

*** Licensed by the Maine Department of Education**
Approved for the use of GI Bill® benefits.



THERAPEUTIC BODYWORK LEARNING CENTER

**500 hr. Massage Therapy
Training program**

141 Main Street, Suite 306 Brewer, Maine 04412
(207) 989-4325 www.MaineMassageSchool.com

MISSION STATEMENT

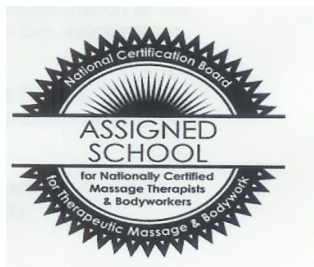
At the *Therapeutic Bodywork Learning Center* (TBLC), students gain the knowledge, skills and confidence they need to become an exceptional and successful massage therapist. Through comprehensive curriculum students learn how to combine expert technique with caring presence.

TBLC's intention is to create an affordable avenue of study and licensure qualification through small hands-on classes and clinical experience. Our goal is to provide a monthly, weekend massage training program that allows the flexibility to continue with job, care-giving, etc. Upon graduation, students have a solid foundation and tools to develop a successful massage practice.

Our instructors are dedicated to bringing forth a quality, apprenticeship-like, educational experience for the student, utilizing our own expertise as massage therapists. All our teachers have active bodywork practices.

TBLC also encourages students to explore what generates health and vitality for the student themselves. Self-care techniques are an integral part of our entire training program.

The TBLC experience supports you in connecting with a community of like-minded people interested in learning natural healing techniques. Learn an integrated approach to therapeutic massage that encourages the body / mind / spirit connection.



GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

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***** PART ONE

Introduction

Your Career as a Massage Therapist

Massage Therapy has been a traditional form of health care used throughout time in virtually every culture. The ever-growing popularity of complementary health care has created the perfect opportunity for those entering into the massage therapy field to have both an emotionally fulfilling and financially rewarding career. Careers working in retirement facilities, spas, hospitals, beauty salons, chiropractor and medical doctor's offices can be open to the licensed massage therapist. Many enjoy the option of setting up their own practices.

Educational Requirements for Maine State Licensure

According to Title 32, section 14306-D of the State of Maine a person may not claim to be a massage therapist unless licensed in accordance with this chapter. Currently, Maine's educational requirements needed to apply for licensure are to demonstrate completion of a course of training consisting of 500 hours or more approved by the state; or pass the Federation of State Massage Therapy Boards (MBLEx) state licensing entrance exam.

Students completing and passing the Therapeutic Bodywork Learning Center's 500 HR. Massage Therapy Training Program in its entirety are eligible to apply for Maine Massage Licensure; and may sit for the MBLEx exam.

For more information contact:

Dept. of Professional and Financial Regulation, Office of Licensing and Registration,
35 State House Station, Augusta, Maine, 04333-0035. PHONE: (207.624.8613)
WEBSITE: www.maine.gov/pfr/professionallicensing/professions/massage

Your Director :

Donna Kraft- Smith

- Licensed Massage Therapist
- Certified Kripalu Yoga Teacher



Donna Kraft- Smith, LMT has been a practicing, licensed massage therapist in the state of Maine for over 30 years, with offices in both the Greater Bangor and Dexter areas.

Donna is a member of the American Massage Therapy Association (AMTA) and has taught workshops for both the AMTA New England and Maine Conferences. She is also Board Certified by the National Certification Board in Therapeutic Massage & Bodywork (NCBTMB).

Donna enjoys the mentoring process - bringing forth to her students the experience and wisdom she has learned from her practice. The added knowledge that Donna has received from also being a certified Kripalu Yoga Instructor, adds greatly to her 18 years of massage teaching skills. She is dedicated to bringing forth a high level of training. Her resume is available upon request

***** PART TWO

The 500 Hr. Massage Therapy Core Training Program

The *Therapeutic Bodywork Learning Center* (TBLC) offers 500 hours of supervised training following specific Department of Maine Education and National Certification Board of Therapeutic Massage & Bodywork (NCBTMB) requirements. This is a 14 month program with classes usually offered through 2 monthly weekend intensives. Classes are small with a maximum of 14 students. Your instructor records your attendance and evaluates your performance in applying theory with technique.

