



Institute  
for  
Therapeutic Massage  
School Catalog

2020-2021



# INSTITUTE FOR THERAPEUTIC MASSAGE



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*'Since 1995, ITM graduates have exceeded the expectations of the professional massage community...'*

## ACCREDITATIONS & APPROVALS

- COMTA: Commission on Massage Therapy Accreditation – 2101 Wilson Blvd., Ste 302, Arlington, VA 22201
- NCBTMB: The National Certification Board for Therapeutic Massage and Bodywork – approved as a continuing education provider under Category A. 1901 South Meyers Road, Suite 240, Oakbrook Terrace, IL 60181
- MBLEX: Massage and Bodywork Licensing Examination.
- U.S. Department of Education – allows access to Title IV Financial Aid (Pell grants and Stafford loans) to students who qualify. NY State Participation Financial Square, 32 Old Ship, 25th Floor, New York, NY 10005-3534
- The New Jersey Department of Education / New Jersey Department of Labor (Workforce and Division of Vocational Rehabilitation) – allows for state supplemented retraining.
- The Department of Military and Veterans Affairs (for training veterans).

## AFFILIATIONS

- Holy Name Medical Center – Teaneck, NJ
- Jersey Shore University Medical Center, Neptune, NJ

Website: [www.massageprogram.com](http://www.massageprogram.com)  
Admissions: [admissions@@massageprogram.com](mailto:admissions@@massageprogram.com)

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This volume supersedes all previously distributed publications. Information contained in this brochure is subject to change without notice. Any changes to the school's requirements, policies or fees will be made available to all enrolled students prior to the start of their respective program. Subsequent changes will be reflected in the next publication. All information contained herein is the sole property of the Institute for Therapeutic Massage, Inc. and may not be reproduced without prior permission.

"This catalog is certified true and correct in content and policy."

## Letter from the Founder...

Dear Student,

I applaud your interest in becoming a massage therapist and welcome you to The Institute for Therapeutic Massage (ITM). You will find that massage therapy is an excellent career choice.

Once seen as a luxury, massage therapy and personal training are now widely perceived as not only enjoyable, but a beneficial and often essential form of preventative and complementary health care. This perception has extended to individual massage and fitness practitioners as well, with surveys showing that most people consider massage therapists and personal trainers to be part of the health care team. This newfound respect for the field, and for the people who practice the art themselves, has also generated significant growth in related job opportunities.

ITM was established over twenty years ago, in a single classroom with a desire to share my love for massage, to meet the growing need for highly skilled therapists, and to help our students obtain the knowledge and professional skills they need to foster personal growth as bodywork practitioners. Although the school has grown significantly since 1994, we continue to maintain that “small school” atmosphere and supportive learning environment that makes our students feel at home. To help finance your education, we offer federal funding (Pell grants and Stafford loans) to those who qualify, as well as a variety of payment plans.

Once you finish your coursework the possibilities for employment are numerous, as are the applications of massage and personal training themselves. Hospitals, MDs, chiropractors, physical therapists, and other medical professionals are increasingly encouraging their patients to receive massage and adopt an active lifestyle. Spas and resorts are also eager to employ our students and even large corporations have begun utilizing on-site massage therapists and fitness centers to reduce employee stress and absenteeism. No matter what your goals as a therapist, our students enjoy exceptional placement rates. If you choose to go into business for yourself, you will benefit from our course on generating business plans and marketing materials.

With accreditation standards for massage therapy and personal training schools continuing to rise, we are proud of the fact that ITM is one of the few schools in New Jersey accredited by COMTA, the highest standard available. It is my belief that all students should attend a COMTA accredited school because it ensures that the training is by a highly developed academic facility. Also, attending only COMTA accredited schools will bring a higher level of respect for massage therapy as a profession.

While big colleges and training corporations may add on massage therapy or personal training to their many unrelated academic programs, **it is our exclusive field of education**. We have a highly expert and passionate group of instructors, a supportive and effective administration, a curriculum that has been proven over time and is continually updated, as well as many opportunities for lifelong learning. We truly believe that your experience here will be unique compared to that of other schools and it is the reason why spas and medical professionals from around the tristate area send their employees to us for training and continue to hire our graduates.

From being an integral part of a comprehensive health care team, to providing relief from life's daily stresses, massage therapy and health & wellness programs have become more essential than ever and offers limitless opportunities to effect positive and lasting change in the lives of others. And when you improve the life of another, you can't help but improve your own as well.

Welcome to the first step on the road to the most rewarding career you'll ever have. Enjoy the journey, and we look forward to meeting with you soon!

Lisa Helbig, LMT  
ITM Founder

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## **School Overview**

### **Mission Statement**

Our goal is to ensure that ITM graduates exceed the expectations of the massage, bodywork and wellness community as competent, qualified, and ethical professionals.

### **Philosophy**

By teaching a combination of academic study and hands-on techniques that utilize the latest research, we help our students obtain the highest level of knowledge and skill to work safely and effectively with the public.

### **History, Certification & Ownership**

The Institute for Therapeutic Massage was established in 1994 by Lisa Helbig, LMT, and was immediately approved by the New Jersey Department of Education. Classes began in 1995, and in April of 2001, the school became one of just a few schools in New Jersey accredited by the Commission on Massage Therapy Accreditation (COMTA). Lisa has also been instrumental in the development of other massage and aesthetician schools (both before and after she opened ITM), massage-based curriculums, hospital-based massage programs, community charity-based outreach, CEU based videos, and a book on hot stone massage. She often travels both domestically and internationally teaching high level spa technicians how to use hot stone massage as an effective modality. The school offers four programs: a Comprehensive Massage and Bodywork Studies Program, Massage Therapy and Personal Training Program, Eastern Program and an Oncology Certification Program. The school atmosphere is conducive to -- and the staff is very much focused on -- providing a well-rounded, supportive and gratifying learning experience for those motivated to achieve the highest standards of performance.

### **Facilities**

Our main campus is in the middle of Haskell, New Jersey -- a quiet town with many antique shops, specialty stores, and salons.

In January 1999, we opened our second campus. This facility is in the bustling shore locale of Tinton Falls, New Jersey. The campus is equipped with a hands-on classroom, on-site student clinic, lecture rooms and an extensive resource library.

In November of 2000, we partnered with the University of Medicine and Dentistry of New Jersey (UMDNJ) in Newark. We integrated our Massage and Bodywork program into this busy teaching hospital, and so opened our third location which has since relocated to Bloomfield, NJ. In 2006, we began to offer our massage therapy program at St. Barnabas Health System-Community Medical Center located in Toms River, NJ.

In 2015, we opened our 6th location in Hackensack, New Jersey. This gave the school the opportunity to educate students from neighboring New York, looking to acquire their New York license. This location allowed us also to increase student enrollment in our specialty programs.

We are fully committed to developing advanced course-work and continuing education offerings to provide our students with the most current practical, theoretical, scientific, and ethical foundations of massage-based healthcare.

All our campuses are well equipped with massage tables, chairs, skeletons/bones, and CDs. Our separate on-site Student Clinic (open to the public for scheduled appointments) provides students with the opportunity to practice their skills in a professional client/ practitioner setting.

### **Certificate Statement**

Vocational schools in New Jersey must be approved by the Department of Education. Upon meeting the graduation requirements of their chosen program, students receive a professional, sealed certificate of completion, as well as a copy of their official transcript.

## **State Licensing Requirements**

The requirements for practice and/or licensure vary from state to state. In order to practice massage and bodywork therapy in New Jersey you must be licensed. You now must first pass the MBLEx test. Once you pass this test, you can apply to get your license at the NJ State Board of Massage. For the most current information, please visit [www.njconsumeraffairs.gov](http://www.njconsumeraffairs.gov) or contact:

The New Jersey Board of Massage & Bodywork Therapy PO Box 47032  
Newark, NJ 07101  
(973) 504-6520

The New York Office of the Professions also requires that you be licensed to practice massage and bodywork therapy. You will also need to pass their board exam for you to be licensed. For the most current information, please visit [www.op.nysed.gov/](http://www.op.nysed.gov/) or contact;

NY State Education Department  
Office of the Professions  
Division of Professional Licensing Services  
Massage Therapy Unit  
89 Washington Avenue  
Albany, New York 12234-1000  
518-474-3817, ext. 270 (voice)  
518-402-5354 (fax)

If you are interested in working in another state, please contact the state(s) directly to get the pertinent information regarding licensing requirements. Information can be found [www.massagetherapy.com](http://www.massagetherapy.com) which lists each state's requirements. In the absence of state licensing, local licensing/ordinances will apply.

## **Massage Therapy as a Profession and a Career**

The hectic pace of today's work environment combined with a diverse array of personal lifestyles has motivated individuals of all ages and from all walks of life to search for effective stress-management techniques that promote well-being and a higher quality of life.

From traditional medicine to increasingly sought-after alternative modalities, this quest by an astute, health-conscious public has reached unprecedented levels of interest and participation.

Articles in LIFE and NEWSWEEK magazines, trade journals, health-oriented studies, and numerous television reports not only attest to the benefits of massage therapy, but also list it as the most widely-used complementary care modality in the United States. Along with eating well and exercising, research reports from leading medical journals show that massage therapy is not only valuable as part of a healthy lifestyle routine, but also in providing relief from various surgical, clinical, and psychological conditions. It is because of these reports that massage therapy is finding a welcomed place among medical practitioners, insurance companies, hospitals, major corporations, sports teams, health clubs, hospice centers, chiropractors, cruise lines, and many others.

ITM graduates are also finding that this trend is providing incredible career opportunities for professionals who want either a more structured work environment (such as in a spa), or flexibility of schedule, both while enjoying creativity, variety, and compassion for others as part of their work day. The options are limitless. Many of our graduates have also gone on to teach massage-related courses at various massage schools, chiropractic colleges, and several major universities. Another benefit is the ability to be self-employed (with minimal cost) right after a comparatively short training program. This is true for those just entering the workforce, someone seeking to make a career change, or perhaps an individual who is looking for a second source of income.

An America on-line poll conducted in January 2004 and titled "The Allure of Trade Schools" found that Massage Therapy was listed as the #1 program that sounded most appealing to its participants – by twice that of the second choice. This same poll conducted in December of 2003, also listed Massage Therapy as the most popular program being selected at 'The 10 Hottest Trade Schools', while Andrea Coombes, of CBS Market Watch, in her article "Career colleges prospering – 10 hottest fields of study", listed Massage Therapy as the program added by the most schools nationwide last year.

What this shows is that Massage Therapy is both in demand from employers and the general public alike, and that there is a shortage of competent and well- trained professionals to fill the need. It also attests to the efficacy of this natural approach in stimulating the inherent healing powers of the body through the power of touch.

## **Industry Trends**

The International Spa Association (ISPA) in an informal poll of its members reported that “overwhelmingly, the #1 treatment for both men and women is massage.” When they commissioned an independent and detailed study through Cox Consulting, they found that 96% of destination spa visitors, 88% of resort/hotel spa guests, and 93% of day spa patrons mentioned massage.

