ELITE TOUCH
INSTITUTE

Course Catalog

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Volume VI

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Purpose of the Course Catalog

The Elite Touch Institute Course Catalog provides a description of the massage therapy field and the education provided under the 700-hour Massage Therapy Education taught at the Elite Touch Institute. This catalog is available online at the Elite Touch Institute website (www.elitetouchinstitute.com) and via mail on request.

This document is effective upon promulgation and may not be changed without written approval by the School President and by the school's regulatory agency. This document shall be reviewed for a maximum interval of (24) months.

Jennifer Clarke
(Owner)

President's Welcome

Welcome to Elite Touch Institute! We are a community of passionate educators, dedicated to providing our students with the tools and techniques they need to become skilled and successful massage therapists.

When you join our program, you can expect an experience that is both challenging and rewarding. Our curriculum is designed to give you a deep understanding of the body and a mastery of massage techniques, allowing you to create customized solutions that meet each client's unique needs.

At Elite Touch Institute, we take a holistic approach to education, focusing not just on the technical aspects of massage therapy, but also on the emotional and spiritual elements. We believe that massage therapy is more than just physical practice - it is an art form that requires empathy, intuition, and a deep connection with your clients.

Our expert instructors are committed to guiding you through every step of your journey, acting as navigators and planners to help you succeed in your coursework and develop the skills you need to thrive in your career. You can expect to receive personalized attention, feedback, and support from your instructors and fellow students as you work towards your goals.

Our goal is to provide you with a competitive advantage in the industry, equipping you with the tools, techniques, and mindset you need to succeed in your career and make a positive impact on the world.

Thank you for considering Elite Touch Institute for your education in massage therapy. We are honored to have the opportunity to help you achieve your dreams and make a meaningful difference in the world.

Document History

- Initial publication - June 2023

Summary of Changes in This Revision

- Updated February 2025 – Included COMTA accreditation pursuit details and compliance language
- Updated August 2025 - Included approval of COMTA accreditation & COMTA Complaint Policy.

Important Information

Description of the School Facilities and Equipment

New Jersey Campus

The Elite Touch Institute official address in New Jersey is:
750 Broad Street, Suite 103
Shrewsbury NJ 07702
Phone Number : (848) 878-1050

The school will be housed in an approximately 2,000 sq ft classroom located in a 2-story dwelling. The facility is well equipped with an office, 2 bathrooms, audio-visual equipment, massage tables, massage stools, music system, overhead lighting, various charts, anatomical models, and instructional aids. A library including various DVDs, anatomy books, and massage texts are available for all students upon request.

School License

ACCJ Massage School Doing Business As The Elite Touch Institute operates private institutions in Florida, New Jersey, and Pennsylvania. Each location is subject to the regulatory oversight of its respective state agency.

In the event of a school closure, the institution will notify all currently enrolled students and will issue pro-rated refunds for any portion of tuition related to courses not delivered.

If the closure occurs without prior notice, students enrolled at the time of closure are responsible for contacting the appropriate state agency within **ninety (90)** calendar days. Failure to do so may result in the student being ineligible for any available assistance.

New Jersey Location
Approved by the New Jersey Department of Education and Department of Labor and Workforce Development.

Contact:
New Jersey Department of Labor and Workforce Development
Training Evaluation Unit
Email: trainingevaluationunit@dol.nj.gov
Website: www.nj.gov/labor

Accreditation Status

Elite Touch Institute is institutionally accredited by the Commission on Massage Therapy Accreditation (COMTA). COMTA has granted accreditation for a period of seven (7) years, from July 2025 through July 2032, without conditions. This accreditation affirms that our institution meets or exceeds the nationally recognized standards of excellence in massage therapy education and demonstrates our ongoing commitment to quality, integrity, and continuous improvement.

History of the Elite Touch Institute

Elite Touch Institute is a proprietary school founded in 2024, with the first class convening in Fall 2024. The school is owned by Jennifer Clarke through ACCJ Massage School, LLC, which serves as the legal entity responsible for the ownership and governance of the institution.

Affiliation

The Elite Touch Institute is not affiliated with any other institution.

