

Center For



NEUROSOMATIC

S T U D I E S

13825 Icot Blvd, Suite 604
Clearwater, FL 33760
727-491-0511

2017 Spring Catalog
Volume 10

Center for Neurosomatic Studies

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General Information

History/Ownership

July 29, 2011, the Center for Neurosomatic Studies (CNS) was founded under the ownership of Randall Clark in response to a local and national need for massage therapists with CINT training. A group of investors was engaged in April 2012 to help support the delivery of the CNS program at the high level of academic standard laid out in its Mission Statement. This investment group includes Robert Clark, 3GR Investments LLC, Rudy and Lisa Maier and Dr. Richard Salkowe.

In 2004, Randall Clark founded the St. John-Clark Pain Treatment Center. In 2005, he co-founded Neurosomatic Educators, Inc. to provide continuing education to the massage therapy and personal training communities. During that time, there has been an increasing demand for training in areas of manual therapy that require an advanced knowledge of human physiology and kinesiology in order to address specific imbalances often presenting as chronic pain. Specialized coursework has been developed to teach specific skills based on sound educational principles and clinical research. Students completing that body of work are designated Certified Neurosomatic Therapists (CNST).

CNS was established to combine massage therapy training to be prepared for licensure with the advanced training to reach the CNST level.

Recognizing that massage therapy is an important part of the restorative health process, CNS also integrates soft tissue analysis, personal training and corrective exercise so that the practitioner is able to incorporate multiple modalities in treating the whole patient.

Description of School Facility

The campus is located at 13825 Icot Blvd., Suite 604, Clearwater, Florida 33760. This is in a single story complex in the Icot Center and is within easy walking distance of St. John-Clark Pain Treatment Center, a highly successful clinic where Neurosomatic Therapy techniques are implemented by a multidisciplinary staff. The nearly 3000 square foot space includes fully equipped classroom and lab areas, an administrative office, bathrooms and a student break area that is equipped with computers for student use. Equipment includes massage tables, stools and chairs, student tables, whiteboard, projector, video equipment, and linen. The school has ample parking and convenient access to Interstate 275.

Mission Statement

The mission of the Center for Neurosomatic Studies is to develop exceptional professionals who are prepared to implement advanced therapeutic techniques and positively impact the quality of care delivered by massage therapists. By creating competency in research methods, patient interaction and professional standards, CNS will advance the practice of soft tissue therapy as a vital component of healthcare.

Kevin Wade, BFA, LMT, CNMT, CNST University of Illinois BFA - Fine Arts Chicago School of Massage Therapy – Massage Therapy Certificate	Neurosomatic Therapy and Massage
Kelly Finocchiaro, BS, LMT Florida State University BS – Exercise Science CORE Institute School of Massage – Massage Therapy Certificate	Allied Modalities, Research, Business
Shila LaGrua, BFA, LMT, CNS, RYT, CPT, MSPT The Juilliard School BFA - Fine Arts Center for Neurosomatic Studies – Neurosomatic Therapy & Massage Diploma	Allied Modalities, Advanced Technique
Frank Mazzella, LMT, CNS Center for Neurosomatic Studies – Neurosomatic Therapy & Massage Diploma	Basic Massage
Alta Schwab, LMT, CNS Center for Neurosomatic Studies – Neurosomatic Therapy & Massage Diploma	Research
Casey Smith, AS, LMT, CPT Florida College of Natural Health AS – Advanced Therapeutic Massage Training	Business, Advanced Technique
Jennifer Sprung, BS, LMT University of Maryland BS – Human Resource Management Bhakti School of Massage – Massage Therapy Certificate	Neurosomatic Therapy and Massage

The Center for Neurosomatic Studies, LLC is a Florida Corporation registered with the Florida Department of State and operates under the laws of Florida.

Consumer Information

CNS Security Policy

Emergency - 911
 Non-Emergency (City of Largo Police Department) – 727-587-6730
 Campus Security Officer - Kevin Wade, Campus Director

The Campus Security Officer serves as a coordinator of safety and security concerns, but does not have law enforcement authority.

The Campus Security Officer is responsible for evaluating a situation and determining appropriate response, including notifying authorities. In the event of an emergency in which conditions on the CNS campus require evacuation, please follow these procedures:

There are 3 exits from the CNS campus - 2 doors on the west side of the building, egressing from the classroom and the lobby. 1 door is located at the east side of the building through the administrative office. Please familiarize yourself with these exits. In

the case of emergency, please proceed to the exit that leads away from any eminent danger. CNS staff present on campus at the time of an emergency will direct students to the appropriate exit, if at all possible.

Upon exiting the building, all students should proceed to the meeting point at the southwest corner of the west parking lot. A diagram of the appropriate exit routes and routes to the student meeting point is posted throughout the CNS campus. Please familiarize yourself with this evacuation plan in case of emergency.

Periodic drills, at least annually, will test the evacuation plan. Tests may be announced or unannounced, and will be documented in the annual security report.

All crimes, potentially dangerous situations or suspicious activities should be reported to the Campus Security Officer, who maintains a Crime Log to document each occurrence and related follow-up actions. He communicates with the Largo Police Department regarding reportable actions. The Crime Log is available at any time. Crimes reported to the Security Officer will be held confidential unless disclosure is required by law.

