

Licensed by the MAINE DEPARTMENT of EDUCATION



Therapeutic Bodywork Learning Center

Customized
Massage Training

141 North Main Street, Suite 306 Brewer, ME 04412
(207) 989.4325 www.MaineMassageSchool.com

The **Therapeutic Bodywork Learning Center (TBLC)** will accept students for **Customized Programs**. These programs may contain both academic and hands-on learning and can be used to create needed educational credit for a *Portfolio for Review process* by the *National Certification Board of Therapeutic Massage and Bodywork (NCBTMB)*, or to sit for the *Federation of State Massage Therapy Boards (MBLEx) exam*, or possibly combine with an independent study massage therapy training program.

The TBLC experience supports all our students 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.

Our instructors are dedicated to bringing forth a quality, apprenticeship-like, educational experience for all our students, utilizing our own expertise as massage therapists. All our teachers are licensed, practicing massage therapists or active bodyworkers. TBLC **provides massage training approved by the Maine Department of Education and by NCBTMB thru intensive weekend classroom training and weekday private/ semi-private tutorials.**

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

NOTE: Students creating their own customized programs to take the *NCBTMB* or the *MBLEx* exams are solely responsible for acquiring the required courses/ credits not taken at the Therapeutic Bodywork Learning Center (TBLC). See *NCBTMB* (www.ncbtmb.org) or *MBLEx's* (www.fsmtb.org) catalogues/ websites for a fuller explanation of how to submit educational credit for their exams

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***** **PART ONE**
Introduction

1. 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.** Students passing the Therapeutic Bodywork Learning Center's (TBLC) 500 hour Diploma Program can apply for their Maine State Massage Therapy License.
- **or pass the Licensing Examination of the National Certification Board of Therapeutic Massage Bodywork (NCBTMB); or the examination by the Federation of State Massage Therapy Boards (MBLEx).** Upon passing your TBLC Customized Program, an applicant may combine TBLC training with other specifically needed credit from other sources, to *create a Portfolio to Review* of education for either NCBTMB or MBLEx exams. Upon approval an applicant may sit for their exams. Upon passing one of these tests, applicants may apply for their Maine State Licensure in Massage Therapy.

For more information on the licensing process in Maine you can 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

**NOTE: Local laws and state laws vary regarding massage requirements.
 For specific information refer to your state and local authorities**

**Your Director and
Primary Instructor:**

Donna Kraft- Smith, LMT

- Licensed Massage Therapist
- Kripalu Certified Yoga Teacher



Donna Kraft- Smith, LMT has been a practicing, licensed massage therapist in the state of Maine for over 26 years, with offices in both Bangor and Dexter, ME. As a member of the American Massage Therapy Association (AMTA) she has taught workshops for the AMTA New England and Maine Conferences. She is both Nationally Certified in Therapeutic Massage & Bodywork, and a member of the Associated Bodywork and Massage Professionals (ABMP).

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 massage therapy teaching skills. She is dedicated to bringing forth a high level of training. Her resume is available upon request

***** **PART TWO**
Customized Intensive Programs

Use your previous bodywork training as a P.T., O.T., M.D., R.N., Athletic Trainer, previous massage school training, independent massage study programs, etc.... combined with TBLC training to achieve your Maine license.

- Currently, one way to meet Maine's requirements for massage licensure is to: pass the exam of either the National Certification Board of Therapeutic Massage Bodywork (NCBTMB); or the examination by the Federation of State Massage Therapy Boards (MBLEx). Upon availability of space in classes, The Therapeutic Bodywork Learning Center (TBLC) will accept students for Customized Programs to help you create the additional needed educational credit to sit for either of the above exams mentioned.
- Hours needed to create your Customized Program are chosen ala carte from TBLC's 500 Diploma Program. **Upon passing required tests for these TBLC training hours, students receive a *Certificate of Completion*.**

NOTE: students creating their own customized programs are responsible for the required courses not taken at TBLC to get their state massage license.

1. The Facility: Our facility is located on 128 Main Street, Suite B, downtown Bangor, Maine. The room has been inspected and approved by the Department of Maine Education, the Department of Health, and the Bangor Fire Department.

The classroom is approximately 900 square feet of open space with massage tables, massage chairs, chairs, sink, hydrocollator, whiteboard, wall charts, Manikin, body cushion, lending library of books and video/ audio tapes, and TV/DVD/VCR.