In 2001, AMTA, the American Massage Therapy Association, is an organization that represents more than 46,000 massage therapists in 27 countries (their membership has more than quadrupled since 1990) and works to establish massage therapy as being integral to the maintenance of good health and complimentary to other therapeutic processes. They report that the number of Americans who are having massages has more than doubled in the last decade, with consumers visiting massage therapists over 114 million times per year (7 visits being the average per person) for a total of \$4-6 billion being spent annually. This is also proving to be true across all age ranges, geographic locations, and socioeconomic levels. Another trend identified is the increase in organizational managers that are including massage as an employee benefit (14% among Fortune 200 companies) to help increase retention and to bolster employee morale. (2008)

AHA, The American Hospital Association, released a survey on the use of complementary and alternative medicine (CAM) therapies used in hospitals and found that 22% of those hospitals responding have incorporated massage into their care regimens. Some hospitals are even requiring new medical residents and fellows to have an hour introductory massage so that they are aware of how the experience is potentially beneficial to their patients. (2008)

## **Massage and Bodywork Program**

### **Course Program & Details**

The 720-hour Massage and Bodywork Program includes 115 clinic hours and will last between 32 and 46 weeks (8-11 months), depending on the location. Please see the chart and the enclosed Application for Admission for further information.

### **Learning Objectives**

Upon completion of the 720-hour Massage and Bodywork Studies Program, graduates will have received comprehensive training in the art and science of massage therapy. This includes the study of Anatomy & Physiology, Myology, Pathology, Medical Terminology, Business and Ethics, and various massage modalities. Utilizing this knowledge will enable the graduate to communicate effectively with the both the client and their attending medical personnel. He/she will also be competent in performing Swedish, medical, and other massage forms. They will have ample hands-on experience and stamina to work in a spa, salon, medical practice, or anywhere else that desires to have a massage therapist on staff.

The Massage & Bodywork Studies Program provides a curriculum that exceeds most state requirements, while reflecting the most current techniques and research.

Graduates are prepared and eligible to sit for the Massage and Bodywork Licensing Exam (MBLEx) that is offered by the Federation of State Massage Therapy Boards (FSMTB) after completing the state's required criminal history check. Students must complete the entire program to graduate.

### **Additional Offerings / Flexibility**

We understand there are unexpected circumstances that arise during a student's education. To afford the greatest level of convenience and flexibility, our Massage and Bodywork program classes are conducted during the day and then repeated in evening. Should a student not be able to attend their regularly scheduled session, for whatever reason, there will be a makeup session available either the same day, or shortly thereafter.



## Required Courses

- Anatomy & Physiology, Pathology, Myology I & II (4 Modules)
- Business, Ethics & Practice Management
- Therapeutic Massage (4 Modules)
  - Swedish Massage Theory & Techniques
  - Modified Swedish Massage for Cancer Survivor
  - Medical Massage
  - Myofascial Release
- Heart Saver First Aid/CPR/AED
- Foundations of Shiatsu
- Student Clinic: Massage Technique Practice

## Required Weekend Concentrations

- Event Massage
- Foot Reflexology
- Introduction to Aromatherapy
- Pregnancy Massage

There are numerous modalities that a massage therapist can learn to enhance their massage practice. By offering a choice of electives, we ensure that students can pursue a variety of coursework and hands-on techniques that truly interest them. In addition to the mandatory weekends (Therapeutic Massage, Foundations of Shiatsu and Business, Ethics & Practice Management), students choose four additional weekend electives. These workshops are open to students, graduates, practicing massage therapists, and the general public (for those sections that don't require any kind of certification or licensure). All of our instructors have extensive training and experience in their subject area.

It is important to note that while we seek to accommodate each student's individual needs, students are required to choose their 4 electives when they submit their applications for enrollment. This is due to the complexity of scheduling the location, classroom, and instructor for each elective course in advance. To cover the administrative and logistical demands in planning elective weekends, there will be a \$100 surcharge for each change they wish to make thereafter. All weekend electives are 16 hours and meet Sat. and Sun., from 9 am to 6 pm except for Heart Saver FA /CPR/ AED, which meets one day from 9:00am to 6:00pm.

## Tuition & Fees

Application Fee: \$50.00 (non-refundable)  
Registration Fee: \$100.00 (non-refundable)  
Tuition, Books & Supplies\*: \$12,495.00

The Institute for Therapeutic Massage offers a complete book and supply package that includes most of the item's students will need throughout their program and beyond graduation. Students of the Massage and Bodywork Program will receive:

- Three textbooks / 6 Weekend handouts
- Massage cream / One flannel face rest cover
- \$1 million in Professional Liability Insurance coverage.
- CPR / Two sets of scrubs

## Payment Plan Options

The Institute for Therapeutic Massage provides several financing options to assist you in funding your education. Applicants who qualify may apply for Financial Aid.

For those who wish to avoid paying interest, or having long-term student loans, payment plans with no or low finance charges are also available. Payment options for Massage and Bodywork Program:

### Day Program

- Non-Interest Option: 4 equal payments of \$3,123.75.
- Interest Option\*: 8 equal payments of \$1587.50 starting on the first day of class.  
\*Includes \$205.00 finance charge

### Night Program

- Non-Interest Option: 4 equal payments of \$3,123.75.
- Interest Option\*: 10 equal payments of \$1,275.00.  
\*Includes \$255.00 finance charge.

## Massage & Bodywork Schedule:

Campus	Length of Program (Weeks / Months)	Number of Classes Meetings (Per week)	Meeting Times	Additional Class Meetings – Days, times and location
Haskell – 1069 Ringwood Ave. Suite 315 Haskell, NJ 973-839-6131	32/8	3	AM 9:00am – 2:00pm	6-1/2 Weekends – All held in Haskell: Saturday & Sunday 9am – 6pm. <ul style="list-style-type: none"> <li>Heart Saver First Aid/CPR/AED, which meets one day from 9:00am to 6:00pm</li> </ul> All 115 clinic hours will be scheduled and held in Haskell.
	46/11	2	PM 5:30pm – 10:30pm	
Tinton Falls – 106 Apple Street Suite 112B Tinton Falls, NJ 732-936-9111	32/8	3	AM 9:00am – 2:00 pm	6-1/2 Weekends – All held in Tinton Falls: Saturday & Sunday 9am – 6pm. <ul style="list-style-type: none"> <li>Heart Saver First Aid/CPR/AED, which meets one day from 9:00am to 6:00pm</li> </ul> All 115 clinic hours will be scheduled and held in Tinton Falls.
	46/11	2	PM 5:30pm – 10:30pm	
Bloomfield – 1255 Broad Street Suite 101B Bloomfield NJ 07003 973-839-6131	46/11	2	AM 9:00am – 2:00pm	6-1/2 Weekends - All Held in Bloomfield <ul style="list-style-type: none"> <li>Heart Saver First Aid/CPR/AED, which meets one day from 9:00am to 6:00pm</li> </ul> All 115 clinic hours will be scheduled and held in Bloomfield.
	46/11	2	PM 5:30pm - 10:30pm	

## **Personal Training as a Profession and a Career**

With more people becoming aware that physical fitness is beneficial to their long-term health, the demand for qualified health and wellness professionals has never been greater. If you are interested in helping others understand the importance of fitness, improve their health, and learn how to lead an active and injury free lifestyle, then personal training is a career that should be considered. At the same time, while learning the skills to enter this explosive profession, you can also gain the knowledge and skills necessary to get into the best shape of your life.

Surveys show that Personal Trainers have one of the highest job satisfaction rates. Recent studies have revealed historic and discouraging trends in the level of obesity, inactivity and preventable diseases that apply to all age groups and both sexes; with an emphasis on our nation's youth. The result of this will be felt in the form of coronary disease, orthopedic and age-related injuries, but can be prevented through a change in lifestyle that include these five principle behaviors:

- Flexibility
- Diet
- Positive Attitude
- Aerobic Conditioning
- Resistance / Weight training

By incorporating all five principal behaviors into one's daily routine, dramatic changes can occur in a brief period of time, and lead to a greater quality of life.

The benefits are not only experienced by those who participate in these types of preventative care programs, but also the people they interact with; not to mention the sense of satisfaction and accomplishment that exists between client and trainer.

A major indicator of the validity of the personal training industry -- and the widespread respect it is receiving -- is the increase in hospital-based fitness facilities. Also

telling, is the active participation by insurance companies and HMO's who are incorporating fitness and dietary programs as part of their preventative care service offerings. Corporations are recognizing the benefits of a healthy lifestyle as they are building onsite fitness facilities, subsidizing gym memberships, and offering extra perks to those employees who exercise regularly.

## **Industry Trends**

The U.S. Department of Labor cites that within the last 5 years, the ranks of personal trainers and aerobics instructors numbered well over 100,000, has doubled within the last year alone, and is expected to have double-digit growth every year for an Indeterminate period. This trend is much greater, than average, and it bears emphasis considering that we have been experiencing a shifting economy that saw a lot of downsizing. The health and wellness industry is proving to be recession-proof as the public-at-large continually seeks to maintain, if not improve, their level of fitness.

The demand for health and wellness professionals has never been higher. The need for trainers, and other wellness professionals, stems from the fact that many people are not sure how to safely and effectively create a life-altering change in behavior. Personal trainers need to be part exercise expert, nutritional guru, and motivational leader. As training is no longer an activity used only by bodybuilders, professional athletes, or those who are privileged, the demand for fitness professionals is being seen worldwide in health clubs, spas, resorts, rehabilitation centers / hospitals, and on cruise ships. There are also opportunities to work within corporations, as part of a training team, or be an entrepreneur who is as limited as their creativity.

With the increase in demand for personal trainers has also come an increase in the number of organizations that 'certify' them through offers to learn this craft at home, on the Internet, and at weekend seminars; they also never set foot inside a fitness facility or gymnasium. As with massage, personal training is a hands-on profession in which you are responsible for the livelihood and physical wellness of those you work with. This not only requires a strong didactic preparation, but also an interactive and guided hands-on education by instructors that are highly trained, have the appropriate credentials, and requisite real-world experience. Regulatory agencies are also getting involved as they change the licensure requirements to include a predetermined number of hours of classroom and gym-based exposure.

## **You can change people's lives.**

Once you have gotten your personal training and / or massage therapy certification, your opportunities are just beginning. Besides enjoying a fruitful career as a trainer and massage therapist, professionals in this industry continue to expand their knowledge base and get advanced credentials that allow them to work as:

- Athletic Trainers
- Coaches
- Aquatic Specialists
- Rehabilitation Specialists
- Performance Nutritionists
- Older Population Specialists
- Sports / Endurance Conditioning Experts
- Certified Strength & Conditioning Specialists (CSCS)

They are also using their knowledge and experience to enter other health care professions that include:

- Osteopathic Medicine
- Nutrition
- Chiropractic Medicine
- Physical / Occupational Therapy
- Acupuncture / Naturopathic Medicine

One of the greatest benefits of this program is that in less than one year, you can have the credentials and ability to earn a living in a high demand field while pursuing whatever future career path you choose. Most other occupations take at least 3-4 years and tens of thousands of dollars to enter a congested and competitive job market.

## **Massage Therapy and Personal Training Program**

### **Course Program & Detail**

Our 750-hour Massage and Personal Training program contains classroom teaching and supervised, hands on gym/massage time. Together, this gives the student one of the most comprehensive courses to date.

### **Learning Objectives**

Upon completion of the Massage Therapy and Personal Training Program, graduates will have received extensive knowledge in the art and science of human movement, nutrition, exercise and bodywork.

Our students will have ability to perform massage for wellness and sports, the testing skills to assess a client's state of fitness, and the knowledge and practical experience to recommend and implement a safe fitness, nutritional, weight management and wellness program in a variety of settings.

