

The Body Therapy Center
and
School of Massage, Ltd.
Swansea Campus



Student Handbook
2022
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Director

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Acknowledgments

The Body Therapy Center and School of Massage, Ltd. would like to thank Dr. Gary Rovin, DC and Dr. Daniel Rovin, DC for the fine job contributing to the policies of this handbook. Thank you for always believing in this program. We would also like to acknowledge and thank Dr. Michael Shea for his support and friendship during the growth of this school. The material he provided on ethical behavior and student responsibility is very much appreciated. We would also like to acknowledge and thank Daydream, Inc. for their handbook policies, which added to the development of the following handbook policies. We would like to acknowledge and thank Southwestern Illinois College for their handbook policies, administrative support and commitment to The Body Therapy Center and School of Massage, Ltd. To my loyal staff especially Tammy Bivin; this could not happen without you.

Effective Dates: The Student Handbook is effective for the 2022-23 academic year.

Policies Are Subject To Change

This handbook and its policies are subject to change. The BTCSM reserves the right to amend or modify any information contained herein when circumstances dictate. The BTCSM reserves the right to change or amend this handbook at any time without impairing the students' rights to due process and reasonable notice where their rights are impaired by the said change or amendment. Policy changes made after the publication of this handbook will be on file in the school office and available for student review.

Overview

The Student Handbook for The Body Therapy Center and School of Massage, Ltd. serves to help familiarize prospective and currently enrolled students with the policies and procedures of the Massage Therapy Program. In the following pages you will find school information including:

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Statement of Understanding

We hope that this handbook is helpful in providing answers and insight as you begin your journey as student massage therapists. Our staff is always available to answer additional questions and to help guide you as a student member of our professional family. We look forward to welcoming you to The Body Therapy Center and School of Massage, Ltd.

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Dear Student,

Welcome to The Body Therapy Center and School of Massage, Ltd. It is our mission as faculty and staff of the BTCSM to provide the highest quality massage therapy training and continuing education to prepare our students for professional licensure and a rewarding career in the field of body-centered therapies. Our mission is to instill within our students the highest level of professional integrity, confidence, skill, compassion, professionalism, personal development and to assist each student in becoming a skilled practitioner capable of meeting the ever-changing needs of their clients and community.

The BTCSM honors each student as an individual and designs its programs to take into account the different learning styles and ways those students take in and process information. Our programs are designed to be interactive in nature to allow the mind and body to learn simultaneously. Our students have the opportunity to further their personal development while becoming a professional massage therapist.

Our educational goals are as follows:

1. To design and deliver educational programs of the highest quality that convey the art, science, academic and technical knowledge, clinical skills, sensitivity and awareness to meet the needs of today's massage professional.
2. To educate students to develop into massage professionals that are skilled, responsible, and ethical and understand the importance of continued development both personally and professionally.
3. To educate students to the holistic nature of massage therapy while providing them with the knowledge and confidence to interface with medical and other allied health professionals.
4. To educate students about themselves.

Each student at the BTCSM contributes to this school in a wonderful and unique way. By actively participating in this massage program you will enrich your experience and the school. The heart of this program depends on open and honest communication, may this handbook serve as a tool to understand the school's policies.

Blessings,

Holly I. Pinto, BS, LMT, RCST
President

Description of the School as an Organization

The Body Therapy Center and School of Massage, Ltd. is an educational corporation, directed by Holly I. Pinto, BS, RCST.

School Credentials

The BTCSM is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. (#2-5-0543-13).

The BTCSM is not accredited by a US Department of Education recognized accrediting body. Even though we are not accredited, students are still eligible to receive a certification in massage therapy, take state board exam, and apply for licensure.

The BTCSM is approved by the Illinois Department of Veterans Affairs to provide training for veterans of the U.S. Armed Forces.

The BTCSM is recognized by the National Certification Board for Therapeutic Massage and Bodywork as an educational institution and continuing education provider (#450134-06).

The BTCSM is a Member of the American Massage Therapy Association Council of Schools (#4101145).

About the Founder and History of the School

Holly I. Pinto, BS, LMT, RCST founded the school in 1996 in Belleville, Illinois. The school was approved by the Illinois Board of Higher Education in 1996. It began in a small school house on West Main with two students. Two students became six students, six students became twelve and the school moved to a larger facility in 1998 to Swansea, Illinois where it is presently. BTCSM formed a partnership with Southwestern Illinois College in 1998 and remains in partnership with them today.

Location, Facilities and Equipment

The Body Therapy Center is located at: Four Executive Woods Court, Swansea, Illinois 62226

Our facility includes a comfortable classroom with large windows that provide students with a tranquil environment to practice massage and explore movement. An adjoining sundeck overlooking a natural environment gives students space to breathe and retreat. Amenities include UV filtered water dispenser, and a shower. The BTCSM classroom contains a variety of educational materials to enhance the students learning experience including: an extensive book and video collection, oversize charts, full size skeletons, Smart HDTV, DVD player, hydrocollator, Earthlite massage tables, stereo/PA system, and seating for each student. The BTCSM Student Clinic is a fully operational massage therapy center with 4 massage therapy treatment rooms. Each treatment room is fully stocked with an Earthlite massage table, stool, chair, overhead stereo system, clock, lotion & oil and cleaning supplies.

Directions to the Body Therapy Center

>From Illinois Highway 64 East or West take Exit #12 and proceed south on Highway 159 approximately 2 miles. Turn left on Executive Woods Court and proceed to #4 on your left.

This is the home of The Body Therapy Center and School of Massage. This office park sits back off the road and you must pay careful attention as you approach.

Inspection of Facilities

We invite you to tour our instructional facilities prior to signing an enrollment agreement. This may be accomplished individually, during an open house or by auditing a class. An open house may be offered as a part of the enrollment procedure prior to the beginning of each course. It will consist of an informal tour of the facilities, meeting of staff, review books and materials, and registering for the course, if desired. No credit is given for attending an open house. Notification of the open house will be sent to each name on our mailing list from people who have expressed an interest by calling to request information.

