



SCHOOL CATALOG / HANDBOOK 2009-2010



A Professional Education for A Professional Career

www.instituteofmassage.com

INSTITUTE OF THERAPEUTIC MASSAGE

9508 State Route 65,
PO Box 350
Ottawa, OH 45875-0350

Learning Center / Additional Classroom Locations

7 E. Main St 311 E. Market St
Leipsic, OH 45856 Lima, OH 45801

State Board of Career Colleges and School # 02-05-1636T
January 2010

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INTRODUCTION

Therapeutic Massage is truly “coming of age”. The need for skilled Massage Therapists is growing along with the demand for Specialized Massage Therapists. Those who desire to enter this exciting profession can expect to spend many hours in academic study and hands on experience. The Institute of Therapeutic Massage, Inc. provides the vehicle by which the candidate can achieve these goals.

MISSION STATEMENT

The Institute of Therapeutic Massage, Inc. (the Institute) is dedicated to the professional standards set forth by the State Medical Board of Ohio. To that end, the Institute will provide an environment in which the student can achieve the knowledge and skills necessary to “sit” for the State Medical Board of Ohio’s examination for licensure to practice Massage in the State of Ohio. In addition, the student will have available to him or her the opportunity to explore, experience and achieve advance specialty skills necessary to enter the competitive field of Therapeutic Massage upon licensure.

The institution is committed to providing a quality educational program that can be completed in a timely manner and are facilitated by an outstanding faculty and staff. Continual program reviews keep the program up-to-date and relevant to material covered by the state licensure examination and the employers’ needs.

PROGRAM OBJECTIVES & DIPLOMA OFFERED

The following institutional functions are considered essential components of the mission at the Institute:

- ✚ The Institute will maintain employer satisfaction within the community by providing properly trained, ethical graduates to fill entry-level massage therapist positions.
- ✚ Provide clinical experience that includes collecting patient history, performing assessments on clients, utilizing appropriate techniques for client’s needs, and proper documentation of the professional encounter. This hands-on training with the public will provide the student with the knowledge and confidence needed to be employed after licensure by the State Medical Board.
- ✚ We will continually evaluate and analyze every facet of the Institute’s programs to ensure relevance to the needs of the business community, effective preparation of students for success in business and compatibility with the Institute’s standards.
- ✚ Our commitment is to support each student’s career goals as they progress through their educational endeavor. Students of all ages, education background, and previous life experiences find success at the Institute.
- ✚ We teach courses in anatomy & physiology, medical terminology, muscles, massage theory & practical, pharmacology, pathology, ethics, business, and study skills at a level necessary to qualify to take the state licensure exam and/or national certification examination.
- ✚ Students who have completed all required courses and have achieved a 75% or better average as well as have met the minimum number of clock hours and time frame will receive a Diploma representing the completion of the necessary course of study in the field of Massage Therapy. This Diploma confirms satisfactory completion of the prescribed courses, including both practical and theoretical instruction for the purpose of graduation.
- ✚ The Institute of Therapeutic Massage requires a additional passage (75%) of a proficiency exam in both science and massage theory, supplied by the Institute of Therapeutic Massage, for it’s approval to sit for the State Medical Board of Ohio Massage Therapist licensure examination to be granted.

HISTORY

The Institute of Therapeutic Massage, located just north of Ottawa, was approved by the State Medical Board of Ohio in the fall of 2000. Our first class consisting of five students, began March 2001. Since our inception, we have seen quite an increase in enrollment, drawing students from surrounding counties and as far away as Cincinnati and Mansfield. Due to an overwhelming response from communities south of us, the Institute opened an additional classroom in Lima to help reduce commute time for our students.

We feel our growth is credited to a vision held by the owner, Karl U. Meyer. In the early 90's Karl identified a need in Ohio for an educational program that specialized in holistic medical massage as well as the needs of the student. Today the Institute is a result of that need.

PHILOSOPHY

Somatic health care provides for the patient to participate in their healing process. Individuals entering this field of practice must understand and accept the responsibility of their impact on the individual patient and the community. Students will be expected to develop the knowledge and communication skills to properly inform the attending physician and guide their patients through the healing process. While the Institute encourages independent thought, the student will be expected to conduct him or herself in a mature and responsible manner.

CLASS SIZE

At the Institute of Therapeutic Massage, we are committed to providing the best possible learning environment. From the serene park like setting to the caring instructors, a fulfilling experience awaits you. To that end we have decided to maintain a class size of 12 to 18 students. Small enough to get the individualized assistance and anonymity you desire yet large enough to experience group support and input.

TEACHING AIDS

Modern technologies abound at the Institute. Interactive anatomy software, personalized testing capabilities, hands-on muscle and skeletal mannequins as well as audio, video, and visual aids, provide a visual and tactile atmosphere. All your senses are employed in your learning experience at the Institute.

STUDENT SERVICES

At the Institute of Therapeutic Massage, each student will receive individual academic guidance with their academic advisor. Tutoring with an instructor is available, for a fee, for any student requesting it. A no-cost student-to-student mentoring program is also available. Each student will receive career advising and placement assistance prior to and after graduation. All facilities are handicap accessible.

School Accreditation, Licensure & Certifications

- The Institute of Therapeutic Massage is accredited by the Accreditation Bureau of Health Education Schools (# I-085). ABHES is located at 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043, (703) 917-9503. The Institute's scope of accreditation is institutional.
- The Institute maintains licensure and is registered with the Ohio State Board of Career Colleges and Schools (# 02-05-1636T).
- The Institute is registered with and maintains a Certificate of Good Standing issued by the Ohio State Medical Board.
- Institute of Therapeutic Massage, Inc is approved by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) as a continuing education Approved Provider.
- The Institute is registered with the Florida Department of Health.

