

2024 | Program for Massage Therapy



Open 9am – 9pm Every Day

Experience Excellence in Education at an Affordable price



WELCOME

Dear Prospective Student,

We would like to thank you for your interest in the massage therapy program at Advanced Fuller School of Massage (AFSM). As awareness about the benefits of massage therapy continues to grow, now is an exciting time to consider a possible career in massage therapy. AFSM was founded in 1983 and was the first school of massage to be issued a certificate to operate as a proprietary school by the Virginia Board of Education. With over 39 years of experience and thousands of graduates later, we have proven to be the most sought-after massage therapy school in the region.

Our goal is to deliver each student the best educational experience possible at an affordable price. Our belief in effective techniques based on sound principles, safe practices, professional integrity, proper body mechanics and continued personal growth is the foundation of building a rewarding career in Massage Therapy.

AFSM is proud to offer qualified and talented local and national instructors who are committed to the success of the profession and ultimately our students. Our program ensures our students gain the confidence and real-world experience needed in order to achieve their goals of Licensure and knowledge required for passing the Massage and Bodywork Licensing Exam (MBLEX), state licensing, employment, or personal and professional enrichment.

AFSM’s innovative, affordable, and flexible September (Day or Evening) classes ensures our students can complete all required coursework in a pace that fits demanding lifestyles, interests, and schedules.

AFSM is certified to operate by the State Council of Higher Education for Virginia (SCHEV) and is also a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School and Approved Provider. If accepted, upon graduation, students will have completed a minimum of 600 hours. The AFSM 600-hour massage therapy program can be completed in seven months to two years. The average time graduates complete the program is ten months.

Students must complete the massage therapy program, within two years. After two years, the student will have to retake the massage program again.

If you are considering a career in massage therapy, Advanced Fuller School of Massage Therapy, Inc. can help you reach your goal.

If you have questions regarding the AFSM Massage Therapy Program, please send an email to waltb@fullerschool.com, Walter Bender, Assistant Director or call 757-340-7132.

Sincerely,

Nancy J. Bender

Nancy J. Bender, LMT
Managing Director

Walter F. Bender, Jr

Walter F. Bender, Jr.
Managing Assistant Director

Walter F. Bender, III

Walter F Bender III
Assistant Director II



HISTORY

Founded in Virginia Beach, The Advanced Fuller School of Massage (AFSM) opened its doors in 1983 as the first school of massage to be issued a certificate to operate as a proprietary school by the Virginia Board of Education.

We offer an innovative, flexible and affordable modular 600-Hour training program, which encompasses a core curriculum of 375-Hours and a selection from over 400-Hours worth of electives. These electives are comprised of advanced and effective modalities to create a customized curriculum to meet the demands of any lifestyle.

Since 1983, we have been providing affordable personalized therapeutic massage services to the general public. Our successful Massage Therapy business is the foundation of our training program, empowering our students to have the knowledge and skills necessary to embed standards of excellence in the ever changing field of massage therapy.

With over thirty-nine years operating as a massage therapy school , we have been responsible for much of the growth and recognition that Massage Therapy has received in Virginia. Our outreach and community service ventures combined with an exceptionally high pass rate among students taking the state licensing exam for the first time, speaks to the quality of instruction and respect our students will receive when they graduate.



DISCLAIMER

This Program Catalog of Advanced Fuller School of Massage (AFSM) contains important information that applies to all our current and perspective students. Students will be notified of any revisions or addendums made to our school catalog. Our most recent revision to the school catalog will be posted on the website with a revision date



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WHAT IS MESSAGE THERAPY?

From the American Massage Therapy Association (AMTA)...

Massage Therapy is a healing art as well as a science. It requires a balance of academic and technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Nearly everyone has the innate resources to touch another with care and confidence. However, it takes a sincere desire to help others, along with a commitment to the time, energy, and focus necessary for the training process in order to become a solid practitioner.

MESSAGE THERAPY CAREERS

Therapeutic massage is one of the fastest growing professions in the field of natural health care. Career opportunities for Massage Therapists are abundant. Many Massage Therapists have taken massage to special needs populations, finding work at senior citizen centers, hospices, physical therapy offices, etc. Opportunities exist in health spas, fitness centers, private practices and in association with other health professionals.



OUR MISSION

We at AFSM, view Bodywork Therapies as the cornerstone in the preventative health care philosophy, as well as a highly valuable tool in the recovery from the loss of good health. Our philosophy is to create a supportive atmosphere for positive sharing and conscientious learning.

Our belief in effective techniques based on sound principles, safe practices, professional integrity, proper body mechanics and continued personal growth of the therapist is the foundation of building a rewarding career in Massage Therapy.

Our objective is to strengthen the roles that massage therapy and related techniques can play in relation to other allied health professions. As such, we encourage opportunities for liaison within the health-oriented community.

CREDENTIALS

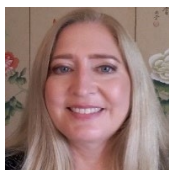
- Certified to operate by the State Council of Higher Education for Virginia (SCHEV# 43005).
- NCBTMB Assigned School (Assigned School Code # 822743).
- NCBTMB Approved Provider (1000866)- Expires- 8/05/2025
- Member of the America Massage Therapy Association (AMTA # 73372).
- Voted “Best of the Beach” for over 15 years.
- Accredited business with the Better Business Bureau.

Our advanced training provides ample preparation upon successful completion of the course to take the licensing examination. Specifically, 94% of our graduates who sit for the licensing Exam have passed and received their Virginia State License.



OUR INSTRUCTORS

AFSM is proud to offer qualified and talented local and national instructors who are committed to the success of the profession and ultimately our students. Our team of local instructors and from around the country ensures our curriculum is always updating and improving. Current contact information for all instructors and administration staff are provided to all students.

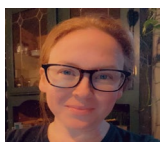


ELISE WALTON, LMT

Courses: Oncology Massage

Education: Licensed Massage Therapist, Certified in Dr. Vodder’s Manual Lymphatic Drainage, Oncology Massage

Elise graduated from Advanced Fuller School of Massage Therapy in 2006. She became certified in Dr. Vodder’s Manual Lymphatic Drainage in 2011 and certified in Oncology massage in 2012. Her passion is to learn from all aspects of massage therapy and to provide a solution to help others with their quality of life.



KATE THURSTON, LMT

Courses: Sports Massage, Medical Massage, Prenatal, Neuromuscular and Pathology

Education: Licensed Massage Therapist

Kate graduated from Cayce Reilly School of Massotherapy in 2020. Prior to pursuing her career as a Licensed Massage Therapist, she was a Physical Therapist Assistant in Salt Lake City, UT. She lives in Norfolk with her two sons and loves traveling the globe as often as she can. She finds fulfillment in seeing the world of massage therapy and bringing about a better quality of life from preventative to restorative health. Kate believes that holistically approaching health care should be given consideration and has seen the benefits many times over.



KATHY DUVAL, LMT

Courses: Anatomy & Physiology, Preparation for Licensing, Bodymind Integrative and Craniosacral

Education: Licensed Massage Therapist

Kathy went to the Pinnacle Career Institute and received Academic Honors and High Five Award. She currently has over 720 hours in Massage Therapy. She worked Flowering Almond and Best Body Co. and was certified in Spa Therapies. She specializes in head and neck therapies, using integrative Craniosacral therapies. Her passion is to help others find holistic solutions to pain and empower their lifestyle in a positive way.



Obstacles are opportunities to learn and grow so that we can help others.



MARTHICA MCDERMOTT, LMT

Courses: Aromatherapy, Spa Techniques

Education: Licensed Massage Therapist, Professional Aromatherapy, Aromatic Kinesiology, Essential Oils.

Born in Colombia, Marthica grew up hearing about the healing power of plants from her mother and grandmother. In 2003, a switch in career paths led her to Advanced Fuller School of Massage and the world of aromatherapy. From the very first day of class, her life changed, and it became her goal to share the gift of aromatherapy by living it, teaching it and creating easy to use products for those around her to enjoy using essential oils safely.

With a lifelong passion for teaching and a focus on simple and practical ways to incorporate aromatherapy in students' lives. Her goal is to plant the seed for the love of Essential Oils and their healing benefits.



