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**Student Catalog  
and  
Student Handbook  
(August 10, 2019)**

OCMT is licensed by:

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# Welcome to OCMT!



Dear OCMT Students,

*On behalf of the administration and faculty, it is my sincere pleasure to welcome you to the (OCMT) Oklahoma College of Massage Therapy, one of the finest and unique professional massage therapy programs in the nation. In all things, we are guided by our motto, Auget Largiendo, which means, "She enriches by giving generously."*

*Since 1999 I have had the privilege of providing superior education and training to our nation's body workers. Your education, and the responsibility of preparing you for your future, is our priority. Know that we are committed to providing a learning environment that is challenging, yet supportive of your personal interests and needs. It is our goal to ensure not only that you succeed while you are here, but also that you are well prepared for your life and work beyond OCMT.*

*Your education, experiences, and desire to help others have led you to OCMT. As you embark on this chapter of your lives and careers, remember that you are among a select group who show tremendous promise, and we believe you have unlimited potential to become outstanding massage therapists. For that, you should be most proud.*

*OCMT is a dynamic institution filled with innovation and discovery as well as a desire to excel. Our students are exposed to the latest technologies and most advanced work environments imaginable. Your time spent at OCMT will be challenging, but also very productive, rewarding, and enlightening. It is my sincere hope that ultimately, we will instill in each of you the unshakable conviction that there is no greater calling than to serve humanity. As the newest members of the OCMT family, I believe that you will quickly realize that we are a dedicated, close-knit, and a supportive family comprised of remarkably caring people from different backgrounds, each eager to share his or her own unique talents, interests, and perspectives. We are excited and honored to have you here. Thank you for allowing us to make a difference in your life. We are honored that you chose OCMT for your vocational massage therapy training!*

Sincerely,

Eladah Waters, CMT, LMT, Structural Integration Practitioner  
CEO, Owner

## College Overview

(OCMT) Oklahoma College of Massage Therapy prepares students to become successful practicing body workers. The Program exceeds standards set by Oklahoma regulations for Massage Therapy and will prepare students to take the Massage & Bodywork Licensing Examination (MBLEx.) or proper licensing. The Professional Massage Therapy Program teaches the art and

science of massage therapy, while also teaching sound business practices, which prepare students for success in the marketplace.

In the Professional Massage Therapy Program, students learn light energy work, deep-tissue modalities (Eastern and Western theory and technique,) how to treat specific pain and dysfunction as well as a holistic approach to health and healing. Students will learn basic massage theory and technique through traditional Swedish massage. Students are taught an Eastern paradigm of body therapies. Students will also learn contemporary modalities such as deep tissue bodywork, trigger-point therapy, sports massage and cranial sacral therapy. Integrated with the massage therapy and bodywork training are remedial exercises, passive stretching, body awareness, relaxation techniques, and body mechanics. To further support good body mechanics, students receive a course in facilitated stretching techniques. In all bodywork modality classes, students are coached in the best use of their own bodies while doing the work. It is possible that a therapist can be energized and gain vitality because of the work. Our goal is to create this experience for our students.

OCMT teaches anatomy and physiology to provide students with a solid technical and scientific understanding for better communication with other health care professionals. Because we are training health care practitioners, OCMT not only prepares students to become proficient body workers but also trains students to become successful in the marketplace, as either a sole practitioner, an independent contractor, or an employee. As part of the Program curriculum, a student completes a comprehensive Professional Development course. This course includes starting and operating a massage therapy business, presentation, advertising, and the integration of sound business practices with a holistic approach to health care. Students participate in the Clinical Internship, which provides them with on-the-job training in preparation for working professionally.

## **About this Publication**

Since OCMT evaluates course content, information contained in this catalog should be interpreted as an overview. OCMT reserves the right to cancel any tentatively scheduled class and to combine class sections due to insufficient enrollment. In the event of class cancellation by OCMT, refunds will be issued. Course descriptions in this catalog are only summaries of the actual course content. OCMT reserves the right to make changes in courses or regulations published in this catalog, only with the advance approval of the regulatory agency. Changes requiring OBPVS approval will be handled/submitted in advance.

As part of your introduction to OCMT, this catalog serves as a source of information you will need while a student here. It is important to acquaint yourself with the College's policies and procedures that define both your commitment to your future and the College and our commitment to helping you reach your goals. We have compiled information, policies, and procedure to provide you with answers to questions you may have during the program. Each student is responsible for knowing and adhering to all policies and procedures.