Class Size

The Body Therapy Center prides itself on the student/teacher ratio we maintain. Class lectures are limited to 10 to 1 student/teacher ratio. Class labs are limited to 10 to 1 student/teacher ratio. We have found this formula to maintain a high level of personal contact and integrity within our programs. Any numbers above 10 students an assistant will be added.

The School Office hours are as follows:

Monday – Friday 9:00am-4:00pm

The School Student Clinic hours are as follows:

Monday-	10am-4pm
Tuesday-	9am-1pm
Wednesday-	10am-4pm
Thursday-	9am-1pm
Friday-	10am-4pm
Saturday-	10am-4pm
Sunday-	10pm-4pm

Instructors of the Body Therapy Center and School of Massage

All instructors working for the Body Therapy Center are either licensed or hold a degree in a related field.

Employees of the school include administrative staff, student clinic staff, core instructors, and teaching assistants. The following are a list of BTCSM instructors and supportive staff.

Holly Pinto, BS, LMT, RCST

Holly is the Owner and Director of the Body Therapy Center and School of Massage, Ltd. Holly is a graduate of the Neuro-muscular Concepts School of Massage in San Antonio, Texas. Her specialties include Western European Massage, Myofascial Release, Sports massage, and Biodynamic Craniosacral Therapy. Holly is also a certified WATSU and Waterdance practitioner. Holly has been a member of the American Massage Therapy Association since 1991 and was certified by the National Certification Board of Therapeutic Massage and Bodywork in 1994. Holly is an advanced core instructor at the Body Therapy Center School of Massage, Ltd and a certified instructor for Neuromuscular Therapy. Holly holds a Bachelor's degree in Psychology. Holly co-authored a book entitled Myofascial Release Therapy: A Visual Guide to Clinical Applications, with her mentor and friend, Dr. Michael Shea.

Tamara Bivin, LMT, BCTMB

Tammy is a graduate of The Body Therapy Center and School of Massage, Ltd. Tammy is a certified CPR instructor. She serves as Chief Financial Officer, Director of Operations and Continuing Education. She is a certified instructor for Neuromuscular Therapy. Tammy is a core instructor and specializes in Active Isolated Stretching. Tammy also serves as Clinic Supervisor. Tammy, in addition, is employed by Southwestern Illinois College as the Massage Therapy Program Coordinator for BTCSM.

Dr. Daniel Rovin, DC

Dr. Rovin serves as Medical Director at the Body Therapy Center and School of Massage, Ltd. Dr. Dan maintains a private practice as a

Chiropractic Physician. His credentials include Board of Chiropractic Physicians and Certified National Board of Chiropractic Examiners, Clinical Certification Activator & Diversified Techniques. Dr. Dan teaches Body Structure and Function and Holistic Nutrition at The Body Therapy Center and School of Massage.

Lyri Merrill, MSPT, LMT

Lyri Merrill has over 20 years of experience as a manual therapist. She earned a BA from Carleton College and a Masters in Physical Therapy from Boston University. She also earn her massage certification from SWIC through The Body Therapy Center and School of Massage. She provides physical therapy and therapeutic massage through *Anam* Healing Arts. She currently teaches Body Structure and Function and Pathology for the Massage Therapist at the Body Therapy Center.

Cassandra Pate, MSPT, LMT

Cassie holds a BS degree in Physical Therapy from Maryville University in 1990 and a MS degree in Physical Therapy from St. Louis University in 1999. She graduated from The Body Therapy Center and School of Massage in 2015. She currently works as a weekend clinic supervisor at the Body Therapy Center and School of Massage. In addition, she teaches the complimentary class for the school. Cassie also works at The Rehabilitation Institute of St. Louis in the outpatient therapy department. Cassie holds specialized training or certification in aromatherapy, neuromuscular techniques, and functional movement taping, myofascial release therapy.

Trisha Moody, LMT

Trisha is a graduate of The Body Therapy Center and School of Massage. She serves as student clinic supervisor and is a practicing massage therapist.

Academic Community Overview & Philosophy of The BTCSM

The students, faculty, and staff of The Body Therapy Center and School of Massage constitute an academic community that recognizes its obligation to afford each student the opportunity to develop as a professional massage therapist, while retaining the right to free exercise of the rights and freedoms as a student. As guides for individual action within this community, The BTCSM affirms the following general principles of student rights and responsibilities. The principles serve as the basis for regulations concerning student responsibilities.

1. BTCSM requires a system of order supportive of the education process that is the purpose of the school. Primary responsibility for preserving the system of order rests upon the individuals making up the community. Individuals must accept responsibility for their own actions and values and for recognizing that such actions and values reflect upon the whole community. Implicit in the community's recognition of the rights of the individual is an obligation on the part of the individual to accept responsibilities towards the community.
2. Each person must endeavor to maintain self-conduct in a manner consistent with a respect for others and a thoughtful consideration for the needs of the academic community and society in general. Each individual has an obligation to act in a manner consistent with these values.
3. The educational function depends upon honesty, integrity, and respect for the preservation, communication, and pursuit of knowledge. Any action not consistent with these principles is unacceptable.
4. As part of the democratic tradition, members of the BTCSM community should be free to study and consider issues affecting the profession of massage therapy. Inherent in this is the thoughtful examination of the controversial issues and the responsible expression of views both as an individual and as a member of the BTCSM community.
5. BTCSM believes in the need for the development of personal ethics, moral standards, and philosophies. BTCSM is committed to broad personal growth and development, realizing that each individual has both the freedom and obligation to make ethical and moral choices and to accept the responsibilities of his/her actions.
6. BTCSM believes in creating and ensuring a safe productive learning environment and has a zero tolerance for any violation of the student rights and responsibilities or harassment and discrimination policies involving violence, threats, harassment, or discrimination.