Students completing and passing TBLC's 500 HR. Massage Therapy Training Program in its entirety are eligible to apply for their Maine State Massage Licensure, and sit for the Licensing Examination of the Federation of State Massage Therapy Boards (MBlex) exam (www.fsmtb.org).

<p>500 HR. Massage Therapy Core Training Program Tuition: \$6,000. (Deposit Fee:\$200. then \$240 due per intensive) \$179 On- line testing fee and estimated \$425 books * Fees for Books & On-line testing subject to change at time of sign up * Monies for books due upon signing the Enrollment Agreement * Once enrollment form is signed all fees are set</p>
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The Facility

Our facility is located on 141 North Main Street, Suite 306, Brewer, Maine. The room has been inspected by the Department of Maine Education, Department of Health, and the Brewer Fire Department. The classroom is approximately 800 square feet of open space with massage tables, massage chairs, chairs, sinks, chalkboard, wall charts, Manikin, body cushion, lending library and TV/DVD/VCR.

Curriculum / Hours / Grading

All students are given practical evaluations as well as written or on-line tests. A grade is given based on the ability to understand and apply the theory and techniques taught. Students must maintain a grade of C (2.0 or 70) or above to pass.

INTENSIVE DAILY ROUTINE :

8 am to 8:50 am - Centering/ Body mechanics
9 am to 10:50 am – Anatomy, Physiology or Pathology
11:00 am to 1 pm - 2nd class segment
1 pm to 1:45 pm - Lunch
1:45 pm to 3:50 pm - 3rd class segment
4:00 pm to 6:40 pm - Practice lab
*Students are required to bring their own lotions, linens & massage tables.
*Academic hours are based on the usual 50-55 minute time frame.

I. Anatomy & Physiology (95 hours)

Students will learn general knowledge of the body systems. Classes will be taught through lecture and hands- on assignments.

1. General knowledge of the following body systems: integumentary (skin), skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, urinary, respiratory, gastrointestinal, reproductive.
2. Anatomical positions & terminology (e.g. planes, directions)
3. Basic nutrition principles

II. Kinesiology (Muscle Palpation) (30 hours)

Students will learn individual muscles and muscle groups, etc. through palpation, sculpture and drawing.

1. Muscle attachments / Muscle fiber direction
2. Bones/ Tendons / Fascia / Ligaments/ Bursar
3. Joint structure & movements (e.g. flexion, extension)
4. Types of muscle contractions (e.g. eccentric, concentric, isometric)
5. Proprioception

III. Pathology (40 hours)

Students will learn general knowledge of how dis- ease affects each body system. Classes will be taught through lecture and research projects.

1. Medical terminology / Basic pharmacology
2. Signs and symptoms of a disease
3. Modes of contagious disease transmission (e.g. blood, saliva)
4. Effects of psychological and emotional states (e.g. depression, anxiety, grief, trauma)
5. Indications for massage therapy

6. Contraindications (cautions) - Students are expected to know precautionary conditions and complete contrary health situations to massage therapy. They learn to retrieve this information by learning the proper questions to ask on the initial phone call, how to create and take an initial intake form, keep client records, and how to observe for contraindications.

7. Principles of Injury Care: (acute versus chronic conditions)

8. Effects of life stages (e.g. childhood. Pregnancy, geriatric)

IV. Therapeutic Massage & Bodywork Applications (Total: 300 hours)

Students learn to create an **integrative approach to creating both a relaxing and therapeutic bodywork session** utilizing the theory and hands-on approaches of the modalities mentioned below. Throughout the entire training the student is taught how to utilize their own body wisely, Body Mechanics, while performing sessions. Material is taught through lecture, demo, instructional and practical applications.

* **Swedish Massage (100 hr.):** A study of basic Swedish massage including: theory, techniques (e.g.: effleurage, petrissage, tapoment, etc.), how to create a relaxing flow, proper draping of clients, assessing clients' needs and expectations, and appropriate interaction between practitioner and client. Supervised public clinicals are included.

* **Deep Tissue Techniques (65 hr.):** Specific techniques identifying underlying musculature, etc. such as cross – fiber friction, stretching, releasing trigger points, postural assessment, etc. Working with injuries is included.

Intro to Postural Assessment (10 hr.): More skills in accessing and balancing clients stress by observing their posture and gait patterns. Information can be used to determine more appropriate treatment of musculature.

Sports Massage (5 hr.) : The focus is to help with pre-event and post- event activities on athletes.