Campus Security Report

Year	Crimes Reported			
	Primary Crimes*	Substance Violations, Illegal Weapons	Hate Crimes	Dating Violence, Domestic Violence, Stalking
2012	none	none	none	none
2013	none	none	none	none
2014	none	none	none	none
2015	none	none	none	none
2016	none	none	none	none

*Homicide, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson

Included is information on domestic violence emergency evaluation. To learn more about domestic violence and sexual offense prevention, go to:

<https://www.rainn.org/get-information/sexual-assault-prevention> Victims are strongly encouraged to secure and maintain evidence related to the occurrence.

The Campus Security Officer will immediately alert all students and staff if a current situation represents a safety or security risk, and will initiate contact with the appropriate authorities.

If the Campus Security Officer is not available, contact any CNS staff member, who will take responsibility for taking appropriate action, including issuing immediate warnings if needed, and alerting the Campus Security Officer immediately.

CNS has no student housing. The CNS campus is open (unlocked) during posted class times, clinical times and scheduled activities and appointments. At other times the campus is closed to the public and locked. A CNS staff member must be present at all

times when the facility is unlocked and whenever a non-staff person is present.

Security information, including campus crime report, crime prevention material and fire safety, is presented to students and staff as part of their initial orientation and annually each September.

CNS has no off-campus locations.

CNS will biennially review our program to:

- (1) Determine its effectiveness and implement changes to the program if they are needed; and
- (2) Ensure that the disciplinary sanctions are consistently enforced.

At orientation, each student is given information published by the Florida Coalition Against Domestic Violence – “The Power and Control Wheel” and “Recognizing the Red Flags.” These include phone numbers, domestic violence hotlines, and where to get help. More information is also available in our Community Resource Book located in the Student Services office.

Students are encouraged to report sexual offenses to the Campus Security Officer or Student Services, or directly to the Largo Police Department. Upon request, The Campus Security Officer or Student Services will assist in communicating with authorities. Student Services will make student aware of available off-campus counseling and services. In the event of a reported sexual offense, each person has the right to have a third party of their choice present during any inquiry conducted by the school. Following the investigation by the school, both parties have the right to know the outcome, including any sanction imposed against the accused by the school. Sanctions may include termination, suspension and mandatory professional counseling. Any class hours missed related to these sanctions will be considered unexcused absence.

Florida Sexual Predator and Offender search website:

<http://offender.fdle.state.fl.us/offender/searchNeighborhood.do?actionPerformed=neighborhoodSearchMain>

Upon timely review of the information made available to the Campus Security Officer, any student arrested and charged with any of the crimes listed on the Campus Security Report may result in disciplinary action up to and including termination.

Voter Registration

Voter registration information is included the first day of class and is always available in Student Services.

Constitution and Citizenship Day

Constitution and Citizenship Day is September 17. A guest speaker will present on the Constitution and citizenship.

Enrollment Overview

Equal Opportunity

CNS does not discriminate on the basis of gender, handicap, disability, race, color, religion, age, national or ethnic origin, marital status, sexual orientation, or any other characteristic protected by law in its employment practices, educational programs, admissions policies, financial services or other school administered programs.

Family Educational Rights and Privacy Act (FERPA)

- The student has the right to review record and request a change to the records.
- CNS will require a signed and dated written consent to share information from student records. No consent required for school officials with educational interests, US Comptroller General, US Attorney General, US Department of Education, state and local officials, authorized organizations conducting educational research, accrediting agencies, alleged victim of a crime, parent of a Dependent Student as defined by the IRS, Parent of a student under 21 regarding the violation of law regarding alcohol or drug use
- FERPA information is presented in orientation and annually in September
- CNS maintains a record in the student's file to whom and for what purpose personal information was released

Disability Accommodation

The campus is equipped with a handicapped parking space, which has a ramp for access to the school. Restrooms are handicap equipped. We make our program available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Disabilities are identified using our Pre-Enrollment Questionnaire and in the personal interview with the President and/or Campus Director. Disability documents are required (less than 3 years old). Once all admission requirements are met, a written plan will be developed between student and Campus Director to assure reasonable accommodation. Healthcare records are secured with the educational record.

Programs Offered

Neurosomatic Therapy and Massage

Class Schedules

Classes are scheduled for 8 am – 12 noon (Morning) or 6pm – 10pm(Evening), Monday - Friday and clinic hours 1pm – 5pm Monday or 9am – 1pm Saturday. New sessions are scheduled based on terms. Class starts are in March and September.

Holidays

The school will be closed on the following holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and a holiday break (Christmas Eve – New Year's Day). Additional leave days are at the discretion of the Chief Operating Officer.

Admission Requirements

- High School Diploma or G.E.D.
- At least 18 years of age
- Fluent in both written and spoken English
- Able to lift and move 50 lbs.

Admission Procedures

- Complete Application for Admission and pay Application Fee
- Complete a pre-enrollment questionnaire
- Appointment with a Certified Neurosomatic Therapist to experience assessment and treatment modalities
- Personal interview with President/Chief Operation Officer or his designee
- Receive and read current catalog
- Complete Enrollment Agreement
- All monies will be refunded if the school does not accept the applicant.

Special Medical Requirements

- Must be able to stand for long periods of time
- Must be able to visually assess clients and verbally communicate with individuals regarding chief complaints, treatment, and their feedback

Transfer of Credits

- This program is designed for students entering the profession. No previously earned credits will be accepted.
- Transferring of credits to another institution is at the discretion of the accepting institution. The student is responsible for confirming the acceptability of credits to another institution.