Mission Statement

At Elite Touch Institute, our mission is to provide our students with a competitive advantage in the industry through our innovative approach to massage education. We offer a comprehensive program that combines in-depth analysis and hands-on experience to expand students' knowledge and expertise in various massage techniques. Our expert instructors act as navigators and planners, guiding students through a rigorous process of learning and growth. Through our unique method, students gain a deep understanding of the anatomy and physiology of the body, allowing them to develop customized solutions to meet each client's unique needs. At Elite Touch Institute, we are dedicated to preparing our students to become skilled massage therapists who are equipped with the tools and techniques needed to succeed in their careers.

Institutional Purpose

The purpose of Elite Touch Institute is to provide postsecondary career and technical education that prepares students for licensure and employment in the field of massage therapy. As a New Jersey private career school, the institution is committed to delivering high-quality vocational training that promotes workforce readiness, professional competency, and career advancement. The Massage Therapy Program is designed to provide students with the theoretical knowledge, practical skills, clinical experience, and professional ethics necessary to meet applicable licensure requirements and pursue successful careers in massage therapy and related wellness professions. Through comprehensive instruction and hands-on training, Elite Touch Institute strives to develop skilled, knowledgeable, and ethical practitioners who are prepared to contribute to the health and wellness needs of the communities they serve.

Faculty and Key Staff

Administrators:

Jennifer Clarke: Owner, Director, Administrator

Admissions & Placement Officer:

Alexandra D'Alessio - Admissions and Recruiting Training Certification

Student Advisement:

Jennifer Clarke

Bursar Office:

Jennifer Clarke

School Secretaries & Attendance Staff:

Office staff are available Monday through Friday from 8:00 a.m. to 5:00 p.m.

Jennifer Clarke

Instructors:

Kimberly Ravaioli - Adult Learning Education (Ed2Go), CPR Instructor (American Red Cross) and licensed massage therapist with State of New Jersey, Department of Consumer Affairs

Academic Calendar

Class schedules

Office hours are Monday – Friday from 9:00 a.m. to 5:00 p.m. The Elite Touch Institute 700-hour program includes classroom instruction and supervised clinical training. Students must complete all required hours in accordance with state regulations. ***There is no part-time enrollment option.*** *Students may only attend sessions for which they are enrolled.*

New Jersey Campus Schedule:

- **Day Class:** Monday – Friday from 8:00 a.m. to 4:00 p.m.
- **Evening Class:** Monday – Friday from 5:00 p.m. to 9:30 p.m. & Saturday from 8:00 a.m. to 4:00 p.m.

Class times may vary slightly depending on cohort size and instructor availability. Students are provided with their individual schedule upon enrollment.

Enrollment Period

August 12, 2026 – October 12, 2026
Student recruitment, admissions interviews, and enrollment processing.

Program Starting Dates

Class	Start	End	Graduation*
Day 26	9/28/26	2/28/27	3/4/27
Evening 26	9/28/25	6/28/27	7/2/27

* The date of graduation ceremonies will take place once a year in the summer for all students that completed the program.

Observed Holidays

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract. *Additional breaks may vary for individual classes and are subject to change. Please refer to your syllabus for specific breaks and holidays.*

New Years Day	Labor Day
MLK Day	Veteran's Day
Memorial Day	Thanksgiving
Independence Day	Christmas/Winter Break

School Closures Due to Weather or Natural Disasters

While the school rarely cancels sessions, extraordinary circumstances may require such action. The school will make every effort to work around any closures due to weather or other natural disasters. If classes are cancelled it may be necessary to recoup lost class time during scheduled school breaks or non-class days, such as Friday's. Because of class overlaps and other factors, postponement of class graduation dates is not usually an option.

The school will make every effort to minimize the impact and students will be consulted in determining the action to be taken.

Admission Requirements and Procedures

General Admissions Requirements

To ensure each student is prepared to complete the program successfully and pursue a career in massage therapy, all applicants must:

- Be at least 18 years of age by the start date of the program
- Provide a government-issued photo ID (e.g., driver's license or passport)
- Submit documentation of a High School Diploma or GED
- Demonstrate English fluency, as instruction is delivered in English
- Complete the school application and submit the required application fee (refunded if the applicant is not accepted)

Massage therapy is a physically demanding profession. Applicants must be able to:

- Stand for extended periods
- Apply sustained and consistent pressure
- Engage in repetitive physical movements
- Applicants should be physically and mentally prepared to meet the demands of the profession.

Elite Touch Institute does **not require an entrance exam or standardized testing** for admission. Applicants may be interviewed by an admissions representative to assess program readiness and alignment with career goals. The institution reserves the right to request additional documentation or clarification before making a final admission decision.