All graduates who successfully complete the program will receive an Institute for Therapeutic Massage Therapy and Personal Training Certificate of Completion. Graduates will be prepared to take the personal training certification examination given by the National Academy of Sports Medicine (NASM). They will also be prepared to take the MBLEx test to be eligible to be a licensed Massage Therapist in the state of New Jersey. New Jersey at the present time does not require a license to be a personal trainer. Personal Training Licensing varies from state to state, so please check with the individual state.

### **Required Courses**

- Anatomy & Physiology, Pathology, Myology I & II (4 Modules)
- Business, Ethics & Practice Management
- Therapeutic Massage (4 Modules)
  - Swedish Massage Theory & Techniques
  - Modified Swedish Massage for Cancer Survivor
  - Medical Massage
  - Myofascial Release
- Student Clinic: Massage Technique Practice
- Exercise Science for Bodyworkers
- Fitness Assessment, Exercise Planning and Programming

- Fitness Training Concepts
- Exercise Externship
- Nutrition & Weight Management for Bodyworkers
- Professional Development for Personal Training
- \$1 million in Professional Liability Insurance coverage

### Tuition & Fees:

Application Fee: \$50.00 (non-refundable)  
 Registration Fee: \$100.00 (non-refundable)  
 Tuition: \$12,995.00

### Payment Plan Options

The Institute for Therapeutic Massage provides several financing options to assist you in funding your education. Applicants who qualify may apply for Financial Aid. For those who wish to avoid paying interest, or having long-term student loans, payment plans with no or low finance charges are also available through TFC Financing.

Payment options for Personal Training Program:

- Non-Interest Option: 5 equal payments of \$2,599.00.
- Interest Option\*: 8 equal payments of \$1650.00 starting on the first day of class.  
 \*Includes \$205.00 finance charge.

### Massage Therapy & Personal Training Schedule:

Campus	Length of Program (Weeks / Months)	Number of Classes Meetings (Per week)	Meeting Times	Additional Class Meetings – Days, times and location
Haskell 1069 Ringwood Ave. Suite 315 Haskell, NJ 07420 or Tinton Falls – 106 Apple Street Suite 112BTinton Falls, NJ 732-936-9111	37/10	3	AM 9:00am – 2:00pm	70 clinical hours to be scheduled individually  Exercise Externship (50 hours) to be arranged between advisor and student

## **Eastern Bodywork Program**

This 750-hour course program is designed to help students meet the requirements for New Jersey Licensing, New York Licensure, and the National Certification for Therapeutic Massage and Bodywork Board Certification, or the MBLEX Massage and Bodywork Licensing Examination. In it, both Eastern and Western approaches to massage therapy are explored, and the program was designed and intended for those individuals with no prior training or experience in massage therapy.

Upon successful completion of the program, graduates will have a thorough knowledge of Eastern Philosophies and Shiatsu, as well as how the body works through training in Anatomy, Physiology, Pathology, Myology, Kinesiology, Neurology and Professional Development.

They will know the 12 primary meridians and major 'Tsubo' or trigger points along them, body mechanics, stretches, and Hara diagnosis. Students will also study Five Element Theory using basic associations and patterns of disharmony and relationships within the generation and control cycles.

Upon completion of this program students will be able to structure both a one-hour Shiatsu session with any client for maximum effectiveness, either alone or incorporated into their own Swedish Massage.

## **Learning Objectives**

The science aspect includes basic instruction in Anatomy/ Physiology, Pathology, Myology, as well as advanced instruction in Anatomy/Physiology, Kinesiology, Neurology and Neuropathology. Students will learn about all the body systems, the related pathologies, as well as, the musculature of the body, with an emphasis on the origin, insertion, fiber direction, innervation and actions of the muscles.

This massage is taught with an emphasis on Eastern and Western modalities. The Eastern approach focuses on Traditional Chinese Medicine and Shiatsu, while the Western approach combines a variety of modalities commonly used in both the spa environment as well as for clinical application and rehabilitation. Modalities taught include: Therapeutic Swedish Massage, Medical Massage, Myofascial Release and Trigger Point Therapy as well as others.

This program prepares the student for work in a variety of massage therapy settings including spas and wellness centers, chiropractors and physical therapists' offices as well as private practice. Students will learn the many aspects of marketing and establishment of a private practice through our comprehensive Professional Development course. This program exceeds all the educational requirements needed for New Jersey Certification, as well as those states that require 1000+ hours of training. Students are also able to sit for the NCBTMB Board Certification Exam.

## **Required Courses**

- Anatomy & Physiology, Pathology, Myology I & II (4 Modules)
- Business, Ethics & Practice Management
- Heart Saver First Aid/CPR/AED
- Foundations of Shiatsu
- Myology & Kinesiology I & II
- Neurology I
- Pathology
- Professional Development (NY License Information)
- Shiatsu I & II
- Student Shiatsu / Massage Practice
- \$1 million in Professional Liability Insurance coverage

## **Tuition & Fees**

Application Fee: \$50.00 (non-refundable)  
Registration Fee: \$100.00 (non-refundable)  
Tuition: \$12,995.00

ITM offers a complete book and supply package that includes most of the item's students will need throughout their program and beyond graduation.

## Payment Plan Options

ITM provides several financing options to assist you in funding your education. Applicants who qualify may apply for Financial Aid. For those who wish to avoid paying interest, or having long-term student loans, payment plans with no or low finance charges are also available.

Payment options for Eastern Bodywork Program:

- Non-Interest Option: 5 equal payments of \$2599.00.
- Interest Option\*: 8 equal payments of \$1650.00 starting on the first day of class.
  - Includes \$205.00 finance charge.

## Eastern Bodywork Program Schedule:

Campus	Length of Program (Weeks / Months)	Number of Classes Meetings (Per week)	Meeting Times	Additional Class Meetings – Days, times and location
Haskell 1069 Ringwood Ave, Suite 315 973-839-6131 or Tinton Falls – 106 Apple Street Tinton Falls, NJ 732-936-9111	37/9	3	9:00am – 2:00pm	3.5 weekends: Sat. & Sun. 9am - 6pm

# Oncology Massage Certification Program

## Course Program & Details

Students who enroll in the Oncology Certification program must have previous massage based academic and hands-on training before participating in this advanced curriculum.

The Oncology Certification Program is comprised of (750 hours total) including 49 clinic hours and will last approximately 32 weeks or 8 months. Please see the chart below and the enclosed Application for Admission for further information.

## Learning Objectives

Upon completion of this program students will learn how to adapt to the hospital culture, implement infection control procedures, adjust pressure according to certain restrictions, common conditions and symptoms to be aware of, how to identify various medical devices and precautions regarding those devices medications, documentation procedures, how to adapt the massage session according to the many variables that exist in a hospital environment.

## Not Just for Massage Therapists

Learning massage therapy for oncology patients is not just for those individuals wanting to become massage therapists, but also for those wanting to expand their knowledge of palliative care such as: nurses, doctors, occupational therapists, physical therapists and other health care professionals.

## Required Courses

- Anatomy & Physiology, Pathology, Myology I & II (4 Modules)
- Business, Ethics & Practice Management
- Therapeutic Massage (4 Modules)
  - Swedish Massage Theory & Techniques
  - Modified Swedish Massage for Cancer Survivor
  - Medical Massage
  - Myofascial Release

## Required Courses continued

- Student Clinic: Massage Technique Practice
- Hospital-Based Massage
- Manual Lymphatic Massage I
- Oncology Externship
- Oncology Massage I & II
- Externship
- \$1 million in Professional Liability Insurance coverage

## Tuition & Fees

Application Fee: \$50.00 (non-refundable)  
Registration Fee: \$100.00 (non-refundable)  
Tuition: \$12,995.00

## Payment Plan Options

The Institute for Therapeutic Massage provides several financing options to assist you in funding your education. Applicants who qualify may apply for Financial Aid. For those who wish to avoid paying interest, or having long-term student loans, payment plans with no or low finance charges are also available through TFC Financing.

Payment options for Oncology Certification Program:

- Non-Interest Option: 5 equal payments of \$2599.00.
- Interest Option\*: 8 equal payments of \$1650.00 starting on the first day of class.

\*Includes \$205.00 finance charge.



## Oncology Certification Program Schedule:

Campus	Length of Program (Weeks / Months)	Number of Classes Meetings (Per week)	Meeting Times	Additional Class Meetings – Days, times and location
Haskell 1069 Ringwood Ave. Suite 315 Haskell, NJ (973)839-6131 or Tinton Falls – 106 Apple Street Tinton Falls, NJ 732-936-9111	37/9	3	9:00am – 2:00pm No PM classes.	2 Weekend classes are on Saturday and Sunday from 9:00am to 6:00pm. These classes are held in Haskell and Tinton Falls:

## **Course Descriptions (All Programs)**

**Please check your program to verify which courses are included.**

### **Anatomy & Physiology, Pathology, & Myology I (4 Modules)**

#### **Sun Module**

**Pre-Req: None**

**(40 clock hrs.)**

Sun is an introduction to comprehensive study of the structure and functioning of the human body including the study of chemistry, cells, tissues, the Skeletal and Muscular systems. Students will discuss in this module the homeostatic mechanisms of each system. An introduction to Pathology will teach the students pathological conditions of each system as they relate to the study of massage therapy, medical terminology, the direct and indirect causes of disease, the nature of the inflammatory process and its role in all phases of injury recovery. In Myology, the student's instruction includes the study of muscle tissue, muscular injuries and implications for massage therapy, and the study of the skeletal system and all major muscles of the body. Students will also cover postural analysis related to the anatomy of the body.

#### **Moon Module**

**Pre-Req: Sun Module**

**(60 clock hrs.)**

Moon is an introduction to comprehensive study of the structure and functioning of the human body including the study of the Integumentary, Nervous, & Endocrine Systems. Students will discuss in this module the homeostatic mechanisms of each system. An introduction to Pathology will teach the students pathological conditions of each system as they relate to the study of massage therapy, medical terminology, the direct and indirect causes of disease, the nature of the inflammatory process and its role in all phases of injury recovery. Myology the student's instruction includes the study of muscle tissue, muscular injuries and implications for massage therapy, and the study of the major muscles of the body; their origin, insertion and actions related to the upper extremities.

#### **Mountain Module**

**Pre-Req: Sun Module**

**(60 clock hrs.)**

Mountain is an introduction to comprehensive study of the structure and functioning of the human body including the study of the Cardiovascular, Lymphatic, & Respiratory systems. Students will discuss in this module the homeostatic mechanisms of each system. An introduction to Pathology will teach the students pathological conditions of each system as they relate to the study of massage therapy, medical terminology, the direct and indirect causes of disease, the nature of the inflammatory process and its role in all phases of injury recovery. Myology the student's instruction includes the study of muscle tissue, muscular injuries and implications for massage therapy, and the study of the major muscles of the body; their origin, insertion and actions related to the axial skeleton.

#### **Sky Module**

**Pre-Req: Sun Module**

**(60 clock hrs.)**

Sky is an introduction to comprehensive study of the structure and functioning of the human body including the study of the Digestive, Urinary, & Reproductive systems. Students will discuss in this module the homeostatic mechanisms of each system. An introduction to Pathology will teach the students pathological conditions of each system as they relate to the study of massage therapy, medical terminology, the direct and indirect causes of disease, the nature of the inflammatory process and its role in all phases of injury recovery. Myology the student's instruction includes the study of muscle tissue, muscular injuries and implications for massage therapy, and the study of the major muscles of the body; their origin, insertion and actions related to the lower extremities.