## **Administrative Staff**

Eladah Waters: Owner, Lead Instructor, Director

Julie Hartzell: Student Services Specialist, Assistant Instructor

Celeste Davis, Online Content Coordinator

Candace Lopez & Megan Abeyta: Assistant Instructors

Michelle Schmidt, Special Projects Consultant, Adjunct Continuing Education Instructor

Jackie Pak, Adjunct Continuing Education Instructor

## **Business Hours**

The general operating hours of OCMT are 9:00 a.m. to 5pm Monday through Sunday. However, hours may vary.

## **Holidays**

Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, New Years, Easter, Fourth of July

## **Lunch and Break Policy**

All students if attending class for an 8-hour time period will be allotted 30 minutes for lunch and a 15-minute morning and afternoon

break. Classes with less than 8-hour increments lunch and break policy may vary.

## State and Federal Compliance

OCMT complies with all state and federal equal opportunity and affirmative action laws, rules, executive orders and policies. OCMT does not discriminate on the basis of age, race, creed, color, religion, handicap, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, genetic testing, or membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state. The College prohibits discrimination against students in admission and/or participation in services, programs, courses, and facilities usage based upon race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status. Inquiries regarding equal opportunity may be directed to the Student Services Specialist.

## OCMT Mission

The instructors, staff, and administration of OCMT provide for the future through excellence in vocational and technical education. We achieve this mission through:

- Education for employment by offering comprehensive occupational skills training which enables students to participate in the work force
- Instruction in core knowledge, skills, and attitudes which enable individuals to integrate learning into educational programs for personal and professional success
- Equal Opportunities that remove barriers created by stereotyping and discrimination
- Personal Development to assist individuals who wish to enjoy personal growth
- Student Services which assist and support students to fulfill educational and occupational life goals as they relate to the current demands of the work force
- Interagency Cooperation for effective liaison between and among various private and public organizations

## OCMT Philosophy

OCMT's main purpose is to offer quality education and career development in the field of massage therapy, however, there are other benefits received through participating in the professional massage therapy program at OCMT, which include:

- *CHANGE OF CAREER AND LIFESTYLE*- OCMT offers an opportunity for students to change career and lifestyle, as well as to become self-directed and self-employed in a profession that reflects an inner desire to serve the well-being of others.
- *SELF-ESTEEM*- Self-esteem is a by-product of the commitment made by students, the experience of learning an effective helping profession, and the sense of accomplishment that results from successfully completing the course of study. After a student graduates, self-esteem is enhanced through creating a business and becoming a successful practitioner.
- *HEALTH AND WELL-BEING*- Learning about one's own body, studying the different aspects of wellness, practicing breathing, yoga, learning the body movement techniques, and receiving body work from instructors and fellow students supports students in achieving greater health and well-being.
- *COMMUNITY*- The atmosphere at OCMT creates a feeling of family among instructor and students. The learning process is noncompetitive, supportive, and synergetic. Students are invited to share their experience, to openly coach each other, and to help in the development of the College's curricula and policies. This community experience continues after graduation when students and instructors become peers and cooperate to better serve the larger community.

- **CONSCIOUSNESS**- it is our belief at OCMT that learning and practicing bodywork is a path of consciousness. During a student's education in massage therapy, instructors emphasize the "beingness" involved in performing massage. This space of "beingness" is a meditative space giving students an experience of oneness with clients and a sense of expanded awareness and consciousness. The instructors, staff, and administration at OCMT believe that access to quality education and relevant hands-on experience are the first steps to professional and personal success in any endeavor. As a result, the development and maintenance of instructional offerings and related services focus upon maximizing the accessibility of these offerings to all students.

## MESSAGE THERAPY AS A PROFESSION

The profession of massage therapy and bodywork is growing throughout the United States. More and more people are becoming involved in fitness programs, stress reduction, relaxation techniques, wellness, and preventing health care. Traditional health practitioners are discovering the damaging effects of stress and chronic tension. Stress and resulting life-style diseases are killers in our modern society.

Massage therapy is one of the few services available that directly affects the body's responses to stress and measurably strengthens the immune system. Athletes are becoming aware of how warm-up, performance, and recovery can be improved through appropriate sports massage. Most chronic pain, from low back pain to migraine headaches, stems from structural and functional imbalances. Businesses are realizing that massage therapy in the workplace is cost-effective. Parents perform infant massage to support the bonding process, decrease colic and gas pains, and enhance a child's coordination and development. Members of the retirement community are discovering their bodies can maintain erect posture and pain-free movement by including massage therapy in their health care routine.

Career opportunities for the certified massage therapist include private practice, health clubs, day and resort spas, beauty salons, sports teams, corporations (on-site or seated), stress reduction/relaxation centers and working in association with other health practitioners such as chiropractors, medical doctors, dentists, physical therapists, and psychologists.

### OCMT Core Abilities

Historically, in many vocational education programs, the focus has been on technical topics specific to the occupational area. Today's fast-paced global marketplace is demanding more, and "soft skills" are emerging in importance. In today's workforce, soft skills are more directly related to professional success than ever before.