State-Specific Disclosures and Requirements

New Jersey

- Licensing Authority: New Jersey Board of Massage and Bodywork Therapy

- Licensure Requirements:
  - Completion of an approved 500-hour program
  - Successful passage of the MBLEx
  - Criminal background check
- Important:
  - Certain criminal convictions may affect a graduate’s ability to become licensed
  - Applicants are advised to consult with the New Jersey Board before enrolling

- Graduation Requirements:
  - Completion of all required coursework and clinical hours
  - Minimum score of 75% on all exams
  - Satisfactory attendance
  - Fulfillment of all financial obligations

Non-discrimination Policy

The Elite Touch Institute is committed to providing equal opportunity for admission, employment, and access to programs and/or activities regardless of religion, race, color, national origin, gender, sexual orientation, age, or handicap, unless such a handicap is determined by a qualified medical authority to render an individual not physically qualified for the program.

General Policies and Procedures

Entrance Requirements

All students must:

- be at least eighteen (18) years of age on or before the first day of class.
- Possess a high school diploma or GED.

Absence and Tardiness

Elite Touch Institute records the daily attendance of each student in accordance with state guidelines, and is recorded by the hour. Records of a student's attendance will be kept on file and are available for student review. Absence is strongly discouraged. Students are required to maintain an 85% attendance rate overall. Additionally, students are required to maintain an 85% attendance rate in each major subject area of the curriculum, and a 100% attendance rate in student clinic. Students who have greater than 15 percent of the total program constitute cause for dismissal; these students will have their case reviewed by the school director with the likelihood of being terminated from the program.

Tardiness & Class Cuts

Developing good work ethics is an important part of the training at Elite Touch Institute. Students arriving late for class, and leaving early, are interrupting the instructor and other students. Elite Touch Institute encourages students to arrive at the school at least 10 minutes before the start of class. The following recording system will be used for tardiness:

- Tardiness of greater than 15 minutes counts as absence for the entire hour.
- Cutting class greater than 15 minutes early counts as absence for the entire hour.
- Tardiness to Student Clinic is so highly disruptive to the teamwork required in a group clinic setting that tardiness of greater than 15 minutes, without notice to the school, is considered a full clinic absence, however, the student will not incur the clinic absence fee if he/she arrives in sufficient time to carry out his/her original clinic assignment for the day.

Making up Course Material

Missed course material is generally made up through completion of a self-directed project assigned by the individual instructor or through tutored makeup sessions at the student's own expense. Makeup work is formulated to compensate for the material missed and is of sufficient depth to ensure the student understands the material. **Makeup work must be completed within 30 calendar days of the absence.**

Note: Completion of assigned makeup does <u>not</u> negate the absence for attendance rate purposes but is considered in determining whether a student meets prerequisites for graduation.

When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment. Private tutor sessions will incur additional fees at the rate of $40 per hour and the duration of a hands-on tutorial is determined by the instructor but may not exceed that of the original session.

Leave of Absence

In the extremely rare event that a student is unable to continue training due to serious personal difficulties of a temporary nature, the student may be permitted to suspend training. The following guidelines must be adhered to:

- Temporary leaves of absence or suspension may be granted, on a per case basis, at the discretion of the school. Requests should be submitted to the program director.
- Any request must be made in writing detailing the reasons for the request and accompanied with supporting documentation.
- Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment, then the student's contract will be terminated. When appropriate, the student may be entitled to a refund in accordance with the school's refund policy.
- Suspension will not be permitted simply because the student has fallen behind in class work. Suspension may not be used as a method to forestall probation or termination.
- Re-enrollment must take place within one year from the date of temporary suspension. Unless specifically agreed upon in writing by the Elite Touch Institute, classes attended, work completed, and exams taken prior to suspension generally **do not** carry over with re-enrollment.
- A re-enrollment fee may be assessed in cases in which a significant portion of training has been completed prior to the temporary suspension. The re-enrollment fee is determined on a per case basis depending on the suspension and re-entry points.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to re-entry into the program.

Standards of Conduct

Generally, any behaviors that diminish student learning, or disrupt the learning environment, or are inconsistent with professionalism are strongly discouraged. While it is not possible to specify all such behaviors, the following are some examples:

- All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.