Disclosure Statement

Certain circumstances may adversely impact a student's ability to become licensed in the State of Ohio, even after successfully completing a massage therapy program. Such circumstances include, but are not limited to: having been convicted of committing a felony, illegal use of controlled substances, drugs or alcohol, or being diagnosed with bipolar, schizophrenia, paranoia or any other psychotic disorder. If a student has concerns as to how this may impact their education and subsequent licensure, please discuss this matter with the admissions staff.

School Administration and Faculty

Karl U. Meyer, LMT is the President, Chief Financial Officer and School Director at IOTM. He received his Diploma in Massage Therapy from American Institute of Massage Therapy in Tiffin, OH. Karl has over 10 years experience as a massage therapist and over 36 years of experience in business administration and management at various companies. Karl maintains an active role in the Ohio Council of Massage Therapy Schools (OCMTS) and presently serves as its President. He possesses the unique ability to interpret students' needs and visualize the proper path to fulfill those needs.

Brenda E. Meyer, LMT is the Assistant Director and Dean of Students. She received her Diploma in Massage Therapy from The Institute of Therapeutic Massage in March 2002. Brenda has certifications in Stone Body Massage, Hot and Cold Stone Therapy, Breast Massage, Spa Hot Stone and Advanced Hot Stone Massage, Advanced Clinical Massage, Contraindications, Pregnancy Massage, Lymph Drainage, Sports Massage, Contour Body Wrap, Geriatric Massage, Infant Massage, Insurance Billing, Trager Techniques, Spa Body Wrapping, Receptor Techniques for the Neck, Fibromyalgia & Massage and Pharmacology. Mrs. Meyer has been instructor for IOTM since September 2005 and oversees the Limited Branch Portion of IOTM's Massage Therapy Program having taught 401-404 massage theory & practical, 601-604 advanced massage courses, 301-302 muscles, and 501 pathology / pharmacology. She continues to teach the post-graduate state board preparatory limited branch review as well as a number of weekend workshops.

Lorissa A. Sickmiller, BS, LMT, NCTMB works in Administration and oversees the Basic Science portion of IOTM's Massage Therapy Program. She received her Bachelors of Science in 1992 from The Defiance College, Defiance, Ohio. She received her Diploma in Massage Therapy from The Institute of Therapeutic Massage in March 2002. She became nationally certified by the National Certification Board of Massage Therapy and Bodywork in December 2004. Lorissa holds additional certifications in Pregnancy Massage, Breast Massage, Infant Massage, Lymph Drainage, Sports Massage, Contour Body Wrap, Geriatric Massage, Spa Hot Stone and Advanced Hot Stone Massage, Advanced Clinical Massage, Contraindications, Pharmacology and Acupressure I. Mrs. Sickmiller has been an instructor for IOTM since September 2005 and continues to teach the post-graduate state board preparatory basic science review as well as the medical massage weekend workshops.

Anthony K. Meyer, LMT received his Diploma in Massage Therapy from The Institute of Therapeutic Massage in March 2005. He is certified in Hot Stone Body Massage, Sports Massage, Hot/Cold Stone Facial Massage, Advanced Clinical Therapies, Myoskeletal Massage, Neuromuscular Massage, and Orthopedic Massage. Mr. Meyer teaches 101-Medical Terminology and 601-604 advanced massage courses.

Jane E. Taylor, LMT received her Bachelors of Science in 1990 from Bowling Green State University, Bowling Green, Ohio. She received her Diploma in Massage Therapy from The Institute of Therapeutic Massage in March 2008. She is certified in Chair massage, Nerve Entrapment, Cancer Massage, Infant Massage, Advanced Clinical Therapies, Reflexology, Myoskeletal Massage, Neuromuscular Massage, and Hot Stone Body Massage. Mrs. Taylor teaches 201-204 anatomy and physiology.

Valerie M. Jones, LPN, LMT graduated from The Columbus School of Practical Nursing in June 1989 and The Institute of Therapeutic Massage in September 2004. Val is certified in Chair Massage, Nerve Entrapment, Hot Stone Body Massage, Advanced Clinical Therapies, Insurance Billing and Acupressure I & II. Ms. Jones teaches 201-204 anatomy & physiology.

Debora Bogart, LMT received her Diploma in Massage Therapy from The Institute of Therapeutic Massage in September 2007. She is certified in Nerve Entrapment, Manual Lymph Drainage, Hot Stone Body Massage, Advanced Hot Stone Body Massage, Orthopedic Massage, Pediatric Massage, Myoskeletal Massage, and Neuromuscular Massage, Sports Massage, Reflexology, Insurance Billing/Reimbursement, Infant Massage, Geriatric Massage, and Pregnancy Massage. Mrs. Bogart teaches both 901 business and 501 pathology / pharmacology.

Darren Slone, LMT received his Diploma in Massage Therapy from The Institute of Therapeutic Massage in March 2006. He is certified in Chair Massage, Reflexology, Nerve Entrapment, Advanced Chair Massage, Sports Massage, Pregnancy Massage, Hot Stone Massage, Advanced Hot Stone Massage, Clinical Therapies, Orthopedic Massage, Myoskeletal Massage, Breast Massage, Manual Lymph Drainage, Insurance Billing/Reimbursement, and Neuromuscular Massage. Mr. Slone teaches 301 – 302 muscles.

William Altman, LMT received his Diploma in Massage Therapy from the Institute of Therapeutic Massage in September 2007. He is certified in Sports Massage, Hot Stone Body Massage, Chair Massage, Reflexology, Pregnancy Massage, Pediatric Massage, Nerve Entrapment, Clinical Therapies, and Insurance Billing/Reimbursements. Mr. Altman teaches 401-404 massage theory and practical.