Program Objectives

The massage therapy certification program is designed to teach students to:

1. Exhibit the applied massage skills and confidence that meet the standards set by the school.
2. Develop a strong personal commitment to proper body dynamics to maximize professional performance.
3. Demonstrate the academic and technical knowledge needed to meet state and national professional standards.
4. Demonstrate skills tailored to a varied client population through a solid foundation in body structure, function and human energetics as it applies to the rapidly changing field of massage therapy.
5. Demonstrate methods of listening and communication in setting limits and boundaries that are responsible and ethical in their interactions with clients and peers.
6. Demonstrate proper procedures for responsible safety, health and hygiene practices and identify preventative methods of health maintenance in themselves and their clients.
7. Have a working knowledge of the physical, mental, and emotional aspects of therapeutic massage and bodywork.
8. Develop a business plan and apply business and marketing skills to create or acquire success in the massage/bodywork field.

Program Length: Generally, the program can be completed within 12 months. Our program allows for flexibility to accommodate the schedules of our students. Upon completion of the program students will earn a certification in massage therapy.

2023 Academic Calendar

*Spring Classes Begin	January 18
Spring Break (no class)	March 12-19
*Last Day of Spring Classes Midterm Exams	May 11
*Summer Classes Begin	June 3
Independence Day (no class)	July 4
*Last Day of Summer Classes	July 27
*Fall Classes Begin	August 11
Labor Day (no class)	September 4
Veteran's Day (no class)	November 10
Thanksgiving Break (no class)	November 22-26
*Final Exams	December 10
*Graduation	December 10

Spring Term

Classes Begin: 1/18/23

Classes End: 5/11/23

Summer Term:

Classes Begin: 6/3/23

Classes End: 7/27/23

Fall Term:

Classes Begin: 8/11/23

Classes End: 12/10/23

REQUIRED 750 HOURS CURRICULUM

MT 100 Therapeutic Massage I	96 clock hours
MT 110 Body, Structure, and Function I	64 clock hours
MT 200 Movement and Massage	96 clock hours
MT 210 Business Practices in Massage Therapy	48 clock hours
MT 220 Pathology for the Massage Therapist	40 clock hours
MT 300 Therapeutic Massage II	75 clock hours
MT 310 Body, Structure, and Function II	64 clock hours
MT 320 Complimentary Techniques	32 clock hours
MT 500 Advanced Myofascial Release	100 clock hours
MT 001 Clinical Practicum	135 clock hours

MT 100 Therapeutic Massage I – 96 hours

This course will introduce students to the historical overview of massage therapy as a therapeutic modality. Historical influences will be presented from a cultural, spiritual, therapeutic, and holistic perspective. Knowledge of the history of massage therapy will teach students to develop a sense of professional identity and pride in their profession. Building upon the foundational techniques of Swedish massage, students will learn to give and receive a full body European style massage. Topics covered include: overview of the major categories of massage movements, rhythm and pressure as applied to therapeutic massage, proper draping and positioning procedures, elements and quality of touch, presence, indications and contra-indications, proper use of body dynamics, the professional environment and therapist self-care. Current research will be presented on the physiologic and anatomic effects of therapeutic massage when applied by a skilled practitioner. Through the mastery of skilled touch techniques and intuition, students will begin to develop a deeper sense of the therapeutic process as it relates to the massage therapy profession.

MT 110 Body, Structure and Function I – 64 hours

This course is designed to be content-specific for the massage professional. The student embarks on a journey of the human body from a multi-dimensional approach. Elements include the following

physical systems of the body: muscular, skeletal. Students will participate in a laboratory field trip to complete their studies with the viewing and dissection of human cadavers.

MT 200 Movement and Massage – 96 hours

An advanced study of the fundamental aspects of muscle action and movement provides a kinesthetic approach to the musculoskeletal system. Students will study the structure, function, origins, insertions, pathological aspects, and whole system interrelationships of joints, musculotendinous groups, ligaments, and connective tissue. Development of confidence in palpatory skills and locating major structural and anatomical structures will increase the effectiveness in the clinical setting.

MT 210 Business Practices in Massage Therapy – 48 hours

This business course focuses on preparing the massage practitioner for a successful professional career. Instruction and guidance from massage professionals currently in practice will allow each student to clarify their career goals. Entrepreneurial skills will be discussed in detail as this rapidly changing field offers a wide variety of career alternatives. Elements include: conscious listening and communication skills, fee structure, marketing skills, business ethics, bookkeeping procedures, filing insurance claims, taxation, laws and regulations, and owner/therapist vs. employee. Development of a business plan and networking skills will prepare students for a rewarding career as a massage professional.

MT 220 Pathology – 40 Hours

This course is designed to provide the student with an overview of basic pathologic concepts and processes with a clinical emphasis. Components of each disease covered include: etiology, incidence, risk factors, manifestations, and special implications for the Massage Therapist. Concepts on health and aging pertaining to the various systems are included to achieve a clinical awareness of life span changes. Signs, symptoms, and recognition of common cancers, skin disorders, infectious disease, cardiovascular disease, and referral procedures will give the student the confidence to handle such situations as they arise.

MT 300 Therapeutic Massage II – 75 Hours

Students will gain an informed sense through the practice of embodiment of the deeper structures of the body and how psychological and energetic habits affect these structures. Through the study of trigger point, neuro-muscular therapy, joint mobilization, stretching, myofascial release techniques, psychosomatic theory, basic postural analysis, refinement of palpatory skills, supervised clinical training and methods of integration, students learn to access the deeper structures of the body in a safe manner. Assessment procedures are refined by the bringing together of all techniques of massage to provide a treatment plan specific for patient's symptoms and complaints. Presence, awareness, and conscious communication skills are reinforced to enhance clinical effectiveness. Students will learn techniques used to prepare athletes for upcoming events and aid in recovery from competition. Instruction will include pre-post event protocols, case studies, event co-ordination, and on-site preparation and set-up.