- Excessive tardiness
- Excessive absences
- Falsifying attendance records or other official documents
- Inappropriate dress or poor personal hygiene
- Inattention in class
- Disruptive behavior in or around the school grounds
- Unethical or uncooperative behavior; including cheating, plagiarism, knowingly furnishing false information to the school, forgery and alteration or use of institution documents of identification with intent to defraud.
- Harassment and/or sexual harassment
- Failure to complete and turn in assignments and practice hours as directed
- Failure to follow the policies of the Elite Touch Institute
- Theft, damage or misuse of school property or the property of others
- Intentional misrepresentation of credentials or false statements on the school application
- Failure to meet financial obligations
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Controlled Substance Policy

The Elite Touch Institute adheres to a zero-tolerance policy for the illegal use of controlled substances, including alcohol. Students who are found to be under the influence of, or in possession of, any controlled substance without a valid prescription from a qualified health care provider will be expelled and appropriate authorities will be notified.

Students found to be under the influence of any amount of alcohol, marijuana, or other drugs when entering school facilities or participating in school activities, other than social events, are subject to immediate expulsion. Drug or alcohol tests may be administered randomly to the general student population, or to specific individuals for cause, as deemed necessary by the school administration. Refusal to submit to a drug test ordered for cause is grounds for dismissal from the school.

Personal Harassment

Harassment may take many forms but essentially consists of behavior which is unacceptable to and diminishes the dignity of the recipient(s) and which creates an intimidating, hostile or offensive environment for that individual. Harassment may involve single, sporadic or continuing acts of intimidation, coercion, bullying, verbal or physical abuse, or the creation and/or maintenance of an offensive environment for others. Harassment relating to another's sex, sexual orientation, religion, race, or disability is all included in this definition.

Sexual Harassment

Sexual harassment is a form of sex discrimination and involves unwanted and unwelcome attention of a sexual nature. This may be verbal or physical or involve the denigration of an individual on sexual grounds or by sexual means.

Harassment Policy

The Elite Touch Institute wishes to provide a stimulating and supportive study and work environment which will enable its staff and students to fulfill their personal potential and creativity. The school accepts that such an environment cannot exist if students and staff are subject to harassment, intimidation, aggression, or coercion.

The Elite Touch Institute is fully committed to the principles of equal opportunity and regards personal harassment as a discriminatory and unacceptable form of behavior. Any incident of harassment will be treated as a serious matter which may lead to disciplinary action, up to and including dismissal, being taken against the perpetrator. All members of the Elite Touch Institute staff are responsible for ensuring that personal harassment of a student or staff member does not occur.

Termination

Students may voluntarily withdraw at any time. Students failing to meet the standards of the program or, for gross disciplinary infractions, when the student fails to attend classes for thirty (30) calendar days with no notice or contact with the school or failure to maintain financial responsibilities to the school, may be dismissed at the discretion of the school following review and probationary procedures specified in the school policies. In the event of termination, refunds will be provided in accordance with The Elite Touch Institute documented refund policy.

Re-Entry

Students who have been terminated from the program by ETI for unsatisfactory progress or financial concerns would be treated as a new student and would need to re-enroll as such. In cases where the student was dismissed due to unacceptable conduct the student may need to meet with a review panel before re-entering the program. The decision of the review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

Acceptance of Prior Education

Elite Touch Institute is currently not accepting any previous hours or credits.

Disciplinary Actions and Appeals

Most infractions are dealt with through informal discussion with school staff. When necessary, further disciplinary action may range from a formal warning, up to, and including, permanent expulsion from Elite Touch Institute depending upon the severity of the infraction and the student’s cooperation with directed corrective action.

Students have the right to appeal formal disciplinary action in writing within (7) calendar days following notification of such action. Within (7) calendar days of receiving the student's appeal the school director will convene a disciplinary appeals board to consider the appeal. The student has the right to address the board directly and present any pertinent information.

Grievances and Conflict Resolution

Most grievances can be satisfactorily resolved informally. For grievances of a sensitive nature, or if the situation cannot be resolved through informal means, the student may request mediation by the program director, or a grievance committee appointed by the program director. Formal grievances must be stated in writing and delivered personally to the program director. Grievances against the program director are forwarded directly to the School President without comment or delay.

The school administration will investigate and decide on an appropriate course of action within (7) calendar days of receiving a formal grievance. The person filing the grievance will be notified, in writing, of action taken as soon as feasible thereafter. **No adverse action will be taken against a student who files a grievance.**

In addition to the school's internal process, students and prospective students have the right to file a complaint with the Commission on Massage Therapy Accreditation (COMTA), the accrediting body for this program.