Support Staff

Angi Frisch, LMT. Financial Aid Administrator, Enrollment Specialist. Angi assists in the day to day needs of the Administration and financial needs of the students. She received her Diploma in Massage Therapy from the Institute of Therapeutic Massage in March 2009.

Jamie R. Hernandez, LMT Administrative Assistant. Jamie assists in the day to day needs of the Administration and instructors. She received her Diploma in Massage Therapy from the Institute of Massage Therapy in March 2008.

THE INSTITUTE OF THERAPEUTIC MASSAGE, INC.

Main Campus
9508 SR 65
PO Box 350
Ottawa, OH 45875-0350

Toll Free # 866-897-0940
Local PH #. 419-523-9580
Fax # 419-523-9152

Nestled in the rural area of Putnam County, Ohio, the campus of The Institute of Therapeutic Massage is adjacent to Ottawa at 9508 ST SR 65 North. The classroom and clinic area amply accommodates eighteen students plus staff comfortably. A kitchenette allows for on site meal preparation. Private treatment rooms are available for instructor / student clinical massages. The public use areas include an office, reception, library, and restroom facilities. Facilities are handicap accessible. Lighted parking accommodations are located on school grounds.

LEIPSIC
Learning Center
7 E Main St
Leipsic, Oh 45856

Located on Main St in Leipsic in the down-town business district. The facilities host classrooms to accommodate fifty students plus staff comfortably. The public use areas include reception, classrooms, restroom facilities, student common area and a Grand room for school and community use. Facilities are handicap accessible. Lighted parking accommodations are located on school grounds

LIMA
Learning Center
311 E. Market St, Suite 206
PO Box 1466
Lima, OH 45802-1466

Situated in Allen County, Ohio, two blocks east of the Town Square in Lima. The classrooms and clinic area amply accommodates eighteen students plus staff comfortably. Private treatment rooms are available for instructor / student clinical massages. The public use areas include an office, reception, library, and restroom facilities. Facilities are handicap accessible. Lighted parking accommodations are located on school grounds

Methodology of Instruction
At the Institute of Therapeutic Massage all methods of instruction are residential (classes on campus). No courses are available on line.

Toll Free 1-866-897-0949

www.instituteofmassage.com

PROGRAM CALENDAR / SCHEDULE

All classes are offered Monday through Friday for both morning and/or evening participation.

If you have a schedule conflict due to work or prior commitments speak with our enrollment director to make special class arrangements.

Start Dates. 2010: Feb 8th, March 29th, May 10th, June 28th, Aug 9th, Sept 27th, Nov 8th, Dec 27th.

<u>Period</u>	<u>Length</u>	<u>Start Date</u>	<u>End Date</u>	<u>Period</u>	<u>Length</u>	<u>Start Date</u>	<u>End Date</u>
Fall	12 – Month	09/27/2010	09/2011	Winter	15 – Month	12/28/2009	03/2011
Fall	15 – Month	09/27/2010	12/2011	Winter	13 ½ – Month	02/08/2010	03/2011
Fall	16 ½ – Month	11/08/2010	03/2012	Winter	16 ½ – Month	02/08/2010	06/2011
Spring	12 – Month	03/29/2010	03/2011	Summer	15 – Month	06/28/2010	09/2011
Spring	15 – Month	03/29/2010	06/2011	Summer	13 ½ – Month	08/09/2010	03/2012
Spring	16 ½ – Month	05/10/2010	09/2011	Summer	16 ½ – Month	08/09/2010	06/2012

The number of classes you can attend each week will determine the length of time it takes to complete the program. Certain financial aid programs require a minimum number of contact hours per week be maintained to continue eligibility.

12-Month – 16 hours per week. This program is an intense, fast paced course, designed for dedicated students with superior learning skills or experience in a related profession.

The twelve-month program will consist of four – twelve week grading periods with a one-week break between each grading period and a two week break at the Winter Holidays.

15-Month – 12 hours per week. This program is designed for the student who wants to complete the course and “get on” with their life. The 1st grading period class’s help “jump-start” the 12-month course and facilitates an ease into entering the intense program.

The fifteen-month program will consist of five – twelve week grading periods with a one-week break between each grading period and a two week break at the Winter Holidays.

18-Month – 8-12 hours per week. This program maximizes the learning experience. It is a focused program that provides for ample time to explore and retain all there is to learn.

The eighteen-month program will consist of six – twelve week grading periods with a one-week break between each grading period and a two week break at the Winter Holidays.

Attending class 3 – 4 times per week you can complete the program in 12 months

Attending class 2 – 3 times per week you can complete the program in 15 – 18 months

Attending class 2 times or less per week you can complete the program in 21 – 36 months

You will be provided a complete class schedule prior to enrollment based on your desired completion date.

Graduation & Commencement – Ceremonies honoring the completion of a program occur on the fourth Sunday of March and September.

The following holidays are observed and no classes held:

New Year Day
Labor Day

Memorial Day
Thanksgiving Day

Independence Day
Christmas Day

CURRICULUM

Program options at the Institute of Therapeutic Massage.

The massage industry is enjoying phenomenal growth and consumer acceptance as a result of a very positive image from the medical and spa community. Now more than ever you need to plan for your future based on options at your disposal. You choose what your education will look like and what you want out of your education.

Massage Therapist Program (802-hour)

For a Massage Therapy Program to be recognized for certification by the State Medical Board of Ohio it must, at a minimum, consist of 750 hours of training over a nine-month period. These hours are to be divided over courses consisting of sciences, massage theory and practical and state laws. Our 802-hour (core) Massage Therapist program exceeds these requirements.