### **Business, Ethics & Practice Management (BEPM)**

**Pre-Req: None**

**(34 clock hours)**

Business Ethics & Practice Management are essential skills whether you are self-employed, or work for someone else. The student will design a business plan, resume and other important documents in preparation for successfully entering the job market. The school maintains a placement directory that the student may use upon graduation, and post-graduate advice is always available. A business project will be required.

## **Chair Massage**

**Pre-Req: None**

**(16 clock hours)**

A comprehensive study of chair massage. Students will learn to give clients a relaxing yet invigorating massage, while the clients remain fully clothed. Students will learn how to utilize specific acupressure routines on specially designed massage chairs, which expose the head, shoulders, neck, arms, back and hips. Instructors will teach how to market these techniques as an introduction to massage or as a portable marketing tool, thereby increasing their client base.

## **Heart Saver First Aid/CPR/AED Required for Externship**

**Pre-Req: None (8 clock hours)**

This 8-hour course teaches participants to recognize & care for emergencies, including respiratory & cardiac problems, sudden illness & injuries to infants, children & adults. Red Cross certification is issued for Adult, Infant & Child CPR & Community First Aid & Safety upon successful completion of the course. All participants receive the requisite textbook.

## **Event Sports Massage**

**Pre-Req: None**

**(16 clock hours)**

The most valuable piece of equipment to the Massage Therapist is undoubtedly their hands. With the proper training, a good massage therapist can take their talent anywhere and adapt their techniques to fit any situation. This versatility enables the massage therapist to bring their skills to a multitude of events, thereby increasing their exposure by getting their hands on more people. This Event Massage course will prepare the massage therapist to perform massage at outdoor and indoor events using the massage table, massage chair, and most importantly, their hands.

PLEASE BRING YOUR FACE REST COVER, A SET OF SHEETS AND CREAM TO ALL WEEKEND CLASSES AND NOTE TAKING MATERIAL

## **Event Sports Massage**

**Pre-Req: None**

**(16 clock hours)**

Learn specific event-related massage to work on athletes and non-athletes at sporting events by using these specific massage techniques along with stretching, students will help athletes, and aspiring athletes, achieve their maximum performance, recover more quickly from an event, and reduce potential injury. Students will also learn to market these techniques to athletes, thereby increasing their client base.

## **Exercise Externship**

**Pre-Req: Heart Saver First Aid/CPR/AED**

**(50 clock hours)**

Must be currently passing all exercise courses. This internship will provide the student with an opportunity to apply their classroom knowledge in a supervised setting. Students will work on fitness testing, designing programs, and perhaps lead classes to a variety of age groups, special populations and/or athletes. Site and hours are to be arranged by your advisor. You must have taken Heart Saver CPR prior to starting Exercise Internship.

## **Exercise Science for Bodyworkers**

**Pre-Req: None**

**(25 clock hours)**

Students will learn and develop their understanding of the physiological effects of physical activity upon the human body and the body's ability to perform work.

Students will acquire adequate knowledge in the following areas:

- Structure and function of the skeletal muscle and nervous system
- Neuromuscular adaptations to training and bodyworkers
- Metabolism, energy and the basic energy systems
- Hormonal regulation of exercise
- Metabolic adaptations to training
- Cardiovascular and respiratory function and performance
- Environmental influences on performance
- Age and sex considerations in sport and exercise
- Physical Activity for health and fitness
- Performance and sport / Ergogenic Aids

## **Oncology Externship**

**Pre-Req: None (Students must be currently passing Swedish Massage Therapy)**

**(125 clock hours)**

Clinic provides students with an invaluable opportunity to apply their classroom learning in a supervised hospital setting. While enhancing their hands-on massage skills, students gain experience in working with a variety of body types and physical conditions. Clinic has also proven to be a tremendous confidence builder in working with the cancer patients and their families. Students must complete a minimum of 120 clinic hours as well as a 5-hour hospital/clinic orientation.

## **Fitness Assessment/Exercise Planning and Programming for Bodyworkers**

**Pre-Req: Exercise Science**

**(64 clock hours)**

Students will learn how to select and conduct fitness tests to determine a client's muscular strength, muscular endurance, flexibility, body composition, postural analysis and cardiovascular endurance. Students will be able to interpret the results from these tests and recommend appropriate massage and exercise programs. They will also learn how certain medications alter the exercise response and how to modify each program accordingly.

Exercise leadership concepts explore theories and techniques from different schools of thought as they pertain to the physiological basis of strength training/conditioning and aerobic fitness. These theories are then brought to life via live demonstrations in the gym setting, on the equipment that is commonly used in the fitness industry. Subsequent to the lecture and hands on experience, the class will conclude with a written and practical exam.

## **Fitness Training Concepts**

**Pre-Req: None**

**(30 clock hours)**

Students will learn to explain the effects of muscle imbalances, Cardiorespiratory, core, balance, reactive (power) and speed and agility training concepts. They will learn the scientific rationale for the use of each training concept and how to integrate the concepts into a training program. The instructor will show the student the differences of the training concepts and various techniques used in training programs. At the end of the class the student will be able to perform and instruct appropriate flexibility, cardiorespiratory, core, balance, reactive (power) and speed and agility training concepts. Subsequent to the lecture and hands on experience, the class will conclude with a written and practical exam.

## **Foot Reflexology**

**Pre-Req: None**

**(16 clock hours)**

Foot Reflexology is a system of applying non-invasive pressure to certain points on the feet. It is based on the same theories that stem from traditional Chinese medicine, such as acupressure, and has been used for over 5,000 years to activate healing and stress reduction within the body. Reflexology is considered to be a gentle and holistic healing technique that aims to treat the individual as a whole, in order to induce a state of balance and harmony in body, mind and spirit. It is widely believed that there are reflex areas on the feet corresponding to all the parts of the body including major organs. Students will learn a brief history of reflexology, as well as procedural guidelines and appropriate warmup techniques. They will also learn how to work 9 different body systems as they relate to the reflex points on the feet (to achieve a therapeutic response), and a reflexology routine to work the feet both efficiently and effectively.

## **Foundations of Shiatsu**

**Pre-Req: None**

**(Clock hours 16)**

Foundations of Shiatsu are a comprehensive study of the basic principles of Traditional Chinese Medicine, which forms the basis for most eastern modalities of bodywork. Students will learn concepts such as: Yin and Yang, Five Element Theory and the Meridian System. Students will also learn basic acupressure techniques. This class includes extensive lecture combined with practical hands on experience.

## **Hospital Based Massage**

**Pre-Req: None**

**(40 clock hours)**

This is a comprehensive study of massage therapy within the hospital environment. In this course students will learn how to

adapt to the hospital environment, practice infection control precautions and adjust their massage based on pressure and position considerations.

Students will also review the main reasons patients are hospitalized for medical treatment including their common conditions and symptoms. Students aim to explain about the common devices which are used in hospitals as well as many of the common procedures performed in a hospital. Students shall review the common medications used in the hospital. There will be demonstrations about how to obtain referrals and orders and how to perform a patient intake. Students will show how to adjust a basic Swedish massage for a medically frail patient and how to document that session. Finally, students will learn about the future of massage within the hospital environment and how they can become part of this trend.

## **Introduction to Aromatherapy**

**Pre-Req: None** (\$35 fee for materials)

**(16 clock hours)**

Aromatherapy is the inhalation and/or bodily application of essential oils from aromatic plants. Its application is designed to relax, balance, rejuvenate, restore or enhance the mind, body, and spirit. These essential oils are extracted from many parts of the plant such as the flower, leaf, bark, root, etc. and are believed to strengthen the self-healing processes by indirect stimulation of the immune system. Aromatherapy is a non-invasive, non-toxic, and pleasurable way to enhance lives. Students will learn the practical applications of different aromatherapy blends and their uses in massage therapy along with learning how to physically blend the oils themselves.

## **Manual Lymphatic Massage I**

**Pre-Req: None**

**(30 clock hours)**

The course is a hands-on instructional course designed to train students to perform manual lymphatic massage (MLM). This course includes an in-depth study of the lymphatic system and the effects of MLM.

## **Myology & Kinesiology I**

**Pre-Req: None**

**(60 clock hours)**

A detailed study of neuromuscular structure, biomechanics, and movement-based physiology for the articular system, shoulder, elbow, wrist, and hand. For each area covered, the focus will be to differentiate various muscle / fiber types, the mechanism of muscular contraction, joint structure / function, and the impact of different forces on the human body. The bones, bony landmarks, ligaments, and tendons for each area are identified as well as the origin, insertion, nervous innervation, and action of each muscle. Also covered are various methods for testing muscular function, strength, and the mechanical analysis of joint movement. With this information, students will be able to adjust their approach to treatment, based on the presence of proper and improper postural alignments. Related neuromuscular pathologies for each joint are studied, as well as common sports injuries and their implications in massage therapy.

## **Myology & Kinesiology II**

**Pre-Req: Myology & Kinesiology I**

**(60 clock hours)**

A continuation of Myology and Kinesiology I, students will study in detail the neuromuscular structure, biomechanics, and movement-based physiology for the articular system, head, neck, trunk, pelvic girdle / hip, knee, ankle, and foot. For each area covered, the focus will be to differentiate various muscle / fiber types, the mechanism of muscular contraction, joint structure / function, and the impact of different forces on the human body. The bones, bony landmarks, ligaments, and tendons for each area are identified as well as the origin, insertion, nervous innervation, and action of each muscle. Also covered : ous methods for testing muscular function, strength, and the mechanical analysis of joint movement. With this ii on, students will be able to adjust their approach to treatment, based on the presence of proper and improper postural alignments. Related neuromuscular pathologies for each joint are studied, as well as common sports injuries and their implications in massage therapy.

## **Neurology**

**Pre-Req: None**

**(60clock hours)**

An extensive study of the nervous system including the anatomy, organization, and pathophysiology of nervous tissue, the physiology of a nerve impulse, and the role of neurotransmitters in signal transmission. Also, covered in detail are the brain, spinal cord, cranial nerves, spinal nerves, nerve plexuses, meninges, ascending/ descending tracts, and terminal nerve pathways. Other topics include: Perception, pain, proprioception, posture, and neurological disorders of the central and peripheral nervous system. Neurology I's extensive study of the nervous system, which includes exploring the levels and components of sensation – including the principle structures for and the generation of the five senses, perception, pain, proprioception, and posture. Students will examine the pathways that convey somatic sensory nerve impulses from the body to the brain and, in turn, the pathways that convey motor impulses from the brain to the skeletal muscles. A comparison will be made of numerous integrative functions, such as wakefulness and sleep, and learning and memory. This also includes an analysis of the autonomic nervous system and the effects massage therapy has on it.

## **Nutrition & Weight Management for Bodyworkers**

**Pre-Req: None**

**(15 clock hours)**

Eating the right foods can help an individual maintain a desirable body weight and stay physically fit. For an athlete to reach their highest potential, it is an absolute must, and all body systems must be perfectly tuned, in sync, and adequately fueled. In other words, there is nothing more important when discussing the ability to perform exercise, and then recover, than “proper” nutrition, and what works for one client will not necessarily work for another -- it is a highly individualized endeavor. It will also be a determining factor when talking about an athlete's response to massage, and the benefits that are available to them. With sports and athletes becoming increasingly competitive, more and more stress is being placed on performance nutrition and supplementation. At the same time, without proper nutrition, all of the expert coaching, physical conditioning, and massage therapy in the world will not be enough to reach optimal fitness levels. In this course, students will learn the role of nutrition when promoting health, controlling body weight, developing fitness programs, and maximizing physical performance.