COMTA Contact Information:

Commission on Massage Therapy Accreditation (COMTA)
900 Commonwealth Place
Suite 200-331
Virginia Beach, VA 23464
Phone: (202) 888-6790
Email: info@comta.org
Website: www.comta.org

Grading System

The primary methods of learning assessment are quizzes, written examinations, and hands-on evaluations. The Elite Touch Institute assesses a final grade of Pass/Fail. Numeric grades are employed to give the students a scale upon which to gauge individual progress.

Letter Grade	Grade Percentage	Description
A	93 – 100	Excellent
B	92 – 87	Above Average
C	86 – 75	Average
F	0 – 74	Failure
I	n/a	Incomplete

Examinations

Examinations count for grade and are primarily multiple-choice tests.

A grade of less than 75% on an examination constitutes a failure and requires retake of the examination. Absence from a written or practical examination, or a scheduled examination retake, if applicable, is counted as a failure of that exam. Students who fail to pass an exam within three (3)

attempts are subject to an Academic Review Board and may be assigned corrective action at their own expense.

Quizzes

Quizzes are informal knowledge reviews which are used primarily to monitor the progress of the students and provide ongoing feedback to individual instructors on the effectiveness of instruction. Quizzes do not count for overall grade. Quiz formats are determined by individual instructors.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problem. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations.

Progress Reports

Students are provided with monthly progress reports including attendance, recent scores, and homework. Students are maintaining satisfactory progress if *all* of the following are satisfied:

- A passing grade has been achieved on each examination
- Individual attendance is within acceptable standards
- The minimum standard for massage practice hours is met
- Homework has been completed and submitted as assigned

Academic Probation

Most disciplinary issues are handled through informal discussion between supervisory staff and the student. For severe infractions of school policy or disruption of other students, the student may be placed on full probation for two weeks. The probation notification will identify, in writing, the specific areas of concern and expected corrective action. Failure to comply with the provisions of the probation may result in further disciplinary action including dismissal from the program.

Instructor Evaluation Techniques

Students will provide feedback on individual instructors, subjects, and the overall program at the end of every program. Evaluations are reviewed by the director and used to improve instructor and program quality.

Cancellation, Withdrawal, Refunds

This refund policy is administered uniformly and equitably to all students enrolled in the institution. Elite Touch Institute complies with all applicable state statutes regarding student cancellation, withdrawal, and refunds. This policy is equitable, prorated, and uniformly administered as required by New Jersey regulations. The policy is disclosed in both the school catalog and enrollment agreement and must match exactly.

1. Cancellation Within Statutory Window

All monies will be refunded if the applicant is not accepted by the school, or if the student cancels within **ten (10) business days** after signing the enrollment agreement, even if instruction has begun.

For all campuses, any obligation—other than for unreturnable or used supplies and materials—will be canceled within this period.

2. Cancellation Before the First Day of Class

If a student cancels **after the statutory cancellation window but before the first scheduled class**, a full refund of all tuition and fees paid will be issued, **minus a nonrefundable administrative (registration) fee**.

The administrative fee is disclosed in the enrollment agreement and follows applicable state guidelines.

Refunds for books, supplies, or equipment will be made **if those items are unused and returnable**.

3. Prorated Refunds After Classes Begin

If a student withdraws, is terminated, or if the program is discontinued **after classes begin**, tuition will be refunded according to a prorated schedule based on the length of enrollment.

Tuition is refunded based on the following percentage of program completion:

Amount of Training offered	School will retain this percentage
Within 3 days of contract signing	0% of total tuition plus registration fee
One week	10% of total tuition plus registration fee
Two – three weeks	20% of total tuition plus registration fee
After 3 weeks and prior to 25%	45% of total tuition plus registration fee
After 25% and before 50%	70% of total tuition plus registration fee
After 50%	100% of total tuition plus registration fee

4. Determination of Official Withdrawal Date

The official withdrawal date is defined as the last day of recorded attendance and may be based on:

- The date the school receives written notice of the student's intent to withdraw
- The date of termination due to violation of school policy
- The 30th consecutive calendar day of non-attendance without written notice
- The effective date of an approved temporary suspension

5. Student Withdrawal Procedure

All withdrawals must be submitted **in writing** and include the student's name, program, and date of withdrawal. The notice must be signed and dated by the student.