MT 310 Body, Structure and Function II – 64 hours

This course is designed to be content-specific for the massage professional. The student embarks on a journey of the human body from a multi-dimensional approach. Elements include the following physical systems of the body: nervous, integumentary, endocrine, cardiovascular, lymphatic, respiratory, digestive, reproductive, and excretory. Students will participate in a laboratory field trip to complete their studies with the viewing and dissection of human cadavers.

MT 320 Complimentary Practices – 32 hours

This course consists of multi-disciplinary overview of the theories and systems of traditional Oriental healing arts including, the historical roots and modern applications. Oriental philosophy of Chi, yin and yang theory, meridian theory, concepts of acupressure/acupuncture, energy systems, and Qigong will expand the student's view of the

body from an eastern perspective. Students learn to give a full body Shiatsu session on the table utilizing prone, supine, and side lying positions. This course is designed as a comprehensive introduction to Holistic Aromatherapy for the massage professional. Students will develop an appreciation and understanding of the nature of essential oils through application and inhalation. This class explains the history of Aromatherapy, properties, proper storage and safe application of pure essential oils. This class includes hands-on blending of Aromatherapy products and olfactory exercises to delight, heal, and nurture the body-mind-spirit. As healthcare practitioners and educators, students must first learn the importance of nutrition, fitness, and self-awareness exercises to develop health maintenance programs for themselves and to better serve clients in their professional practice. This course also includes the study of the physiological effects of the application of hot and cold treatments as they relate to clinical practice. Procedures for applying full body clay treatments, Swedish shampoos, salt glows, cryotherapy and cryostretch for injuries, alternating hot and cold immersions, proper use of saunas and jacuzzi, and paraffin wax dips on the extremities provide the student with an education overview of spa techniques and safe treatment procedures.

MT 500 Advanced Myofascial Release – 100 hours

A comprehensive functional approach to MFR will be taught. In addition to looking at specific structures, the metabolic function of the fascia will be acknowledged. By such means as improving respiratory function, vestibular function, joint flexibility, mobility and vascular health because the blood is the active element in fascia. Students will learn assessment strategies to address common complaints and injuries.

MT 001 Clinical Practicum – 135 hours

This module is the heart of The Body Therapy Center's certification program. Providing students, the opportunity to experience working in a clinical practice allows them to develop the confidence needed to promote and maintain a healthy professional practice. Participants begin to encounter the professional environment and synthesize their clinical skills and procedures, refine technique, re-define professional

goals and discuss case profiles under clinical supervision. The unique aspect of The Body Therapy Center's student clinic is that upon graduation students have developed a client base that they may take with them into their private practice or location where they will offer their services.

Professional Ethics of Touch

The BTCSM understands the importance of ethics in this profession. Students will explore the various situations that may arise in the therapeutic relationship between client and practitioner. Through case study, role playing, and self-examination students will develop skills to handle situations regarding boundary issues, personality conflicts, transference, counter-transference, diversity, and understanding appropriate relationships as they relate to the massage profession. Throughout the year you will be introduced to the NCBTMB Code of Ethics and the NCBTMB Standards of Practice. Client neglect and abuse, informed consent, right of refusal and confidentiality will also be addressed. The importance of supervision for the practicing massage therapist will be discussed along with the critical awareness of non-ordinary states of mind as they relate to the therapeutic process.

CPR & First Aid – (does not apply to 750 clock hours)

Basic first aid training and cardiopulmonary resuscitation certification by a certified Red Cross instructor prepares each student to handle emergency situations should the need arise.

Required Texts and Materials

Salvo Massage Therapy Principles and Practice

6th Edition ISBN # 978-0-323-58128-8 \$97.99

Biel, Andrew Trailguide to the Body

6th Edition ISBN # 978-0-9987850-6-6 \$84.95

Biel, Andrew Trailguide Handbook

6th Edition ISBN # 978-0-9914666-7-2 \$29.95

Werner A Massage Therapist's Guide to Pathology

7th Edition ISBN 978-0-9982663-4-3 \$87.95

Shea & Pinto

Myofascial Release Therapy: A Visual Guide to Clinical Application

\$40.00

Cost of books: (tax not included) \$340.84

NOTE: THERE MAY BE OPTIONAL BOOKS OR MATERIALS SUGGESTED.

The following supplies will be needed for use during the course:

1. 3 sets of twin-size sheets w pillowcases
2. 3 king size pillowcases (white)
3. 2 large towels

Admission

As part of the application and admission process, the BTCSM reviews a written personal statement and conducts a face-to-face interview with applicants for the 750 hour Certification program. Our program is developed to promote success in the lives of our students and this process helps to clarify the intention of the perspective student and what the BTCSM can offer. The following areas will be taken into consideration: *personal motivation and goals, financial resources and planning, academic potential, time management, and*

psychological/emotional maturity. This is also a time for the prospective student to ask any questions they may have of the BTCSM so that we may begin a clear path to the success of our mission and your educational goals. The Body Therapy Center and School of Massage, Ltd. does not discriminate on the basis of gender, race, color, nationality, ethnic origin, religious beliefs, disability or sexual orientation in its admission process. *Admission to BTCSM is made on an individual basis.* Each student's unique background will be fully evaluated. If there are individual issues or concerns they will be addressed during the application process.

The Ideal Candidate

BTCSM enrolls students who demonstrate dedication, compassion, and responsibility in becoming an educated massage professional. Each applicant is expected to demonstrate a commitment to personal health and growth, ability to relate to others in a personal and professional manner, have the integrity and competence to complete all required studies, and be capable to perform the skills necessary to become a professional bodyworker.

Enrollment Requirements

1. Applicants must be at least 18 years of age and have been awarded a high school diploma or equivalent (GED).
2. Be capable to perform and participate in all classroom activities inherent to the program.
3. Make an appointment to interview with a representative of the BTCSM.
4. Have received at least one professional massage therapy session from a qualified practitioner.
5. Complete the application/enrollment agreement and remit the processing fee of \$150.00 and the \$100.00 insurance fee.
6. Include two letters of reference: one (1) from a former employer and one (1) from an acquaintance that is not a family member.