OCMT has identified seven related topics of soft skills, or "core abilities" that are crucial to success both during school and after graduation. Core abilities are skills and competencies that will enable students to be successful in the workforce. Each OCMT student can expect to work towards improving and applying the following critical soft skills:

1. Communicate Professionally
  - Demonstrate communication standards specific to occupational area
  - Speak professionally
  - Demonstrate critical listening skills
  - Communicate using professional non-verbal behavior
2. Use Appropriate Technology
  - Select equipment, tools, and resources to produce desired results
  - Demonstrate proper and safe usage of equipment

- Demonstrate occupational specific computer skills
  - Adapt to new technology
  - Use Security Measures to Protect Confidentiality
3. Work Effectively in Teams
- Respect the contributions and perspectives of all members
  - Work with others
  - Complete assigned tasks
  - Motivate team members
- 
- Resolve conflicts
  - Assess team outcomes
4. Demonstrate Professional Behavior
- Follow policies and procedures
  - Meet attendance expectations
  - Manage time effectively
  - Dress appropriately (**STUDENTS MUST WEAR SCRUBS AND CLOSED TOE SHOES TO CLINICALS**)
  - Accept constructive feedback
  - Take initiative
  - Work productively
  - Be accountable
  - Demonstrate organization/prioritization skills
  - Demonstrate effective customer service skills
  - Transfer learning from one context to another
  - Adapt to change
5. Show Respect for Diversity
- Interact with diverse groups respectfully
  - Treat everyone without bias
  - Seek information when necessary to interact effectively with others
  - Adapt to diverse situations
  - Demonstrate respect and common courtesy
6. Solve Problems Efficiently
- Identify a problem to be solved
  - Recognize and gather relevant information

- Utilize appropriate resources
  - Recognize when to change direction if needed
  - Recognize when the process is complete
7. Lead by Example
- Demonstrate legal and ethical standards of practice
  - Develop and implement a plan to accomplish a goal
  - Manage conflict, pressure, and change with constructive strategies
  - Be a peer others can depend on
  - Acquire the knowledge needed for success
  - Bring passion and energy to your work/project

## ADMISSIONS/ENROLLMENT INFORMATION

### Entrance Requirements

OCMT maintains an open-door admissions policy for all prospective students. This means that anyone over the age of 18 can apply for admission. However, students must provide a current driver's license an official copy of their high school certificate or G.E.D. certificate and college transcripts and an Oklahoma State Bureau of Investigations background check. If an applicant has any special needs, please mention at time of appointment (i.e. arthritis, carpal-tunnel, or osteoporosis).

**Applicant Screening** OCMT has a rigorous admissions process. Massage therapy is a physically, mentally, and emotionally demanding profession. OCMT will only admit applicants who rank in the top level of screened applications and who are expected to complete the rigors of the program, graduate, and become successfully employed in the massage therapy profession.

### HOW TO APPLY - 5 EASY STEPS TO APPLY:

1. Complete the Enrollment Agreement Application and Background Check Form, available at [www.ocmteeducation.com](http://www.ocmteeducation.com) or in a paper format. Applicants must contact OCMT to arrange an appointment. Appointments may be scheduled by calling OCMT at (405) 343-1663 between the hours of 9:00am to 5:00pm Monday thru Sunday.
2. Submit the \$100 application fee, which is subject to OCMT's Refund Policy.
3. Complete the OCMT Potential Student Interview
4. Complete the OCMT Potential Student Aptitude Assessment
5. If accepted as an OCMT student, determine payment arrangements by meeting with the Student Service Specialist.



Applicants to OCMT must submit an Oklahoma State Bureau of Investigation (OSBI) criminal history background information report dated no more than thirty (30) days prior to the date on which the applicant submits a completed application to OCMT. The OSBI criminal history background report shall include a search of the Department of Corrections Name, Sex Offender Database and Violent Offender Database. The required criminal history background report shall be requested by and the fees paid by the applicant.

Students with any criminal history are placed in the clinical/externship setting at the discretion of the clinical agency. In cases of severe criminal background, the student may be denied placement by law. Consequently, should the student have any criminal background, OCMT cannot guarantee clinical/externship placement or normal graduation time. Please contact the Student Services Specialist to discuss your situation if you have concerns about your background.

Prospective students with a felony in their background check should check with the Oklahoma Board of Cosmetology and Barbering to determine if a felony would prohibit the prospective student, after graduation, from being able to obtain an Oklahoma license as a Massage Therapist.