It is recommended that students hand-deliver the withdrawal letter and obtain a receipt from school administration or send the letter via certified mail for proof of delivery.

6. Refund Issuance Timeline

All applicable refunds will be issued within **thirty (30) calendar days** of the official date of withdrawal or termination.

For students under **temporary suspension** who decide not to return, the refund will be issued within thirty (30) calendar days of the school receiving written notice of their decision not to re-enroll.

7. Nonrefundable Fees

- The **registration (administrative) fee** is nonrefundable once classes have begun.
    - The amount is disclosed in the enrollment agreement and catalog.

All nonrefundable charges are clearly identified in each student's enrollment agreement.

Withdrawal

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Access to Student Records

Student records are considered confidential. Access to student records is granted for official use only. Students may not access the records of another student. Students may review their own records in the presence, and under the direct supervision, of a school administrative staff member. Student records may not be removed from the school campus.

Retention of Student Records

Student records, whether maintained in hard copy or electronic format, at Elite Touch Institute are retained by the institution for the duration of its operation. In the event of school closure, all student records will be transferred to the appropriate state agency, including the New Jersey Department of Labor and Workforce Development (NJ LWD) Training Evaluation Unit in accordance with applicable state requirements.

Upon graduation, each student will be provided with a copy of their records. Students are strongly advised to retain these records indefinitely for their personal files. Graduates may also contact the administrative office to request official transcripts.

- Attendance records
- Academic progress and grades
- Financial records
- Placement data
- The enrollment agreement
- The Ability to Benefit *(if applicable)*
- Record of credit given for previous training

- Records of meetings, appeals, disciplinary actions and dismissals
- A copy of the graduation certificate(s) from the school
- Medical records *(where applicable)*

Tuition, Fees, and Expenses

Students enrolling in the 700-hour Advanced Massage Therapy Education should expect to pay:

Registration Fee	**$150 (Non Refundable)**
Tuition	**$10,500**
Books (new or used)	$100 to $500* (estimated)
Massage table (new or used)	$250 to $1500* (estimated)
Miscellaneous School Supplies	$60 to $250* (estimated)
Total estimated cost:	$11,010 to $12,850

*Cost estimates do not include applicable sales tax and shipping charges**. Bolded items are paid to the school.** Students are responsible for purchasing books and supplies on their own. The cost of books is determined by the booklist for the specific class and the cost of the most recent edition of the books. A massage table should be purchased within the first two weeks of class.

*The MBLEx and First Aid/CPR fee is included into the tuition amount. Please note that only the first MBLEx exam is covered if needing to retake the exam students are required to cover the exam fee.

Payment Options

Payment plans pertain to tuition only. Other costs and fees are due on class day one unless other arrangements have been made in advance. Applicants are encouraged to carefully consider the details of repayment plans, interest rates, fees, and their ability to repay the loan when arranging financing. Often, applicants may be able to arrange favorable terms through credit unions or other lending institutions.

Pay As You Go Plans

The Elite Touch Institute offers several options for tuition payment: *(Note: Pay As You Go Plans pertain to tuition only. Other costs and fees are due on class day one.)*

- Plan One:
  - Full payment due on class day one.
  - 0% interest.
- Plan Two:
  - 3% simple interest rate
  - $1,000 down payment due prior to the first day of class.
  - The remainder is to be paid in three equal installments spaced two months apart with the first payment due on class day one.
- Plan Three:
  - 9% simple interest rate
  - $1,000 down payment due prior to the first day of class.
  - The remainder is to be paid in monthly installments.

Grants, Student Loans, & Scholarships

The Elite Touch Institute does not award grants or scholarships currently. When applicable, we do honor grants and scholarships that our students have been awarded from outside organizations. ETI will assist students by completing any necessary paperwork required to obtain student loans, grants, or scholarships.

Credit Disclaimer Statement

The Elite Touch Institute does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. The Elite Touch Institute is not approved to offer college credits. The Elite Touch Institute is a state approved private vocational school.

Program Overview:

Advanced 700-Hour Massage Therapy Program

The Elite Touch Institute 700-hour Advanced Massage Therapy Program is an extensive course of study designed for students seeking licensure in the field of massage therapy. The program includes comprehensive training in five core areas: anatomy and physiology of the human body, massage theory and practice, pathology and treatment, kinesiology, and clinical business practices. Students also participate in supervised hands-on training through a student clinic, gaining real-world experience in a professional setting. This well-rounded curriculum prepares graduates for successful employment in spa, wellness, and healthcare environments and meets all educational requirements established by the New Jersey Board of Massage Therapy. The program can be completed in approximately 6 months full-time or 9–12 months part-time.