RICK JEFFERS, LMT

Courses: Basic Massage Level I- Day & Evening, Myofascial Release, Reflexology, Cupping
Deep Stone and Deep Tissue

Education: Licensed Massage Therapist, Certified Advanced Myofascial Massage

Rick graduated from Advanced Fuller School of Massage Therapy in 2011. He is certified from Howard Rontal for Advanced Myofascial Massage Therapy. He has a passion for therapeutic bodywork and strives to learn all aspects of massage therapy. Rick is a lead instructor for Basic Massage and Myofascial class. He has over ten years of bodywork experience with massage therapy.



WOLFGANG LUCKMANN, LMT

Courses: Lomi Lomi and Ayurvedic

Education: Diplomat of Homeopathy, Diploma in Chinese Medicine, Certified Neuromuscular Therapist, Diploma in Advanced Clinical Massage, Diploma in Higher Education, B.A. with Honors

After graduating from the Florida College of Natural Health in Miami, summa cum laude in 1995, Wolfgang Luckmann attended the College of Acupuncture and Massage and graduated with distinction in 1997.

OUR FACILITY

AFSM consists of a 5,500 square-foot building in the Rosemont Interstate Center in beautiful Virginia Beach, Va.

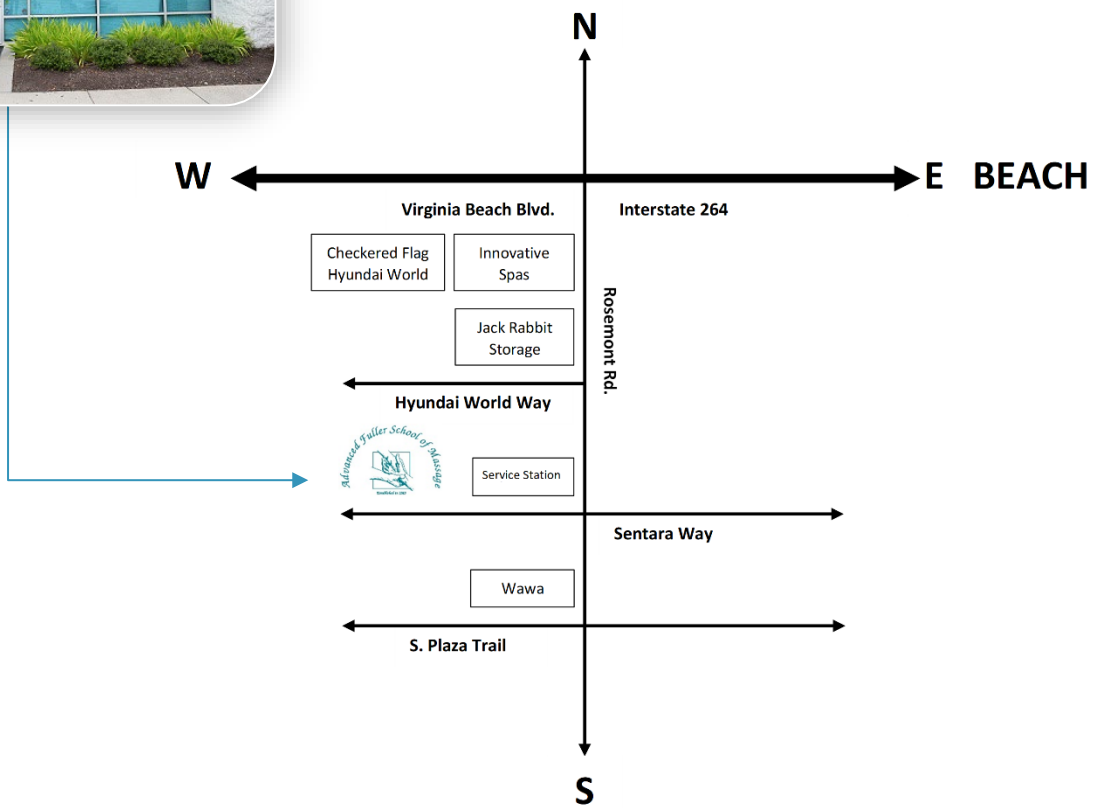
The facility boasts nineteen individually decorated massage rooms, one large classroom that can comfortably seat 26 students, Administration Office & Student Breakroom (with basic kitchen amenities) for students and staff and over 75 massage practitioners and therapists available.

Our classroom is equipped with massage tables and chairs, boards, charts, skeletal models, and A/V equipment.



ADDRESS

We are located at 195 South Rosemont Rd. Suite # 105 in Virginia Beach, Va. 23452. Our office is open Every day 9:00am – 9:00pm. For more information about our program, please call 757-340-7132 or visit our website at www.fullerschool.com

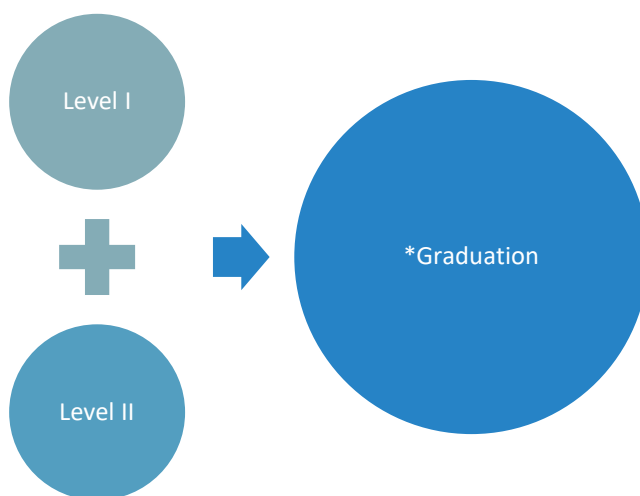


PROGRAM

AFSM 600-hour program was created with the lifestyles of our students in mind. Our unique two (2) level massage program can be customized to target a student’s personal needs, interests, and schedule.

AFSM’s 600-Hour program is a combination of 375-Hours of core Instruction (Level I) and 225-Hours of advanced modalities (Level II) electives to achieve the school’s minimum graduation requirement of 600-Hours.

Upon successful completion of our Level I program; you will move to our Level II program and choose an additional 225-Hours from over 400 Hours’ worth of electives comprising of advanced modalities to create a custom tailored 600-Hour program. Some classes can be taken while in Level I.



*STUDENT’S MUST SUCCESSFULLY COMPLETE ALL REQUIRED COURSE HOURS, PASS WRITTEN, AND “PRACTICAL” EXAMS, AND COMPLETE THE REQUIRED INTERNSHIP HOURS BEFORE GRADUATING.

The AFSM 600-hour massage therapy program can be completed in as quickly as seven months or as long as two years. The average time graduates complete the program is ten months. AFSM’s flexible day and evening classes ensures our students can complete all required coursework in a pace that fits demanding lifestyles up to two years to complete.

Graduates from AFSM will receive a 600-hour certificate and transcript after Level I and Level II are successfully completed. Graduates are then able to sit for the Massage & Bodywork Licensing Exam (MBLEX) and can apply on-line to the Virginia State Nursing Board to become a “Licensed Massage Therapist.”

INTERACTION WITH STUDENTS AND INSTRUCTORS

Our instructors interact with our students and encourage continuing education and career development. We offer one on one hands on instruction which is provided in the classroom to all students. All students are encouraged by the instructors to participate with massage therapy practices and work with mentors.



EDUCATIONAL OBJECTIVE

The objective of our innovative 600-Hour program empowers our students with the confidence they need to achieve their goals of Licensure and knowledge required for passing the Massage and Bodywork Licensing Exam (MBLEX), state licensing, employment, or personal and professional enrichment.

WHY AFSM?

AFSM is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School and Approved Provider. As an NCBTMB assigned school and Approved Provider, our students can be assured that the curriculum received has met or exceeds the high standards put forth by NCBTMB code# 822743.

Our students share a common interest in natural healing, self-growth and development and a strong desire to help others. During the educational process, students become proficient in the subjects taught and gain insight into themselves. Our graduates tell us that the time spent at our school was the most valuable time of their lives.

TESTIMONIALS

DON'T JUST TAKE OUR WORD FOR IT!