## **Credit for Prior Learning**

OCMT may grant credit for prior educational or work experiences. Applicants must provide proof of at least 2 years of work experience in the form of client intake forms, appointment books, and a minimum of 5 client reference letters. In addition, the applicant will be required to perform three one-hour massages on OCMT staff members, demonstrating their professionalism and understanding of techniques required in a spa massage, an injury specific massage, and a sports massage

## **Transfer Credit Policy**

Students may request OCMT to evaluate transfer clock hours/credits transcripts to determine if they meet OCMT program requirements.

Transfer credit applications must be submitted during the admissions process and prior to the start of classes. A minimum of 25% of a student's coursework must be completed at OCMT.

The administrative processing fee for a Transfer Equivalency Evaluation is \$100.

Step 1 – Complete the Application for Admission/Pay Application for Admission Fee of \$100.

Step 2 – Complete the Request for Transcript Equivalency Evaluation and Pay the \$100 Fee.

Step 3 – Submit official educational transcripts and a copy of the catalog and syllabus from the transfer institution detailing course descriptions.

Step 4 – OCMT will evaluate transfer transcripts

- Courses may transfer to OCMT if you have received grades of C or better.
- Transfer courses must have similar course content, name, length and objective, and correspond to courses within OCMT's massage therapy curriculum.

Step 5 – OCMT will notify students in writing of credit/clock hour equivalencies and give students a Transfer Student Individualized Completion Requirements/Cost Plan detailing requirements still needed to meet OCMT program requirements.

# **FINANCIAL INFORMATION**

## **Tuition and Fees**

Tuition	\$8,125.00 (May be adjusted at \$12.50/hour when prior credit is given)
Application Fee	\$ 100.00 (Non-refundable, as allowed by OAC 565:10-11-3)

The following non-refundable fees are paid to the college:

Required Professional Attire	\$ 100.00 (Not required for students/persons admitted with prior credit)
Massage Cream/Pump Bottle	\$ 100.00 (Not required for students/persons admitted with prior credit)

**TOTAL \$8,425.00**

### Additional Costs

*Books and Manuals	*Vary by program dates and publisher – Students purchase at cost from OCMT
**Transfer Transcript Evaluation fee	\$ 100 (Applies only to transfer students seeking credit for prior courses)
Withdrawal fee	\$ 100

The following non-refundable fees are not paid to the college, but students are expected to purchase on their own at current cost:

Massage Table/Bolster  
 Hydrotherapy Classroom Supplies  
 Twin Sheets  
 Holsters

## Tuition and Fee Payment

You can pay your tuition and fees using one of the following methods:

1. **Special Plan:** The College offers a special plan that helps students attend OCMT. Plans are established on a case-by-case basis.
2. **Pay in Full:** Pay full amount of tuition and fees by cash, check, MasterCard, VISA, or Discover at time of registration. A 5% discount if paid by credit card and 10% discount if paid by check or cash.
3. **Payment Plan:** You must indicate your desire to participate in a payment plan at the time of registration. You will be billed for outstanding balances.

**Option 1:** Payment plan-\$8,425.00 to be paid as follows:

- **One hundred dollars (\$100.00)** as an application fee with the signing of this enrollment agreement and;
- **The total tuition for first month of the professional massage therapy program: (\$2,775)** as program fees on or before the first day of class, and;
- **The total tuition on the third month of the professional massage therapy program: (\$2,775)** as program fees on the first day of class of the third month, and;
- **The total tuition on the fifth month of the professional massage therapy program: (2,775)** as program fees on the first day of class of the fifth month.

**Option 2:** Payment Plan-\$8,425.00 to be paid as follows:

- One hundred dollars (\$100.00) as an application fee with the signing of this enrollment agreement, and;
- **The total tuition for first month of the professional massage therapy program: (\$2,081.25)** as program fees on or before the first day of class, and;

- **The total tuition for third month of the professional massage therapy program:** (\$2,081.25) as program fees on or before the first day of class, and;
- **The total tuition for fifth month of the professional massage therapy program:** (\$2,081.25) as program fees on or before the first day of class, and;
- **The total tuition for seventh month of the professional massage therapy program:** (\$2,081.25) as program fees on or before the first day of class, and;

If you are delinquent in paying the outstanding balance, you will not receive any grades, transcripts or certifications, and will not be allowed to register for additional classes until all balances are paid. If you are delinquent in abiding by any portion of the plan, you may be dropped from your courses and may be sent to collections.

## Refund Policy

**Students are expected to read and adhere to all OCMT policies in the College Catalog as soon as they are accepted as a student. Students are representatives of OCMT. A conviction of any violent or sexual offense will mean immediate dismissal from the college.** Any refunds due will be calculated using the OCMT refund policy. **OCMT does not provide refunds for massage tables, books, manuals, supplies, or other equipment.**

You **may** have a portion of your tuition and fees refunded if you withdraw from a course, or are expelled, dismissed, or terminated.

