

Therapeutic Bodywork Learning Center (TBLC)

**Program
Catalog
2023-2024**

Therapeutic Bodywork Learning Center (TBLC)
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General Overview and Description

TBLC is a small, private school in Brewer Maine. TBLC administers one program only, a 500-hour, state approved and licensed Massage Therapy Training Program.

The Facility

Our facility is located on 141 North Main Street, Suite 306, Brewer, Maine. The 800 square foot room has been inspected by the Department of Maine Education, Department of Health, and the Brewer Fire Department. Bathrooms are conveniently located and wi-fi is available

Vision

To provide Maine communities with skilled, caring, and compassionate massage therapists to meet the needs of individuals in an ever-changing world.

Mission Statement

At the *Therapeutic Bodywork Learning Center* (TBLC), students gain the knowledge, skills, and confidence they need to become exceptional and successful massage therapists. 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 twice a month, weekend massage training program that allows flexibility to continue with job, caregiving, 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.

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.



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

Financial Aid

As a small private school TBLC does not qualify for large state and federal financial aid and grant programs. Small state scholarships and grants may be available (check jobsforme.com). Some veterans may be eligible for tuition reimbursement through the GI benefits. *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 www.benefits.va.gov/gibill.com

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 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

The Faculty of the School

The small faculty is comprised of the owner and operator of the school, Suzanne Philp and one other primary teacher, Donna Kraft-Smith, the founder of the school. Suzanne and Donna teach most of the curriculum. Cheryl Willis teaches short segments of Pathology and Kinesiology throughout the program year. Outside instructors are brought in to teach specialty subjects such as Reiki and Seated/Chair Massage to provide variety to the student experience. All teachers and instructors are working Licensed Massage Therapists with successful practices in their communities. Each is committed to continuing education to ensure that concepts and techniques taught are up to date and accurate. See also Teacher Bios.

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The 500 Hr. Massage Therapy Training Program

Overview

The *Therapeutic Bodywork Learning Center* (TBLC) offers 500 hours of supervised training with 100 hours of hands-on practice completed and documented by the student outside of class. The school follows specific Department of Maine Education and National Certification Board of Therapeutic Massage & Bodywork (NCBTMB) requirements. This is a 13–14-month program with classes usually offered through twice monthly weekend intensives. Classes are small with a maximum of 12 students. Instructors record your attendance and evaluate your performance in applying theory with technique.

Students completing and passing TBLC's 500-hour Massage Therapy Training Program in its entirety are eligible to apply for their Maine State Massage License and sit for the MBLEX exam (the licensing examination of the Federation of State Massage Therapy Boards www.fsmtb.org) if desired.

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 70% or above to pass. Remote learning is available should a student be unable to come to a class on an as needed basis.

Hours

Typically, classes are held two weekends a month (see also School Calendar) from September through October of the following year. Arrangements are made for hours missed due to inclement weather and other unforeseen circumstances. Each class day begins at 8am and ends at 6:30pm on Saturday and Sunday of each school weekend.

Sample Daily Class Routine

8 am to 9 am - Centering/Body mechanics/Stretching

9 am to 11 am – Anatomy, Physiology, Pathology, Academics, Theory

11:00 am to 1 pm – Kinesiology, Muscle Learning, Palpation, Demo and Practice

1 pm to 2 pm - Lunch

2 pm to 4 pm - Technique, Muscle Learning, Palpation, Demo and Practice

4:00 pm to 6:30 pm - Practice lab, massage practice and trades

*Students are required to bring their own lotions, linens & massage tables.

*Academic hours are based on sixty-minute instructional segments with ample short breaks.

500-hour Program Curriculum

I. Anatomy & Physiology (95 hours)

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

A. General knowledge of the form and function of the following body systems and how these systems may be impacted by the administration of massage and bodywork:

1. Basic Chemistry, Cells, and Tissues
2. The Skeletal System
3. The Muscular System
4. The Nervous System
5. The Endocrine System
6. The Urinary/Excretory System
7. The Reproductive System
8. The Integumentary System
9. The Cardiovascular System
10. The Lymphatic System
11. The Respiratory System
12. The Digestive System

B. Anatomical positions, Body Cavities, Regions of the Body, Planes of the Body

C. Anatomical Terminology

D. Basic nutrition principles

II. Kinesiology (30 hours)

Students will learn bones, muscle groups, individual muscles, joints, joint movements and structures and tissues of the body and their functions through palpation, sculpture, drawing, applying felt muscles to full size skeleton, taping and other hands-on activities and games.