Program Objectives and Completion Requirements

The Advanced 700-Hour Massage Therapy Program is designed to prepare students for licensure in the state of New Jersey and entry-level employment in the field of massage therapy. Upon successful completion of the program, students will be able to:

- Demonstrate knowledge of human anatomy, physiology, pathology, and kinesiology as it relates to massage therapy.
- Apply a variety of massage techniques safely and effectively in both clinical and spa settings. Exhibit professionalism, ethical behavior, and effective client communication in accordance with New Jersey laws and rules.
- Operate within appropriate sanitation and safety protocols during all hands-on procedures.
- Integrate business principles necessary for career success, including recordkeeping, marketing, and client management.

To successfully complete the program and be eligible for graduation and licensure, students must:

- Complete all 700 clock hours of instruction, including classroom and student clinic hours.
- Achieve a minimum cumulative grade average of 75% or higher.
- Complete all required practical assessments and written examinations.

- Satisfactorily complete the required number of supervised massages in the student clinic.
- Fulfill all financial obligations to the institution.

Courses are offered in a scheduled sequence designed to build foundational knowledge before advancing to hands-on techniques. Students must complete foundational coursework (such as APP 101 and KIN 101) prior to participating in advanced hands-on classes (e.g., MTP 101). All students are expected to follow the assigned program schedule unless approved in writing by the Program Director.

Elite Touch Institute uses an internal course numbering system for instructional and administrative purposes. Course codes (e.g., MTP101, KIN102) are assigned based on subject area and sequence, with "100" series numbers indicating foundational or introductory coursework. This numbering system is not part of the Statewide Course Numbering System (SCNS) and does not imply course equivalency or guaranteed transferability to other institutions.

Definition of Unit of Credit
Elite Touch Institute uses **clock hours** for program completion:

In **New Jersey**, courses are scheduled using clock hours, and **no semester or quarter credit hours** are awarded.

The 700-hour Advanced Massage Therapy Program is based on **clock/contact hours only** and does **not award semester or quarter credit hours**. Coursework may not transfer as credit to institutions that use credit-hour systems.

700 Hour Advanced Massage Therapy Education

- 84 hours of Anatomy, Physiology, and Pathology - APP101: Covers the structure and function of the human body, with emphasis on the musculoskeletal, nervous, and circulatory systems, as well as the understanding of disease and dysfunction relevant to massage.
- 108 hours of Kinesiology - KIN101: Focuses on biomechanics, muscle movement, and palpation techniques to develop practical application of anatomical knowledge.
- 216 hours of Massage Theory and Practice - MTP101: Introduces students to a variety of massage modalities, hands-on techniques, draping, body mechanics, and client interaction.
- 92 hours of Pathology & Treatment - APP101: Teaches contraindications, medical conditions, and how to safely adapt massage for various health conditions.
- 96 hours of Clinical Business Practices - CBP101: Prepares students for professional practice including ethics, legal requirements, client intake, SOAP notes, and business operations.
- 100 hours of Student Clinic - SCL101: Supervised hands-on experience in a real-world setting where students apply techniques on actual clients.
- 4 hours of First Aid & CPR Training - CPR101: Provides certification in basic first aid and CPR, required for state licensure.

Teacher/Student Ratio

The Elite Touch Institute seeks to offer the students a personal setting with accessibility to the staff and faculty. During lecture sessions, at least one instructor is present for the entire session. During techniques training, there is at least one instructor for every 10 students performing the technique. The maximum class size is ten students.

Transfer of Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

Elite Touch Institute is required to inform students that the **transferability of credits earned at this institution is at the sole discretion of the institution to which a student may seek to transfer**. It is the student's responsibility to confirm whether credits or hours completed at Elite Touch Institute will be accepted by another institution of the student's choice.

Elite Touch Institute does **not currently maintain any articulation agreements** with other postsecondary institutions. Therefore, **no representation is made that credits or diplomas earned at Elite Touch Institute will transfer to any other institution**.

Transfer credit may be awarded by other institutions based on any of the following, subject to that institution's policies:

1. Credits earned and transferred from other postsecondary institutions, provided they are congruent and applicable to the receiving institution's program and validated by that institution.