Specialized Massage Therapist program (902-hour)

Consisting of the 802 hour Massage Therapist Program and 100 hours of Advanced Elective Modalities. Numerous electives are available to choose from to enhance your career options as a "specialist".

Required Curriculum in the 802-hour Core Program.

101-Medical Terminology	48 hrs	404-Massage Theory & Practical	58 hrs
201-Anatomy & Physiology	48 hrs	501-Pathologies / Pharmacology	48 hrs
202-Anatomy & Physiology	48 hrs	601-Adv. Clinical Therapies	24 hrs
203-Anatomy & Physiology	48 hrs	602-Adv. Orthopedic Therapies	24 hrs
204-Anatomy & Physiology	48 hrs	603-Adv. Myoskeletal Therapies	24 hrs
301-Muscles	48 hrs	604-Adv. Neuromuscular Therapies	24 hrs
302-Muscles	48 hrs	701-Ethics / Professionalism	
401-Massage Theory & Practical	52 hrs	Scope of Practice	24 hrs
402-Massage Theory & Practical	58 hrs	801-Study / Test / Comp. / Skills	24 hrs
403-Massage Theory & Practical	58 hrs	901-Business Mastery	48 hrs

Course Description / Core Program

101-ANATOMY & PHYSIOLOGY – Medical Terminology (48hrs) this course provides for the basic understanding of the systems of the body and their functions, and the techniques of medical word building as it relates to these systems. (Gyls / Wedding)

201-ANATOMY & PHYSIOLOGY, (48hrs) this course will guide the student to understand a basic introduction to the structure and function of the human body by looking at the chemical, cellular, and tissue levels as well as exploring the integumentary and skeletal systems. We will also look at various related pathologies to these systems. (Tortora / Derrickson)

202-ANATOMY & PHYSIOLOGY, (48hrs) this course builds on A&P 201's knowledge base. We will look more at the skeletal system, muscular system and nervous system, discussing structure and function and various pathologies associated with each system. (Tortora / Derrickson) Prerequisite: A&P 201

203-ANATOMY & PHYSIOLOGY, (48hrs) this course builds on A&P 201 and 202's knowledge base. We will continue looking at the nervous system, cardiovascular system, lymphatic, respiratory, and digestive systems, discussing structure and function and various pathologies associated with each system. (Tortora / Derrickson) Prerequisite: A&P 201 & 202

204-ANATOMY & PHYSIOLOGY, (48hrs) this course is designed to review the previous three grading periods of A&P, facilitating the integration of all body systems enabling the student to view the body as a whole. It is an excellent review for the Ohio State Medical Board Licensure Exam. Prerequisite: A&P 201, 202 & 203

301-MUSCLES (48hrs) is the study of muscles and muscle terminology, their origins, insertions, innervations and functions. Focus is on musculature of the upper half of the body. (Tortora / Derrickson / Musculino)

302-MUSCLES (48hrs) is the study of muscles and muscle terminology, their origins, insertions, innervations and functions. Focus is on musculature of the lower half of the body. (Tortora / Derrickson / Musculino)

401-MASSAGE THEORY & PRACTICAL (48hrs) Theory is the study of the treatment of disorders of the human body by the systematic external application of touch, stroking, friction, vibration, percussion, kneading, stretching, compression, and passive joint movements. Practical is the study and application of techniques and massage procedures. Students will learn the basic techniques and finish the grading period with a full body Swedish massage. (Kellogg / Beck / Fritz)

402-MASSAGE THEORY & PRACTICAL (48hrs) Theory is the study of the Physiological Effects and Therapeutic Applications of external application of touch, stroking, friction, vibration, percussion, kneading, stretching, compression, and passive joint movements. Practical is the application of techniques and massage procedures. This course provides the opportunity for the students to refine their Swedish massage application techniques and incorporates student clinical procedures where advance techniques will be learned as the client requires. (Kellogg / Beck / Fritz) Prerequisite: MT&P 401

403-MASSAGE THEORY & PRACTICAL (48hrs) Theory is the study of Ohio laws, sanitation, safety and hygiene, equipment and hydrotherapy as they apply to massage. Also studied will be special regions of the body and special techniques, other modalities available for massage therapists, and client assessment with documentation. Practical is the continuing study and application of techniques and massage procedures as they apply to individual clients. This course also teaches the physiological and therapeutic application of advanced massage and incorporates student clinical procedures. (Kellogg / Beck / Fritz) Prerequisite: MT&P 401 & 402

404-MASSAGE THEORY & PRACTICAL (48hrs) Theory reviews all the systemic external applications of massage techniques, their usage and physiological effects, hydrotherapy, environment, safety, hygiene and sanitation, products usage, assessment and documentation along with Ohio State Laws and Scope of Practice as they apply to massage in preparation of the Ohio State Medical Board Licensure Exam. Since Ohio's Limited Branch (massage) testing also incorporates pathology, pharmacology, anatomy and physiology, along with ethics and business, this class also reviews these subjects to some degree. Practical is the continuing study and application of advanced techniques and massage procedures, assessment and documentation as they apply to individual clients. Prerequisite: MT&P 401, 402 & 403

501-PATHOLOGY / PHARMACOLOGY (48hrs) teaches you how the human body works when it is healthy, how it works in the context of disease and dysfunction, and how massage may or may not fit into the healing process of a wide variety of diseases, conditions and medical errors a Massage Therapist is likely to encounter in their practice. (Salvo & Beck)

601-CLINIC MASSAGE THERAPY: (24hrs) An advanced course for students who have acquired the basic skills of Swedish massage and are now pursuing additional training in clinical massage therapy in order to manually manipulate soft tissues to relieve the complaints of pain and dysfunctions. (Clay / Pounds) Prerequisite: MT&P 401