Previous Education Transfer of Credits

The BTCSM honors and understands that many of our applicants have previous training or life skills that may apply to the program content for which you are applying. Students wishing to test out a particular subject must present an official transcript from a state approved school, University, or College. Upon review the school director will notify each student and arrange a time for the applicant to meet with a school representative and be tested on the material. Students must score 75% (C average) or higher in order for the BTCSM to grant transfer credits. The Student may attend only the required additional hours at a rate of \$10.00 per classroom hour. Upon completion students will be awarded a transcript showing only the hours completed at the BTCSM. Transfer credit is limited to 350 clock hours.

Transferability

The BTCSM has a partnership with Southwestern Illinois College in Belleville, IL. Due to this unique relationship, SWIC will accept the

BTCSM certificate for credit towards an Associate's degree in Massage Therapy. Official transcripts are submitted to Enrollment Services and evaluated for credit towards the SWIC degree program. While most other massage and vocational schools may accept the transfer of credits from the BTCSM, it is important to consult with institutions to which you may seek to transfer. We provide official transcripts upon request by the student.

Payment Responsibilities

Each student is expected to pay his/her tuition payment in accordance with the tuition policy. If unable to do so, he/she is expected to make alternate arrangements with the administration prior to the date payment is due. All accounts must be paid up to date prior to proceeding to the next semester or prior to receiving transcripts or graduation.

Tuition

For 750 hours of education, tuition is \$15,000.00. This amount may be paid in full upon registration or by deferred payment. Deferred payment is at the discretion of the Director. One third of the tuition must be paid in full before the first day of the program. The \$100.00 insurance and \$150.00 processing fee is separate from and in addition to the tuition and must be paid in full before enrollment. Textbooks and supplies are an additional cost (listed on page 21 of this catalog).

Payment Policy

When tuition is paid monthly, it is due on the first day of each month. If late, after 5 days a \$20.00 late charge is applied and after 10 days an additional \$20.00 late charge is applied. If late 20 days, an additional \$20.00 late charge is applied. If over 30 days late on payment the student is suspended until tuition is made current or paid in full. All classes missed while suspended must be made up.

Refund Policy

Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charges.

A student will receive a full refund if he/she cancels the enrollment agreement, in writing in accordance with the stipulations above and given to the Director of The Body Therapy Center School of Massage. If the student does not give notice of cancellation in writing, the unexplained absence of a student from school for more than 15 school days constitutes constructive notice of cancellation to the school. For purposes of cancellation, the date is the last day of attendance.

The Body Therapy Center shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

When a notice of cancellation is given before midnight of the fifth business day after the date of acceptance but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.

When notice of cancellation is given after midnight of the fifth business day after the date of acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost tuition, whichever is less.

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations in the following paragraph, the cost of any books or materials which have been provided to the school with a notice of cancellation.

The Body Therapy Center and School of Massage will refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

When the student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee but

shall refund part of the tuition and other instruction charges in accordance with whichever of the following applies:

The Body Therapy Center School of Massage may retain an amount computed prorated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges. Deposits or down payments shall become part of the tuition.

The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of the notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days. The school shall make all students refunds within 30 calendar days from the date of receipt of the student's cancellation. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

The school shall refund all monies paid to it if the school did not provide the prospective students with a copy of the student's valid enrollment agreement and instruction in which the student has enrolled, or if the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 40 calendar days after the determination of non-acceptance is made.

A BUYER'S RIGHT TO CANCEL

THE STUDENT HAS THE RIGHT TO CANCEL THE INITIAL ENROLLMENT AGREEMENT UNTIL MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE STUDENT HAS BEEN ACCEPTED, AND IF THE RIGHT TO CANCEL IS NOT GIVEN TO ANY PROSPECTIVE STUDENT AT THE TIME THE ENROLLMENT AGREEMENT IS SIGNED, THEN THE STUDENT HAS THE RIGHT TO ALL MONIES PAID TO DATE WITHIN 10 DAYS OF CANCELLATION. CANCELLATION SHOULD BE SUBMITTED TO THE AUTHORIZED OFFICIAL OF THE SCHOOL IN WRITING.

Financial Aid

It is BTCSM policy to help each and every student reach their full potential and manifest their dreams of becoming a massage professional. We do not accept financial aid, however, we offer our students a deferred payment plan. Many of our students obtain loans from private lending institutions, family members or employers through tuition reimbursement programs.

VA Refund Policy:

Application fee in excess of \$10 will be included in this policy.

All tuition and instructional charges are subject to the following pro-rata refund policy:

Percentage of days in class completed by student at notice of cancellation	Percentage of tuition and instructional charges that school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

Refund policy for non-veteran students is described in the Enrollment Agreement located on pages 47-49.

VA Payment Compliance:

The Body Therapy Center and School of Massage, Ltd will not take any of the four following actions towards any student using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending.

- Prevent their enrollment
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified
- Provide additional information needed to properly certify enrollment

Confidentiality

Trust is the foundation upon which this work is built. Students at the BTCSM are encouraged to share themselves in ways that may be personal in nature. Sharing ourselves is a natural part to personal healing and growth. This program touches students physically, mentally, spiritually, and emotionally. The BTCSM requests that students respect the disclosure of information by fellow students and clients. All efforts will be made by students, faculty and staff to ensure privacy of students, faculty and staff from unnecessary disclosure of information. Breaches of confidentiality may be grounds for disciplinary action.

Student Conduct Policy

Students must conduct themselves in a manner becoming of a professional massage therapist as outlined in the state registration policy and handbook. Our school policy includes the following but is not limited to:

- Emotional capacity to participate in the learning environment.
- Willingness to cooperate with students and instructors.
- Willingness to give and receive conscious feedback.
- Ability to follow instructions.
- Students will not remove items from the therapists' rooms or use their supplies.
- At the end of class, students will stay until all the massage tables are taken down and the classroom is put back in proper order.
- No eating or drinking is allowed in the classroom.
- Phones/pagers should be turned off prior to entering classroom.
- Use of illegal drugs or alcohol on campus is cause for dismissal.
- Use of profanity is disrespectful and will result in student probation.
- Smoking is not allowed on school property, including the parking lot. No vaping allowed either.