Costs and Methods of Payment

The tuition cost is \$8000 per term. A nonrefundable application fee of \$100 is due with submission of an application. A nonrefundable linen fee of \$400 is due the first day of class. The total cost of program is \$24,500. Textbook costs are included in the tuition. The student will also be responsible for acquiring a portable massage table to use for practice outside of the classroom. The cost of the table is not included. Payment for tuition and fees is accepted in the form of cash, check or major credit card.

Tuition Payment Options (No payment plans for other costs and fees):

Plan One (0% interest charge):

Application fee with Application (\$100)

Linen fee due on first day of class (\$400)

\$8000.00 paid in full 2 weeks prior to beginning of each of the 3 terms.

Plan Two (3% interest charge):

Application fee with Application (\$100)

Linen Fee due on the first day of class(\$400)

\$2680.00 due on/prior to 2/20/17

*Eight (8) equal payments of **\$2680.00** due on: 5/1/17, 7/1/17, 9/1/17, 11/1/17, 1/1/18, 3/1/18, 5/1/18. 7/1/18*

Plan Three (3% interest charge):

Application fee with Application (\$100)

Linen Fee due on the first day of class (\$400.00)

\$2680.00 due on/prior to 2/20/17

*Sixteen (16) equal payments of **\$1340** due on the first of each month, beginning 4/1/17*

Student accounts are considered in "default" when tuition and fees are received after the date due. A \$40 late fee will be added for any payment that is more than fifteen (15) calendar days late.

* If the payment schedule is not adhered to, the student choosing the payment schedule option may not be permitted to continue classes.

Definition of Terms for Financial Assistance

Scholarship – Funding applied toward student financial obligation by a private organization which does not have to be repaid.

Grant – Funding applied toward student financial obligation by a public or governmental agency which does not have to be repaid.

Loan – Funding applied toward student financial obligation which does have to be repaid.

- CNS does not currently award scholarships.
- Upon request, the Director of Financial Services will assist students in applying for personal loans, Title IV Financial Aid and/or Veterans' Benefits.

All students are expected to be paid in full by graduation. Outstanding balance, if any, not paid 90 days after graduation or withdrawal will be converted to a loan between student and CNS. The interest rate will be 7% compounded monthly. There will be no prepayment penalty. Payment schedule will be based on a 3 year repayment schedule, but not to be less than \$100 per month until paid in full.

Title IV Financial Aid

Financial assistance is available for those who qualify.

A CNS student may be eligible for Title IV financial aid if he/she:

- is enrolled in the Neurosomatic Therapy and Massage program
- is a U.S. citizen or eligible non-citizen
- is registered with Selective Service (males 18-25 only)

- has not had eligibility suspended or terminated due to a drug-related conviction
- has a valid social security number
- is not in default on a federal student loan
- maintains Satisfactory Academic Progress while in school (see the Center for Neurosomatic Studies SAP policy)

Veterans' Benefits

CNS is approved to accept Veteran's Benefits for students who qualify.

Neurosomatic Therapy and Massage Course Description

All classes are live. The Center for Neurosomatic Studies does not offer any courses on-line.

Length of Program

This 18 month program is designed to allow professionals to balance their education, work and family life with classes in the morning or evening and supplemental clinical hours.

Teacher – Student Ratio

The teacher – student ratio is 1:20 for lecture and 1:10 for hands-on instruction utilizing teaching assistants with instructors.

Program Objectives

Upon completion of the 1278 clock hour Neurosomatic Therapy and Massage program, the graduates will receive diplomas in Neurosomatic Therapy and Massage which qualify them to sit for the Massage and Bodywork Licensing Examinations (MBLEX) to become a Licensed Massage Therapist. Graduates will also receive a certification as a Neurosomatic Specialist (CNS) and be eligible to sit for the National Academy of Sports Medicine (NASM) Personal Trainer certification examination.

Massage Therapy Requirements by State

CNS is a Florida Board of Massage Therapy approved school and meets all of the course of study requirements for the minimum 500 hour program students must complete in order to obtain licensure in the state of Florida. Detailed information regarding requirements for Massage Therapy School Approval and Licensed Massage Therapist requirements for the state of Florida can be found at:

<http://floridasmassagetherapy.gov/licensing/>.

Students wishing to practice outside the State of Florida should check with individual state's regulatory agency to learn about licensure for that state. To access links to individual state massage therapy licensing requirements, go to:

<http://www.amtamassage.org/regulation/stateRegulations.html>. A State Regulation Guide may also be found posted at CNS. In the absence of state law, local municipal ordinances may apply. For more information, see the Director of Education or consult information posted in the Resource Center.

Program Description

The 1278 clock hour program is composed of 541 classroom lecture hours and 737 lab/clinical hours and will take place between the hours of 8:00 a.m. and 12:00 p.m. Monday through Friday with evening student clinic hours. The complete cost of tuition and fees is \$24,500.00. This amount does not include fees for the MBLEX or NASM certification examinations. This program integrates traditional massage therapy training with Neurosomatic Therapy and the corrective and functional exercise techniques. The curriculum for this program has been developed by the Center for Neurosomatic Studies and provides a comprehensive educational experience in manual therapy. This program will be taught through classroom lecture, hands-on practical course work, supervised clinical experience as well as participation in research and community outreach. Graduates of the program are prepared to work in a variety of healthcare environments including; Neurosomatic therapy clinics, massage therapy clinics, physical therapy clinics, physician offices, hospitals and fitness facilities.