"I attended the Advanced Fuller School of Massage over 11 years ago and it was the best decision I have made. I realized my love for anatomy, and it has led to amazing career opportunities. I am now able to use my massage therapy skills to compliment the work I do as a physical therapist assistant which allows me to provide unique solutions for my patient and clients." – **Maureen M. (Class of '95)**

"As a graduating therapist of 13 years at AFSM, I am truly grateful for the knowledge and techniques I have learned. This gives me immense gratitude daily." - **Lindsay M. (Class of '93)**

"After years in the public health service and private sector, I found myself wanting to continue in my study of health. I researched and found Advanced Fuller School of Massage in Virginia Beach to be the most qualified and affordable solution in the Hampton Roads Area. Completed my course at Advanced Fuller School of Massage and continued as a Certified Therapist for the school for several years. Eventually, I returned to the Outer Banks of NC (OBX) working for several Spas as well as working out of my home and out calls at resort beach homes." – **Brenda H. (Class of '02)**

"My experience at Advanced Fuller school of massage has been exceptional! I attended Advanced fuller school of massage from February 2004- 2005, and my experience was excellent. I say experience because you are just not there to learn, but to grow, and fuller was the perfect environment for this. I could not have asked for better instructors or a better learning environment. I currently work for fuller as an LMT, and deal with a diverse clientele, some with very complex physical issues. I feel very prepared to do the work, and often refer to the training I received at fuller for guidance. Many thanks to Nancy and her staff." - **John L. (Class of '05)**

LEVEL I BASIC PROGRAM | 375-HOURS

PROGRAM SUMMARY

Course	Hours
Basic Massage Therapy (Incl. Business & Ethics)	210
Basic Anatomy and Physiology	125
Practical Pathology	40
Total Hours	375

LEVEL I BASIC PROGRAM PREREQUISITE

- Interview and Acceptance into Program.
- High School Diploma.
- (1) Massage received by applicant and also observe a class.
- \$100 Application fee paid.
- Completed paperwork.
- We suggest that each applicant observe a class of your choice before enrollment.

PROGRAM BREAKDOWN & DESCRIPTIONS

AFSM-BMC-100 | BASIC MASSAGE THERAPY - 210 HOURS

Students will learn the science of massage, factors affecting quality of touch, communication and interviewing skills, treatment documentation, draping and positioning the client, use of lubricants and tools, proper body mechanics, client-therapist boundaries, benefits of and contraindications to massage, hydrotherapy and massage techniques appropriate for a general, wellness massage treatment. By the end of the course, students will be able to perform an hour-long, full-body relaxation massage.

Technique Breakdown	Hours
Massage/Stretches	40
Reflexology / Acupressure	20
Aromatherapy	5
Clinical / Deep Tissue	15
Contraindications / Benefits / History	10
Prenatal / Sidelying	10
Sports / Injuries / Trigger Points	10
Chair Massage	25
Ethics / Boundaries / Business	10
One on one with instructor	10
One on one with Licensed Massage Therapists	15
Student Practice Massage Sessions (Reviewed and critiqued by Instructor)	40
Total Hours	210



AFSM-BAP-101 | BASIC ANATOMY AND PHYSIOLOGY – 125 HOURS

Anatomy and physiology form the basis of studies for all health care providers. Students will receive an introduction to the anatomical, physiological and kinesiological relationships of the human body. By understanding the relationships of these sciences students will cultivate knowledge and insight for themselves, respect for the profession and service to the community.

Textbook: -Anatomy Coloring Book by Joseph Muscalino-3rd Edition
(ISBN: 978-0323477314)

Cost: \$38.00

	Hours
Technique Breakdown	
Cells, Tissues, & Body Compass	5
Skeletal System	5
Muscular System Overview	5
Upper Bony Landmarks	5
Shoulder Girdle, Shoulder Joint, Elbow, Wrist, Face and neck, Trunk, Hip and knee	20
Foot and Ankle Muscles and Actions, Finger and Thumb Muscles and Actions	20
Integumentary System	5
Nervous System	5
Endocrine System	5
Lower Bony Landmarks	5
Circulatory and Lymph Systems	5
Respiratory Systems	5
Urinary System	5
Exams	10
Total Hours	125

AFSM-PAT-117 | PRACTICAL PATHOLOGY – 40 HOURS

An in-depth study of pathology, muscle innervations, and blood supplies to better understand the body in health and illness. The student will have a complete working knowledge of the body's systems and the Pathologies found in each. The student will be able to protect the client from harm with the tools provided in this course. Also, how to assess and modify their massage to include local and absolute contraindications.

Textbook: -Mosby's Pathology for Massage Therapists- 5th Edition- by Susan G. Salvo
(ISBN: 978-032376213)

Cost: \$79.00



LEVEL II - COURSE BREAKDOWN & DESCRIPTIONS

All Electives must be completed in two years from the start date of the AFSM Level I Basic Program. All Supplies required for classroom instruction will be provided, except sheets for massages. Students may elect to bring in own supplies, at their own expense.

AFSM-RFM-110 | ADVANCED REFLEXOLOGY – 20 HOURS | TUITION: \$200.00

Through lecture, demonstration, handouts, audio-visual, labeling and coloring, students, will learn the basics of reflexology. This course teaches reflexology theory, history as well as location of reflexes in the hands and feet. Students will learn basic relaxation techniques as well as specific thumb and finger-walking techniques for stimulating the reflexes. The student will understand the correct application of pressure with regards to pain/sensitivity in the reflexes. Students will learn some common reactions and responses, contraindications, and will be exposed to the use of SOAP Notes

Prerequisite: Acceptance into Program, High School Diploma. | **Textbook:** None

AFSM-ATM-114 | AROMATHERAPY – 35 HOURS | TUITION: \$375.00

Practical application of essential oils and effects of combinations for physical and emotional problems. Become skilled at Aroma facials, Aroma reflex, bath salts. Personal supplies of Epsom salt, base oils, and bottles will be needed for some classes. Essential oils are included in this class.

Prerequisite: Acceptance into Program, High School Diploma. | **Textbook:** None

AFSM-AYM-113 | AYURVEDIC – 16 HOURS | TUITION: \$275.00

Indian techniques are taught using specific formulated oils, to restore proper balance. Your dosha is massaged with special oil and herbal preparations to bring you harmony for better health.

Prerequisite: Acceptance into Program, High School Diploma. | **Textbook:** None

AFSM-BYM-104 | BODYMIND INTEGRATIVE– 12 HOURS | TUITION: \$135.00

Life's experiences are often recorded in both physical body and emotional body. The dynamic nature of the body-mind requires that the massage therapist stay within the scope of practice and maintain professional boundaries. This course reviews professional boundaries and emotional release scenarios.

Prerequisite: Acceptance into Program, High School Diploma. | **Textbook:** None

AFSM-CRA-133 | CRANIOSACRAL THERAPY – 25 HOURS | TUITION: \$225.00

This intensive class will teach you the craniosacral rhythm and techniques that re-establish freedom of motion throughout the body. A non-invasive modality that affects the body and emotions. Studies show positive results with A.D.D.

Prerequisite: Acceptance into Program, High School Diploma. | **Textbook:** None

AFSM-CUP-124 | CUPPING – 18 HOURS | TUITION: \$300.00

A suction massage that softens tight muscles, loosens adhesions, and helps many cellulite and respiratory issues. Cupping set is included in the price of the class. All cups included.

