tennessee Higher Education Commission.



## TUITIONS AND FEES

Tuition for the 500 hour **Massage Therapy** programs is \$4995. There is a supply fee of \$200 which will include all required books, lubricants to be used while in school, 1 Lotion Holster, and 2 Face Cradle covers. Students will be required to submit a non-refundable, \$200 registration fee upon acceptance into the school. Although the fee is non-refundable, the entire fee will be credited towards the tuition of the student. The supply fee shall be due on the first day of class. Once the supplies have been issued to the student, they become the property of the student.

Methods of payment for the **Massage Therapy** programs include:

- (1) **Payment in Full** via cash, check, or credit card.
- (2) **School Budget Plan** – (12.5 Week Class) \$3295.00 down and 2 monthly payments of \$997.50, which includes a 5% finance charge. (21 Week Class) \$3295.00 down and 5 monthly payments of \$399.00, which includes a 5% finance charge. (50 Week Class) \$3295.00 down and 10 payments of \$199.50, which includes a 5% finance charge. Those students who choose the school budget plan will be required to have their tuition payments automatically withdrawn from an account of their choice (ex. Checking, savings, VISA/MC).
- (3) Students may apply for student **Career Training Loans** to help pay for their training.

Tuition for the 200 hour **Reflexology** program is \$1995.00. There is a supply fee of \$100 which will include required books, charts, and foot models. Students will be required to submit a non-refundable, \$200 registration fee upon acceptance into the school. Although the fee is non-refundable, the entire fee will be credited towards the tuition of the student. The supply fee shall be due on the first day of class. Once the supplies have been issued to the student, they become the property of the student.

Methods of payment for the **Reflexology** program include:

- (1) **Payment in Full** via cash, check, or credit card.
- (2) **School Budget Plan** - \$1295.00 down and 3 monthly payments of \$315.00 which includes a 5% finance charge.
- (3) Students may apply for student **Career Training Loans** to help pay for their training.



## **REFUND POLICY**

A full refund of all monies paid by the student may be obtained if the student cancels the enrollment agreement or contract within 72 hours of signing the enrollment agreement or contract. If the student begins classes within the 72 hour cancellation privilege period, the regular refund applies. Any potential student who has not toured the facility and inspected equipment prior to signing the enrollment contract has an additional three days (excluding Saturdays, Sundays, and legal holidays) following a tour and inspection to request a full refund of any monies paid to the institution. Please note, however, no students will be allowed to sign enrollment agreements without having previously toured the facility. Any tuition or fees collected prior to the start of class, with the exception of the \$100 registration fee, will be returned to any students who decide not to attend the school.

A student who withdraws or is terminated after attending classes will receive a refund (less the \$100 registration fee) according to the following schedule:

1. Withdrawing before ten percent (10%) of the period of enrollment for which the student was charged, the refund shall equal seventy-five percent (75%) of all amounts paid, less the administrative fee of \$100;
2. After ten percent (10%) but before twenty-five percent (25%) of the period of enrollment, the refund shall equal twenty-five percent (25%) of all amounts paid, less administration fee of \$100.
3. After twenty-five percent (25%) of the period of enrollment, the student is obligated for one hundred percent (100%) of the tuition charges assessed by the school.

There is a \$100.00 withdrawal fee.

Books, supplies, and other necessary items become the property of the student upon payment and are non-refundable.



## **ADMINISTRATIVE POLICIES**

Student progress in each course of the curriculum will be assessed by regular examinations, both written and practical, given throughout the program. The grade given on any examination will be determined according to the following scale:

A - 90%-100%

B - 80%-89%

C - 70%-79%

F - 69%-below

Any student falling below a 70% average will be notified in writing of being placed on academic probation and required to meet with the school's Educational Director. If the student's grades do not improve to an average above 70% at the end of a 30 day probationary period, the student will be terminated from the program. Practical exams will be graded based upon grading credits for each exam, while written exams will be graded based on the number of questions answered correctly compared with the number of questions answered incorrectly (questions not answered will be considered incorrect).

All students will be required to make a passing grade on all examinations and in all courses or equivalent assignments in order to receive a diploma from Appalachian Training Center for Healing Arts.

## **ATTENDANCE POLICY**

If a student is going to be absent or be tardy, they must notify the school by phone or email. Roll call will be taken at the beginning of each class. Students who show up 30 minutes past their scheduled start time will not be permitted to attend school for the day and counted absent. Credit hours for those students who are tardy will not begin until the next 15 minute increment (example: a student shows up at 9:07 shall not be counted present for the day until 9:15). For each 5 tardies the student must meet with the Program Director to discuss disciplinary actions. Students will only be allowed up to 25 hours of absences during the entire length of their chosen program. Any student with 15 hours of absences shall be put on attendance probation and required to meet with the institution's Program Director. If the student is absent more than 5 hours during the next 30 days, the student will be terminated from the program. If a student goes beyond the 25 hours of absences and has justifiable reasons, such as medical issues or family emergencies, a schedule shall be designed for that student to make up the hours and tests, and/or they shall be scheduled forward to the next like program. Should a student need to leave early, they must notify their instructor either in advance or on the day of. Students may arrange, at the Program Director's Discretion, times to make up missed hours or classes.