Bones and joints are covered repeatedly throughout the program. Each muscle group is covered in detail twice

A. Bones

B. Joints

1. Joint Types

- 2. Joint Movement
- 3. Joint structure, form and function
- C. Muscles
 - 1. Muscle groups
 - a. Lower leg and foot
 - b. Pelvis and Thigh
 - c. Spine and Thorax
 - d. Shoulder and Arm
 - e. Forearm and Hand
 - f. Head/Neck and Face
 - 2. Muscle attachments
 - 3. Muscle shapes and fiber directions
 - 4. Types of muscle contraction
 - 5. Muscle movements/actions
 - a. Prime Movers
 - b. Synergists
 - c. Antagonists
- D. Connective Tissues
 - 1. Tendons
 - 2. Fascia
 - 3. Ligaments
 - 4. Bursae
- E. Proprioception/Proprioceptors

III. Pathology (40 hours)

Students will learn general knowledge of how disease affects each body system. Classes will be taught through lecture, video and in-class research projects.

- A. Medical terminology / Basic pharmacology
- B. Signs and symptoms of a disease
- C. Modes of contagious disease transmission (e.g. blood, saliva)
- D. Effects of psychological and emotional states (e.g. depression, anxiety, grief, trauma)
- E. Indications for massage therapy
- F. Contraindications (cautions) for massage therapy
 - 1. Caution vs. complete contraindication
 - 2. Local contraindication vs. complete contraindication
 - 3. Assessment procedures
- G. Principles of Injury Care
 - 1. Acute conditions
 - 2. Chronic conditions
- H. Life stages and massage (child, adolescent, adult, pregnancy, senior/elder)

1. Indications for massage
2. Contraindications for massage
- I. Interviewing skills
 1. The health intake assessment
 2. Documenting conditions, concerns and contraindications
 3. When to refer to a medical professional
 4. The Massage Therapists Scope of Practice
 - a. What we can and can't do as LMTs

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, hands on practice, instructional and practical applications.

A. Swedish Massage (100 of 300 hours): A study of basic Swedish massage including: theory, techniques (strokes, order of strokes, depth and speed of strokes), 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.

B. Deep Tissue Techniques (65 of 300 hours): Specific techniques identifying underlying musculature, etc. such as cross – fiber friction, stretching, releasing trigger points, postural assessment, etc. Working with injuries is included.

1. Intro to Postural Assessment (10 of 65 hours): 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.
2. Sports Massage (5 of 65 hours): The focus is to help with pre-event and post- event activities on athletes.
3. Muscle specific techniques (50 of 65 hours)

C. Intro to Infant /Pregnancy/Postpartum/ Geriatric Massage (25 of 300 hours):

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

D. Hydro/Cryo Therapy (25 of 300 hours): Instruction on the local effects of heat and cold applications for the rehabilitation of muscle tissue.

1. Aromatherapy (8 of 25 hours): The safe utilization of essential oils for topical lubrications, disinfectant sprays, etc.
2. Hot Stone Massage (12 of 25 hours): Creating a spa –like experience utilizing hot stones safely for massage in a dry room (no sink).
3. Therapeutic Spa Facial Massage (5 of 25 hours): How to create a spa-like experience in a dry room. This includes knowledge of skin conditions and pathologies,

E. Seated Massage / Chair Techniques (13 of 300 hours): 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 clinicals are included.

F. Intro to Lymph Massage (7 of 300 hours): Focus on learning about the lymph nodes with specialized compression techniques indicated for manually moving fluid and reducing inflammation and edema.

G. Energetic Massage (65 of 300 hours) 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

1. Intro to Foot Reflexology (30 of 65 hours): Basic intro to Ingram Foot Reflexology Theory and how to access and treat body energy through specific points on the feet.
2. Reiki I+II Certification (20 of 65 hours): Usui/ Tibetan healing practices utilizing meditation, assessment, symbols, attunement and distance healing techniques.
3. Intro to Asian Acupressure (15 of 65 hours): 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.