Prerequisite: Acceptance into Program, High School Diploma. | **Textbook:** None

AFSM-DSM-116 | DEEP STONE MASSAGE – 6 HOURS | TUITION: \$90.00

Learn the technique everyone is talking about, a very grounding way to work with heated stones. Stones warm the tissues for deep muscle releases with less discomfort for therapist and client. During this course, an introduction to Bamboo is provided. Add another modality to your resume to enhance your practice.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-DTM-105 | DEEP TISSUE MASSAGE – 35 HOURS | TUITION: \$350.00

Learn over 120 deep tissue techniques for massage therapists including movements for headaches, sciatic pain, slipped bicipital tendon, thoracic outlet syndrome, menstrual cramps, etc. Deep work becomes easier with these techniques.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-LOM-123 | LOMI LOMI – 16 HOURS | TUITION: \$275.00

Temple style Hawaiian therapeutic dance massage that flows with style and continuous rhythm. It is known to release physical and emotional congestion.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-MEM-118 | MEDICAL MASSAGE AND RESEARCH - 35 HOURS | TUITION: \$350.00

Learn integrative therapy for muscle dysfunction with numerous specialized clinical techniques. Effectively aid in the recovery of acute and chronic soft tissue injuries and syndromes. These include muscle stripping, posture assessment and NMT training. Medical SOAP Notes a focus.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-MFM-108 | MYOFASCIAL RELEASE – 25 HOURS | TUITION: \$225.00

Students will learn the fundamentals of Myofascial Release. This will consist of the indications, contraindications, basic strokes, physiology & theory, myofascial meridians, body reading, and lingers lines. Students will be introduced to the Tensegrity theory. Different forms and variations of myofascial release will also be discussed: Guasha, Strigil, Graston, KT etc.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-PFL-130 | PREP FOR LICENSING – 25 HOURS | TUITION: \$225.00

A review of Anatomy & Physiology, Pathology, Asian and massage theories. The course includes numerous topics to prepare for the licensing exam.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-NRM-103 | NEUROMUSCULAR THERAPY – 25 HOURS | TUITION: \$225.00

Learn how to work deeply, safely and effectively with many NMT techniques. In addition, Postural assessment protocols are taught.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-ONM-107 | ONCOLOGY – 15 HOURS | TUITION: \$175.00

The need for this type of bodywork is growing. Learn about cancer contras, myths and treatments needed to work comfortably.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-PHM-106 | PRENATAL MASSAGE – 25 HOURS | TUITION: \$300.00

This class prepares you to work with pregnant, laboring, and postpartum clients. Side lying skills and techniques are necessary to massage your clients from 1st trimester to postpartum recovery. Infant massage is also practiced. Side-Lying a focus.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

AFSM-SPT-115 | SPA TECHNIQUES – 30 HOURS | TUITION: \$350.00

Learn the newest and most popular spa techniques. Formulate your own herbal massage body wrap as well as salt and sugar scrubs. We will also cover foot treatments, kelp and mud applications, aromatic head massage, and facial treatments. Wear a bathing suit and bring a towel. Supplies are included in this class.

Prerequisite: Acceptance into Program, High School Diploma. | **Textbook:** None

AFSM-SPM-111 | SPORTS MASSAGE – 25 HOURS | TUITION: \$225.00

This class includes a wide range of sports massage techniques involved in pre-event, post event as well as conditioning and training. Rehabilitation massage taught for a wide range of sports. Many new stretches are practiced.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

Textbook: None

COURSE SCHEDULE – 2024 LEVEL I BASIC MASSAGE PROGRAM

Our core Level I curriculum (Basic Massage Therapy, Anatomy & Physiology and Practical Pathology) of 375-Hours is offered in your choice of Day or Evening classes to meet your busy lifestyle.

For a current version of our class schedule, please visit our website, at www.fullerschool.com

DAY CLASSES

Code	Description	Day	Start	End	Time	*Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Tue	10-Sep	25-Feb	9:30a-2:30p	125
AFSM-BMC-100	¹ Basic Massage Class	Thu	12-Sep	27-Feb	9:30a-3:00p	138
AFSM-BMC-100	¹ Basic Massage Class	Thu	12-Sep	27-Feb	3:00p-6:00p	75
AFSM-PAT-117	Practical Pathology	Wed	09-Oct	11-Dec	9:30a-1:30p	40
Total Hours						375

¹SUPERVISED ASSIGNED PRACTICES FOR THE DAY CLASS AFSM-BMC-100 (BASIC MASSAGE) ARE SCHEDULED BY STUDENTS THURSDAY FROM 3:00P – STUDENTS MAY ELECT TO DO ASSIGNED PRACTICES ON OTHER DAYS AND TIMES AT THEIR OWN DISCRETION. THE DESK MANAGER WILL ASSIST THE STUDENT IN SCHEDULING THESE PRACTICE TIMES IN THE APPOINTMENT BOOK.

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

EVENING CLASSES

Code	Description	Day	Start	End	Time	*Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Mon	16-Sep	03-Mar	6:00p-11:00p	125
AFSM-BMC-100	¹ Basic Massage Class	Wed	18-Sep	05-Mar	6:00p-11:30p	138
AFSM-PAT-117	Practical Pathology	Fri	04-Oct	06-Dec	6:00p-10:00p	40
AFSM-BMC-100	¹ Basic Massage Class	Sat	21-Sep	08-Mar	6:00p-9:00p	75
Total Hours						375

EVENING CLASSES BEGINS ON THE SECOND MONDAY OF SEPTEMBER

¹SUPERVISED ASSIGNED PRACTICES FOR THE EVENING CLASS AFSM-BMC-100 (BASIC MASSAGE) ARE SCHEDULED ON SATURDAY FROM 6:00P – 9:00P- STUDENTS MAY ELECT TO DO ASSIGNED PRACTICES ON OTHER DAYS AND TIMES AT THEIR OWN DISCRETION. THE DESK MANAGER WILL ASSIST THE STUDENT IN SCHEDULING THESE PRACTICE TIMES IN THE APPOINTMENT BOOK.

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

COURSE SCHEDULE – 2024 LEVEL II ELECTIVES

Choose an additional 225-Hours from over 400-Hours’ worth of electives comprising of advanced modalities available in your choice of Day, Evening and Weekend schedules.

For a current version of our class schedule, please visit our website, at www.fullerschool.com

MONDAY						
Code	Description	Start	End	Time	*Hours	
AFSM-SPT-115	Spa Techniques	8-Jan	04-Mar	10:00a-1:25p	30	
AFSM-PFL-130	Prep for Licensing	6-May	24-Jun	10:00a-1:35p	25	
AFSM-CRA-133	Craniosacral	8-Jul	19-Aug	10:00a-1:35p	25	
TUESDAY						
Code	Description	Start	End	Time	*Hours	
AFSM-SPT-115	Spa Techniques	9-Jul	3-Sep	10:00a-1:25p	30	
AFSM-CUP-124	Cupping	24-Sep	22-Oct	6:00p- 9:45p	18	
AFSM-AYM-113	Sports Massage	05-Nov	17-Dec	6:00p-9:35p	25	
WEDNESDAY						
Code	Description	Start	End	Time	*Hours	
AFSM-AYM-113	Sports Massage	3-Jan	14-Feb	10:00a-1:35p	25	
AFSM-ATM-114	Aromatherapy	5-Jun	7-Aug	10:00a-1:30p	35	
AFSM-ATM-114	Aromatherapy	9-Oct	11-Dec	10:00a-1:30p	35	
THURSDAY						
Code	Description	Start	End	Time	*Hours	
AFSM-CRA-133	Craniosacral	04-Jan	15-Feb	6:00p-9:35p	25	
AFSM-MFM-108	Myofascial Release	10-Oct	21-Nov	6:00p-9:35p	25	
FRIDAY						
Code	Description	Start	End	Time	*Hours	
AFSM-DTM-105	Deep Tissue	05-Jan	08-Mar	10:00a-1:30p	35	
AFSM-MFM-108	Myofascial Release	05-Apr	17-May	10:00a-1:35p	25	
AFSM-NRM-103	Neuromuscular Therapy	09-Aug	06-Sep	9:00a-2:00p	25	
FRIDAY, SATURDAY & SUNDAY						
Code	Description	Start	End	Time	*Hours	
AFSM-PHM-106	Prenatal	02-Aug	04-Aug	9:00a-6:00p	25	

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

SATURDAY

Code	Description	Start	End	Time	*Hours
AFSM-DSM-116	Deep Stone Massage	10-Feb	10-Feb	12:00p-6:00p	6
AFSM-CUP-124	Cupping	24-Feb	23-Mar	10:00a-1:45p	18
AFSM-MEM-118	Medical Massage & Research	30-Mar	11-May	12:00p-5:00p	35
AFSM-DTM-105	Deep Tissue	25-May	27-Jul	10:00a-1:30p	35
AFSM-RFM-110	Advanced Reflexology	10-Aug	31-Aug	10:00a-3:00p	20
AFSM-DSM-116	Deep Stone Massage	14-Sep	14-Sep	12:00p-6:00p	6

SATURDAY & SUNDAY

Code	Description	Start	End	Time	*Hours
AFSM-LOM-107	Oncology	3-Feb	4-Feb	12:00p-5:00p	15
AFSM-LOM-123	Lomi Lomi	17-Feb	18-Feb	9:00a-5:00p	16
AFSM-BYM-104	Bodymind Integrative	18-May	19-May	10:00a-4:00p	12
AFSM-AYM-113	Ayurvedic	7-Sep	8-Sep	9:00a-5:00p	16