## **SATISFACTORY PROGRESS**

Academic and attendance progress will be checked at bi-weekly intervals. To maintain satisfactory academic progress, the student must pass tests with a minimum score of 70, if this is not accomplished, students must retake the test until a minimum score of 70 is attained. To maintain satisfactory attendance progress, students may have no more than 15 hours of absences in any given evaluation period. There are no incomplete or remedial courses. Tests and retakes must be taken on the day they are scheduled.

## **PROGRESS RECORDS**

Students will be given designated forms to document their tests and retakes on. They will also be required to document their clock hours each day on designated forms. Students may confirm or review our records against theirs at any reasonable time. Permanent student records are kept on grades, progress and attendance. Students must give written permission for anyone, except Government Agencies and/or Accrediting Agencies, to receive any information on said student.

## **APPEAL PROCESS**

Students who are terminated for failing to maintain satisfactory progress may appeal this determination. In the event of extenuating circumstances which have resulted in termination, the student must submit a letter to the school's Educational Director and a school administrator describing any circumstances the student feels deserve further consideration. The Educational Director will schedule a counseling session. A decision will be rendered and the student notified in writing. It may be determined that the student is attaining satisfactory progress toward his/her certificate of graduation despite the failure to conform to satisfactory progress standards.

## **LEAVE OF ABSENCE**

A leave of absence or interruption of training may be granted upon approval of the Educational Director or a school administrator. All requests for leaves of absence must be submitted in writing to the Educational Director. All tests, assignments and clinical work missed during the absence must be made up upon the student's return. A student who is considered making satisfactory progress prior to a leave of absence will maintain satisfactory progress upon return to the school. A student who is failing to meet satisfactory requirements prior to a leave of absence will return in the same status. Because of the structured curriculum, it may be necessary for a student who has taken a leave of absence to wait until the next class starting date to resume their training.



## **CAUSES FOR DISMISSAL**

A student will be terminated from the school for any of the following reasons: any conduct which is in violation of the Tennessee Massage Licensure Board; the unlawful possession, use or distribution of drugs, alcohol, or firearms on school grounds or as part of any school activity; attendance of class or any school function under the influence of drugs or alcohol; failure to maintain satisfactory progress; failure to pay tuition or failure to pay in a timely manner; conduct detrimental to the safety and well-being of fellow students, clients, or faculty; conduct detrimental to the reputation of the school or the given profession. In addition, students are advised to refer to the School Rule Book to ensure compliance with all other school rules and requirements.

## **READMISSION POLICY**

Students who have been terminated may apply for re-admittance after a waiting period of not less than 90 days. He/she will be readmitted on the same status as when he/she left the school. Students who have voluntarily withdrawn may request re-admittance within 3 days of withdrawing and, upon acceptance, resume their training immediately. Otherwise, students who voluntarily withdraw may apply for re-admittance after a waiting period of not less than 30 days. Readmitted students will be charged at the current rate of tuition for newly entering students, plus a \$100 re-admittance fee, but will be credited with all prior monies paid.

## **REQUIREMENTS FOR GRADUATION**

To be eligible for graduation, students must have satisfactorily completed (to ATCHA standards) all of the courses of study, passed all tests and final examinations, acquired the necessary 500 clock hours of training, paid all tuition and fees, and complied with the rules and regulations of both the school and the Tennessee Massage Licensure Board. Those students found to have satisfactorily completed all of the graduation requirements will receive a graduation diploma from Appalachian Training Center for Healing Arts.



## **JOB PLACEMENT**

We, as well as all other educational institutions, cannot guarantee employment as an inducement to your enrolling. However, students attending Appalachian Training Center for Healing Arts are assisted in job placement. As part of our job placement assistance program, the school will be more than happy to post and e-mail to you all of the area therapy centers, medical complexes, full-service beauty salons, spas, etc. that have contacted us, as well as review different job opportunities for which you might be best suited. We can arrange your appointment for interviews, advise you on proper dress, and review possible subjects for discussion during our regularly scheduled business class and again at the time of the interview, if necessary. ATCHA graduates are assisted with job placement as many times as necessary or desired throughout their lifetime.