Students may start at the beginning of any Term

CNS courses are labeled to identify one from another, to be taken in any order EXCEPT:

- IN1, RES1 and BM1 are taken in the student's first term of enrollment
- CL, EX and the remaining IN and RES courses are taken in the student's second and third terms of enrollment.

Term 1

416 hours

IN1 Intensive I - Analytic Skills and Massage Technique 10 hours Lecture, 30 hours Lab

Intensive I is taught at the beginning of each term to 1st term students. 2nd and 3rd term students will take Intensive II and III during this period in subsequent terms.

IN1 is the prerequisite course required for TEC 1,2 & 3.

In the Analytic Skills module, students will be instructed in the technique and application of Posturology, the foundation of Integrative Neurosomatic Therapy, for the total body assessment and documentation of patients' postural distortions. The types of postural distortions and methods for measuring them are described and practiced in this hands-on course. Massage Technique I teaches the basic strokes employed in conducting a general relaxation massage as well as the use of lubricants, draping, table set-up, positioning, and hygiene. This course fulfills 40 hours of the basic massage theory and history requirement for licensure in Florida.

BM1 Basic Massage Theory and Skills (HIV/AIDS)

45 hours Lecture, 35 hours Lab

BM1 is the prerequisite course required for CL1 – Student Clinic I.

The foundations of massage therapy will be explored in modules that include: Understanding Massage Theory which includes basic massage theory and the underlying laws and principals of Integrative Neurosomatic Therapy; and Massage

Technique II, in which, practical techniques such as myofascial release, skin rolling, trigger point release, hydro/cryotherapy and joint mobilization are taught. Additional modules will cover the history of massage and bodywork, ethics, medical errors and HIV/Aids education. This course fulfills 56 hours of the basic massage theory and history, 15 hour hydrotherapy, 4 hour HIV/AIDS, 4 hour ethics and 2 hour medical errors requirements for licensure in Florida.

AP1 Anatomy & Physiology I

80 hours Lecture

This section includes Nervous System form and function, basic gross soft tissue structures and functions, skeletal features of joints and bony landmarks, anatomical terminology, planes of the body and terminology of movement. Specific examination of the musculoskeletal aspects of the axial system and lower extremity will be explored. Specific pathologies relating to these areas of the body will also be discussed and integrated with classwork in Advanced Technique I to explore treatment protocols as well as contraindications. This course fulfills 50 hours of the anatomy and physiology requirement for licensure in Florida.

TEC1 Advanced Technique I

24 hours Lecture, 72 hours Lab

Prerequisite: IN1 - Intensive I - Analytic Skills and Massage Technique

This hands-on course provides in-depth study of the lower body with a focus on its musculoskeletal aspects. Discussion of pathological conditions that necessitate treatment of the thoracic and lumbar spine, pelvis and upper and lower legs is incorporated with demonstration and practice of specific treatment techniques used to address them. This course includes further study of postural distortions, trigger point patterns and structural asymmetries that can occur in the thoracic and lumbar spine, pelvis and upper and lower legs that lead to pain and dysfunction. Additionally, students will be taught a system of evaluating and treating dysfunctional gait patterns. Students will be guided to therapeutic proficiency by thorough instruction in palpation, assessment and treatment skills.

BUS1 Business Skills I

27 hours Lecture, 9 hours Lab

The successful professional will be educated about the business aspects of being a therapist. This course includes exploration of business structure and practice as it relates to the practice of Neurosomatic Therapy. Topics discussed will include: developing a business plan; how to address local and state ordinances; Florida legislation as it pertains to the practice of massage therapy; clinical settings and location; staffing; equipment; and financial/accounting considerations. This course fulfills the 15 hour business and 10 hour Florida laws and rules requirements for licensure in Florida.

AM1 Allied Modalities I

12 hours Lecture, 36 hours Lab

Treatment modalities taught in this class include Pediatric & Infant Care, Pre/Perinatal Massage, Integrating Bach Flower, and Understanding Prescription

Drugs and Massage. This course fulfills 25 hours of the allied modalities requirement for licensure in Florida.

RES1 Research Literacy and Project I 27 hours Lecture, 9 hours Lab

This course will provide students with the tools needed to search for and understand clinical research papers. Students will be given guidelines on how to read and critically evaluate published research. On-line search engines and other library resources will be used to conduct searches on relevant research topics that students will evaluate. Students will also learn the foundations of research design and best practices for executing research projects and writing publishable research papers.

Successful completion of Term 1 is prerequisite for PCO1 – Professional Clinical observation

Term 2 **431 hours**

IN2 Intensive II - Advanced Anatomy Lab 10 hours Lecture, 30 hours Lab

Intensive I is taught at the beginning of each term to 1st term students. 2nd and 3rd term students will take Intensive II and III during the same period in subsequent terms.

This hands-on intensive course takes students through a kinesthetic three dimensional modeling of a human body. Experienced instructors guide students through the creation of clay models representing the various systems of the body.