Unsatisfactory conduct includes, but is not limited to the following:

- Misrepresentation of the curative powers of massage therapy.
- Misrepresentation of your status of "massage therapy student" to the public or any health care professional.
- Violation of the school's substance abuse policy.
- Verbal or physical abuse, violent or threat of violence toward any student, faculty or staff member.
- Any inappropriate interaction between student and staff which is detrimental to a positive learning experience.

Taking and/or using any personal property belonging to the school and/or others without permission.

Breach of privacy or confidentiality.

Inappropriate attire or hygiene.

Failure to work with clinic clients in a professional and responsible manner.

Any other inappropriate or unethical conduct as deemed by the administration of The Body Therapy Center School of Massage.

Students who are unable to comply with the student conduct policy as stated above will be counseled about their specific behavior. If it is determined by the staff and faculty that the student is unable and or unwilling to correct their behavior they may be dismissed from the program.

Academic Dishonesty

BTCSM believes that integrity is fundamental to the professional massage community. Every member of BTCSM is responsible for promoting and maintaining honesty within the school. Students shall submit written or other work in a course that shall be the product of their own efforts and not the product of any form of academic dishonesty. "Academic Dishonesty" includes, without limiting the generality, the following:

- a) Copying from another student's paper.
- b) Using material not authorized by the person administering the test or assignment.
- c) Collaborating with another student during a test without permission.
- d) Plagiarism (i.e. representing the work of another as one's own, inclusive of purchases of a commercial nature).
- e) Collusion (i.e. obtaining from or giving to another student unauthorized assistance in course work).
- f) Falsification (i.e. modification, without authorization, of any examination, paper, record, assignment, or report).
- g) Knowingly using, buying, selling, stealing, or soliciting contents of a test, examination paper, record, assignment, or report.
- h) Representing oneself as another student for the purpose of taking a test or examination or allowing oneself to be represented by another for the same.

- i) Attempting to bribe or otherwise coerce any instructor or staff member.
- j) Cheating (i.e. any misrepresentation by a student of their performance in a school subject for the purpose or obtaining credit to which they are not entitled).
- k) Any inappropriate act designated by the administration of BTCSM.

Referral for Academic Dishonesty: Any member of BTCSM community may report academic dishonesty. Each staff member has an academic responsibility to all students and the right to identify and challenge academic dishonesty.

Substance Abuse Policy

Students are prohibited from using, possessing, exchanging, or selling illicit drugs and/or alcohol while on school premises or while engaged in a school sponsored activity. Students are also prohibited from attending classes or class related activities, while under the influence of alcohol or illegal drugs.

Smoking Policy

The BTCSM is committed to providing a smoke free environment for all students, staff, and faculty, therefore, smoking is not permitted on the premises.

Records Policy

Student records are maintained by the administration and include application forms, copies of transcripts, records of training, education, and examinations, records of any class failure and/or retakes, records of withdrawal and records of any disciplinary action. Records may be reviewed, with the administrator, by appointment only. A copy of your BTCSM transcript may be obtained by submitting a written request to the Director. All requests should include your name, a complete address of the location you wish the transcript to be sent, your current home address, telephone number and your signature. We will process your request within 7 working days and the BTCSM does reserve the right to withhold transcripts from students who are in debt to this institution. One official transcript is provided at no additional

cost upon graduation. Additional transcripts may be obtained by request for \$25.00 per transcript.

Attendance/Tardiness Policy

Due to the experimental nature of our program, we require a high level of attendance, so that we can be confident that the student has fully participated in all components of the learning process. It is only through being present for the carefully planned sequence of learning experiences that students can develop the skills, knowledge, understanding and behavior that we believe are essential to becoming caring, competent massage therapists.

Tardiness: a student is marked “tardy” if he/she arrives 15 minutes late. Three tardies constitute one absence.

Absence: a student is marked “absent” if he/she does not attend class, is more than fifteen minutes late, or leaves without instructor approval before class is dismissed.

1. Students are expected to attend all classes. It is their responsibility to be in the classroom and prepared to begin by the start of class.
2. If a student must be absent he/she
 - a. Must notify BTCSM as soon as possible.
 - b. Will be held accountable for making up all missed assignments.

Regular attendance and promptness significantly increases the probability of success for all students, consequently, attendance records will be kept. If a student is absent or tardy more than three times in a semester, they will speak with the Director of Student Relations.

Students must attend a minimum of 95% of the total number of program hours. For a 750-hour program, this means that if a student is absent for more than 35 hours of class time, she/he will face disciplinary action and may not be allowed to graduate. Additionally, if a student misses more than two consecutive class sessions, she/he may face disciplinary action and may not be allowed to graduate. Successful completion of each module requires a student to attend all sections of covered study. No absences will be excused without prior

approval of the instructor. Unexcused and excused absences are both considered absences in determining the attendance rate. You are expected to be present for all assigned classes, lectures or laboratory sessions. If you are absent more times during the semester than the number of times the class meets per week, you may be dropped from the course at the discretion of the instructor. The instructor may require a statement from a physician or other responsible person to verify the cause of absence. We evaluate attendance deficiencies on a weekly basis so students can be advised that they are not complying with the attendance standards. Students who miss 10 consecutive days will receive a warning letter. Students who do not comply with this policy will receive disciplinary action and/or student may be dropped from the course.

Leave of Absence Policy

A leave of absence for reasonable purposes acceptable to the school director shall not exceed the lessor of 30 school days or 60 calendar days. A student shall be granted only one leave of absence for each 9-month period. Attendance records shall clearly show the dates for which the leave of absence was granted. A written statement as to why the leave of absence was granted, signed by both the student and the school director indicating approval, shall be placed in the individual student's file. If the student fails to return from leave, the student will be automatically terminated and a refund made under the cancellation and refund policy. The effective date of termination shall be the last date of the leave of absence.