Refunds are issued in accordance with the Oklahoma Board of Private Vocational Schools. In accordance with OAC 565:10-11-3 a student may not be denied a refund based solely on dismissal for disciplinary reasons. Refunds are determined when either the student or OCMT completes a Student Change in Enrollment Status Form. The refund schedule is as follows:

The refund policy designated by the Oklahoma Board of Private Vocational Schools recognizes that students admitted to the OCMT program receive enrollment opportunities that may not have been awarded to other applicants. Tuition refunds are calculated as follows, based on application date, payment, and enrollment termination date information:

- **Three-day (72 hour) cancellation.** All tuition monies paid by an applicant shall be refunded if requested within three days of signing an enrollment agreement and making a payment.
- **After 72 hours but before the start of class.** OCMT will retain a registration fee of 15% of the contract price of the course, not to exceed \$150. Any remaining tuition monies paid by the student will be refunded.
- **Within the first week of class.** OCMT will retain 10% of the contract price of the course, plus \$150, not to exceed \$350. Any remaining tuition monies paid by the student will be refunded.
- **After the first week, but within 25% of the training.** OCMT will retain 25% of the contract price of the course, plus \$150. Any remaining tuition monies paid by the student will be refunded.
- **More than 25%, but not 50% of the training** OCMT will retain 50% of the contract price of the course, plus \$150. Any remaining tuition monies paid by the student will be refunded.
- **More than 50% of the training.** OCMT will retain all tuition monies paid.
- **Special Circumstances.** Students who have a prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course will receive a refund which is reasonable and fair to both the student and OCMT.

## ACADEMIC AND CONDUCT POLICIES

### OCMT Initiated Termination of Student Enrollment

Student enrollment may be terminated if a student does not meet OCMT catalog requirements, including:

- Failure to maintain satisfactory academic progress
- Excessive absences or tardiness
- Behavior that puts themselves, other students, or clients at risk
- Improper conduct (including but not limited to failure to comply with other OCMT policies, improper communications with other students, clients or College personnel, or failure to follow instructor or other College personnel instructions)
- Failure to meet payment plan obligations

If a student violates any of the above-mentioned catalog policies, OCMT will initiate a 30-day Performance Improvement Plan to give a student the opportunity to become compliant. The student is required to sign his or her receipt of the Performance Improvement Plan and to sign agreement to adhere to the Plan or an understanding that failure to adhere to the Plan may be grounds for termination from OCMT.

IF OCMT determines that student enrollment termination is warranted, the OCMT refund policy and Student Handbook policies will be followed.

**Discontinued class.** If OCMT discontinues a class while students are still enrolled in that class, and OCMT is still offering training in other areas, OCMT will either restart the class within 30 days or refund all the monies paid to the students enrolled in the class or to the entity legally entitled to the refund.

### Readmittance into OCMT

Students who have had their enrollment terminated may reapply to OCMT after a one-year waiting period, following the same process as first-time applicants. Students requesting to be readmitted must also submit a letter to OCMT, detailing how the issues related to their enrollment termination have been resolved, and providing documentation if appropriate.

Readmittance is not guaranteed.

## REGISTRATION AND RECORDS

### Registering for Classes

Registration is the process of enrolling for specific classes. Registration is open until the first day of class. You must be registered for all classes that you attend. A student does not have a guaranteed seat in a class unless all fees have been paid or a payment

agreement has been established. It is your responsibility to keep informed of all registration requirements and procedures. By registering for courses, you accept responsibility of all fees. Non-attendance does not constitute a cancellation of that obligation, nor does it officially withdraw you from the class.

## Adding/Dropping a Course

Notify OCMT if you intend to drop any courses. Dropping courses requires completing a Student Change in Enrollment Status Form in person or by mailing, faxing or emailing it to the Student Services Specialist.

## Pre-requisites/Co-requisites

Certain classes may require that you take particular courses prior to (pre-requisite), or in conjunction with (co-requisite) other classes. Students must successfully complete these to move forward in their select program. Generally, a grade of C or higher is required for a pre-requisite.

## Student Records

Grades and Attendance- In addition to receiving a Progress Report, students may access their grades any time by requesting a copy from the Student Services Specialist or Instructor. Upon graduation, students receive an Official Student Transcript and a Certificate. Students can expect to receive their transcripts and certificate 15 business days after the last official day of class. An additional copy can be requested in writing for a \$2.00 fee. Requests will be processed within 10 business days.

## Disclosure of Education Records

OCMT follows federal and state regulations pertaining to the release of student records.