AP2 Anatomy & Physiology II 80 hours Lecture

This section includes the cellular anatomy of the specialized cells of the various body systems. Specific examination of the musculoskeletal aspects of the neck, shoulder and upper extremities will be explored. Pathologies relating to these areas of the body will also be discussed and integrated with classwork in Advanced Technique II to explore treatment protocols as well as contraindications.

TEC2 Advanced Technique II 24 hours Lecture, 72 hours Lab

This hands-on course provides in-depth study of the cervical spine, Atlas/Axis, shoulder and arm, with a focus on its musculoskeletal aspects. Discussion of pathological conditions that necessitate treatment of these areas is incorporated with demonstration and practice of specific treatment techniques used to address them. Students will be guided to therapeutic proficiency by thorough instruction in palpation, assessment and treatment skills.

BUS2 Business Skills II 27 hours Lecture, 9 hours Lab

Communication is the focus of this segment of business education. Approaches to marketing will be discussed including marketing to the public and healthcare professionals and generating other referral sources. Communication skills within the clinical setting are also vital. Students will practice skills that will enhance their

effectiveness in communication with office staff and patients with particular attention to developing effective bedside manner. This course fulfills 4 hours of the basic massage theory and history requirement for licensure in Florida.

AM2 Allied Modalities II 12 hours Lecture, 36 hours Lab

Treatment modalities taught in this class include Lymphatic Drainage, Eastern Thought and Practice, Stretching, and Nutritional Considerations for Patients. This course fulfills 25 hours of the allied modalities requirement for licensure in Florida.

RES2 Research Project I 36 hours Lab

This segment of the research curriculum will entail student participation in either a self-guided research project or a project designed by CNS staff. All research will be conducted using standardized research guidelines with the intention of submission to established scientific journals for publication.

CL1 Supervised Student Clinic 80 hours Lab

Prerequisite: BM1 - Basic Massage Theory and Skills (HIV/AIDS)

Students will participate in a supervised clinical environment where they will be able to apply the theory and technique gained in the classroom. In this setting, students will have the benefit of instructor feedback on their treatment approach to real cases. A total of 160 hours of clinic time will be required of each student over the course of the student's 2nd and 3rd terms. This course fulfills 62.5 hours of the clinical practicum requirement for licensure in Florida.

PCO1 Professional Clinical Observation I 15 hours Lab

Prerequisite: Successful completion of Term 1

The clinical experience will allow students to observe professional therapists as they assess, measure and treat clients. Post conferences will allow discussion of their observations. A written report summarizing the student's experience and observations will be due at the end of the term.

Term 3 **431 hours**

IN3 Intensive III – Certified Personal Trainer 20 hours Lecture, 20 hours Lab

Intensive I is taught at the beginning of each term to 1st term students. 2nd and 3rd term students will take Intensive II and III during the same period in subsequent terms.

This intensive course covers the theoretical and practical information required to sit for the National Academy of Sports Medicine (NASM) certification for personal trainers. Along with requirements for certification, students will be instructed in the principals of corrective exercise that complement the manual therapy release techniques taught in Advanced Technique I, II and III.

AP3 Anatomy & Physiology III 80 hours Lecture

This section includes an in-depth study of the body, muscular and neurological structures of the cranium and brainstem. Specific examination of the temporomandibular joint will also be included. Systems form and function including gastrointestinal, cardiopulmonary, immune, reproductive/urinary, endocrine and integumentary. Specific pathologies relating to these areas of the body will also be discussed and integrated with classwork in Advanced Technique III to explore treatment protocols as well as contraindications.

TEC3 Advanced Technique III

24 hours Lecture, 72 hours Lab

This hands-on course provides in-depth study of the cranium, including specific attention to the temporomandibular joints and motor musculature of the eyes, with a focus on their musculoskeletal aspects. Additionally, students will be taught a system of evaluating and treating visceral structures of the thoracic and abdominal cavities. Discussion of pathological conditions that necessitate treatment of these areas is incorporated with demonstration and practice of specific treatment techniques used to address them. This course includes further study of postural distortions, trigger point patterns and structural asymmetries that can occur in the cranium and viscera that lead to pain and dysfunction. Students will be guided to therapeutic proficiency by thorough instruction in palpation, assessment and treatment skills.

BUS3 Business Skills III

27 hours Lecture, 9 hours Lab

Documentation of clinical visits and clinic business practices are explored in this class. Students will be instructed in and practice the use of medical terminology for the purpose of report writing, communication with other medical professionals and submission of insurance claims. Specific discussion of how to work with the insurance industry will be included. Skills attained in this course will also be used to practice writing for the general public in order to develop presentations and publishable articles.

AM3 Allied Modalities III

12 hours Lecture, 36 hours Lab

Treatment modalities taught in this class include Treatment Approaches for Paralysis, First Aid/CPR, Myofascial Release, and Understanding Medical and Radiology Reports. This course fulfills 26 hours of the allied modalities requirement for licensure in Florida

RES3 Research Project II

36 hours Lab

This segment of the research curriculum will entail student participation in either a self-guided research project or a project designed by CNS staff. All research will be conducted using standardized research guidelines with the intention of submission to established scientific journals for publication.