* **Intro to Infant /Pregnancy/Postpartum/ Geriatric Massage (25 hr.):**

The student gains an understanding of benefits, caution, contraindications and how to apply technique, proper positioning and pressure in each situation. Supervised public clinicals are included

* **Hydro/ Cryo Therapy (25 hr.):** Instruction on the local effects of heat and cold for the rehabilitation of muscle tissue.

Aromatherapy (6 hr): The safe utilization of essential oils for topical lubrications, disinfectant sprays, etc.

Hot Stone Massage (12 hr.): Creating a spa –like experience utilizing hot stones safely for massage in a dry room (no sink).

Therapeutic Spa Facial Massage (5 hr.): How to create a spa-like experience in a dry room. This includes knowledge of skin conditions and pathologies,

* **Seated Massage / Chair Techniques (13 hr.):** Focus on seated massage techniques easily used in the executive office, employee work setting or for those clients who simply cannot lie down. Use of specialized massage chairs and equipment will be explored. Supervised public clinical are included.

* **Intro to Lymph Massage (6 hr.):** Focus on learning about the lymph nodes with specialized compression techniques indicated for reducing inflammation and edema.

* **Energetic Massage (65 hr.)** A study of light touch and off the body energy healing that can be integrated into a Therapeutic Massage or use as its own modality. Learning to sense the Life Force (e.g.: Chi, Prana, etc.) as it moves through the body

Intro to Foot Reflexology (10 hr.): Basic intro to Ingram Foot Reflexology Theory and how to access and treat body energy through specific points on the feet.

Reiki I Certification (20 hr.): Usui/ Tibetan healing practices utilizing meditation, assessment, symbols, attunement and distance healing techniques.

Intro to Oriental Acupressure (20 hr.): - Basic intro to Chinese Yin / Yang and elemental theory, and general knowledge of meridians and points. Focus is to give practitioner more skills in assessing and treating clients.

Included in Hands- On Training Hours:

* **Body Mechanics:** Self-assessment skills for the therapist to determine how to use their own body safely while performing bodywork sessions. Techniques include concepts from Yoga and Tai Chi. This study contributes to better client postural assessment skills as well.

* **Two private tutorials provided to each student as part of their training hours (3 hr):** Private time with a teacher will be provided for about an hour and a half in each tutorial. The student actually practices their hands- on with the teacher as the client. This is a time for the student to work completely at their own pace: refining and learning new techniques; asking specific questions about: theory and techniques, body mechanics and flow.

* **Supervised Public Massage/ Bodywork Clinics (15 hr):**

Throughout the year TBLC students get to practice on the public. TBLC offers our services to pregnant moms, retreats, festivals, etc. as a class through scheduled supervised on-site and off-site clinicals.

IV. Professional Standards, Ethics, Business & Legal practices **(35 hours total/ 10 hours are Ethics)**

Students will learn general knowledge of how to create and maintain the business side of their practice. Classes will be taught through lecture and research projects.

1. Maintaining professional boundaries while responding to clients emotional needs
2. Client interviewing techniques
3. Referring clients/ Communication with other health care professionals
4. Verbal and nonverbal communication skills
5. Scope / Ethics / Standards of practice
6. Issues of Confidentiality
7. Session record keeping
8. Basic business & accounting practices
9. Regulations pertaining to Federal Income taxes
10. State and local credential requirements
11. Legal entities (e.g. employee, independent contractor)
12. Liability insurance (e.g. need for, where to get)
13. Marketing Strategies

ADMINISTRATIVE POLIES

Enrollment / Graduation Requirements:

All who wish to enroll in this program must:

1. Be **18 years of age** or older.
2. **Show proof of a high school diploma or G.E.D., or college diploma.**
3. Be in **good physical health**, capable of effectively meeting the physical demands of performing therapeutic massage.
4. Have a **personal interview**. At this time, the prospective student will receive a tour and a complete explanation of the program and may receive an enrollment agreement.
5. Be teachable and **willing to accept *Therapeutic Bodywork Learning Center's* (TBLC) policies** and procedures and assistance if necessary during enrollment and throughout the course.
6. Acquire a **"70" or above average grade for passing.**
7. Provide documentation of a **current CPR/ First Aid course** before graduating.
8. Provide **documentation of two professional massages** before graduation.
9. Provide **documentation of performing 100 practice sessions** before graduation.