# ATTENDANCE

The purpose of education is to develop knowledge and skills in students. This can best occur through the act of involvement between the student and instructor and attendance in scheduled classes is important to your success. OCMT has a "Non-Attendance Policy" which could cause your being administratively removed from a course due to your non-attendance. (This Policy does not apply to short, C.E. Programs) No refunds are granted without direct student inquiry during standard refund timelines and bills will continue to be sent regarding course fees due.

If you decide to withdraw, or if you cannot complete the program, it is your responsibility to contact the Student Services Specialist to complete a Student Change in Enrollment Status Form. If you do not officially withdraw, you will receive the grade of "F." Students must maintain 80% cumulative attendance for satisfactory attendance progress. To receive a passing grade, students must attend 80% of the hours in each course; Clinical Internship and Professional Development are exceptions and require 100% attendance. Students with attendance between 65% and 79% for a course will receive an incomplete grade and will have to make-up missed sessions. Students with an attendance percentage less than 65% at the end of a course will receive a failing grade and must repeat the course in its entirety. Students that have less than 65% attendance at the end of a course will not be allowed to take the final exams for that course.

If a student is absent, arrives late or leaves early from class or break, credit for the class will be as follows:

Absent	No credit (0% of clock hours)
Late (up to 15 min)	3/4 credit (75% of clock hours)
Extra Late (more than 15 min)	1/2 credit (50% of clock hours)
Leave early (after mid-point)	1/2 credit (50% of clock hours)
Leave early (15 min. or less)	3/4 credit (75% of clock hours)
Leave early (before mid-point)	no credit (0% of clock hours)

Students must attend all scheduled courses with their assigned class, with the exception of make-up sessions and failed course repeats.

### **Incomplete Attendance**

A student is expected to make up coursework missed due to excused or unexcused absences. A student may have 3 excused absences during the program, with appropriate documentation. A student who has an attendance percentage between 65% and 79% (or between 65% and 99% in Clinical Internship or Professional Development) at the end of the course (including make-up done during the length of the course) will receive a grade of (I)Incomplete. To complete the course, make-up sessions must be attended. Make-up attendance does not erase absences but can be used to meet the 80% attendance (Clinical Internship and Professional Development require 100% attendance for graduation). Required make up attendance must be completed by the end of the program in which the course occurred. If a final grade is not received in the time frame, the incomplete grade automatically converts to an "F" and the course must be repeated in its entirety.

### **How to Make up Incomplete Attendance**

Attendance make up should be coordinated with the Instructor or Student Services Specialist.

### **How to Re-take a Failed Course**

Repeating a failed course must be coordinated with the Student Services Specialist or Instructor. An appointment will be set up for necessary information on retakes, tuition charges and a payment schedule will be determined at this appointment.

### **Leave of Absence**

Students who have the following emergency situations are eligible to take an approved leave of absence for up to 180 calendar days:

- Serious health condition of student
- Care of an immediate family member with a serious health condition
- Birth/adoption of a child and care for that child
- Death of an immediate family member
- Jury duty
- Military service

A student does not incur additional charges while on a leave of absence. Upon a student's return from a leave of absence, he/she will begin where they were prior to the leave of absence.

### **Applying for a Leave of Absence**

To apply for a leave of absence a student must provide appropriate documentation of the situation (i.e. doctor's note, etc.), and fill out and sign a Student Change in Enrollment Status form prior to taking the leave of absence. A student who is not in class on his/her scheduled return date will be withdrawn from school.

### **Returning from a Leave of Absence**

Students wishing to transfer to a class that is at the same point in the program at which they were when their leave began must obtain permission from the Student Services Specialist and/or instructor. Transfers are on an as-available basis.

## **GRADING/ACADEMIC PROGRESS**

### **Grading Policy**

Course grading is based on the following scale:

Grade	G.P.A Equivalent	Class Grading Percentage
A.....	4.0.....	90% to 100%
B.....	3.0.....	80% to 89%
C.....	2.0.....	70% to 79%
F.....	0.0.....	69% and below
W.....	Withdrawal.....	Not calculated
I.....	Incomplete.....	Not calculated
R.....	Grade Earned.....	Replaces previous grades in grade point calculation

### **Late Assignments, Failed Tests, Incomplete grades, and Make-ups**

Homework assignments, quizzes, and tests should be turned in/taken on the due date listed on the course syllabi. Late assignments will be accepted up to three business days after the date the assignment was due, and a 10%-point deduction will be taken

from the final score for the assignment. Late assignments will not be accepted later than three business days after the assignment due date. Missed quizzes must be made up during the next session of the courses immediately following the original proctor date, and a 10%-point deduction will be taken from that final quiz score. Failed quizzes cannot be repeated. Missed or failed tests must be made-up/retaken within ten business days of the date the test scores are posted for the students. Passed tests cannot be repeated for a better score. Failed tests may be repeated only once. Tests that are made-up or retaken are pass/fail only; 70% must be achieved for a passing grade. In calculation of the final grade for the course, 70% will be used for the test score. Repeat tests are failed if the score is below 70%, and results in a final grade of "F" for the course.