CL2 Supervised Student Clinic

80 hours Lab

Students will participate in a supervised clinical environment where they will be

able to apply the theory and technique gained in the classroom. In this setting, students will have the benefit of instructor feedback on their treatment approach to real cases. A total of 160 hours of clinic time will be required of each student over the course of the student's 2nd and 3rd terms. This course fulfills 62.5 hours of the clinical practicum requirement for licensure in Florida.

PCO2 Professional Clinical Observation II

15 hours Lab

The clinical experience will allow students to observe professional therapists as they assess, measure and treat clients. Post conferences will allow discussion of their observations. A written report summarizing the student's experience and observations will be due at the end of the term.

Student Services

Housing

The school does not provide housing or dorms for students enrolled at CNS. Convenient housing is available in a large number of rental facilities in the local area.

Transportation

The school does not provide transportation for students enrolled at the school. Students must arrange for transportation to and from school on their own. CNS is conveniently located near main bus routes.

Student Records

Student records are kept in backed-up computer record files. Student records are permanently retained by the school and are available to students and graduates upon request. A student wishing to have a copy of his/her records must notify the school in writing. Records are held confidential and must have a written release.

Student Placement

The school does not guarantee employment upon graduation. The placement department will assist graduates in obtaining employment in this specialized field. The school will also offer coaching/guidance for graduates choosing to pursue positions as independent contractors or self-employed practitioners.

Student Advisement

Upon registration, all students have the opportunity to meet with the Admissions Director or the Director of Education to discuss program content, job opportunities, and the responsibilities of a Neurosomatic Therapist. Members of the staff are available to assist and advise students upon student request. Students requesting additional advisement and/or personal advisement should contact the Director of Education. In addition, Student Services maintains a community resource directory of agencies and organizations. A victim's identity and personal identification information will be held confidential. All victims, whether or not a crime is reported to local law enforcement, will be given written information regarding appropriate help in the community.

Resource Center

CNS maintains a selection of textbooks, videos and other materials to support the program curriculum. Internet access is available for those wishing to access materials available on-line.

The resource center is open from 8:00 am – 2:30 pm Monday through Friday and from 5:30 pm – 9:30pm on Tuesdays.

Academic Standards

Graduation Requirements

The student shall have successfully completed all of the required academic courses, attended all required classroom hours, completed all clinical requirements, completed required research and met all financial obligations to the school. Successful completion means having received a grade of 80% or higher in all clinical and academic areas. A diploma will be issued to the student upon satisfactory completion of graduation requirements.

Attendance

Attendance is mandatory. The student must attend 1278 clock hours. One clock hour is a 60-minute block of time consisting of a minimum of 50 minutes of directed, supervised instruction with appropriate breaks. Students are responsible for scheduling and making up hours missed with the instructor or the Director of Education. If a student incurs excessive absences (20% or more during any term), the school reserves the right to terminate its relationship with that student regardless of the student's ability or intention to complete make up hours. Details regarding tardiness and absences are included in each course syllabus and students should review them carefully at the beginning of each term. Student is responsible to record attendance by swiping student ID on arrival and departure. Any discrepancy will be reported to and resolved by the instructor.

Satisfactory Academic Progress (SAP)

Attendance Progress

Full Time - Maximum Time Frame: The maximum time a CNS student has to complete is 125% percent of the program length. (Program Length is 64 weeks – 125% is 80 weeks) To graduate, a student must complete a full 1278 hours. All hours missed must be made up each term.

Attendance: All CNS students must maintain at least a 80% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

CNS Academic Standards

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.)

Practical work

Theory and Practical work will be graded according to the following scale:

Grading System

90 - 100 = A(4.0)

80 – 89 = B (3.0)

Less than 80 = Incomplete/Fail

An incomplete requires repeating selected academic or practical skills until 80% for that course is achieved.

CNS student must obtain a grade of at least 80% for each course and achieve 80% attendance (plus required make-up hours) at the end of a term. The student has 14 calendar days from the date the grades are posted to rectify any academic or attendance shortcoming. If the shortcomings are not satisfied, the course must be retaken in its entirety in order to graduate.

If a student fails one or more classes in two consecutive terms he/she will be dismissed and must apply for readmission.

Satisfactory Academic Progress Evaluation

A CNS student must obtain a grade point average of at least 80% and achieve 80% attendance at times of evaluation (450 and 900 hours).

At 450 hours, a student must meet SAP. If a student is not meeting SAP, he will be advised by the Campus Director that he could be in danger of not receiving future Financial Aid Disbursements (**Financial Aid Warning**) and together will develop a plan to bring his GPA and/or attendance up to meet Satisfactory Academic Progress by the end of their Academic Year. Student and Campus Director will meet at least monthly to review progress. ***The CNS student is still eligible to receive Title IV disbursements during Financial Aid Warning.***

If CNS student is still not meeting SAP at the end of 900 hours, he/ she will have financial aid suspended. The student may appeal to be placed on **Financial Aid Probation**, and will not be eligible to receive further Title IV Disbursements unless he is successful in being placed on **Financial Aid Probation**. To appeal, the CNS student must file a Written Appeal to the Campus Director after receiving notice of their status. The Campus Director will meet with the student within 72 hours of receipt of the appeal. The written appeal must be based on injury or illness, the death of a relative, or other special circumstances. The appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation. The Campus Director will notify the student

of the decision on the appeal in person or by email within 1 business day following the meeting. If the appeal is denied, Financial Aid will be suspended.