2. Successful completion of challenge examinations or standardized tests demonstrating subject matter mastery at the credential level.

3. Prior learning, as evaluated and confirmed by qualified faculty at the receiving institution.

If articulation agreements are entered into in the future, a list of those institutions and applicable conditions will be disclosed to students in writing. Copies of all such agreements will be kept on file and made available upon request. Any changes or termination of agreements will be promptly communicated to affected students.

For this reason, students are strongly encouraged to contact the institution to which they may wish to transfer **prior to enrollment** at Elite Touch Institute to determine if their coursework, certificate, or diploma will be accepted.

Graduation Requirements

To graduate from the Elite Touch Institute Training Program a student must complete all of the following requirements:

- Completion of all written and practical examinations with a minimum grade of 75% on each examination.
- 85% attendance in each major subject area and overall attendance of 85%; or completion of assigned corrective action to compensate for deficiencies.
- 100% attendance or makeup of all mandatory classes, events, and workshops.
- Completion of all homework, practice hours, and projects as directed.
- Payment of all non-financed monies owed to the school.

Diploma Awarded

Upon successful completion of the 700-Hour Advanced Massage Therapy Program, students will be awarded a **Diploma in Advanced Massage Therapy** from Elite Touch Institute. This diploma certifies that the graduate has met all educational requirements necessary to apply for licensure in the state in which the program is completed.

Graduation Requirements:

To be eligible for graduation and receive a diploma, students must:

- Complete all **700 instructional hours**, including classroom instruction and student clinic
- Achieve a **minimum cumulative grade average of 75%**
- Maintain at least **85% attendance** in all required coursework and **100% attendance** in student clinic
- Successfully complete all **written examinations and hands-on practical evaluations**
- Satisfactorily complete all **required assignments and clinical experiences**
- Fulfill all **financial obligations** to the institution

The diploma represents completion of a vocational education program and does not constitute a college degree. It prepares graduates for entry-level employment and state licensure as a massage therapist.

Upon successful completion of the Elite Touch Institute 700-hour Advanced Massage Therapy Program, the graduate is issued an Elite Touch Institute Certificate and is academically qualified to sit for the Massage and Bodywork Licensing Examination (MBLEx).

Graduate Placement

At all Elite Touch Institute locations job announcements and employment opportunities are displayed on the classroom bulletin board. Students are encouraged to check regularly for new postings.

While Elite Touch Institute provides limited job placement assistance such as resume support, interview preparation, and referrals to known employers in each local market, **no actual or implied guarantee of job placement or employment is made at any location.**

Placement support services vary slightly by state but are non-contractual and do not include direct job placement. Any employment outlooks or market availability data shared with students are based on publicly available and verifiable labor statistics; the school does not promise or imply specific job openings, placement rates, or salary levels.

Graduates from all states are responsible for securing their own employment upon program completion.

Student Services

Housing

The Elite Touch Institute offers no assistance to students regarding location or payment for suitable housing.

Tutoring Services

Tutoring services are offered subject to the availability of individual instructors. The charge for individual or group (up to six students) tutoring arranged through the school administration is $40 per hour or portion of an hour, payable prior to graduation.

Transportation

School sponsored transportation is not provided. Students are encouraged to use local mass transit or personal transportation. Due to the limited availability of parking, students are encouraged to carpool if possible.

Reference Library

The Elite Touch Institute maintains a limited library of reference materials for use by students. Students may sign out reference materials for use on the school campus. Reference materials may not be removed from the school campus.

Credit For Prior Learning

Transfer credit may be awarded by other institutions based on any of the following, subject to that institution's policies:

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2. Successful completion of challenge examinations or standardized tests demonstrating subject matter mastery at the credential level.
3. Prior learning, as evaluated and confirmed by qualified faculty at the receiving institution.

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Placement Services

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Data Reporting

The Elite Touch Institute submits the required annual data on student demographics, enrollment, completion rates, and placement outcomes to the Commission for Independent Education.

Financial Advisement

The institution provides financial advisement to assist students with understanding tuition obligations, payment options, and available resources. Advisement is available upon request to support informed financial decision-making throughout enrollment.

Personal Advisement

Personal advisement is available to support students with academic planning, time management, and general personal concerns that may impact successful program completion. Students may request advisement as needed during their enrollment.