## **STUDENT GRIEVANCE PROCEDURE**

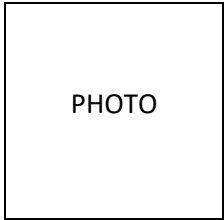
The student is encouraged to address specific complaints or concern with the individual to whom the complaint pertains. A formal complaint may be filed with the director of education if an equitable solution is not reached. Complaints may be addressed to:

Director of Education  
Appalachian Training Center for Healing Arts  
P.O. Box 370  
1208 Gay St.  
Dandridge, TN 37725  
(865)397-5227

If a complaint is not settled on the institutional level, the student may contact:

Tennessee Higher Education Commission  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
(615) 741-3605





Office Use Only:



## ENROLLMENT APPLICATION

Must be completed and signed by the applicant and returned with the \$100.00 registration fee to:

**Appalachian Training Center for Healing Arts  
P.O. Box 370 | 1208 Gay St.  
Dandridge | TN | 37725**

**SOCIAL SECURITY #** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_  
Last Name First Name Middle Initial

**MAILING ADDRESS** \_\_\_\_\_  
Street Address  
City State Zip

**E-MAIL ADDRESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_

**NAME OF HIGH SCHOOL** \_\_\_\_\_

**YEAR GRADUATED FROM HIGH SCHOOL/GED** \_\_\_\_\_

**EMERGENCY CONTACT PERSON** \_\_\_\_\_

**EMERGENCY CONTACT PHONE #** \_\_\_\_\_

**MASSAGE THERAPY PROGRAM OF CHOICE** **START DATE FOR PROGRAM OF CHOICE**

- 12.5 Week Fast Track \_\_\_\_\_
- 21 Week Day Class \_\_\_\_\_
- 50 Week Part-Time Night Class \_\_\_\_\_

**REFLEXOLOGY PROGRAM**

- 14.5 Week \_\_\_\_\_

PLEASE COMPLETE OPPOSITE SIDE OF THIS PAGE



**REFEREENCE (1)**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**HOW YOU KNOW THIS PERSON** \_\_\_\_\_

**REFEREENCE (2)**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**HOW YOU KNOW THIS PERSON** \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**CURRENT EMPLOYER** \_\_\_\_\_

**EMPLOYER ADDRESS** \_\_\_\_\_

**EMPLOYER PHONE** \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION?** \_\_\_\_\_  
**IF YES, SEE THE PROGRAM DIRECTOR FOR FURTHER INFORMATION.**

**ARE YOU LEGALLY ENTITLED TO LIVE AND WORK IN THE UNITED STATES?** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT OUR SCHOOL?** \_\_\_\_\_

**AUTOBIOGRAPHY/HOW YOU BECAME INTERESTED/GOALS:**

# OTHER COSTS TO CONSIDER

In addition to the costs of tuition, supply fees, and possible finance charges mentioned in the previous pages, we wanted to provide you with a list of items and their average cost. Some items may be necessary for your training while you are in school and list of some of them you will be facing after you have completed your training with us. We wanted to provide this list to allow you to be better prepared in the budgeting or borrowing of your finances for your training and for your career.

## WHILE YOU ARE TRAINING

### Required

\*AT LEAST 3 SETS OF SHEETS (TWIN SIZE)  
1 FITTED, 1 FLAT, 1 PILLOW CASE PER SET  
YOU MAY WANT TO DOUBLE THAT TO KEEP FROM HAVING TO WASH EVERY NIGHT  
**\$10-\$20 PER SET**

\*COLORED PENCILS!!! MECHANICAL ONES HAVE BEEN THE PREFERRED - **\$4-\$7**

\*2" 3 RING BINDER TO KEEP NOTES & HANDOUTS - **\$3**

\*NAIL CLIPPERS AND NAIL FILE-GOTTA KEEP THOSE NAILS SHORT - **\$2**

\*SCRUB UNIFORMS - BROWN AND GREEN (SCHOOL COLORS) - **\$20-\$30 PER SET**

### Optional

\*SHEET STRAPS/WITH METAL CLASPS THAT CLAMP - **\$2**

\*WEDGES AND BOLSTERS - **\$35**

\*FACE REST COVERS (AVAILABLE AT ATCHA) - **\$7**

\*LOTION HOLSTERS (AVAILABLE AT ATCHA) - **\$8**

## AFTER TRAINING

NATIONAL CERTIFICATION TEST – **\$175-\$225**

CERTIFIED BIRTH CERTIFICATE - **\$8-\$10**

MASSAGE LICENSE - **\$280**

REFLEXOLOGY LICENSE - **\$180**

CRIMINAL BACKGROUND CHECK - **\$42**

MALPRACTICE INSURANCE - **\$199-\$250**

PASSPORT PICTURES - **\$8-\$10**

ESTABLISHMENT LICENSE - **\$225 (BUSINESS)**