602-ORTHOPEDIC MASSAGE: (24hrs) an advanced course for students who desire pursuing medical massage therapy. Students will learn the most common soft tissue injuries and dysfunctions related to sports injuries or trauma. Students will have the opportunity to practice the proper techniques for these common problems during the lab portion of this class. (Lowe) Prerequisite: MT&P 401

603-MYOSKELETAL MASSAGE: (24hrs) Myofascial and osseous structures are systematically treated to align the whole body thereby preventing strain patterns from becoming pain patterns. (Dalton) Prerequisite: MT&P 401

604-NEUROMUSCULAR MASSAGE: (24hrs) this course allows you to present to your clients an integrated treatment plan utilizing deep tissue and neuromuscular techniques. (Scheumann) Prerequisite: MT&P 401

701-ETHICS (24hrs) directly addresses the difficult, confusing and seldom discussed but often troubling dilemmas confronting touch therapy practitioners. By honestly describing the issues, identifying clear principles, naming specific resources, and using stories straight from the treatment room this course both supports and inspires the student. (Benjamin / Sohnen-Moe)

801-STUDY, TEST & COMPREHENSION SKILLS (24hrs) BY mastering the seven basic elements of complete study skills one can tap into their hidden potential for maximum performance and increased learning power. Practical exercises make the "work" of studying efficient and immediately useful. Also learn the essentials of successful test preparation and retention. Test anxiety no longer controls the outcome of the exam. (Paul / Fry)

901-THE BUSINESS OF MASSAGE (24hrs) Learn proven, innovative, practical methods for increasing success while managing a business with integrity. Topics include marketing, client retention, professionalism, referrals, planning, insurance billing, and start-up, choosing advisors, ethics, designing promotional material, self-management, finding a location, time management, diversification and networking. (Beck)

ADMISSIONS REQUIREMENTS

The Institute of Therapeutic Massage, Inc., programs are offered to all qualified applicants that meet the entrance requirements regardless of sex, race, religion or disability.

Acquire an application packet from the admissions personnel; it will contain all the necessary forms for admittance to the Institute.

APPLICATION...submit a completed application form to the Institute along with a **\$50.00 application fee.** IF the applicant is not approved for enrollment this \$50.00 application fee will be refunded.

EDUCATION VERIFICATION...

High School...submit an official transcript of grades, properly executed, by the high school from which you graduated or certified record of a GED.

PERSONAL REFERENCES...submit two (2) references from someone other than family members who have known you for at least two years.

HEALTH CERTIFICATION...submit a completed medical certification form signed by a physician.

PRELIMINARY EDUCATION NUMBER (PE #)...this number is obtained from the State Medical Board of Ohio (forms are available here at the Institute). The application for the PE # is separate from the Institute's application. The PE # application, **along with a check for \$ 35.00 made out the Ohio State Medical Board** must be received, in its entirety, by the Institute prior to the first day of class. (The Institute must have time to verify all the information contained on the application, prior to forwarding it the State Medical Board by the first day of class.)

INTERVIEW...all candidates for enrollment will interview with an officer of the school and must be approved prior to admission.

PROGRAM COST
2008 - 2009

Massage Therapist Program (802 hour)

Program cost for the 802-hour Massage Therapist Program at the Institute of Therapeutic Massage, Inc. This cost includes class instruction, on campus clinicals and clinical supervision, and use of equipment within the facilities.

Application Fee (refunded if not accepted into the program)	\$ 50.00
Preliminary Education Fee	35.00
Tuition	12,900.00
Text Books	974.00
Lab Fees (includes oils, lotions, sheets etc)	285.00
Massage Table Package	<u>625.00</u>
Total Program cost	\$14,869.00

Specialized Massage Therapist Program (902 hour)

Program cost for the 802 hour Massage Therapist Program and 100 hours of Advanced Elective Modalities. Numerous electives are available to choose from to enhance your career options as a "specialist".

Application Fee (refunded if not accepted into the program)	\$ 50.00
Preliminary Education Fee	35.00
Tuition	13,900.00
Text Books	1,099.00
Lab Fees (includes oils, lotions, sheets etc)	285.00
Massage Table Package	<u>625.00</u>
Total Program cost	\$15,994.00

Optional Cost

State Medical Board Licensing Exam fee (subject to change by the Medical Board)	250.00
Per hour for private tutoring.	35.00
32-hour postgraduate State Board Review at the Institute of Therapeutic Massage, Inc.	165.00

Finance Options

To seek assistance with the funding of this education, contact our financial advisors for the current options. Some of these include, but not limited to:

- Financial Aid (for those who qualify)
- Career Loans ie: SLM Financial (Sallie Mae)
- Direct pay to School interest free.
- Veterans Administration
- Jobs and Family Services (WIA)
- Work Force Development
- Bureau of Vocational Rehabilitation
- UAW tuition assistance for dependents.

Call toll-free 866-897-0949 today to get started!
The future belongs to those who believe in the beauty of their dreams.

Standards of Satisfactory Academic Progress

All students must meet minimum standards of academic achievement and successful course completion while enrolled at IOTM. A student's progress will be evaluated at the end of each grading period to determine satisfactory progress. IOTM does not allow students to remain enrolled who are not meeting the standards of satisfactory progress.

Satisfactory progress is defined by the following criteria:

1. Maximum Time Frame and Successful Course Completion

A student must complete the entire program within one and a half times (150%) the program length. For example, if a program is scheduled to 48 weeks to complete, a student must complete the program within 72 weeks. A student who does not complete the entire program within the maximum time frame will be terminated from the program. If a student is on a leave for absence, the time during the leave will not be counted against his or her maximum time frame.