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

HOLIDAY SCHEDULE

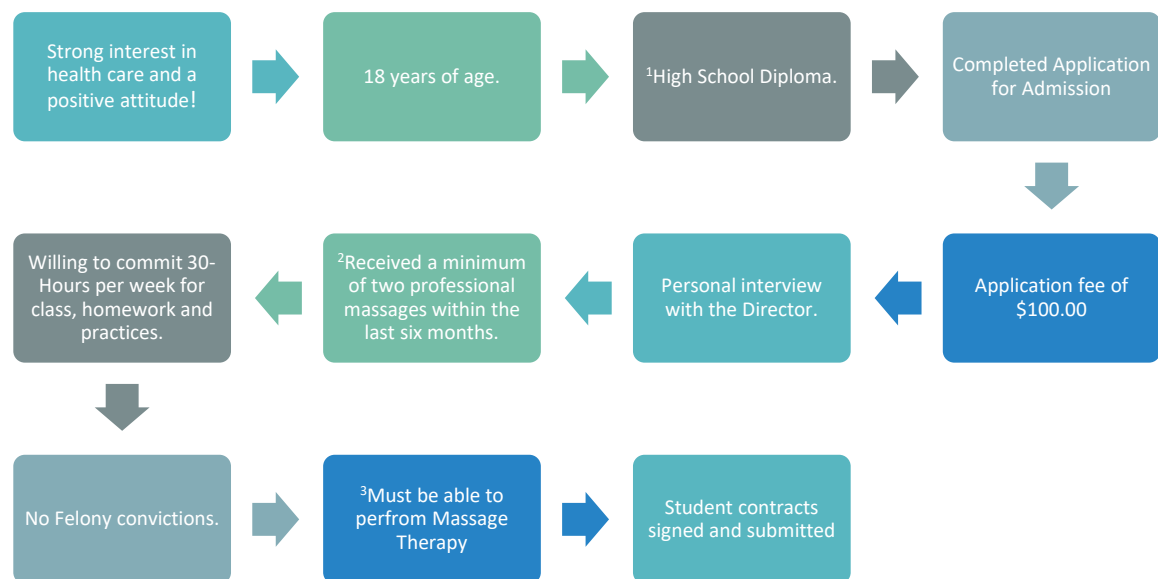
If a holiday or administrative day falls on a class day, the program is pre-scheduled on Friday so that students receive the correct number of instruction hours. The school will be closed on the following days:

31-March-24	Easter
27-May-24	Memorial Day
4-Jul-24	Independence Day
2-Sep-24	Labor Day
28-Nov-24	Thanksgiving
25-Dec-24	Christmas
1-Jan-25	New Year's Day



ADMISSION POLICY

The 11-Step process for admission into the AFSM massage program is as follows:



¹GENERAL EDUCATION DIPLOMA (GED®) IS NOT ACCEPTED.

²PROOF OF 2 MESSAGES FROM A LICENSED MESSAGE THERAPIST (LMT) IS ONLY REQUIRED FOR LEVEL I APPLICANTS.

³WHILE THE SCHOOL WILL NOT COMPROMISE OR WAIVE ESSENTIAL SKILL REQUIREMENTS IN ANY COURSE, STUDENTS WITH DISABILITIES MAY BE SUPPORTED WITH ACCOMMODATIONS TO HELP MEET THESE REQUIREMENTS.

GRADUATION INFORMATION

Graduation requirements are as follows:

- Minimum 75% grade point average in each subject area.
- Meet attendance requirements.
- Full payment of all fees.
- Compliance with ethical and professional boundaries of the profession.
- 600 clock hours must be completed within two years



ATTENDANCE

Students are expected to attend all classes in which they are enrolled and to know the attendance policy of each of their instructors. Under no circumstances should a student stop attending class without formally withdrawing. This can result in a failing grade on the student's permanent record.

- Registered students who do not attend the first day and / or does not contact the instructor, may be dropped from the class for non-attendance.
- Missing (5) five minutes or more from class defines tardiness. A tardiness of (15) fifteen minutes or (3) three late arrivals will result in (1) one unexcused absence. (3) Three absences without acceptable reason, will result in Probation. (*Probation policy listed below*).
- All absences and hours missed are clock hours and will need to be made up within (2) two weeks. If not, student may be placed on Probation. (*Probation policy listed below*).

Our attendance and tardiness policies must always be adhered to. Violations of our attendance and tardiness policy will result in dismissal from the program.

LEAVE OF ABSENCE

An interruption of training, not to exceed four classes, may be granted by prior arrangement. The student may be required to pay for tutorial fees. All classes missed are to be made up within two weeks of the 1st day back.

DENIAL OF ADMISSION

AFSM reserves the right to deny admission to any applicant for reasons including, but not limited to:

- Failure to meet the stated entrance requirements.
- Lacking the physical capabilities to perform massage.
- Having health problems that interfere with duties as a student or massage practitioner.
- Inability to meet financial obligations to the school.
- Does not have the time to commit to the program.
- Exhibiting a lack of motivation to help others.

PROBATION

A probationary letter may be given when the student does not abide by our policies. The length of time is decided by the Director as is the discontinuation of the probationary status.

The student may be allowed to attend any classes while on Probation. Students must make up all classwork including tests, practical applications missed with an instructor before returning.

ENROLLMENT

A \$100.00 enrollment fee is required for admission and is refunded only if you are not accepted.

INTERVIEW

A personal interview with the Director or Assistant Director is required prior to acceptance into the program. Upon receipt of your application and enrollment fee, you will be interviewed and advised about the requirements for class preparation, goals, and tuition payment. In addition, we will answer questions regarding school policies as well as assisting the student in transitioning into the school.

STUDENT RECORDS

The school will permanently retain a transcript of the students' academic and course work. This record will include the academic and course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades and indications of the student's states (graduated, probation, etc.). The admission records for each student will be maintained by the school for seven years after the students' last date of attendance.

The financial records for each student will be maintained by the school for seven years after the students' last date of attendance.

STUDENTS RIGHTS REGARDING EDUCATION RECORDS

These rights are:

1. The right to inspect and review the students' education records within 45 days of the day the school receives the request for access.
2. The right to request the amendment of the students' education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

NON-DISCRIMINATION POLICY

Advanced Fuller School of Massage (AFSM) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

DISABILITY ACCOMMODATIONS

AFSM welcomes students with disabilities and is committed to supporting them as they attend school. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support.

While the school will not compromise or waive essential skill requirements in any course, students with disabilities may be supported with accommodations to help meet these requirements. The laws state a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the school does not have to make any exceptions to standard procedures.

ACADEMIC INTEGRITY

AFSM strives to foster an environment of respect for and achievement of the highest levels of academic integrity for all members of its academic community. Academic integrity and honesty are essential hallmarks of the school's contribution and cannot be abridged without considerable harm to those who must rely upon the intellectual pursuits of the school.

GRADING POLICY

AFSM students are required to make up any missed work, and it is the student's responsibility to contact the instructor concerning this matter. Students must receive an average grade of 75% or more on an examination. The student may be required to receive a tutorial before being retested if any final examination is failed. The grading system is as follows:

Grade	Minimum	Maximum
A	94 %	100 %
B	88 %	93 %
C	82 %	87 %
D	75 %	81 %
F	0 %	74 %



TUITION & FEES

±LEVEL I BASIC MASSAGE PROGRAM

Our Level I program includes 375-Hours of Basic Massage Therapy, Anatomy & Physiology and Practical Pathology instruction. After the one-time enrollment fee of \$100.00, the following tuition breakdown schedule applies:

±TUITION & PAYMENT

Level I Tuition	\$5,000.00
¹ Down Payment	(\$2,500.00)
²Amount Due	\$2,500.00

ESTIMATED TEXTBOOK COSTS

Textbooks – Level I	\$210.00
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RECOMMENDED EQUIPMENT

³ Personal Use - Massage Table	\$600.00
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¹INITIAL DOWN PAYMENT MUST BE PAID BEFORE THE START OF CLASS.

²REMAINING BALANCE IS DUE ON THE 15TH OF THE FIRST MONTH OF CLASS.

³PERSONAL USE MESSAGE TABLE IS OPTIONAL.

±AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

PAYMENT

AFSM offers several payment options, including in-house financing. AFSM accepts Cash, Check, VISA, MasterCard, and Discover.