2. Tuition and Fees:

Tuition: \$11.75 per weekend intensive classroom hour

Additional Fees:

- \$25. nonrefundable Application Fee
- \$100. Enrollment fee
- A Deposit Fee of \$200. may be required depending on your program. **(If the entire program is completed, the Deposit Fee goes towards the last tuition payment)**
- Private Tutorials: \$30. maximum per hour (or determined by individual program)
- On-line testing fee: (determined by individual program)
- Books: (determined by individual program)
- Student Liability Insurance: Cost is \$45 and can be purchased through the Associated Bodywork and Massage Professionals (ABMP) or the American Massage Therapy Association. (AMTA.).
- Students are required to have a **massage table** (estimated cost \$300. - \$600).
- **Massage Lotion /Massage Holster/ Linens** Estimated Cost is \$40.00
- **An optional \$50. Lending Library fee** if wishing to utilize TBLC's library

NOTE: Students creating their Customized Program for the NCBTMB Portfolio Review process, MBLEx process, or to be combined with other programs, etc. are responsible for their own professional requirements and documentation of courses not taken at TBLC. See NCBTMB (www.ncbtmb.org)or MBLEx's (www.fsmtb.org) catalogues/ websites for a fuller explanation of how to submit educational credit for their exams.

3. Curriculum / Grading / Intensive Daily Schedule

Customized Program students determine on the onset of their course, how many hours of hands-on training are needed to acquire their educational goals. See NCBTMB; or MBLEx catalogues and websites for a fuller explanation of how to achieve all credit from all training sources. NCBTMB or MBLEx testing process is required for Maine licensure.

All TBLC 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 techniques taught. Students must maintain a "70" or above to pass and receive a *Certificate of Competition*.

Program Courses offered:

- Anatomy & Physiology
- Kinesiology
- Pathology
- Swedish/ Therapeutic Massage
- Deep Tissue massage

Program Courses offered Continued:

- Postural Evaluation
- Body Mechanics
- Intro Pregnancy/ Infant massage
- Intro Geriatric/ Hospice massage
- Intro Sports massage
- Hydrotherapy/ Hot Stone Massage
- Intro Spa techniques/ Aromatherapy
- Chair Massage
- Intro Foot Reflexology
- **Reiki I Certification**
- Intro Oriental Acupressure
- Intro Polarity Therapy
- Professional Ethics
- Business & Legal Practices
- **Private Tutorials**
- **Mentoring**
- **Continuing Education**

TBLC Weekend Intensives

usually offered twice monthly

Sat. & Sun. Intensive Schedule:

8 - 8:50 am	Body Mechanics
9 - 10:40 am	A&P, Pathology
11 am -1:15 pm	Kinesiology
1:15 - 2 pm	LUNCH
2 - 4 pm	Bodywork Segment
4:20 - 6:45 pm	Bodywork Segment

SEGMENTS CONTAIN ACADEMIC THEORY and HANDS- ON LEARNING

*****PART THREE Administrative Policies

1. Enrollment / Certificate of Completion Requirements:

All who wish to enroll in this program must:

- Be **18 years of age** or older.
- Be in **good physical health**, capable of effectively meeting the physical demands of performing therapeutic massage.
- 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.
- 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.
- Acquire a **"70" or above average grade for passing.**

2. 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).

3. Tuition and Fees:

In order to receive a TBLC *Certificate of Completion* all tuition and additional Fees must be paid in full.

- TBLC does **offer monthly payment plans.**
- As TBLC is a small school we **do not offer financial aid.**

4. ATTENDANCE / MAKE-UP POLICIES

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). 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.**
- 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.

5. 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
- (ex. 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 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).

6. Probation / Dismissal Policies

Probation:

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

Dismissal:

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 have to reapply to repeat the training program. 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, on-line testing fees and book fees.

7. Rescheduling Intensives Policy

TBLC reserves the right to reschedule intensives/tutorials in whole or in part due to:

- instructor sickness
- poor driving weather conditions
- lack of weekend intensive 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 of no class by phone.

8. Student Complaints Policy

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

9. Termination / Dismissal / Refund Policy

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.

Termination / Dismissal / Refund Policy continued

Application Fee Refund Policy:

- Prospective students who withdraw their applications before enrolling, etc. are not entitled to any application fee refund. See below for more details.

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 including the Deposit Fee, 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, on-line testing and book fees if paid.
- The **Deposit Fee** will not be refunded after the first training session.

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, etc. for attended classes.

School 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 for their hands-on training.

Refund Policy:

All refunds made within 30 days.