### **How to Make up Incomplete Coursework**

Students can schedule to take make-up or repeat written or hands-on exams with the Student Services Specialist or Instructor. Make-up or repeat exams must be taken within ten business days of the date the scores are posted for the students.

### **Re-taking a Failed Course**

If a student receives a (F) ail, (S) he must repeat the course in its entirety. A student may repeat a course only once and must receive a final grade of "C" or above. If the student fails the course on the second attempt, the student will be withdrawn from the College. Only the grade of the repeated course is considered in the computation of grade point average and credited towards graduation requirements.

Tuition will be charged for repeated courses. The tuition cost for repeat courses is half of the student's original per hour tuition cost. The tuition charge will be calculated based on the student's original tuition charge, divided by the program clock hours and then multiplied by the clock hours in the repeated course, then divided by two. This will be added to the total tuition charges for the student. In addition, the student is responsible for purchasing any new books or manuals required for the repeated course. New books or manuals must be paid for at the time of purchase. If new books or manuals are needed, the student can order them through the Student Services Specialist or Instructor.

### **Clinical Internship**

Shifts start at 9am and conclude at 5pm on Saturday and Sunday. Students must be checked in and ready to start serving clients by the start of their assigned shift. If a student is absent, arrives late, or leaves early, credit for the class will be as follows:

Absent	no credit (0% of clock hours).
Late (up to 15min.)	3/4 credit (75% of clock hours).
Extra Late (more than 15 min)	1/2 credit (50% of clock hours).
Leave Early (at any point in the shift)	No credit (0% of clock hours).

Students are required to complete at least four massages during each Clinical Internship shift to earn credit for that shift, regardless of the time of arrival. If absent, (including being sick or planned), the student is responsible for covering their shift, before the start

of that clinical day. Students arriving to Clinical Internship later than one hour will not be admitted and the shift will be counted as an absence.

### **How to make up an Incomplete Clinical Internship Course**

Clinical Internship attendance make-ups should be coordinated with the Student Services Specialist or Instructor. To make up attendance, the student will need to do the following:

- Arrive early (15-30 minutes prior to the start of the clinical shift).
- Check in with the Student Services Specialist or Instructor to be placed on the standby list until a booth is available. Due to limited space, make up students are not guaranteed a clinic booth.
- Complete Clinical Internship shift as normal.

## **STUDENT SUCCESS**

OCMT is committed to student academic success and clinical readiness and has developed the following processes to help ensure that success.

**Readiness Assessments** Students must pass the clinical readiness assessments for various components of the program before being scheduled for clinical hours.

### **Performance Improvement Plan**

When OCMT identifies deficiencies in student academic or clinical performance, the student will be put on a Performance Improvement Plan (PIP) The PIP

- Defines areas of concern
- Details gaps in student performance
- Reiterates OCMT's expectations
- Details OCMT's support for student improvement
- Allows students the opportunity to demonstrate improvement and commitment



## PROGRAM INFORMATION

### COURSES REQUIRED FOR PROGRAM

*Courses within this program can carry between 4-125 clock hours.*

<b>Clock hours</b>	<b>Course Name</b>
125	Anatomy/Physiology/Kinesiology
60	Bodywork Technique
14	Laws, Rules, Regulations & Business Ethics and Professionalism
20	CPR/First Aid and Practitioner Health
12	Client Assessment and Therapeutic Procedure
75	Clinical Internship I
75	Clinical Internship II
45	Massage Therapy I & II
80	Massage Modalities and Procedures (online)
40	Pathology and Contraindications
14	Spa Techniques and Business Management
40	Sports Massage
<u>50</u>	Structural Integration
650 Total Hours	(All coursework must be completed to earn a degree.)

OCMT integrates preparation for the Massage and Bodywork Licensing Exam (MBLEx) into its curriculum. This is not a separate program, but, instead, is used throughout the program.

### Course Descriptions

#### **Anatomy/Physiology/Kinesiology (125 Hours)**

##### **OVERVIEW & PURPOSE**

**A comprehensive course in structure and function of the human body, emphasizing the muscular and skeletal systems, designed specifically for body workers. (Cadaver Lab)**

**MEDICAL TERMINOLOGY-** This course is designed to help understand and become familiar with the necessary terminology used in Anatomy, Pathology, Neurology, and Kinesiology courses. Students learn that, Greek prefixes and suffixes combined will make-up medical terminology.