2. Minimum Academic Achievement and Attendance

Program scheduled for 48 weeks; maximum length 72 weeks (150%)

Evaluation Per	Minimum Grade Requirement	Attendance Requirement
12 weeks	65%	75%
24 weeks	70%	75%
36 weeks	72%	75%
48 weeks	75%	75%

Program scheduled for 72 weeks; maximum length 108 weeks (150%)

Evaluation Per	Minimum Grade Requirement	Attendance Requirement
12 weeks	65%	75%
24 weeks	67%	75%
36 weeks	70%	75%
48 weeks	72%	75%
60 weeks	74%	75%
72 weeks	75%	75%

Program scheduled for 96 weeks; maximum length 144 weeks (150%)

Evaluation Per	Minimum Grade Requirement	Attendance Requirement
12 weeks	65%	75%
24 weeks	66%	75%
36 weeks	68%	75%
48 weeks	70%	75%
60 weeks	72%	75%
72 weeks	73%	75%
84 weeks	74%	75%
96 weeks	75%	75%

Academic Minimums –

- A student must achieve the minimum cumulative grade as stated in the chart relative to his or her program schedule at the completion of each grading period throughout the program.
- A student's percentage grade will be calculated upon completion of each grading period to determine compliance with the guidelines.
- Failure to achieve the stated average for any grading period will result in the student being placed on academic probation for the next 12-week grading period.
- Students who do not achieve the stated average grade on or before the end of the probation period are subject to termination from the Institute of Therapeutic Massage. In this event, the student is responsible for payment of any remaining tuition balance pursuant to Section 7.

Academic Probation

A student with less than the minimum cumulative average at the completion of any grading period will be subject to academic probation for the next 12-week grading period.

While on academic probation, the student will be given academic advising and assistance by their advisor in order to improve his or her GPA. A plan will be developed to enable the individual student to meet the course/program requirements within a reasonable amount of time. The student will also be encouraged to audit the Study, Comprehension and Test Taking Skills course offered that grading period.

A student will be removed from academic probation if they achieve the stated cumulative average at the end of his or her probationary period. Should a student fail to achieve the cumulative average in the subsequent grading period following being placed on academic probation, they will be terminated from the program.

Academic Grading Policy:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Comment</u>
100% - 92%	A	4.0	Excellent performance
91% - 84%	B	3.0	Above average performance
83% - 75%	C	2.0	Average entry-level performance
74% - 65%	D	1.0	Below average performance
64% - 0%	F	0.0	Failing/Unsatisfactory performance
	I	N/A	Incomplete
	P/F	N/A	Pass/Fail
	WP	N/A	Withdrawal Passing
	WF	N/A	Withdrawal Failing

Grades of I, P/F or WP are not computed and have no effect on a student's grade point average or satisfactory progress. IOTM does not offer non-credit or remedial courses.

Course Retake Policy:

A student is required to repeat any course in which he or she has received a non-passing grade or has withdrawn from prior to completion. A student must meet with his or her academic advisor to make this change in their class schedule. The new grade will replace the original grade for purposes of the calculation of the cumulative grade point average. If a student has to retake a course due to receiving a non-passing grade, the student will be charged a retake fee of \$250.00 that must be paid prior to attendance in the course.

Attendance Policy:

IOTM considers class attendance and participation in classroom activities to be instrumental in the learning process. Students, therefore, should not miss classes except for valid reasons such as illness, accidents, and participation in officially approved activities.

Attendance Minimums –

- A student must maintain the attendance requirements as stated above in the chart relative to his or her program schedule at the completion of each grading period throughout the program. Only three (3) absences are allowed in a grading period that requires at least 75% attendance.

When a student is absent from a class, it is his or her responsibility to inform the instructor of the reason for the absence in order to make up missed assignments, class work and tests. If a student does not notify the instructor prior to the end of class, or as soon as possible in emergency situations, the opportunity to make up any missed assignments, class work and tests, is forfeited.

All absences are recorded in the student's permanent record. Students are cautioned that even though absences may be for valid reasons, such absences could impair performance and result in a lower grade or failure of the class.

Tardiness:

Arriving five (5) minutes or more late to any class, or leaving class early, shall be recorded by the instructor as TARDY. Four (4) tardy's are equal to one ABSENCE and will have an effect on Standards of Academic Progress.

Mitigating Circumstances:

The Assistant Director may waive the standards of academic progress for circumstances of poor health, family crisis, or other significant occurrence outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. Students on leave of absence are not "enrolled" during their leave of absence. The student must complete a Leave of Absence Form.

Procedure for Appealing Decisions Concerning Satisfactory Progress:

Students who are subject to termination due to unsatisfactory progress may appeal their termination and will be granted an appeals hearing. Appeals must be submitted to the Assistant Director in writing. Decisions of the Appeals Committee will be final.

Reinstatement as a Student at IOTM:

Students who have been dismissed due to failure to maintain the academic minimums outlined may apply to be reinstated as a student at IOTM. A meeting will be scheduled between the Director, Assistant Director and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for one grading period.

Satisfactory progress is necessary to continue as a student in good standing at IOTM. To graduate, a student must meet the conditions of the Standards of Satisfactory Academic Progress.

PROGRAM POLICIES

PROGRAM POLICIES ARE STRICTLY ENFORCED

The Program Policies are designed to integrate the needs of the student and the goals of the Institute of Therapeutic Massage. The Institute recognizes the unique situations the adult learner may have to adapt to in order to accomplish their educational goals. The Institute also recognizes the previous commitments by the adult learner to their family and their place of employment. It is the intent of the Program Policies to achieve harmony with the previous commitments of the student and the new commitments of the educational requirements.