AFSM will assess a 5.0 % non-refundable convenience fee for tuition payments made by Credit Card.

LEVEL I-TEXTBOOKS COST-\$210

Anatomy Coloring Book by Joseph Muscalino-3rd Edition
(ISBN: 978-0323477314)- Cost: \$38.00

Massage Therapy Principles and Practice by Salvo-7th Edition
(ISBN: 978-0323878159)- Cost: \$93.00

Mosby’s Pathology for Massage Therapists- 5th Edition- by Susan G. Salvo
(ISBN: 978-0323765213) - Cost: \$79.00



LEVEL II ELECTIVES

AFSM offers over 400-Hours’ worth of electives comprising of advanced modalities. Most classes are priced from approximately \$7.00 - \$13.00 per hour. For more information about our Level II courses, please review the Level II class descriptions and application.

To achieve the required 225-Hours, various electives were used to achieve the estimated tuition (range) total below. The number of courses selected were based on a theoretical scenario and may or may not apply to student’s educational goals.

±ESTIMATED TUITION & PAYMENT	LOW	HIGH
¹ Level II Tuition (Range)	\$2100.00	\$2500.00
² Deposit	(\$600.00)	(\$600.00)
³Estimated Amount Due	\$1600.00	\$1900.00

ESTIMATED TEXTBOOK COSTS

Textbooks – Level II	None
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¹THE ESTIMATED TUITION BREAKDOWN (OUTLINED ABOVE) IS FOR BUDGETING PURPOSES ONLY AS ACTUAL COSTS MAY VARY BASED ON THE MODALITIES CHOSEN.

²EACH CLASS REQUIRES A \$100.00 DEPOSIT FOR EACH INDIVIDUAL LEVEL II CLASS SIGN-UP. THE AMOUNT SHOWN IN THE EXAMPLE ABOVE IS BASED ON (6) LEVEL II CLASSES WHICH MAY OR MAY NOT APPLY TO STUDENT’S EDUCATIONAL GOALS.

³PAYMENT IS DUE PRIOR TO THE START OF CLASS.

[±]AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

TEXTBOOK PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.



600-HOUR PROGRAM

AFSM 600-Hour program is combination of our core Level 1 375-Hour Basic Massage Program and various Level II electives to achieve the required 600-Hours. After the one-time enrollment fee of \$100.00, the following tuition breakdown schedule applies:

[±] ESTIMATED TUITION	LOW	HIGH
Level I Tuition	\$5,000.00	\$5,000.00
¹ Level II Tuition (Range)	\$2,100.00	\$2,500.00
²Total Estimated Tuition	\$7,100.00	\$7,500.00

ESTIMATED TEXTBOOK COSTS

Textbooks – Level I	\$210.00
Textbooks – Level II	None
Total Estimated Textbook Cost	\$210.00

RECOMMENDED EQUIPMENT

³ Personal Use Massage Table	\$600.00
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¹TO ACHIEVE THE REQUIRED 600-HOURS, VARIOUS ELECTIVES WERE USED AND WERE BASED ON A THEORETICAL SCENARIO WHICH MAY OR MAY NOT APPLY TO STUDENT’S EDUCATIONAL GOALS.

²THE ESTIMATED TUITION BREAKDOWN (OUTLINED ABOVE) IS FOR BUDGETING PURPOSES ONLY AS ACTUAL COSTS MAY VARY BASED ON THE MODALITIES CHOSEN.

³PERSONAL USE MASSAGE TABLE IS OPTIONAL.

[±]AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

TEXTBOOK PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.



FINANCING OPTIONS

AFSM In-House financing helps students achieve their goals, without the burden of a high interest loan. After the one-time enrollment fee of \$100.00, the following tuition breakdown schedule applies:

±TUITION & FEES	
Level I Tuition	\$5,000.00
Finance Charge	\$50.00
Subtotal	\$5,050.00
¹ Down Payment	(\$2,500.00)
Total Amount Due	\$2,550.00

TERMS & PAYMENT	
Financed	\$2,550.00
Term	6 Months
²Monthly Payment	⁴\$425.00

ESTIMATED TEXTBOOK COST	
Textbook – Level I	\$210.00

RECOMMENDED EQUIPMENT	
³ Personal Use Table	\$575.00

¹INITIAL DOWN PAYMENT MUST BE PAID BEFORE THE START OF CLASS.

²PAYMENT IS DUE ON THE 15TH OF EACH MONTH STARTING ON THE FIRST MONTH OF CLASSES. TUITION NOT PAID BY THE DUE DATE WILL RESULT IN A \$10 LATE FEE. FAILURE TO PAY TUITION AND LATE FEES WITHIN 10 DAYS OF DUE DATE MAY RESULT IN PROBATION OR DISMISSAL.

³PERSONAL USE MASSAGE TABLE IS OPTIONAL.

[±]AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

TUITION AND TEXTBOOK PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

U.S. DEPARTMENT OF VETERANS' AFFAIRS

AFSM is not approved to accept GI Bill benefits.



PRIVATE LOANS AND GRANTS

AFSM accepts private loans and grants. Please contact your bank, credit union or loan officer for more information.

FINANCIAL AID

AFSM does not participate in federal and state financial aid programs.

WITHDRAWAL PROCEDURE

Any student withdrawing from the program is asked to schedule an interview with the Director (Nancy Bender) or the Assistant Director Walter Bender, . A statement of withdrawal must be received by the Administration in writing, whether in person or via certified mail. The official date of withdrawal from the program is the date the letter is received, or after 4 unexcused absences. The student may cancel any time before the 1st day of class owing only the application fee.

CANCELLATION AND REFUND POLICY

If cancellation occurs, the student obligation is:

Before 25 % of program completed	•25 % of Tuition less enrollment fee
Before 50 % of program completed	•50 % of Tuition less enrollment fee
Before 75 % of program completed	•75 % of Tuition less enrollment fee
After 75 % of program completed	•100 % of Tuition less enrollment fee

POLICY DISCLOSURE

- The student may cancel at any time prior to the beginning of class after signing the enrollment agreement.
- The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within thirty (30) days from the date of termination.
- The student will receive a full refund of tuition paid if the school discontinues a course/program within the time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

STUDENT SUPPORT

AFSM provides assistance and support for all students. Services include one-on-one mentoring sessions that can be scheduled with instructors. Our instructors work with each student until we feel that he or she has perfected their therapy.



HOUSING

If housing is needed for students from out of town, the Director can guide them to local hotels and apartments.

STUDENTS RIGHT TO KNOW

A statement of the Student Right to Know and Campus Security Act information is available upon request.

STUDENT POLICY

- Students are expected to abide by the AFSM Student Code of Conduct. (Any behavior that violates the conduct norms will not be tolerated).
- Students are required to clean up after themselves in the classroom.
- All trash and debris must be disposed of properly and tables / chairs be placed in order before students leave the classroom.
- All students will observe high standard of personal hygiene, dress modesty, punctuality, and respect of others.

STUDENT CONTRACT

A student contract is required and must be completed before the beginning of the first Level I class. Students must also agree to and abide by the AFSM Student Code of Ethics, Dress Code and Agreement for Learning.

MESSAGE CAREER AND PLACEMENT OPPORTUNITIES

The instructor encourages students to look at the job opportunity book, located in the classroom and the main office. This book consists of various opportunities to work as a massage therapist which is divided by cities. In addition, students are also told of placement opportunities at Advanced Fuller School of Massage. The instructor will explain in detail the steps for licensing and go over all local and state laws governing massage.

INSTRUCTOR AND STUDENT ACCESS TO CLASSROOM

The classroom is available to all students and instructors 7 days a week from 8:30AM to 9:00PM. Staff is available to answer questions or advise students and assist with any concerns. The classroom is unlocked by the manager at 8:30AM daily.

