

National Holistic Institute - Process to Collect and Substantiate Graduate Salary

All graduate annual salary data is captured through our online Employment Verification Form: www.nhi.edu/verify

A. Graduates are asked the following questions:

1. **Amount earned per 1-hour massage (range from \$1-200)**

It is common for Massage Therapists to receive a rate of pay / massage that is different from the rate of pay / hour present at their place of employment

2. **Average tip per 1-hour massage (range from \$1-200)**

It is common for Massage Therapists to receive tips as part of their compensation

3. **Average hours per week performing massage (range from 1-100 hours)**

This allows us to calculate their average massage therapy wages / week

4. **Average massage related hours per week (office hours, travel, marketing, laundry, set-up, break down, etc.) (range from 1-100 hours)**

Based upon their employment status (Employee or Self Employed), Massage Therapists may receive hourly compensation for massage related work. This is not common if they are Self Employed.

5. **Hourly non-massage pay rate, if applicable (paid time spent not performing massage). (range from \$1-200)**

Allows us to calculate their average weekly massage related income, if applicable

6. **Out of 52 weeks in a year, how many weeks do you anticipate working at this job? (range from 1-52 weeks)**

Allow us to calculate their projected annual wages, based upon the earlier weekly wage calculations.

B. Upon completion of the employment verification form, the graduate is diverted to a new page that provides the annual wage calculation. This page includes the following data:

1. **Calculated income:**

*((Amount Earned per 1-hr Massage + Average Tip) X Average hours/week) + (Average Massage Related Hours X Hourly Non Massage Rate)) X Anticipated number of weeks working in the year = **Projected Annual Income***

2. **Does this wage accurately represent your potential annual earnings in the field of Massage Therapy?**

Allows graduate to substantiate projected salary

3. **Explicitly Stated Income**

If the graduate indicates that the calculated income does not accurately represent their potential annual earnings, they provide a new estimate that is representative of their projected earnings.

C. When disclosing graduate salary, our process is as follows:

1. If graduate indicates the Calculated Income accurately represents their potential annual earnings, we report the **Calculated Income**

2. If graduate indicates the Calculated Income *does not* accurately represent their potential annual earnings, we report the **Explicitly Stated Income**