Outline:

1. Circumstance Waiver
2. Test & Assignments
3. Refunds
4. Withdrawal / Leave of Absence
5. Re-admittance
6. Morals / Ethics
7. Transcripts
8. Transfers
9. Payment / Cost
10. Grievance Procedure
11. Graduation Requirements
12. National Certification and Ohio State Licensure Exam
13. Placement Assistance

Changes

The Institute of Therapeutic Massage reserves the right to affect changes in tuition, textbooks, equipment, administration, schedules, subject matter, faculty, and staff and to teach courses in any order it deems necessary.

1. CIRCUMSTANCE WAIVER

1. If a student has a special circumstantial need, or if circumstances change during the course of the school year, the student may request a special circumstance waiver.
2. The intent of this written waiver will be to modify the student's schedule to insure the requirements of graduation are met.

2. TEST OR ASSIGNMENTS

It is the responsibility of the student to take tests and turn in all assignments when scheduled.

1. Students with excused absence may make up a missed test and receive credit for it provided the student has made-up the test **prior to** the start of the next regularly scheduled class. Failure to complete the missed test within the allotted time frame will result in a score of "0".
2. Students are required to schedule an appointment, outside of regularly scheduled class time, to make up a test.
3. Students with excused absence may turn in assignments due and receive credit for them, provided the assignment is turned in at the next regularly scheduled class. Failure to turn in the due assignment at the next regularly scheduled class will result in a score of "0".
4. Students with unexcused absence will not be permitted to make up missed test or assignments for credit and will receive a score of "0" on such test or assignments.
5. It is the responsibility of the student to track and maintain timeliness of tests, and assignments. The Institute and/or its staff are not obligated to advise the student of the status of missed tests and assignments.
6. It is the student's responsibility to acquire the instructions covered, test taken, and assignments due as a result of a missed class and be prepared to participate in current class activities, including scheduled tests, upon returning.

3. REFUNDS

Cancellation and Settlement policy (pursuant to State rule 3332-1-10)

1. Within 5 days of enrollment, upon receipt of written cancellation, all fees are refunded.
2. Such refund shall be made no later than thirty days after cancellation.

Refund policy (pursuant to State rule 3332-1-10)

1. A student who starts class and withdraws before the academic grading period is fifteen per cent complete will be obligated for twenty-five percent of the tuition and refundable fees.
2. A student who starts class and withdraws after the academic grading period is fifteen per cent complete but before the academic grading period is twenty-five per cent completed will be obligated for fifty percent of the tuition and refundable fees.
3. A student who starts class and withdraws after the academic grading period is twenty-five per cent complete but before the grading period is forty per cent completed will be obligated for seventy-five percent of the tuition and refundable fees.
4. A student who starts class and withdraws after the grading period is forty per cent completed will not be entitled to a refund of the tuition and fees.
5. There can be no refund of consumed (used) books, fees, equipment or supply cost.

Refunds shall be made within thirty days after the school has determined that a student has withdrawn. If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn within sixty days of the student's last date of attendance. A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity.

4. WITHDRAWAL / LEAVE OF ABSENCE

1. A student wishing to withdraw from the school's program must submit a written notice of such intentions stating the reason or reasons to the School Administration.
2. Tuition and fee balance due to the School or refunds due student will be determined by the last day the student attended the program.
3. A student wishing to take a Leave of Absence from the school's program must submit a written notice of such intentions stating the reason or reasons to the School Administration with clear instructions as to intended return date. Failure to return by the intended return date or 180 days, whichever ever comes first, the student will forfeit their Leave of Absence and will be considered as having withdrawn.

5. RE-ADMITTANCE

1. Students who withdrew for reasons the School Administration felt to be acceptable and who followed the guidelines of the Withdrawal Procedures may re-apply for admittance.
2. Students who were asked to leave or were expelled may submit a written request to the School Administration requesting re-admission, stating how they intend to correct the cause for dismissal.
3. An interview with the student seeking re-admission will be conducted and upon completion, a majority vote by the School Administration will determine the re-admittance status.

6. MORALS / ETHICS

1. All students are expected to conduct themselves in a mature, professional, ethical and moral manner at all times. Violation of this policy is cause for termination from the Institute.

7. TRANSCRIPTS

1. Two official transcripts of grades will be issued with each graduating student along with a Diploma.
2. An official transcript of grades will be forward to another school or employer upon written request and payment of \$5.00

8. TRANSFERS.

1. Students transferring from another Ohio Registered Schools of Massage may request credit for previous education. Those seeking transfer of credit for courses completed from the previous school of massage must submit an official transcript to the Director of Enrollment with only those grades 75% and higher being transferable.
2. Those seeking credit for courses taken at postsecondary schools other than a School of Massage will be granted if the course considered for transfer is the same as offered at the Institute of Therapeutic Massage. Those seeking transfer of credit for courses completed must submit an official transcript to the Director of Enrollment with only those grades 75% and higher being transferable.
3. A Test Out Option will be granted, at the sole discretion of the Director of Enrollment, for those seeking credit for
 - a. Significant Work or Life experiences,
 - b. Courses taken that were substantially similar or
 - c. Students who cannot provide a transcript.

9. PAYMENT / COST

1. Program cost for the 802-hour Massage Therapist Program is \$14,869.00.
2. Program cost for the 902-hour Specialized Massage Therapist Program is \$15,994.00.
3. Optional cost associated with the programs consist of ...
 - \$ 250.00 State Medical Board Licensing Exam fee
 - \$ 35.00 Per hour for private tutoring.
 - \$ 165.00 Thirty-Two hour postgraduate State Board Review at the Institute of Therapeutic Massage,
4. Students desirous of making installment payments directly to the Institute, may structure such installments with the director of enrollment. Installments directly to the Institute will be "interest free" provided, however, that the total tuition and fees due are paid in full prior to graduation.
5. A late fee of 5% of the payment or a maximum of \$25.00, will be added to each overdue payment (no grace period).
6. A fee of \$25.00 will be added for checks rendered as payment and denied due to insufficient funds.
7. Students who are not current in their payments will not be permitted to receive credit for class time attended or grades until such time as the account is made current.