CONTRACT FOR LEARNING

AFSM students agree to make a commitment to the following:

1. To arrive to class on time
2. To complete requirements in the time frame allotted.
3. To maintain a high standard of conduct and willingness to learn.
4. To complete thirty hours of homework, class, and practice weekly.
5. To be honest in expressing my truth and feelings and respect others.
6. To discuss any concerns that arises with an instructor or administrative staff and not a fellow student.
7. To fully participate in my own personal growth process.
8. To recognize that the basic nature of individuals is oriented to goodness, wholeness, and growth.
9. To agree to be compassionate and supportive to myself and all others in this program.
10. To agree to safety is an important factor in this profession and I will be responsible for my own safety.
11. To immediately inform any person massaging me if their touch hurts or disturbs me.
12. To Inform the instructor and student of all contraindications I have.
13. To use any conflict that arises both personally or school related as basis for my learning and growth in the health care profession.
14. To notify administration if I develop a contagious disease or sickness and understand that all absences must be made up within two weeks of my return to health.
15. To agree to pay tuition in a timely manner.
16. To enjoy your learning experience and fulfill your ambitions and dreams to help and honor others.
17. To not behave in any manner that may harm the reputation of the school or that disrupts the academic process. This includes theft, lying, disrespect or cheating.
18. It is understood that the transfer of credits is at the discretion of the individual school.

SATISFACTORY ACADEMIC PROGRESS POLICY

AFSM's Director routinely checks all enrolled students to ensure that at least a 75% average is maintained. An audit is performed after each class to ensure student's attendance complies with AFSM's attendance policy. Students that are not academically progressing or fails to adhere to AFSM's attendance policy, will be placed on Probation. AFSM's Director will resume routine audits for any student that returns to class from Probation. The Director will review all folders every 100 hours to monitor grades and attendance.

Students that fail to meet AFSM's Satisfactory Academic Progress Policy will need to reapply to the school for consideration.

CODE OF ETHICS/CONDUCT

AFSM Code of Ethics is statement of standards by which all students and graduates agree to conduct their practices.

All Students will:

1. Represent their qualifications honestly, including education and professional affiliations, and provide only those services which they are required to perform.
2. Respect all ethical health care practitioners and conduct their business activities with honesty and integrity.
3. Acknowledge the limitations and contraindications for massage and bodywork and refer clients to appropriate health professionals.
4. Respect the school and fellow practitioners by refusing to take themselves clients of the same.
5. Not be affiliated with or employed by any organization or business which utilizes any form of sexual suggestiveness or explicit sexuality its promotion of massage, or in the actual practice of its services, nor be engaged in any act of prostitution.
6. Maintain the place of practice in a clean and professional manner and will not knowingly practice with a communicable disease.
7. Respect the client's boundaries with regards to privacy, disclosure, exposure, emotional expression and the client's expectations of professional behavior.
8. Ensure that AFSM admission requirements have been met (as listed within this catalogue.)
9. Abide by our school dress code, agreement for learning and school policies.

STUDENT GRIEVANCE PROCEDURE

It is of profound importance to the learning environment that students and staff work toward maintaining an atmosphere of safety and clarity. All members of the school are expected to display mutual respect, honesty, and temperance. Students and staff alike are encouraged to communicate directly with one another about any interaction which may cause them distress. All difficulties, concerns or complaints are addressed immediately by the administration.

If we cannot resolve the concern or complaint, the student may submit it to:

State Council of Higher Education for Virginia

101 N. 14th St., 9th Floor

Richmond, VA 23219

P: 804-225-2600

Students will not be subjected to adverse actions by any school official because of initiating a complaint.

SEXUAL HARASSMENT

Sexual harassment includes any unwelcome requests for sexual favors, sexual advances or any other conduct or communication that is to imply one will be denied services if they do not do what is asked. If you think you may be sexually harassed, you must let the harasser know you do not welcome this behavior. Next you must file a complaint with the Director (Nancy Bender) at 757-340-7132 or email nancyb@fullerschool.com

DRESS CODE

All students and therapists will observe high standard of personal hygiene, dress, modesty, punctuality, and respect for others. The intent of our administration is to present the students as health care professionals. Neat, comfortable clothing in layers is preferred. Shirts need to be short sleeved and collared. Jeans, sweatpants, spandex, tank tops, jean shorts are not allowed. Leggings with a shirt covering the gluteal cleft is allowed. Exposed tattoos and visible body piercing will need to be covered.

AVERAGE CLASS SIZE

AFSM average class size is 14 Virginia State students per class. Our small class size ensures our students receive a more intimate and rewarding educational experience.

PROJECTED CLASS SIZE

AFSM projected number of Virginia State students for 2023 is 14 per class.

GRADUATION RATE

During the period September 2022 thru December 2023 calendar year, 22 total Virginia State Students enrolled, 70% graduated, 30% were In-Progress and 0% withdrew.

LIBRARY

A library, including books, DVD's and massage tables are available to all AFSM students for practice use. The library is located at our main classroom for the use by all students. The Director and Instructors ensure all videos, books and magazines are recent, and catalogued and organized regularly. Our Instructors confirm the library contains resource and development related materials which contains pertinent information for reports and other related information.

The library is available in the classroom -9:00AM to 9PM daily.

Advanced Fuller School has a working agreement with the Central Library located at 4100 Virginia Beach Blvd, Virginia Beach, Virginia 23452

SUPPLIES AND EQUIPMENT

The students are responsible for furnishing sheets for each class. AFSM provides students with Biotone oil, DVD players, various skeletons, charts, overheads, and hydrotherapy equipment for student use.

AFSM highly recommends that students purchase a massage table by the second month of the program. A new table purchased through the school will cost approximately \$575.00. We offer discounts on Earthlite and Oakwork's massage tables. Massage Tables purchased through AFSM are for Home Practices and not for class use.

USE OF ELECTRONIC EQUIPMENT

Personal electronics (e.g., laptops, iPads, cell phones) can be used to enhance learning and instruction in a variety of ways, but during class time they should be used only for class-related activities. Texting and the use of other electronic devices for non-class-related activities should be reserved for class break times. Additionally, with permission of the instructor, audio and/or video recordings should be used for your individual learning but cannot be distributed to others without the instructor's permission.

TRANSFER POLICY

AFSM does not accept the transfer of credit hours earned from other institutions at this time.

TRANSFER OF CLASSES

Due to policies regarding transferability of hours vary considerably from school to school, AFSM cannot make any representation whatsoever regarding transfer or acceptance of our hours to any other institution.

STUDENT INTERNSHIP MESSAGES

Students will be required to complete 60 hours of internship massages, which are supervised by an instructor. Record logs are maintained and initialed documenting all student internships massages. These records will be a part of the student file and are used for grading purposes. Internship massages must begin by July 15, 2025.

DIRECTORS AND STAFF

NANCY J. BENDER, LMT | MANAGING DIRECTOR AND OWNER

Nancy J. Bender founded the Advanced Fuller School of Massage Therapy in 1983. She is a Licensed Massage Therapist (LMT) with over thirty years' experience in practicing and teaching massage therapy. In addition, she manages all student interviews, applications, enrollment paperwork and oversees all aspects of the daily operations of the school.

Phone: 757-340-7132 | Email: nancyb@fullerschool.com

WALTER F. BENDER, JR | ASSISTANT DIRECTOR AND OWNER/ TRANSCRIPT COORDINATOR

Walter F. Bender, Jr brings more than thirty-five years of diverse business management experience to Advanced Fuller School of Massage Therapy. As the Assistant Director, he plays a key role in the daily business administration as well as providing the motivation and empowerment of employees to assure we can operate with the highest level of efficiency and productivity.

Phone: 757-340-7132 | Email: waltb@fullerschool.com

WALTER F. BENDER, III | ASSISTANT DIRECTOR II AND OWNER

Walter F. Bender, III complements the business with the operational planning and management of Advanced Fuller School of Massage Therapy, Inc. With a demonstrated history of top Management positions and over 20 years of experience, Mr. Bender facilitates success through his ability to innovate, communicate, analyze, and lead organizations in executing a clear and concise business strategy.

Phone: 757-340-7132 | Email: johnb@fullerschool.com

DIRECTORS AND STAFF

CINDY WEBB, LMT | ON-SITE COORDINATOR

Cindy has been with Advanced Fuller School of Massage since 2003 and works closely with the Program Administrator to coordinate and execute various on-site corporate and community events to ensure our students have the ability to earn practice hours and gain the experience and confidence needed in order to work outside of our school. As a Licensed Massage Therapist (LMT), Cindy provides the required supervision for all on-site events and shares an immense interest in the success of our program.

Phone: 757-340-7132 | Email: cindyw@fullerschool.com

For a complete list of our board, please consult our administration office. The Directors are responsible for all concerns pertaining to the school.