Non - Discriminatory Policy

The *Therapeutic Bodywork Learning Center* (TBLC) accepts students based upon their desire to learn and achieve. TBLC does not discriminate with regard to age, sexual orientation, marital status, race, color, national origin, religion, sex or disability (unless such a disability is determined by a medical authority to qualify the potential student as unfit for the program).

Tuition and Fees

In regards to the 500 HR. Massage Training program, all potential students are required to **pay an application fee of \$25.00 due with the application** to the *Therapeutic Bodywork Learning Center* (TBLC).

All students are required to sign an Enrollment Agreement. Upon signing this agreement, **an enrollment fee of \$100. is paid to TBLC to hold your place in the class.**

A **Deposit Fee of \$200** is due before the first intensive. This payment goes towards the last payment of tuition if the program is completed to contract.

A payment plan of tuition fees **are equally divided payments due before or upon each intensive.** Balance of tuition payments must be paid in full upon last intensive to receive diplomas.

Students are required to pay **tuition fees to *The Therapeutic Bodywork Learning Center, LLC.***

Note for GI Bill recipients only: In accordance with the requirements of 38 USC 3676, TBLC will also refund any amount in excess of \$10.00 for an application fee and any enrollment fees will also be prorated.”). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

500 HR. Massage Therapy Core Training Program

Tuition: \$6,000. (Deposit Fee: \$200, then \$240 due per intensive)
\$179 On- line testing fee and estimated \$425 for books

* Fees for Books & On-line testing subject to change at time of sign up

* Monies for books due upon signing the Enrollment Agreement

* Once enrollment form is signed all fees are set

NOTE: As TBLC is a small school we do not offer financial aid

Additional Fees:

- Students are required to have at least **2 professional massages** from licensed massage therapist (estimated cost \$90 to \$130).
- Students are required to have a **massage table** (estimated cost \$370. - \$600).
- Students are required to have a **Student Liability Insurance Policy**. Cost is \$20 and must be purchased thru the American Massage Therapy Association. (AMTA).
- Students are required by law to have **CPR / First Aid**. Cost: free - \$75. Must be completed before graduation.
- **Massage Lotion / Massage Holster/ Linens Estimated** Cost are \$40.
- **An optional \$50 Lending Library fee** if wishing to utilize TBLC’s library.

TRANSFER OF CREDIT POLICIES:

Transfer of credits to the *Therapeutic Bodywork Learning Center* are considered on an individual basis. Courses must be in-line with TBLC curriculum and from an accredited college or massage school within the last 5 years from the TBLC application.

For those students who must put their TBLC massage training on hold:

The school maintains a written record of the previous education and training from TBLC and grants credit appropriately, with the training period shortened proportionately.

TBLC makes no guarantee of credit transfer from our school to any other institution.

ATTENDANCE / MAKE-UP POLICIES

In most cases we will be meeting for two, ten hour class days, usually two weekends per month until the required hours for this program are met. Attendance and promptness are essential in such an intensive program. Policies mentioned here are in accordance with the requirements of massage instruction set forth by the National Certification Board in Therapeutic Massage and Bodywork (NCBTMB) and the Maine Department of Education. Failure to maintain satisfactory attendance can result in the student not acquiring their needed hands-on training.

- Attendance is taken at the beginning of each class. Those who are not present will be marked **Absent**.
- If a student is more than 15 minutes late for a class hour this will be counted as a **Tardy**. **Three tardies** will be counted as **one hour of absence**. All absences must be made-up.
- Students who **leave at class break** and **do not return will be marked absent** for those hours.
- Students are **required to call TBLC to inform the school of their absences**. Students must call when not able to attend classes. A "no call - no show" is unacceptable and this strongly reflects on your level of professionalism. More than one "no call, no-show" can be grounds for probation.

Make-Up Policy:

Students are required to attend 100% of the program.

- Students can make-up a good deal of their hours in the fall with specific scheduled makeup times at the usual tuition rates.
- If another time is scheduled for make-up work for a number of students, a maximum of a \$17.50 make-up fee per hour will be charged to **each student in addition to their normal tuition** fees.
- Individual time has a \$35 make-up fee per hour per student **in addition to their tuition rates**.