## **Oncology I (ONCO I)**

**Pre-Req.: None**

**(45 clock hours)**

The course is a comprehensive study of the principles and practice of palliative and supportive care for oncology patients and their families. This course includes an in-depth study into both the traditional medical practices as well as the adjunct therapies currently being practiced in Oncology.

Students will learn about the methods employed in treatment and palliative care including chemotherapy, radiation, surgery. Students will also learn the fundamentals of cancer and its effects on the body and its systems.

Students will learn how massage therapy can be incorporated into the palliative and supportive care of oncology patients and their families. Students will learn about cultural issues, end of life issues, spiritual and bereavement care, quality of life and ethics in working with oncology patients and their families. Students will also learn specific palliative care methodology in working with specific populations including pediatrics, geriatrics, Intensive care patients and HIV/AIDS.

Students will also learn how to deal with the stresses and potential burnout, when dealing with oncology patients and their families.

## **Oncology II (ONCO II)**

**Pre-Req.: Oncology I**

**(45 clock hours)**

Students will be able to define the following pathologies: Skin Cancer, Lymphoma, Leukemia, Lung Cancer, Esophageal Cancer, Lymphedema, Stomach Cancer, Colorectal Cancer, Liver Cancer, Pancreatic Cancer, Bladder Cancer, Cervical Cancer, Breast Cancer, Ovarian Cancer, Prostate Cancer and Testicular Cancer. Students will be able to understand the complications associated with each of the above types of cancer.

## **Pathology**

**Pre-Req: None**

**(65 clock hours)**

Pathology is the scientific study of the nature of disease and its causes, processes, development, and consequences. In Pathology I, students study various pathological conditions for each system and how they relate to the study of massage therapy. They also learn medical terminology, disease classifications, the direct and indirect causes of disease (etiology), the nature of the inflammatory process and its role in all phases of injury recovery. In Pathology II, students continue their study of pathology, focusing on the changes in body

tissues and organs that cause, or are caused by, various disease states. Allopathic (Western) medical treatments will be discussed as well as the role of massage in the treatment program.

## **Pregnancy Massage**

**Pre-Req: None**

**(16 clock hours)**

Along with the many joys that come with expecting a child, a mother-to-be may be coping with fatigue, other normal physical discomforts, and hormonal changes. On an emotional level, they may also feel worried, anxious, and/or stressed about pregnancy, childbirth, and the many demands of motherhood itself. These are all normal concerns, joys and transitions, and luckily, massage therapy can be an incredible help in this circumstance. There are both mental and physical benefits for the pregnant mother to receive this hands-on treatment, as massage not only provides the physical relief needed to reduce stress, but also helps establish a mental and emotional sense of well-being. In this class,

students will learn the anatomy and physiology of pregnancy throughout each trimester, safety issues and contraindications to massage, how to position your client for comfort and safety, develop a one-hour side-lying routine with emphasis on proper draping techniques, positional release techniques that alleviate some minor discomforts of pregnancy, and marketing techniques to attract clientele.

## **Professional Development (Eastern Bodywork Program NY)**

**Pre-Req: None**

**(16 clock hours)**

This is a study of proper hygiene, sanitation and safety practices with the practice of massage therapy. The application of both universal and standard precautions will be discussed in detail. Precautions necessary for working with immune-compromised patients (cancer, HIV/AIDS, the elderly) is an important aspect of this course. Students will also discuss boundary issues associated with the client-therapist's relationship.

Aspects of transference and countertransference will be covered, as well as sexual misconduct and issues around the intimacy of massage. New York State Law in reference to the educational requirements and practice of massage therapy will also be discussed.

## **Professional Development for Personal Training**

**Pre-Req: None**

**(10 clock hours)**

Since many personal trainers have little or no business education, this course will help the student save time and learn to avoid some common business mistakes. Also, covered, will be the critical components needed to increase the likelihood of success and future employment for graduates of the personal training program.

Students will learn how to create, market and manage a personal training business. Students will also learn how to develop a mission statement and business plan, establish policies for services, as well as how to hire and train staff.

## **Reiki I**

**Pre-Req: None**

**(16 clock hours)**

Reiki is a Japanese word meaning "universal life energy." It is a form of massage therapy that originated in Tibet and has been practiced for over 2,500 years. A non-invasive and non-manipulative hands-on energy treatment, its aim is to help the healing process by relieving blockages in the physical, mental and emotional states. It is believed that Reiki can relieve pain, boost the immune system and relieve acute problems. Students learning this energy form will be attuned to the universal life force and learn the hand positions needed to work on themselves and others.

## **Spa Therapies**

**Pre-Req: None**

**(32 Hours)**

Spa Therapy class is a combination of lecture and hands on work. Students will learn body wraps and scrubs, hot stone massage as well as how to market each modality. Students will have the opportunity to learn the indications and contraindication of each Spa treatment.

## **Shiatsu I**

**Pre-Req: None**

**(65 clock hours)**

An introduction to the theories, philosophies, practical roots, and ancient traditions of Far Eastern healing that includes Shiatsu. Shiatsu itself, which originated in Japan, is the application of sustained pressure with thumbs, hands, elbows, knees and feet to the meridians (energetic pathways) and tsubo (acupoints). In Shiatsu I, students will study the pathways of the twelve primary meridians and the major points that are situated along them. Also explored are the fundamentals of body mechanics, proper body placements needed to access the meridians, and the stretches, transition and protocols for each element. In order to perform a full body Shiatsu sequence, students will become familiar with the order of infiltration, evaluation areas of the Hara, and the back zones.

## **Shiatsu II**

**Pre-Req: Eastern Bodywork / Shiatsu I  
(65 clock hours)**

In this continuation of Shiatsu, I, students review the 12 meridians and their affiliated points, further develop their skills in proper body mechanics, and continue to learn the stretches, transitions and protocols for each element. New material covers the Five Element Theory, Conceptions and Governing Vessel, the basic associations / patterns of disharmony, and the relationships within the generation and control cycles.

Upon completion, students will be able to structure a full Shiatsu session

## **Student Clinic:**

### **Massage Technique Practice**

**Pre-Req: None - Must be passing all bodywork classes in which you are enrolled.**

**Hours vary by program:**

**Massage & Bodywork Program:**  
(115 clock hours)

**Massage & Personal Training Program:**  
(70 clock hours)

**Eastern Bodywork Program:**  
(100 Shiatsu clock hours)

**Oncology Certification Program:**  
(49 clock hours)

Clinic provides students with an invaluable opportunity to apply their classroom learning in a modified and supervised professional setting. While enhancing their hands-on massage skills, students gain experience in working with a variety of body types and physical conditions. Clinic has also proven to be a tremendous confidence builder.

## **Therapeutic Massage (4 Modules)**

### **Sun Module**

**Pre-Req: None  
(80 clock hours)**

Sun introduces students to the history of Massage and all the influential people that helped to make massage what it is today. Students will learn strokes and hands-on skills that are used throughout massage therapy. We will teach them communication skills to use in practice when they graduate. They will learn; uses, effects, and chemical ingredients of powders, oils, and other products used in massage therapy, as well as safety, hygiene, and universal precautions. This module will teach draping and bolstering techniques used in practice. Students will learn the effects of massage, as well as the indications and contraindications for massage. They will learn the basic strokes of effleurage, petrissage, tapotement, shaking, rocking, friction, compression, and range-of-motion techniques. In order to reduce mechanical stress and potential of injury, students will also study the fundamentals of body mechanics and correct wrist and hand alignment, as well as self-care and stretching exercises. The course also will teach the treatment planning of client intake, assessment, and documentation. Once the foundational massage strokes are learned, the students will learn the fundamentals of medical massage strokes which will be applied in later modules. Students will learn to perform a one-hour full body relaxation massage incorporating all strokes and techniques learned. Students will also learn Myofascial Release to address these changes through the use of slow, sustained movements that restore normal function while providing the client with a sense of relief, balance and improved well-being.

### **Moon Module**



**Pre-Req: Sun Module  
(Clock Hours 60)**

Moon introduces students to the strokes and hands-on skills that are used throughout massage therapy. We will teach them communication skills to use in practice when they graduate. Students will learn the effects of massage, as well as the indications and contraindications for massage as it relates to the upper extremities. They will review the foundational strokes of effleurage, petrissage, tapotement, shaking, rocking, friction, compression, and range-of-motion techniques. In order to reduce mechanical stress and potential of injury, students will continue to study the fundamentals of body mechanics and correct wrist and hand alignment, as well as self-care and stretching exercises. The module also will teach the treatment planning of client intake, assessment, and documentation as it relates to medical massage. Students will practice foundational massage strokes and build on fundamentals of medical massage strokes which will be applied to the shoulder, arm and hand. Students will learn to perform a one-hour full body relaxation massage incorporating all strokes and Medical techniques learned. Students will also learn Myofascial Release to address these changes using slow, sustained movements that restore normal function while providing the client with a sense of relief, balance and improved well-being.

**Mountain Module**

**Pre-Req: Metal Module  
(Clock Hours 60)**

Mountain introduces students to the strokes and hands-on skills that are used throughout massage therapy of the head, neck, and spine. Students will learn the effects of massage, as well as the indications and contraindications for massage as it relates to the head, neck, and spine. They will review the foundational strokes of effleurage, petrissage, tapotement, shaking, rocking, friction, compression, and range-of-motion techniques. To reduce mechanical stress and potential of injury, students will continue to study the fundamentals of body mechanics and correct wrist and hand alignment, as well as self-care and stretching exercises. The module also will teach the treatment planning of client intake, assessment, and documentation as it relates to medical massage. Students will practice foundational massage strokes and build on fundamentals of medical massage strokes which will be applied to the head, neck, and spine. Students will learn to perform a one-hour full body relaxation massage incorporating all strokes and Medical techniques learned. Students will also learn Myofascial Release to address these changes through the use of slow, sustained movements that restore normal function while providing the client with a sense of relief, balance and improved well-being.

**Sky Module**

**Pre-Req: Sun Module  
(Clock Hours 60)**

Sky introduces students to the strokes and hands-on skills that are used throughout massage therapy of the lower extremities. Students will learn the effects of massage, as well as the indications and contraindications for massage as it relates to the lower extremities. They will review the foundational strokes of effleurage, petrissage, tapotement, shaking, rocking, friction, compression, and range-of-motion techniques. To reduce mechanical stress and potential of injury, students will continue to study the fundamentals of body mechanics and correct wrist and hand alignment, as well as self-care and stretching exercises. The module also will teach the treatment planning of client intake, assessment, and documentation as it relates to medical massage. Students will practice foundational massage strokes and build on fundamentals of medical massage strokes which will be applied to the lower extremities. Students will learn to perform a one-hour full body relaxation massage incorporating all strokes and Medical techniques learned. Students will also learn Myofascial Release to address these changes using slow, sustained movements that restore normal function while providing the client with a sense of relief, balance and improved well-being. Students will also learn Modified Swedish Massage for Cancer Survivors designed to teach students already proficient in Swedish Massage how to modify their techniques for a client who is at least two months post treatment for cancer (treatments may include surgery, reconstruction, radiation, and/or chemotherapy). Students will learn to effectively address such issues as communicating with physicians, their client's sensitivity to possible hair loss, and others.