Dress Code

The student is responsible for adhering to the following:

- Excellent personal hygiene.
- Casual comfortable attire is acceptable in the classroom environment.
- For clinical activity and school events, dress pants/slacks, a Center for Neurosomatic Studies shirt, and closed toed shoes are required.

Conduct

Students must conduct themselves professionally at all times on school premises and at school activities. The school reserves the right to temporarily suspend the student for the remainder of that term or terminate a student permanently for any of the following reasons:

- Cheating
- Breach of school enrollment agreement
- Entering the campus under the influence of alcohol, drugs or narcotics
- Disorderly conduct
- Destroying campus property
- Theft
- Sexual misconduct
- Placing patient safety in jeopardy
- Falsifying records
- Intentionally exposing a student or clinic patient with improper draping
- Breaches of professional ethical standards
- Unauthorized use of CNS information technology system
- Copyright infringement (see below)

“Suspend” means a student is temporarily prohibited from attending classes.

“Terminate” means a student is permanently removed from school.

Plagiarism and Copyright Infringement

The Center for Neurosomatic Studies has a zero tolerance for plagiarism and copywriting infringement, both of which are considered cheating. We take these offenses quite seriously and have committed to making sure that all students understand and acknowledge the importance of maintaining academic integrity at all times.

What is Plagiarism?

Plagiarism means using ideas, opinions, factual information, or language from someone without giving that person appropriate credit. Plagiarism is fraud. Student writers are sometimes confused as to what should be cited. In addition to direct quotations, paraphrases and summaries of opinions of factual information not formerly known to the writer must also be cited. The exception to this rule is information termed general

knowledge, information that is widely known and stated in a number of sources. Determining what is general knowledge can be complicated, so it is wise to remember the adage, "When in doubt, cite."

Copyright Violations (Pictures, Images, and Music on the Web) –

Citation and copyright rules also apply to students who use photos, music, or links from Internet sources. Information and graphics accessed electronically must also be cited, giving credit to the sources. This material includes but is not limited to e-mail (don't cite or forward someone else's email without permission), newsgroup material, pictures, graphics and music from searches and websites. However, the material must still be cited.

Putting some internet material on your project, whether it is a paper, electronic, or web based project, is stealing intellectual property. Making links to a site is, at this time, okay, but getting permission is strongly advised, since many websites have their own requirements for linking their material.

Student Consequences for Failure to Adhere to Policy –

If a student uses a site that does not match the standards for quality as outlined above, the paper or project will not be accepted by the instructor and will need to be revised or receive a zero. If a student fails to properly cite their sources, plagiarizes, or uses excessive quotes in their paper or project, the assignment will not be accepted by the instructor and will receive a zero. Students will be given ample time, instruction, and guidance regarding how to find resources, cite, and use quotes wisely. It is the responsibility of the student to let the instructor know if they are having trouble with accessing, using, or citing sources.

Violation of these rules may result in one or more of the following consequences: expulsion from the school, failing grade on assignment/test without the opportunity to make up the work, a formal letter placed in the student's file, or other consequences determined by Center for Neurosomatic Studies.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal penalties.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement

can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

If you have any question regarding copyright, please contact your instructor.

Substance Abuse

In Florida, drug and alcohol abuse prevention is a function of State law. The law defines what constitutes such abuse and the penalties for such behavior. (Chapter XLVI Chapter 893 [drugs]) (Chapter XXXIV Chapter 562 [alcohol]) Laws are posted on the CNS website at: <http://cns.edu/student-resources/student-links.html>

Appeals

Student may appeal a suspension or dismissal to the Campus Director in writing. The Campus Director will meet with the student within 72 hours of receipt of the appeal. The appeal must be in writing. The appeal must explain the circumstances surrounding the appeal, any special circumstances, and a proposed resolution if, any. The Campus Director will notify the student of the decision on the appeal in person or by email within 1 business day following the meeting.

For Appeals regarding Financial Aid, see "Satisfactory Academic Progress" in this catalog.

Grievances and Complaints

The Campus Director maintains a current complaint log including actions and resolutions.

In situations involving a disagreement or conflict between a student and a staff member related to grades, instruction, or other topics concerning the program of study, the following grievance procedure will be followed, with the final responsibility for the administrative decision and action residing with the Campus Director. Students with grievances must make a reasonable effort to resolve the grievance on an informal basis with the instructor and then with the Director of Education. Should the grievance not be satisfactorily resolved, the student will be referred to the Campus Director.

1. The student will initially request an individual meeting with the instructor or other staff person with whom the problem exists. If resolution is unsuccessful the student may:
2. Request an individual meeting with the Director of Education. If resolution is unsuccessful the student may:
3. Request a meeting with the Campus Director.
 - a. A written statement of the problem will be prepared by the student prior to the meeting and submitted to the Campus Director.
 - b. If the student wishes, he/she may request the presence of another

appropriate party to assist in the resolution, i.e., instructor, advisor, etc.