For those students who must put their TBLC massage training on hold:

- The school maintains a written record of the previous education and training from TBLC and grants credit appropriately, with the training period shortened proportionately

Student Conduct / Hygiene Policy:

Students are expected to maintain the highest standards of personal conduct and hygiene both in class and when working with clients.

This includes:

- no infectious conditions that are unsuitable to perform massage
- clean and appropriate attire, consisting of casual outfits modest in appearance
- (Example: polo shirt, pants or walking shorts, closed shoes) and suitable for performing massage.
- clean hair, body and short fingernails
- no perfumes
- Clean linens for class training.
- No smoking, alcohol or drugs near or in the school building.
- Not interfering with another students learning by being loud and obscene.
- Bringing the appropriate supplies to class (e.g.: lotions, linens, massage table, books).

Probation / Dismissal

A student may be placed on probation for any of the following reasons:

- Failure to maintain attendance policies
- Failure to meet tuition payments
- Failure to meet Student Conduct/ Hygiene policies.

Any student whose practical evaluation grade falls below "70" will be placed on **Probation**. Help will be offered to ensure the students success. Students will only be allowed one period of probation.

If the student fails to bring their grade level up to a "70" or above within a three month period they become subject to **Dismissal**. Dismissal requires that a student withdraw from the program and may not reapply until the beginning of the next session of the training program.

The *Therapeutic Bodywork Learning Center* (TBLC) reserves the right to dismiss a student if the student fails to:

- Complete her/his probationary requirements
- Fails to meet tuition payments
- Fails to comply with the Student Conduct/Hygiene policy.

The **dismissed student** will receive a tuition refund, calculated according to any fraction of the program paid for but not completed (at the time of dismissal) minus the application, deposit, enrollment and book fees.

Rescheduling Intensives Policy

TBLC reserves the right to reschedule intensives in whole or in part due to instructor sickness, poor driving weather conditions, or lack of class attendance. Students are required to call when unable to come to class. When weather is a concern students can call. When class is rescheduled last minute, students will be notified by phone or text of no class.

Student Complaints

Students enrolled in any portion of the *Therapeutic Bodywork Learning Center's* (TBLC) training programs which have a grievance involving another student, technique evaluations, and technique trainings need to direct them personally or in writing to Donna Kraft-Smith, LMT to find a resolution.

Termination / Dismissal Refund Policy

Prospective students who withdraw their applications are not entitled to any application fee refund.

Upon enrolling in the *Therapeutic Bodywork Learning Center* (TBLC) the student and TBLC enter into a contractual agreement entitled an **Enrollment Agreement**. This Agreement is a mutually protective and legally binding document between us and assures the conditions and all policies listed throughout this catalog, including the following policies on refunds listed below. A \$100 Enrollment Fee must accompany the Enrollment Agreement to hold your place in class is due.

*** Student Termination of Program Refund:**

- In a case where the student voluntarily withdraws from the program within 3 days of signing the Enrollment Agreement, a full refund of the enrollment fee and any monies applied towards tuition, not including book fees or the application fee will be given.
- If the student should withdraw from the program after the 3 day period in which the Enrollment Agreement was signed, a tuition refund will be calculated and given according to any fraction of the program paid for but not completed minus the application, enrollment and book fees.

Note for GI Bill recipients only: In accordance with the requirements of 38 USC 3676, TBLC will also refund any amount in excess of \$10.00 for an application fee and any enrollment fees will also be prorated.”). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

*** Dismissed Student Refunds:**

The dismissed student will receive a tuition refund within 30 days of the effective date, calculated according to any fraction of the program paid for but not completed at the time of dismissal, minus the application, enrollment, deposit, book fees and any tuition fees for attended classes.

*** Termination of Program:**

- In such an event that TBLC is unable to teach any or part of the training programs due to unforeseen circumstances, students are entitled to transfer their credit hours to be used by another training program. A tuition refund will be calculated and given according to any fraction of the program paid for but not completed.
- In such an event that the student does not wish this transfer or use of these credit hours in any way, the student is entitled to a refund of only those tuition and application fees actually paid and will receive no credit or records.

* The **\$50 Lending Library fee** if utilized, will be refunded at the end of the program if all books, the Mannikin, video and tapes, etc. are returned and are in the same condition as when borrowed, and if the tuition balance is paid in full.

Refunds will be made 30 days of the effective date.

NOTE: Local laws, state laws & GI recipient requirements can vary regarding massage training requirements. For specific information refer to your state and local authorities.