V. Professional Standards, Ethics, Business & Legal practices (35 hours)

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

- A. Ethics and Boundaries (10 of 35 hours)
- B. Professional, Business and Legal Practices (25 of 35 hours)
 - 1. Scope and Standards of practice
 - 2. Client interviewing techniques
 - 3. Referring clients/ Communication with other health care professionals
 - 4. Verbal and nonverbal communication skills
 - 5. Confidentiality
 - 5. Record keeping
 - 6. Basic business & accounting practices
 - 7. Regulations pertaining to Federal Income taxes
 - 8. State and local credential requirements
 - 9. Legal entities
 - 10. Liability insurance
 - 11. Marketing Strategies
 - 12. Market Research
 - 13. Electronic options

Included in Hands-On Training Hours:

- * **Body Mechanics:** Self-assessment and specific 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 therapist injury prevention and better client postural assessment skills as well.
- * **Two private tutorials provided to each student:** Private time with a teacher will be provided for about an hour and a half in each tutorial. The student practices hands-on techniques 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 and asking specific questions about theory and techniques, body mechanics and flow.
- * **Supervised Public Massage/ Bodywork Clinics:** Throughout the year TBLC students get to practice on the public. TBLC offers our services to pregnant moms, retreats, festivals, local

groups and businesses through scheduled supervised on-site and off- site clinical experiences.

Schedule of Tuition and Fees

Tuition for 2023-2024: \$6500.00 (Installment plans are available at no extra cost)

Application Fee: \$25.00 Due with the application form

Enrollment Fee: \$100.00 Due with the enrollment form/contract

Copy deposit: \$100.00 Due August 31, 2023

Tuition deposit: \$200.00 Due August 31, 2023 (goes toward last tuition payment)

Lending Library Fee: \$50.00 (optional)

Supplies to be purchased by the student prior to the first day of class: (cost will vary)

- Massage table (capable of supporting 400lbs+ of working weight)
- Sheets (2 twin size sets or custom massage table sets)
- Blanket
- Washable apron with pockets
- Lotion holster (optional)
- Pens, pencils, notebooks for taking notes in class
- Markers or colored pencils
- Washable or disposable masks/face coverings
- Student Liability Insurance through AMTA (arranged with the Director of TBLC)

Overview of TBLC Policies

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 - Discrimination 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).

See also: TBLC Policy Manual for detailed policies

TRANSFER OF CREDIT POLICIES:

Transfer of credits to the *Therapeutic Bodywork Learning Center* is 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**. 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.
- Remote Learning may be an option if a student is unable to attend class due to inclement weather in their area or sickness in their household. Remote learning applies to academic portions of the class only. Hands on credit cannot be given for remote learning.

Make-Up Policy:

Students are required to attend 100% of the program.

- Teachers will work with students to make up missed hours as needed up to a reasonable number of hours.
Make - up fees of \$40 per hour will be charged to **each student in addition to their normal tuition** fees. Students may split make up session costs among groups of students.

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
- clean hair, body and short fingernails
- no perfumes or strong scents (including essential oils)
- clean linens for class training
- no smoking, alcohol or drugs near or in the school building.
- not interfering with other 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 program which have a grievance or concern should direct them personally or in writing to the owner/director, Suzanne Philp, 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.

The Application and Enrollment Process: Step by Step

1. Complete and submit your application, including your essay and \$25 fee.
2. Receive confirmation of application from the Director.
3. Schedule a time to visit and observe at TBLC and have an interview with the Director.
4. Ask any questions you have to help you decide if TBLC is the right program for you.
5. If you want to be enrolled in the upcoming class complete and submit your enrollment form/contract including the \$100.00 fee. Once your enrollment is accepted and signed by the Director your place in the upcoming class is secured.
6. Receive confirmations of your enrollment from the Director.
7. Apply for state scholarships as needed.
8. Pay book deposit and tuition deposit by July 1st prior to the start of your program.
9. Participate in discussions with the director and future classmates regarding ordering of textbooks.
10. Secure needed supplies (massage table, sheets, apron etc.)
11. Mark your calendar with class dates for your program.

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