Make-Up Work Policy

Make-up work shall not be authorized for the purpose of removing an absence. All absences must be made up. Scheduling such make-up work is the responsibility of the student. Course work should be made up in a timely manner by scheduling study time/make-up sessions during the school's business hours and when an instructor is available. A tutorial rate of \$20/hour will be charged for make-up work. Students who miss quizzes, tests, or exams because of an excused absence must make them up within 10 days or a zero (0) will be given.

Electronic Device Policy

Video and audio recording devices may only be used with the consent of the course instructors.

Cell phones and pagers will be turned off while inside the classroom or clinic.

Late Start Policy

A student may not start a program after 10% of the program has been completed, except in those cases where appropriate credit has been given for previous education.

Weather Emergency Policy

BTCSM may cancel classes as required for inclement weather. Students may contact the administrative office at (618) 239-6400 to check our inclement weather schedule.

Holidays

BTCSM recognizes the following legal holidays and will not hold classes:

Martin Luther King Day, Lincoln's Birthday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and New Year's Day. We do recognize that important religious holidays are not included in this schedule. Students may request ahead of time to be excused from classes for social or religious obligations and not be counted absent.

Professional Development

We feel that professional development is an important element of massage therapy. Areas of emphasis include:

The ability and willingness to use the communication model.
The ability and willingness to use effective communication skills and interact with those around you in a respectful manner.
The ability and willingness to support the standards of conduct of the college.

Veterans' Satisfactory Academic Progress Policy

Students receiving veterans' education benefits must maintain satisfactory progress to remain eligible for funding assistance.

Evaluation of Progress

Veterans will be evaluated monthly for both attendance and academic progress to determine if that student is making satisfactory progress.

Probation

Any student failing to meet either the attendance or the academic progress requirements will be placed on probation for a period of one month.

A student's progress will be reevaluated at the conclusion of the probationary period (one month). If it is determined at this evaluation that the student is meeting both, the attendance and academic progress requirements, the student will no longer be considered to be on probation. If it is determined at the evaluation that the student is failing to meet either the attendance or academic progress requirements they will have their benefits terminated.

Evaluation Criteria

Students are graded on class participation, examinations, assignments, and professional conduct. Individual course instructors will determine the precise mark breakdown for their course. Final grades are determined by individual instructors, based upon each course evaluation criteria, as indicated in each class description and as explained in the course introduction. A passing grade denotes satisfactory attendance and timely completion of all assignments. If a student does not meet the minimum requirements in class, he/she will be asked to withdraw from the program but may be allowed to reapply in the future.

Grading Policy

A student will be graded on both written and practical examinations. To successfully complete each course, a student must achieve a satisfactory grade of 70% or better. The grading scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

The conditional grade of "I" may be given only when the student has a passing average in all completed work. An incomplete may be given for a justified reason, such as illness, death in the family, or by providential hindrance when a student has failed to take the final exam or to complete other required work. The "I" becomes an "F" in 120 calendar days if the incomplete course work is not completed.

NOTE: Student clinic grading criteria is more restrictive regarding incomplete grades. These policies are outlined in the Student Clinic Handbook.

Academic Probation and Termination

Students will be evaluated twice during each class. Evaluations will occur once at the midterm of the class and once at the end of the class. The progress evaluation records will reflect the student's progress and are based upon completion within the allotted time of the designated program term. A student who is making unsatisfactory progress at the midterm of a grading period shall be placed on probation for the next grading period. When a student is placed on probation, that student will be counseled prior to returning to class, and the date actions taken, and terms for the probation shall be clearly indicated on the appropriate permanent records. If the student on probation achieves satisfactory progress for the remaining grade period, but has not achieved the required grades for overall satisfactory progress the student's enrollment may be terminated. When a student is placed on probation they will receive their next evaluation at the end of the class. At that time if the student is not making satisfactory progress, they will be granted one additional grade period to make satisfactory progress or they will be terminated from the program. A student whose enrollment was terminated for unsatisfactory progress may re-enter after a minimum of one grading period.

Appeal Procedure

Students may appeal a final class grade under the following circumstances:

- If grading criteria were not clearly specified at the beginning of the class.

- If grading criteria were not followed as stated, or were not consistently followed for all students.

- If an individual student believes that his/her class grade was based on or impacted by something other than stated grading criteria.

It is the student's responsibility to contact the instructor to clarify how the grade was determined and to express any concern that he/she may have. If the instructor's explanation does not resolve the question, the student may submit a written appeal to the director.

General Dispute Resolution

Students and faculty of the Body Therapy Center are expected to practice conscious communication when involved in a grievance procedure.

The Body Therapy School of Massage encourages the use of the following four-step general communication model for both staff and students:

In cases where you feel in conflict, angry, unhappy or uncertain with someone, the first step is to discuss this with the person.

If you feel unresolved after step one, you can communicate this to the individual involved and then involve a mediating third party mutually agreed upon by both of you.

If you feel unresolved after step two, step three would be to create a small committee with selection coming from the school environment and mutually agreed upon by both people involved. This committee would listen to both parties and recommend a solution.

If unresolved after step three, the administration will listen to both sides and hand down a resolution. At this point the issue will be considered resolved.

Academic Dispute Resolution

In the event of a dispute or grievance regarding instructors, classes, marks, attendance or any event deemed detrimental to the scholastic achievement of the individual student, the following procedures will be used.

The student must present a written grievance to the director within 7 (seven) days of the occurrence of any dispute. This written report should summarize how and why the event has been injurious to the student.

If the complaint concerns an instructor, a copy of the written grievance must also be presented to that instructor.

The director of the school will rule on the grievance within 7 (seven) working days. A written version of the ruling will be presented to all parties involved in the original dispute.