## **GENERAL SCHOOL INFORMATION**

*Applies to all programs at all locations.*

The staff and faculty of the Institute for Therapeutic Massage are hard-working individuals dedicated to teaching the art and science of therapeutic massage. Our main goal is to ensure that ITM graduates exceed the expectations of the professional massage community as competent, qualified candidates of the massage profession. We do not take this goal lightly. We want all our graduates to be the best in their newly chosen field. Part of your experience here at school will be to meet people from all different walks of life. Many people agree that the personal interaction has reduced greatly in the information age we currently live in. By becoming a part of an industry that requires so much interaction with other people, many students must learn or refine their people skills to work with someone else. Students in adult education are expected to behave in a mature, professional manner. ITM has seen that some students may not all like or agree with each other.

Please remember that every student is here to learn massage therapy, and each has a right to a classroom environment that is conducive to learning. We have made a list of guidelines we expect our students to adhere to. By following these guidelines, students will gain valuable professional habits that will shine through to your clients.

## **ADMISSIONS**

### **Statement of Non-Discrimination**

The school does not discriminate based on age, gender, race, ethnic origin, religion, sexual orientation or any type of disability.

### **Admissions Requirements**

Students must:

- Be age 18 or older.
- Can read, write, and speak English
- Submit a copy of their high school transcript / diploma, GED or equivalent.
- Read and submit an enrollment agreement along with a \$150 non-refundable application and registration fee.
- Provide a signed statement that they can give and receive massages during the school-based training and the clinical training.

The application (along with the fee), a copy of your high school diploma or GED, and the signed statement must be provided prior to the start of classes.

Please note: A criminal background check may be required for some locations due to hospital policies. Students whose files lack any of the above items will not be allowed to continue classes until the missing item is provided.

### **Admissions Procedures**

Students should:

- Contact the school's admissions department to arrange an interview and a tour.
- Request a current school year calendar stating the current school days and locations for the program that you are interested in.
- Arrange to have a massage in the clinic if they are unfamiliar with the experience.
- Submit his/her completed Application for Admission with the \$50 application fee. Upon acceptance into the program submit \$100 registration fee with signed enrollment agreements. This secures your place in the class.

Students interested in attending the Haskell, Bloomfield or Tinton Falls campus should contact Admission at 973-839-6131.

### **Additional Admissions Requirements**

In addition to the requirements listed, the following campuses and programs require additional information. They are listed below per each campus:

TINTON FALLS ONCOLOGY PROGRAM

PPD (two step), annual one step thereafter

- Rubella titer-immune
- Rubella titer-immune
- Varicella titer-immune

- Hepatitis B vaccination status (series declined, completed or in progress)
- History and Physical

## **Financing Your Education**

Students have many options with regards to paying for tuition, including the choice of payment extended financing plan (for tuition only -- a nominal administration fee is applied). We offer loans through an independent financing company SLM Financial, TFC, or N.J. Loan and the Federal Financial Aid Title IV funding for those who qualify.

This includes Pell Grants and William Ford Direct Loans. We do not offer scholarships. Interested students are strongly encouraged to contact the schools Financial Director either by phone or e-mail [marina@massageprogram.com](mailto:marina@massageprogram.com) or by setting up an appointment as soon as possible. More information is also included in Student Guide Catalog which is available at the school and provided by the United States Department of Education. Prior students seeking additional financial assistance have also contacted their bank for a personal or home equity loan, their local unemployment office for assistance through Workforce Development or another job re-training program, or the Department of Military and Veterans Affairs if the student is eligible.

The Institute for Therapeutic Massage is proud to see that students come from virtually all walks of life to learn massage therapy and have varying degrees of a health or science-oriented background. Students range in age from 18 to retirement, are both male and female, may be on a job hiatus or career change. They may also be looking to develop the ability to generate extra income, or already have a full-time career.

U.S. Department of Education  
 NY State Participation Financial Square  
 32 Old Ship, 25th Floor  
 New York, NY 10005-3534 (646) 428-3750

New Jersey Department of Labor and Workforce and Division of Vocational Rehabilitation  
 P.O. Box 055  
 Trenton, NJ 08625-0055  
 (609) 984-5941

NJ Department of Military and  
 Veterans Affairs  
 20 Washington Place  
 Newark NJ 07102  
 (973) 297-3223

## **Distinction between scholarship, grant and loan for financial aid**

A Scholarship is an award of financial aid for a student to further education. Scholarships are awarded on various criteria usually reflecting the values and purposes of the donor or founder of the award. The Institute for Therapeutic does not offer any scholarships. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor or a professional degree. (In some cases, however, a student enrolled in a post-baccalaureate teacher certification program might receive a Pell grant.) Pell Grants are considered a foundation of federal financial aid to which federal and non-federal sources might be added. A loan is money borrowed that must be repaid.

## **Satisfactory Academic Progress (SAP) Policy**

Students at The Institute for Therapeutic Massage are required to meet certain standards of Satisfactory Academic Progress toward the completion of the program. These standards apply to all students, regardless of whether they are in receipt of Title IV Financial Aid. Satisfactory Academic Progress will be assessed at the midpoint of the program, with each student being required to maintain a 2.0 (C or 70%) grade point average in all courses. An Academic Year is defined as 900 hours/26 weeks.

Students receiving Federal Financial Aid under Title IV Programs must comply with these standards to be eligible for such assistance. This policy affects student eligibility for federal financial aid through any/any/all the following state or federal programs:

- Federal Pell Grants
- Federal Stafford Loan Program, both subsidized and unsubsidized

To be eligible to receive any of the types of Financial Aid, a student must be currently enrolled for credit.

## **Meeting the terms of this Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (SAP) is a measurement of the student's successful progress in their studies. SAP is evaluated at the scheduled midpoint of the program. SAP is evaluated using qualitative standard of academic performance as measured by grade average, as well as quantitative standards attendance as measured by the total number of clock hours completed by the scheduled midpoint.

Financial Aid Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at a school that evaluates academic progress at the end of each payment period.

### **Academic Performance As Measured by Grade Point Average**

To meet this standard, a student must maintain a 70% average in all courses that are completed by the scheduled midpoint AND be carrying a 70% average in ongoing courses at the scheduled midpoint.

Students who are placed on academic probation due to their grade being below a 70% average in a particular course are required to take the failed course over at their own expense. Financial Aid does not pay for the same class twice. They are placed on Financial Aid Warning and they are still eligible to receive Title IV Financial Aid if they pass the course they have retaken, although we will not take a second disbursement until they pass the course they retook and are ready to progress within the program. If they fail the retake, they will be terminated from the program. If the student chooses to appeal the termination, they may do so by submitting a written appeal to the school Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is illness, death in the family, etc.) The student must include in the appeal why the student failed to make Satisfactory Progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the end of the next evaluation. After a successful appeal, the student will be placed on academic probation for the following payment period. The student must be in SAP at the end of the probationary period or all financial aid will be terminated.

### **Total Clock-hours Earned and Time Limits for Completion**

Satisfactory Progress is defined as the successful completion of a minimum of 50% of the clock hours at the scheduled midpoint of the program. Each student's scheduled midpoint will depend not only on their class schedule but also their clinic schedule. All programs must be completed within 150% of the program length.

The following hours are considered successfully completed:

- Hours in which the student is present and participating in class
- Hours that are excused per the requirements of each course syllabus and do not need to be made up.
- Courses transferred into ITM from another institution. These hours are transferred, and the hours accepted by ITM are considered both attempted and completed in calculating SAP.

The following hours are not considered successfully completed:

- Unexcused absences
- Course Withdrawals Including Incomplete Courses.
- Non-Credit Remedial Work
- Failed Courses

### **ITM Students Who Fail to Meet Standards**

Either the Qualitative or Quantitative Standards Students who fail to attain the qualitative and/or quantitative standards outlined above may repeat a failed course. The grade achieved during the second attempt at a course replaces the grade achieved during the initial attempt on the student's transcript. While achieving a passing grade for all courses is a graduation requirement and achieving a passing grade is required to achieve SAP, it is usually not the purpose of Title IV Financial Aid to pay for the same course more than once. The only hours that will accrue towards meeting the quantitative standard by repeating a course are hours completed in which a student was absent the first time.

### **Transfer of Credit**

An applicant may be eligible to transfer credit if they have studied at an accredited school, providing the course meets the standards of the Institute for Therapeutic Massage, Inc. An official transcript must be provided, and the applicant must pass the qualifying examination offered at the Institute for Therapeutic Massage, Inc. with a score of 75 or better.

Students seeking transfer credit must pay a \$200 non-refundable processing fee. If a student does not qualify for advanced placement, the \$200 fee will be credited towards tuition. Students successfully testing out will receive credit for hours as well as a discount of tuition equal to dollars per hour credited. If a student does not qualify for advanced placement, the \$200 fee will be credited for hours as well as a discount of tuition equal to dollars per hour credited. Transfer of credit will not be granted for previous experience or workshop training.

## **Change of Information**

It is VERY important to note that not every staff and faculty member consults with every other staff and faculty member. If you have information that would need to be relayed to several people (such as address, phone number or name changes), please be sure to write the information down and submit it to the school office. Office staff members will be happy to copy for the other members of the school who need the information.

## **Student-to-Faculty Ratio**

ITM allows a maximum of 20 students to be enrolled in each class, maintaining a student-to-faculty ratio of no more than 10:1 in the hands-on practice class, and no more than 20:1 in the lecture class. This insures maximum instructional effectiveness and individualized attention and support.

## **School Store**

Students may or may not purchase a table or chair. This is entirely up to the student. Any school merchandise must be paid for at the time of purchase unless a prepayment is required on special order items (such as massage tables). No item can leave the school until full payment has been made. We have a variety of merchandise available such as creams, books, videos and study aids.

## **Renting Massage Tables & Chairs**

The school rents tables and chairs if they will not be needed for a scheduled class. Students may rent tables or chairs at a cost of \$15.00 per day or \$25.00 for 2 nights if the student is in good academic standing. Please remember that custom tables or chairs may be purchased through the school store for a discounted price.

## **Student Information & Resources**

### **School Resource Center & Library**

The Haskell, Hackensack and Tinton Falls campuses offer an in- house reference library complete with textbooks, videos, journals, and trade magazines which afford the student the necessary tools to enhance their educational process.

Most books can be borrowed from the library by simply signing them out. Bloomfield students are welcome to use the Haskell, Hackensack or Tinton Falls resource centers.

### **Dress Code**

Acceptable for Class:

- Slacks
- Pants
- Yoga pants
- Clean, neat sweatpants
- Plain, short-sleeved shirts
- Nurses scrubs (neat, clean)
- Shorts that are no shorter than 2" above the knee in pant material

Acceptable for Clinic:

- ITM scrubs

Not Acceptable:

- No denim shorts, cut-off shorts, bike or running shorts
- No ripped or torn clothing
- No tank tops or sleeveless shirts
- No flip flops or thong sandals
- No midriff blouses

If you do not follow the dress code, you may be asked to leave class for the day and be considered absent.

## Cell Phones

- May not be visible in any classroom
- Must always be on vibrate
- Only emergency phone calls may be answered outside the classrooms

If a student is waiting for a phone call, please advise your instructor before the start of the class.

## Definition of Clock Hours

A clock-hour is a 60-minute period of which at least 50 minutes is education.

## Unannounced School Closure

"In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Developments Training Evaluation unit ninety (90) calendar days of the closure may exclude the student from any available form of assistance. The contact number is (609)292-4287 or email at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov).

## VA Benefits

In accordance with Title 38 US Code 3679 subsection (e) effective August 1, 2019, this school adopts the following provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch.33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment with the institution is pending from the VA.