4. All grievances will be documented and copies kept in the student's file and school records for future reference.

The Campus Director will review the grievance with all parties and attempt to resolve within ten (10) business days of receiving the grievance. Any concerns not satisfactorily resolved should be brought to the attention of the school licensing board at the following address and telephone number:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684

Any concerns not satisfactorily resolved may also be brought to the attention of:

Commission on Massage Therapy Accreditation (COMTA)
5335 Wisconsin Avenue NW, Suite 440
Washington, DC 20015
(202)895-1518 – office (202) 895-1519 – fax
info@comta.org www.comta.org

To file a complaint against a nonpublic postsecondary institution in Florida, (<http://www.fldoe.org/policy/cie/file-a-complaint.stml>) please write a letter or send an e-mail containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400

Or E-mail: cieinfo@fldoe.org

Or Fax: 850-245-3238

Any CNS student or governmental official who has a complaint concerning the Center for Neurosomatic Studies' management of Title IV, HEA programs may seek resolution by

contacting Randall Clark, President, Center for Neurosomatic Studies, 13825 Icot Blvd, Suite 604, Clearwater, FL 33760 727-491-0511. The President will receive the complaint and assist the individual in resolving the complaint.

Leave of Absence (LOA)

Students in need of a leave of absence must meet with the Campus Director and complete an application. In case of emergency, students may request a leave of absence in writing within 10 business days of their last day of attendance. A leave of absence must be for a specific period of time, not to exceed 180 days. A leave of absence may be granted for medical issues, financial hardship or family emergencies. Failure to return to class on the first day after the leave is exhausted will result in automatic termination from the program. The effective date will be the last date of attendance. Exceptions must be approved by the Campus Director. Check with Financial Aid, as possible revisions may be necessary for your aid package. Veteran benefits may be affected.

Readmission

All applications for readmission must be approved by the Campus Director. A student must:

- write a letter requesting readmission
- attend a scheduled admissions meeting
- make financial arrangements with the financial office

Electronic Devices

Electronic Devices, including cell phones, may not be used inside the classroom except with instructor permission.

1. Students may use their personal laptop or tablet computers and smartphones in class for class related activity, informational searches and audio/visual recording only.
2. Unacceptable use of these devices in class includes:
 - a. Receiving phone calls;
 - b. Checking voice mail;
 - c. Reading and/or sending email and texts; and
 - d. Internet use for reasons unrelated to course content presented in that day's class.
3. Audible ringers and notification sounds must be silenced during class.
4. Students are advised to inform their family or friends of the school phone number in case of emergency. If there is an emergency issue that requires contact with a student the CNS staff will notify that student during class time.
5. Students found to be violating the policies regarding use of electronic devices in class will lose the privilege of using them in class. This loss of privilege may be temporary or permanent for the rest of the student's enrollment at CNS. The course instructor's decision regarding electronic device usage in class is final.

Privacy Act for Students

The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Grievance Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission by the student.

Transcript/Diploma Request

A written request from the student and a transcript fee of \$15.00 is required for the release of a transcripts or copy of the student's diploma. Official transcripts will be mailed to the student or other entity indicated by the student in their request within 15 days.

Records on Hold

Academic records including transcripts and diplomas will be placed on hold and not released to a student or any third party for:

- Failure to meet a financial obligation to school
- Failure to return or pay for any school property

Academic records will be released when obligations are met.

Cancellation and Refund Policy for Training Programs

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the third (3rd) business day, but before the first class results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun but prior to 40% completion of the term, will result in a Pro Rata refund computed on the number of hours completed of the total term hours.
5. Cancellation after completing 40% of the term will result in no refund.
6. Termination date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.
7. Refunds will be made within 30 days of termination of the students' enrollment or receipt of Cancellation Notice from student.
8. Official withdrawal occurs when the student notifies the school in writing of their decision to withdraw or when the school notifies the student in writing that their enrollment has been terminated. Unofficial withdrawal occurs when the school determines the student is no longer attending. In either case, the last day of attendance will serve as the date of withdrawal.

Discontinued Programs

If the school discontinues instruction in the program after students enter training, including circumstances where the school relocates outside the Clearwater, FL metro area, students must be notified in writing of such events and are entitled to a full refund of all tuition and fees paid.

Termination by the School

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, does not make timely tuition payments, who without notice, fails to attend classes for thirty calendar days, or fails to comply with the rules and policies outlined in the school catalog is subject to immediate termination. The school reserves the right to modify the rules and regulations and will notify the student of any and all modifications.

Cancellation of Classes

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all tuition and fees paid.

Academic Calendar 3/6/2017 – 8/22/2018

Neurosomatic Therapy and Massage

Registration deadline is two (2) weeks prior to the beginning of each term.

Spring 2017	3/6/2017 – 8/16/2017
Fall 2017	9/11/2017 – 2/21/2018
Spring 2018	3/13/2018 – 8/22/2018

Holiday/Break Schedule

Spring 2017 Term Begins	3/6/2017
Good Friday	4/14/2017
Spring Break	5/27/2017 – 6/11/2017
Independence Day	7/4/2017
Spring Term Ends	8/16/17
Fall 2017 Term Begins	9/11/17
Thanksgiving	11/23-24/17
Winter Break	12/16/17 – 1/1/18
Martin Luther King, Jr. Day	1/15/18
Fall Term Ends	2/21/18
Spring 2018 Term Begins	3/12/18
Good Friday	3/30/18
Spring Break	5/26/18 – 6/10/18
Independence Day	7/4/18
Spring Term Ends	8/22/18

Center For



NEUROSOOMATIC

S T U D I E S

I _____ have received and read the Center for
Neurosomatic Studies 2017 Spring Catalog, Vol. 10

Signature

Date