Student Grievance Procedure

Students and faculty of The Body Therapy Center are expected to practice conscious communication when involved with a grievance procedure. Anyone involved in such a procedure is expected to represent him/herself with mutual respect and integrity in an honest, responsible and direct manner. We do request that students with a grievance discuss the complaint with the Director and attempt to solve the grievance at this level. If unresolved at this level, concerns may be addressed with **Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701** or at <http://complaints.ibhe.org/>.

Course Withdrawal

The student must submit written notice to the school that he/she intends to withdraw from the program. Refund policies are described in full in the student Enrollment Agreement.

Dismissal

While BTCSM does everything in its power to help students succeed we do reserve the right to dismiss a student for any of the following reasons:

- Unsatisfactory Progress
- Attendance Violations
- Being under the influence of illegal substances or alcohol while on BTCSM property or at BTCSM sponsored activities.
- Violation of student clinic confidentiality agreement.
- Behavior that is disruptive to the learning process of students or the teaching process of instructors.
- Conduct that may be harmful to faculty, staff, students or oneself.

Requirements for Graduation

Students are awarded Diplomas upon completion of the following:

- 750 hrs of required course work
- Grade of 70% or above in all required course work
- Valid CPR/First Aid Certification
- Payment of all financial obligations to the school
- Meet all attendance requirements

Institutional Disclosures Reporting Table

July 1, 2020 through June 30, 2021

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: The Body Therapy Center and School of Massage, Ltd.					
<i>The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.</i>					
Disclose Reporting Category	Program Name	MT Cert 750	MT Cert 600		
	CIP #	51-3501	51-3501		
	SOC #	31-9010	31-9010		
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		6	0		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts		5	10		
b) Re-enrollments		0	0		
c) Transfers into the program from other programs at the school		0	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		11	10		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school		0	0		
b) Completed or graduated from a program or course of instruction		6	5		
c) Withdrew from the school		0	0		
d) Are still enrolled		5	6		
0					
a) Placed in their field of study		0	0		
b) Placed in a related field		0	0		
c) Placed out of the field		0	0		
d) Not available for placement due to personal reasons		0	0		
e) Not employed		0	0		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		6	5		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		6	5		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		6	5		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		22-70	16-32		

*CIP-Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/data/cipcode/Default.aspx?y=55>

*SOC-Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a standalone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession, or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Employability

As consumers increasingly seek less invasive, cost effective ways to heal, opportunities for professional massage therapists continue to expand. Graduates of BTCSM have made use of their education in a variety of ways:

- Establishing private practices.
- Integration of massage therapy with previous healthcare training.
- Working in the corporate sector as on-site bodywork professionals.
- Working in an office with other health care providers.
- Developing health and wellness programs for civic and community groups.
- Providing services at spas, resorts and health clubs.

Job Opportunities

Job opportunities can be found in healthcare offices, health clubs, country clubs, rehabilitation clinics, beauty and tanning salons, etc. You may also choose to be self-employed.

Graduate Career Referral

Employers of massage therapists throughout the metro-east contact the BTCSM to advertise career opportunities for qualified massage therapists. To check on the current job listing or career opportunities stop by or call the school at 618-239-6400. BTCSM does not provide career placement services beyond posting current listings and makes no implicit or implied representations or students' future employment potential nor suitability.

Professional Licensing

Professional licensing for bodywork and massage professionals varies from state to state. As of January 2005, Illinois is now a licensed state. The Illinois Department of Financial and Professional Regulation (IDFPR) is the governing body which licenses massage therapists in the state of Illinois. For more information you can reach them via the web at <http://www.idfpr.com/apply/forms.mt.pdf> or www.idfpr.com.

QUESTIONS AND ANSWERS

Upon completion of the BTCSM massage therapy certification, will I be able to work as a massage professional in the Metro-east area?

Our students are encouraged to check with their local municipality regarding the laws in the area where they intend to practice. State and local laws vary and the BTCSM encourages students to have this information before enrolling in our program.

Does the BTCSM offer tuition accounts or payment plans?

YES. The BTCSM offers deferred payment plans to those individuals who require financial assistance. Students requesting payment plans must meet with the director to discuss a payment plan that fits within their budget. All outstanding balances must be paid in full to the institution before the student is presented with a certificate of completion.

Will I be able to sit for the licensing certification exam upon completion of the program?

YES. Graduates of the BTCSM meet the requirements of instruction set by the National Certification Board for Therapeutic Massage and Bodywork and the Federation of State Massage Therapy Boards. The BTCSM offers periodic reviews for students preparing for this examination.

What Professional affiliation or organizations may I join upon completion of the certification program?

Graduates of the BTCSM are eligible to become professional members of the American Massage Therapy Association, the Associated Bodywork & Massage Professionals. Professional affiliation is based on personal choice and students can receive an application from a representative of the school.

May I contact graduates of the BTCSM to inquire about their experience while enrolled in the certification program?

YES, the director would be happy to provide a list of students to answer any questions about the level of instruction and their experience while a student at the BTCSM.

Are there any additional costs I need to be aware of before enrolling in the certification program?

YES, the cost of tuition does not include the cost of a massage table, your textbooks or supplies the student will need to practice outside of the classroom environment. Our bookstore carries a full line of tables, chairs and supplies and a representative would be happy to provide you with catalogs and any information you request when deciding on the purchase of equipment and supplies.

Why choose The Body Therapy Center and School of Massage, Ltd.?

The educators at the BTCSM have trained in a wide variety of therapeutic, somatic and holistic modalities and continue to study with some of the finest educators in the field.

Our instructors are required to continually study and educate themselves on the latest classroom instructional techniques and somatic educational processes.

Our student to teacher ratio allows for personalized instruction and assistance in the classroom.

At the BTCSM we focus on the student's personal and professional development.

Our commitment to lifelong learning allows our faculty and staff to be at the leading edge of this rapidly changing field.

Our program is designed to integrate scientific methods while allowing each student intuitive expression.