This school **will not**:

- Prevent the students from enrollment;
- Assess a late fee;
- Require student 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 to the institution.

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

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.  
\*Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Counseling Services

The Institute for Therapeutic Massage recognizes the amount of time, effort, and energy students of massage therapy put into their education. There may be times, however, when some students find they are feeling overwhelmed and/or stressed by the academic workload. This may be the result of many factors, including job-oriented stress, relationship demands, familial responsibilities, etc. No matter what the cause, we are committed to providing as much assistance as we possibly can. ITM does not offer personal counseling, therapy or psychoanalysis services, however, we are more than happy to provide referrals to qualified agencies upon request.

## Local treatment centers

Drug and alcohol counseling, rehabilitation, or referrals may be available at the following treatment centers:

*Morris County Prevention is Key/Information & Referral*  
25 West Main Street  
Rockaway, NJ 07866  
Phone: (973) 625-1998  
Email: [MCADAMOR@aol.com](mailto:MCADAMOR@aol.com)

*Passaic County Human Services / Division of Addiction Services*

401 Grand Street, Rm. 408

Paterson, NJ 07505

Phone: (973) 881-2793

*Al-Anon Information Service*

73 South Fullerton Ave., 2nd Floor Montclair, NJ 07042-2627

Phone: (973) 744-8686

National Al-Anon Office, Virginia: (888) 425-2666 Email: [northjerseyais12@juno.com](mailto:northjerseyais12@juno.com)

[www.nj-al-anon.org](http://www.nj-al-anon.org)

*Alcoholics Anonymous* 2400 Morris Ave.

Union, NJ 07083-5706

Phone: (908) 687-8566

Spanish speaking: (973) 824-0555

Toll Free in NJ: (800) 245-1377 Email: [intergroup@nnjaa.org](mailto:intergroup@nnjaa.org) or [www.nnjaa.org](http://www.nnjaa.org)

## **Graduate Information and Support**

ITM doesn't stop at a student's graduation. We have many great relationships with potential employers in all kinds of fields, including salons, clinics, sports organizations, health clubs, chiropractors, spas and physical therapy offices, and keep this contact information in our Graduate Services department. Many potential employers will only accept resumes from our alumni, already knowledgeable of the quality of therapist that graduates from our program.

Graduates may contact the Graduate Services department at any time during their careers, at no charge, to learn of the latest employment opportunities. ITM does not guarantee employment although our placement rates are exceptional, we continue to build relationships that result in career opportunities for our graduates, and we are happy to offer advice and encouragement for those pursuing a career in massage therapy.

## **Graduation Requirements**

To graduate from the Institute for Therapeutic Massage, the student must complete all required course hours, work, and make up activities (if applicable), with a minimum GPA of 2.0 (70%). This must be done within the allowed period as set forth by regulatory mandates. In addition, all fees and tuition to date must be paid in full. Upon satisfactory completion of the course and payments, the student will receive the schools Certificate of Completion.

## **Professional Advice**

Our staff takes pride in seeing our graduates succeed in massage therapy, and we are all committed to assuring that success any way we can. Should any graduate need professional advice from our staff, they are encouraged to call us.

Graduates are encouraged to join national associations for continuing education opportunities, networking, professional insurance, journal subscriptions and more.

## **Continuing Education**

We are approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a Category A provider of Continuing Education Units. Should a graduate decide to take and pass the MBLEx Exam, he/she would be required to take a certain amount of approved continuing education to keep their Nationally Certified status. Our approval allows therapists who take continuing education here to apply those hours a graduate decide to take and pass the MBLEx Exam, he/she would be required to take a certain amount of approved continuing education to keep their Nationally Certified status. Our approval allows therapists who take continuing education here to apply those hours towards their requirement. While we open our weekend electives to therapists who did not take their basic education here, we also offer many advanced modalities such as Proprioceptive Neuromuscular Facilitation, Trigger Point Therapy & Pain Management, Neuromuscular Therapy, Postural Analysis & Assessment and more.

ITM welcomes therapists who are not graduates of our school to attend our weekend elective and continuing education courses. For a complete listing of upcoming continuing education classes, please visit our website at [www.massageprogram.com](http://www.massageprogram.com).

For more information on the Massage and Bodywork Licensing Exam (MBLEX) and requirements please contact:

MBLEX  
P.O. Box 198748  
Nashville, TN 37219  
866-962-3926  
[mblexfsmtb.org](http://mblexfsmtb.org)

## General Policies

### Academic Policy

Students must maintain a grade point average (GPA) of 2.0 (70% or C) in all classes to receive their certificate of completion.

The grading system which is utilized by the school administration and the faculty to compute a student's GPA is as follows:

A = 4.0 = 90% -100%  
B = 3.0 = 80% - 89%  
C = 2.0 = 70% - 79%  
F = 0 = below 70%

Tutorial sessions are available for a nominal fee, and the cost may be shared with other students who may also wish for additional tutoring).

### Testing & Grades

Students are given the opportunity to re-take up to one different failed test in each class of each module: Anatomy & Physiology, Anatomy & Physiology, Therapeutic Massage (total of 10 retakes) within one week of the original test date. This can include finals. It is up to the student to schedule when they wish to re-take their test, however, the re-take must be outside regular class times. All tests become part of the student's permanent record file and cannot leave the school.

Students who miss tests due to absences must make an appointment and make up the test within one week of the original test date or it will be recorded as a zero. Areas of grading are: Anatomy & Physiology, Therapeutic massage, Business and Ethics and Student Clinic.

A student achieves honors when they have a total average of 95 and above in each class.

A student achieves high honors with a total average of 95 and above in each class, and no tests below 90%.

## Withdrawal Procedures & Refunds

### Withdrawal

Withdrawal is defined as a complete cessation of all class, lab, and clinic-based activities.

### Official Withdrawal

Students are requested, but not required, to provide written notification of withdrawal. The date that this notification is received by the school will be recorded as the official date of withdrawal.

### Unofficial Withdrawal

A student who has ceased to attend classes and who has failed to be in communication with the school shall be in the status of **unofficial withdrawal**. At the end of a period of 14 days from the students last date of actual attendance, the school shall dismiss the student



Ceasing to attend class without official notification of the school's administration does not constitute withdrawal, and the student will be given an official date of withdrawal as being the end of that course period. If a student has withdrawn, and wishes to return to school, they must submit their request for reinstatement in writing. All refunds will be calculated as of the last date of attendance and will be made within 30 days of confirmation that the student is no longer enrolled in the school. There are two types of refund calculations. The first involves how much, if any, Federal Financial Aid must be returned (Return of Federal Funds based on the published guidelines from the U.S. Dept. of Education) and applies to those students who have received financial aid. The second is an institutional refund that is based on student's academic progress, is based upon the student's last date of attendance, and is calculated in weeks.

Students who cancel their enrollment within three days of signing the agreement will receive a full refund of all monies paid, except application and registration fees.

In the event of withdrawal by the student, or termination by the school, the school will retain the application fee, registration fee, the book and the supply fee, and:

- 10% of the total tuition, if withdrawal occurs in the first week of class.
- 20% of the total tuition, if withdrawal occurs in the second or third weeks.
- 45% of the total tuition, if withdrawal occurs after the third week but prior to completion of 25% of the course.
- 70% of the total tuition, if withdrawal occurs after 25% but not more than 50% of the course has been completed.
- 100% of the total tuition, if withdrawal occurs after completion of 50% of the course.

## **Make-Up Policy**

Excess time missed is defined as any class time/course work missed above and beyond the allowable attendance and tardiness guidelines as set forth above. Any excess time missed must be made up within two weeks, with make-ups being done the following ways:

Excess hours missed in A&P may be made up in any A&P class. Excess hours missed in Swedish massage may be made up in any massage class.

The student may receive tutoring in the missed subject material, which is available at the school for a nominal fee. The tutoring time, and cost, may be shared among other students interested in participating in this activity.

If four or more hours of any weekend course are missed, the entire weekend must be re-taken. Due to the logistical and administrative demands involved with setting up weekend courses / electives, there is a \$100 change fee due on any change of weekend (this does not apply in cases where a doctor's note is presented). Missed weekend time under four hours may be made up at the instructor's discretion, via such options as tutoring (for a nominal cost), by writing a paper about the material covered for that weekend or repeating the same portion of the weekend missed later.

The research paper would require an additional amount of research time and should demonstrate that the student has developed a sense of understanding and mastery of the subject matter. If a student cannot make an elective due to their religious beliefs the administrative staff will decide on how the student may make up this time. The decision will be made per the program that the student is enrolled in.

If you exceed the allowable changes/absences in clinic, a \$50 change fee may be assessed. Any student who has missed more than 10% of instructional hours in any program may no longer qualify to continue their studies at the school (based on satisfactory academic progress standards) and may be dismissed.

Any student who has missed a written or hands-on exam or any other assignment that has a fixed deadline attached to it must decide with his or her instructor to make the exam up within two weeks of the original test date or it will be recorded as a zero. Any student missing a hands-on exam may be subject to a tutorial fee to compensate for the lost time of the exam administrator. All make-up exams must be scheduled and taken outside of regular class time. Making up a missed exam(s) is not counted as make-up time. Any student that is not making up their missing time will be put on probation.

## **Attendance and Tardiness**

The school maintains attendance records for all classes. Both absences and lateness are counted as missed class time. All classes will begin at the scheduled time, and any student arriving after the start of class will be considered tardy. The school logs all tardiness in one half hour increments, rounded up to the next half hour. There is no partial credit given.

Any student leaving before the end of class or arriving back late from class breaks will be docked for the time missed rounded up to the next half hour. Because of our accreditation and approvals, it is imperative that the school calculates

every student's time accurately. Our class times are scheduled to adhere to the guidelines set by the accrediting agencies we report to.

The 115-hour clinic requirement for the Massage and Bodywork program, 76-hour clinic requirement for the Oncology Massage Program, 86-hour clinic requirement for Massage and Personal Training Program, and 100-hour clinic requirement for the Eastern Program -- plus all required and elective weekends must be completed in full. A student may not miss any clinical hours. All missed time exceeding the stated allowances must be made up in accordance with the make-up policy.

Students who are absent are still responsible for any work missed. Ongoing tardiness may result in a meeting with the Director.

### **Maintenance of Academic Records**

The NCBTMB, FSMTB and the NJ Board of Massage require that a student's official transcript be sent directly from the schools they have attended. ITM will print TWO official transcripts - one for the student and one for their files. One Certificate of Completion with a raised seal and a copy with a raised seal will also be given to the student. Upon request by the student the second transcript will be sent to FSMTB, NCBTMB or the NJ Board of Massage. Any additional transcripts or certificates must be requested in writing by the student with a cost of \$10 each. A student requesting an out-of-state application to be filled in and sent will be charged \$25.00 for each application.

The school maintains all records, with progress reports available upon request. All tests are kept for a minimum of 90 days after graduation.

### **Student Access to Files**

Upon request and following an appointment having been made with school personnel, any student may have access to his or her personal file. No item from a student's file may leave the school premises, and the school will not release any information in a student's file to a third party without the written consent of the student. All records will remain confidential. This policy is supported by FERPA, the Family Educational Rights and Privacy Act.