10. GRIEVANCE PROCEDURE

1. Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director.
2. If a resolution is not reached the student should make a written complaint and submit it to the school director asking for a written response.
3. If a satisfactory resolution of the problem is not obtained, the student may contact the Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Ste. 403. Columbus, OH 43215, (614) 466-2752, toll free (877) 275-4219.

11. GRADUATION REQUIREMENTS

1. Satisfactorily complete the prescribed course of study as proven by an average accumulative score of 75%.
2. Attended a minimum of 9-months.
3. Satisfied all financial obligations due the Institute.

12. NATIONAL CERTIFICATION AND OHIO STATE LICENSURE EXAM

In Ohio individuals practicing Massage Therapy are required to obtain a License from the Medical Board of Ohio. While the National Certification is optional, the Institute of Therapeutic Massage encourages it's graduates to pursue Certification from the National Certification Board.

1. Upon satisfying the requirements of Section 11, approval to sit for the National Certification exam will be granted.
2. Upon satisfying the requirements of Section 11 and upon graduation, **The Institute of Therapeutic Massage requires a additional passage (75%) of a proficiency exam in both science and massage theory**, supplied by the Institute of Therapeutic Massage, for it's approval to sit for the State Medical Board of Ohio Massage Therapist licensure examination to be granted.

13. PLACEMENT ASSISTANCE

1. The Institute does not guarantee job placement upon graduation or licensure.
2. The Institute does post job availabilities as they become known to us.
3. The Institute does provide placement assistance in the form of student transcript's forwarded to prospective employers at the student's request (two transcripts are provide at graduation, a \$5-fee is required for all subsequent transcripts.)

Catalog Addendum
Amended Policies for Students receiving Veterans Benefits.

Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued there from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. An application fee of \$50 need not be refundable after enrollment; any amount beyond that is subject to pro ration and refund (CFR 21.4254© (13). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees and other charges.

Satisfactory Attendance for Students Receiving Veterans Benefits.

Section 1a
ATTENDANCE

It is the Ohio State Medical Board's requirement that a student accomplish at least 750 clock hours to graduate. Due to the intense pace and extent of material covered in any particular class day; the instructors are unable to review or re-teach material missed by a student. It is essential, therefore that students attend all assigned classes.

1. If circumstance prohibits a student from attending, the student must advise the school office of the circumstance at the first possible time to be considered excused.
2. The student can make up excused absences in one or more of the following ways, upon approval of their primary instructor...
3. Attend any other regular scheduled class.
4. Assist the instructor in any other class project.
5. Participate in the "Classmate to Classmate Mentorship Program"
6. Participate in outside school-sponsored events.
7. Students must earn 80% cumulative attendance in order to maintain veteran's benefits.
8. Those students not achieving 80% attendance on the evaluation date are placed on probation for one evaluation period of instruction.
9. The Veterans Administration is notified of unsatisfactory attendance if 80% attendance is not attained on or before the end of the probation period.
10. Benefits are terminated by the VA if satisfactory attendance is not maintained. In this event, the student is responsible for payment of any remaining tuition balance.
11. Under no circumstances may a student graduate with less than 9 months and 750 hours of program clock time.

Circumstance Waiver.

If a student has a special circumstantial need, or if circumstances change during the course of the school year, the student may request a special circumstance waiver. The intent of this written waiver will be to modify the student's schedule to insure the requirements of graduation are met. However, under no circumstance may a student graduate with less than 9 months and 750 hours of program clock time

A copy of this policy will be provided to all students receiving educational benefits from the
Veterans Administration.

Catalog Addendum

Policy Satisfactory Progress for Students Receiving Veterans Benefits

Section 9a GRADING

1. Those receiving Veterans Benefits must achieve a cumulative average score of 75% or better in academic and practical progress to graduate and receive a diploma from the Institute of Therapeutic Massage, Inc.
2. Failure to achieve an average score of 75% or better will prohibit the student from graduating and applying to the State Medical Board of Ohio and/or National Certification Board for licensure.

3. **Academic Grading Policy:**

<u>Percentage</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Comment</u>
100% - 92%	A	4.0	Excellent performance
91% - 84%	B	3.0	Above average performance
83% - 75%	C	2.0	Average entry-level performance
74% - 65%	D	1.0	Below average performance
64% - 0%	F	0.0	Failing/Unsatisfactory performance
I	N/A		Incomplete
P/F	N/A		Pass/Fail
WP	N/A		Withdrawal Passing
WF	N/A		Withdrawal Failing

Grades of I, P/F or WP are not computed and have no effect on a student's grade point average or satisfactory progress. IOTM does not offer non-credit or remedial courses.

4. Students will be issued a report of their grades at the end of the twelve week academic grading period (evaluation period).
5. In order to maintain satisfactory progress, students must have a 75% cumulative average at the end of each evaluation period.
6. Those who do not achieve satisfactory progress at the end of the evaluation period are placed on probation for one evaluation period.
7. Students who do not achieve satisfactory progress on or before the end of the probation period have their veterans benefits terminated by the Veterans Administration and are subject to termination from the Institute of Therapeutic Massage. In this event, the student is responsible for payment of any remaining tuition balance.
8. A student may request and will subsequently receive a report of their grades at anytime prior to the end of the grading period.

A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.