Office Use Only

Requirements Confirmed	<input type="checkbox"/>
Application Fee Attached	<input type="checkbox"/>
Accepted	<input type="checkbox"/>
Interviewed by:	



Attach Current Copy of Driver's License or Photo

2024-2025 Application for Admission

Please print or Type

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Cell Phone: () _____ Email _____

Home Phone: () _____ Social Security No.: _____ Date of Birth: _____

High School: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: **(Year)** _____

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: **(Year)** _____

Employment Background

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ **From:** _____ **To:** _____

- List and describe your Massage and/or Health Profession Experience and Education.
- List where in your weekly schedule you will fit in the 20-hour average homework and practice time.
- Use a separate sheet to explain why you want to become a Massage Therapist



Proof of Massage

If applying for the Basic Massage Program, please attach receipts from two LMT's you have received a massage from in the past 6 months. State the name, location and date below.

1 Name _____ Location _____ Date _____

2 Name _____ Location _____ Date _____

Class Preference

Please select your choice of Day or Evening classes and semester preference.

Day Class: Tuesday, Wednesday, and Thursday **Semester:** September

Code	Description	Day	Time	Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Tue	9:30a-2:30p	125
AFSM-PAT-117	Practical Pathology	Wed	9:30a-1:30p	40
AFSM-BMC-100	¹ Basic Massage Class	Thu	9:30a-3:00p	138
AFSM-BMC-100	¹ Basic Massage Class	Thu	3:00p-6:00p	75
Total Hours				375

¹Supervised assigned practices for the day course AFSM-BMC-100 (Basic Massage) are scheduled on Thursday from 3:00p – 6:00p or scheduled by Instructor and Student.

Evening Class: Monday, Wednesday, Friday and Saturday **Semester:** September

Code	Description	Day	Time	Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Mon	6:00p-11:00p	125
AFSM-BMC-100	¹ Basic Massage Class	Wed	6:00p-11:30p	138
AFSM-PAT-117	Practical Pathology	Fri	6:00p-10:00p	40
AFSM-BMC-100	¹ Basic Massage Class	Sat	6:00p-9:00p	75
Total Hours				375

¹Supervised assigned practices for the evening course AFSM-BMC-100 (Basic Massage) are scheduled on Saturday from 6:00p – 9:00p or scheduled by Instructor and Student.

How did you become acquainted with Advanced Fuller School of Massage?

The application fee of \$100.00 is enclosed (cash or check). Yes No

Note: The application fee will only be refunded if you are not accepted into the program.

You will receive a call before your starting date for your interview.

Signature

Applicant Signature: _____ Date: _____





2024 Level II Application

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: () _____ Cell Phone: () _____

Please list previous massage and health care classes completed: _____

Terms and Conditions

- a. 225 hours are required for Level II completion in order to receive a graduation transcript.
- b. Please sign up for Level II classes two weeks prior to the start of class. The State Council of Higher Education for Virginia (SCHEV) has certified this institution to operate.
- c. AFSM is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School and Assigned School Provider.
- d. Please submit a \$100.00 check or cash deposit before the start of each class you select. Payment may be transferred to another class with a five-day notice.
- e. Classes should be paid in full when the class begins, or a \$10.00 late fee will be assessed per month.
- f. Please bring sheets, oils, and supplies to each class as needed.
- g. Classes should be paid in full, before the second class.
- h. To receive a certificate of completion absences are to be made up, current and prior classes paid in full, and a passing grade is required by the last scheduled class.
- i. Students have two weeks after the last class to complete all requirements including a \$10 late fee.
- j. Credit for the course is void if all requirements are not met within two weeks from the last day of class.
- k. We reserve the right to cancel any class due to insufficient enrollment.
- l. Prep for Licensing is not approved for continuing education for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Contact Information

Advanced Fuller School of Massage
 195 South Rosemont Road Suite # 105
 Virginia Beach, Va.23452, (757) 340-7132
 For more information on Level II courses, please visit our website: www.fullerschool.com

Monday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Spa Techniques	AFSM-ATA-115	A ²	8-Jan	04-Mar	10:00a	1:25p	30	\$350	<input type="checkbox"/>
_____	Prep for Licensing	AFSM-PFL-130	L ¹	6-May	24-Jun	10:00a	1:35p	25	\$225	<input type="checkbox"/>
_____	Craniosacral	AFSM-CRA-133	A ²	08-Jul	19-Aug	10:00a	1:35p	25	\$225	<input type="checkbox"/>

Tuesday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Spa Techniques	AFSM-SPT-115	A ²	09-Jul	3-Sep	10:00a	1:25p	30	\$350	<input type="checkbox"/>

Tuesday | Evening Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Cupping	AFSM-CUP-124	A ²	24-Sep	22-Oct	6:00p	9:45p	18	\$300	<input type="checkbox"/>
_____	Sports Massage	AFSM-AYM-113	L ¹	05-Nov	17-Dec	6:00p	9:35p	25	\$225	<input type="checkbox"/>

Wednesday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Sports Massage	AFSM-AYM-113	L ¹	3-Jan	14-Feb	10:00a	1:35p	25	\$225	<input type="checkbox"/>
_____	Aromatherapy	AFSM-ATM-114	A ²	5-Jun	7-Aug	10:00a	1:30p	35	\$375	<input type="checkbox"/>
_____	Aromatherapy	AFSM-ATM-114	A ²	9-Oct	11-Dec	10:00a	1:30p	35	\$375	<input type="checkbox"/>

Thursday | Evening Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Craniosacral	AFSM-CRA-133	A ²	4-Jan	15-Feb	6:00p	9:35p	25	\$225	<input type="checkbox"/>
_____	Myofascial Release	AFSM-MFM-108	L ¹	10-Oct	21-Nov	6:00p	9:35p	25	\$225	<input type="checkbox"/>

Friday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Deep Tissue	AFSM-DTM-105	L ¹	05-Jan	08-Mar	10:00a	1:30p	35	\$350	<input type="checkbox"/>
_____	Myofascial Release	AFSM-MFM-108	L ¹	5-Apr	17-May	10:00a	1:35p	25	\$225	<input type="checkbox"/>
_____	Neuromuscular Therapy	AFSM-NRM-103	L ¹	09-Aug	06-Sep	9:00a	2:00p	25	\$225	<input type="checkbox"/>

Friday | Saturday | Sunday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Prenatal	AFSM-PHM-106	L ¹	02-Aug	04-Aug	9:00a	6:00p	25	\$300	<input type="checkbox"/>

Saturday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Deep Stone Massage	AFSM-DSM-116	A ²	10-Feb	10-Feb	12:00p	6:00p	6	\$ 90	<input type="checkbox"/>
_____	Cupping	AFSM-CUP-124	A ²	24-Feb	23-Mar	10:00a	1:45P	18	\$300	<input type="checkbox"/>
_____	Medical Massage & Res.	AFSM-MEM-118	L ¹	30-Mar	11-May	12:00p	5:00p	35	\$350	<input type="checkbox"/>
_____	Deep Tissue	AFSM-DTM-105	L ¹	25-May	27-Jul	10:00a	1:30p	35	\$350	<input type="checkbox"/>
_____	Advanced Reflexology	AFSM-RFM-110	A ²	10-Aug	31-Aug	10:00a	3:00p	20	\$200	<input type="checkbox"/>
_____	Deep Stone Massage	AFSM-DSM-116	A ²	14-Sep	14-Sep	12:00p	6:00p	6	\$ 90	<input type="checkbox"/>

Saturday & Sunday Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Oncology Massage	AFSM-ONM-107	A ²	03-Feb	4-Feb	9:00a	5:00p	15	\$175	<input type="checkbox"/>
_____	Lomi Lomi	AFSM-LOM-123	A ²	17-Feb	18-Feb	9:00a	5:00p	16	\$275	<input type="checkbox"/>
_____	Bodymind Integrative	AFSM-BYM-104	A ²	18-May	19-May	10:00a	4:00p	12	\$135	<input type="checkbox"/>
_____	Ayurvedic	AFSM-AYM-113	A ²	07-Sep	08-Sep	9:00a	5:00p	16	\$275	<input type="checkbox"/>

L¹ – Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma, and acceptance into program.

† – The elective course is approved for Continuing Education Hours (CEH).

A² – Courses can be taken after the interview with the Director and prior to Basic Level I. High School Diploma and acceptance into program is required.

Signature

I understand the terms & conditions regarding enrollment listed above.

Applicant Signature: _____ Date: _____