### **Student Code of Conduct**

Students are expected to conduct themselves in a reasonable and acceptable manner with the goal being to create a comfortable, enjoyable, and respectful learning environment for his / her fellow students during the program. The following is a list of unacceptable behaviors that may result in a verbal warning, written probation, or immediate dismissal from the program, depending on the severity of the situation:

- Intentional disruption or obstruction of teaching, research, studying, administration, disciplinary proceedings, public meetings, programs or other school activities.
- Physical, emotional, or sexual harassment/abuse of any fellow student, instructor, administrative staff member, or clinic patient. This applies to any person on the school premises or at functions supervised/ sponsored by the school, and includes but is not limited to: stalking, harassment, verbal abuse/use of profanity, threats of any kind, or sexual innuendo (For general policy purposes, sexual harassment may be defined as requests for sexual favors, unwelcome sexual advances, and other physical or expressive behavior of a sexual nature). All types of dishonesty, including but not limited to:
- Cheating, plagiarism, knowingly furnishing false information to the school, forgery of, alteration to, or use of school documents with intent to defraud.
- Theft or damage to any property of the school or the school's staff, students, or clients.
- Use of alcohol or drugs on the school premises or being under the influence during class or other school activities.
- Behavior that may be damaging to the reputation of the institution.
- Continued failure to observe or respect the student dress code and failing to display their own or respecting his/her fellow student's modesty during class practice times and clinics.
- Use of excessive manual pressure or unauthorized techniques.
- Failure to comply with the directions of a school official while performing their duties, or failure to complete or fulfill the terms set forth in a disciplinary action.
- Failure to observe student dress code.

The corrective measures / disciplinary action(s) taken by the school in these matters are subject to determination by the executive administration and are final pending an appeals / review process.

## **Classroom, Restroom & Student Areas**

We expect students to help keep the school neat always. While we have a cleaning person come in daily, we cannot clean before every class.

Eating and drinking is allowed in the conference rooms only. Please limit eating to before class or during breaks. There is to be absolutely no eating or drinking other than water in the Hands-On rooms or in the clinic. Students are also required to clean up after themselves. This includes napkins, empty cans or bottles and spilled food/drink. If you throw out a drink, empty it into the sink first and please discard all uneaten food. Any food left in refrigerators will be thrown out.

### **In the Hands-On Room:**

Please check your tables for oil spots, make sure the headrest is in the slot and that there is a bolster underneath the table. All garbage should be thrown away. This building is a non-smoking building. To keep the sidewalk clean, please be sure to extinguish cigarettes thoroughly and throw them in the trash. In general, try to leave the classrooms looking better than you found them. Thank you for your help.

### **Dismissal or Termination**

Students may be terminated from the program for:

- Violation of the Student Code of Conduct.
- Failure to make up missed time and/or work per the Make-Up Policy.
- Missing two consecutive tuition payments, or failure to pay for any items ordered through the school store.
- Failure to maintain a 70% grade point average.
- Failure to observe student dress code.

### **Pregnancy**

Students who are, or think they may be, pregnant must notify the school immediately, as some techniques are unsuitable for use on

pregnant women. ITM will work with the pregnant student to ensure the safety of herself and her baby while in school. Leaves of absence are available to pregnant students; please see the Leaves of Absence/Readmission policy.

### **Holidays**

There will be no school on the following days: Memorial Day, July 4th, Labor Day, Thanksgiving Day, the week from December 24th to January 1st, inclusive. Please see the enclosed Application for Admission for semester start and end dates and another specific schedule information.

### **Constitution Day**

September 17th is Constitution Day and Citizenship Day. This day commemorates the September 17, 1787 signing of the United States Constitution. In observance of this day, our school will provide the students during school hours, with an educational program about the U.S. Constitution.

### **Leaves of Absence/Readmission**

Leave of absence may be granted to a student upon written request and documentation of a valid reason, i.e. employment difficulties, medical issues, illness of a family member, military service, prolonged jury duty, any extenuating personal emergency, etc. The student must be in good academic standing and up to date regarding his/her financial obligations to the school. Leave of absence may not exceed 180 calendar days or the start date of the next class. Readmission may be granted upon the student's request when presented in writing to the school's administration. Return to any time slot is not guaranteed and is dependent upon space for the student being available. Students on leave of absence who have completed a course prior to their leave must retake and pass the final examination of that course; otherwise the student must retake the course at his or her own expense. Students taking leave of absence before a course ends must retake the entire course at the next available course start date. Records are maintained on all students that terminate or withdraw from the program.

### **Complaint Procedures**

It is important to us that students feel empowered to have their thoughts, feelings, and problems heard / resolved. With that in mind, The Institute for Therapeutic Massage maintains an open-door policy, with all communications and

meetings being held in the strictest confidence. Our request is that students address said problems with administration, and not escalate their issues amongst the student body itself. Involving other students will not bring an issue closer to resolution, but risks exacerbating the situation and potentially compromising the group's academic performance.

Students should report any complaints to their instructor without delay. If the instructor cannot solve the problem, or it is felt that the instructor is part of or the cause the problem, the student should present their complaint to a member of the school's executive staff.

These staff members include the director(s) of education, operations, finance, admissions, and the executive director of the school. Formal complaints must be submitted in writing, and a copy should be retained for the student's records. Complaints will be addressed within 10 business days, and all decisions are final. If a student does not feel that the school has adequately addressed a complaint or concern, they should contact the COMTA office in a formal letter addressed to:

**Commission on Massage Therapy  
Accreditation (COMTA)  
2101 Wilson Blvd., Ste 302  
Arlington, VA 22201  
202-888-6790 (phone)**

The COMTA complaint form (available in the school's office) should be enclosed along with a letter stating the nature of the complaint, the date of occurrence, the names of individuals involved, a listing of all supporting documentation / evidence. Complaints must be signed and provide a return address and telephone number.

Not every issue requires the use of the formal grievance policy. ITM invites students to make an appointment to speak with the School Director, and we are confident that we can resolve your issue.

## **Appeal Policy**

If at any time a student feels the school acted unfairly or unjustly, they may appeal the school's action or decision. This must be done in writing within three (3) business days and submitted to the Executive Director. A decision will be made within 10 (ten) business days and all decisions will be final. If a student does not feel that the school has adequately addressed a complaint or concern, they may consider contacting COMTA at 2101 Wilson Blvd. Suite 302, Arlington, VA 22201.

The COMTA complaint form (available at the school) should be enclosed along with a letter stating the nature of the complaint, the date of occurrence, the names of individuals involved, and a listing of all supporting documentation /evidence.

## **Unannounced School Closure**

'In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.'

## **Family Education Rights and Privacy Act (FERPA)**

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.*

*FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."*

- *Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.*
- *Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the*

*right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.*

### **Resources for Massage and Bodywork Education:**

Academic Consortium for Complementary and Alternative Healthcare (ACCAHC):

[www.accahc.org](http://www.accahc.org)

Alliance for Massage Therapy Education (AFMTE): [afmte.org](http://afmte.org)

American Organization for Bodywork Therapies of Asia (AOBTA): [www.aobta.org](http://www.aobta.org)

American Massage Therapy Association (AMTA): [www.amtamassage.org](http://www.amtamassage.org)

Associated Bodywork & Massage Professionals (ABMP): [www.abmp.com](http://www.abmp.com)

Federation of State Massage Therapy Boards (FSMTB): [www.fsmtb.org](http://www.fsmtb.org)

Massage Therapy Foundation (MTF): [www.massagetherapyfoundation.org](http://www.massagetherapyfoundation.org)

National Certification Board for Therapeutic Massage and Bodywork (NCBTMB):

[www.ncbtmb.org](http://www.ncbtmb.org)

Massage & Bodywork Licensing Examination (MBLEx): [www.mblex@fsmtb.org](mailto:www.mblex@fsmtb.org)

### **Directions**

For maps and directions, go to our website at [www.massageprogram.com](http://www.massageprogram.com).

Before visiting our campuses, please call to make an appointment so that we may offer our personal attention. If you are interested in the Haskell campus, please call 973-839-6131.

If you are interested in the Tinton Falls or Bloomfield campus, please call 732-936-9111.

### **Directions to the Haskell Campus 1069 Ringwood Ave., Suite 215, Haskell, NJ**

From Rt. 287 North: Take Exit 55 (Wanaque/Haskell). At the light make a right onto Ringwood Ave. Travel about 1 mile until you see the Wanaque Towne Square (1069 Ringwood Ave.) on your left. Make a left at the traffic light onto 2nd Ave./Doty Rd. We are located on the 2nd floor in Suite 215.

From Rt. 287 South: Get off Exit 55 (Wanaque/ Towards Haskell) Turn right onto Union Ave.

At the next traffic light make a left onto Ringwood Ave. Travel about 8/10 of a mile until you see The Wanaque Towne Square (1069 Ringwood Ave.) on your left. Make a left at the traffic light onto 2nd Ave./Doty Rd. and a quick right into the parking lots. We are located on the 3<sup>rd</sup> floor in Suite 315.

From Rt. 4: Go West to Rt. 208 North to Rt. 287 South. Then follow # 2

From Hamburg Turnpike: Go North through Wayne. At the bell, bear left. At the first traffic light make a right onto Ringwood Ave. Proceed on Ringwood Avenue until you see Wanaque Towne Square (1069 Ringwood Ave.) on your left. Make a left at the traffic light onto 2nd Ave./Doty Rd. and a quick right into the parking lot. We are located on the 3<sup>rd</sup> floor in Suite 315.

From Rt. 23: Go to Rt. 287 North. Then follow #1.

From Rt. 280: Go to Rt. 80 West to Rt. 287 North. Then follow #1.

From the Garden State Parkway: Take the GSP to Rt. 80 West. Take Rt. 80 West to Rt. 23 North to Rt. 287 North. Then follow #1.

**Tinton Falls Campus**  
**106 Apple St. Ste 112B, Tinton Falls, NJ**

**Garden State Parkway from the North**

Take the Parkway South to Exit 109 (Red Bank, Lincroft). Turn left onto Newman Springs Rd. Turn right onto Hance Ave. Turn left onto Apple St. 106 Apple Street is on the right.

**Garden State Parkway from the South**

Parkway North to exit 109 toward Red Bank/Lincroft. Keep right at the fork in the ramp. Merge onto Newman Springs Rd. Take the 2nd right onto Hance Ave. Turn left onto Apple St. 106 Apple St. is on the right.

**Directions to Bloomfield Campus**  
**1255 Broad Street Suite 101B, Bloomfield, NJ**

**From the Garden State Parkway**

Depart Garden State Pkwy toward RT-19 N, at exit 155, take ramp right and follow signs for Hazel St., Turn left onto Hazel St / CR-702, Take ramp left and follow signs for Garden State Parkway South, at exit 151, take ramp right for Watchung Avenue, toward Nutley / Montclair, turn right onto Watchung Ave / CR-655, Turn right onto Broad St /CR-509.

**From the New Jersey Turnpike**

Depart I-95 S / New Jersey Turnpike, take ramp right for I-78 West toward Newark Airport / Clinton, at exit 52, take ramp right and follow signs for Parkway North, at exit 151, take ramp right for Watchung Ave. toward *Nutley*/Montclair, turn right onto Watchung Ave / CR-655, and then immediately turn left onto E Passaic Ave / CR-652, Turn left onto W Passaic Ave / CR-622, Keep straight onto Broad St / CR-509.

**From Route 80 West:**

Head east on I-80 E 39.9 mi, keep right at the fork to stay on I-80 E 1.2 mi, take exit 63 toward New Jersey 17 N/Rochelle Park/Paramus 0.2 mi, turn left onto Riverview Ave 443 ft., Turn right onto Essex St 2.0 mi, Continue onto Main St. Destination will be on the left.