#### **Body Work Technique (60 Hours)**

##### **OVERVIEW & PURPOSE**

**DEEP TISSUE I & II-** This course is designed to teach structural and functional changes in the body through deep-tissue manipulation. Students are taught to “see” structural imbalances that contribute to pain and dysfunction and rebalance the body structure using deep-tissue bodywork techniques.

**CRANIAL SACRAL THERAPY-** Students learn to identify and address suture and membrane restrictions within the cranial vault and dural tubes.

**TRIGGER POINT THERAPY-** Students learn to locate and identify trigger points found in the body. These points are used to develop therapeutic procedures that are used with myofascial pain and dysfunction.

**REFLEXOLOGY-** Students learn to manipulate reflex areas in hands and feet, which correspond to organs, and specific areas of the body. This course assists students in understanding how structure and function are interrelated and how bodywork affects the entire organism.

**HYDROTHERAPY & SPA PREPARATION-** Students learn the benefits, methods, contraindications, and common practices of hydrotherapy. Students will learn how to influence the body’s own healing properties through the application of hot and cold treatments. In addition, students will learn how to provide the following body treatments: aromatherapy body wraps, paraffin wax dips, salt scrubs, and hot rock therapy. The Hot Rock Therapy will prepare students to blend hot and cold rocks into a Swedish massage. This deeply detoxifying and relaxing modality gives students a new medium to work with which enhances their skills and aids in facilitating the healing of their clients on many levels.

**ACUPRESSURE-** Acupressure is part of the ancient system of traditional Chinese medicine. In acupressure, students become familiar with the five-element theory and constitutional types, meridian energy pathways, and location and therapeutic uses of acupoints. Acupressure can be used to balance body energy, relieve pain and dysfunction, and promote general health.

**SEATED MASSAGE-** Students learn a fifteen-minute bodywork session for fully clothed clients. The massage is typically a combination of Swedish, deep-tissue, and trigger point therapies.

**FUNDAMENTALS OF NUTRITION-** Students learn self-care and effective client communication. Students examine functions in the body and food sources of various micro- and macronutrients as well as energy balance and the role of nutrition in disease states. An analysis of individual food intake and exploration of the rationale behind specific food choices is included.

**CPR/First Aid and Practitioner Health (20 Hours)**

#### **OVERVIEW & PURPOSE**

2-year certification course of the American Heart Association, including first aid basics, medical emergencies, injury emergencies and environmental emergencies. Course also covers material important for the practitioner’s health.

**Client Assessment and Therapeutic Procedure (12 Hours)**

#### **OVERVIEW & PURPOSE**

In this course, students will learn the importance of client assessment, client, intake, client confidentiality, documentation, record keeping and SOAP notes. They will also learn various therapeutic procedures involving R.O.M assessments, posture assessment, tissue palpation, and client needs.

## **Clinical Internship 1 & 2 (150 Hours)**

### **OVERVIEW & PURPOSE**

**Clinical Rotation 1:** Students are exposed to the function and role of a massage therapist in a clinical environment. Under the supervision of OCMT instructors, students participate in various aspects of clinical operations including provision of care, communication regarding client care and services, case management, clinic flow, and documentation.

**Clinical Rotation 2:** Students begin to understand and perform in the role of a massage therapist in a clinical environment as they expand their participation in various aspects of clinic operations. Clinical interaction and communication skills advance beyond the basic level expected in Clinical Rotation 1. Students perform treatment sessions that incorporate both relaxation and rehabilitative techniques as learned in the classroom.

**Clinical Rotation 3:** Students enhance their identity and role in a clinical environment. Critical thinking, individualized treatment plans, and in-depth clinical interactions using advanced techniques become central to the student experience. Students perform treatment sessions that focus on client symptoms and goals, incorporating techniques and adapting the session to meet client needs with consideration for diverse populations.

## **Laws, Rules, Regulations & Business Ethics and Professionalism (14 Hours)**

### **OVERVIEW & PURPOSE**

Students prepare to build a clientele, create a successful business, or secure job placement, as well as the laws and regulations a massage therapist must adhere to for licensing. It identifies the skill set necessary to manage therapeutic relationships as well as conflict resolution, setting boundaries, cultural competency, and code of ethics. It presents current industry trends to assist students in career choices. Students learn to develop effective resumes. Students learn theories and supporting rationales of ethical principles and standards that apply to the profession of massage therapy. OCMT has created ethical standards that support the profession of massage therapy.

## **Massage Modalities and Procedures (80 Online Hours)**

### **OVERVIEW & PURPOSE**

This course goes over various massage modalities and procedures, massage movements, and the coursework that coordinates with the hands-on portion of Bodywork Technique and Massage Therapy 1 & 2.

## **Massage Therapy 1 & 2 (45 Hours)**

### **OVERVIEW & PURPOSE**

**MASSAGE THERAPY I-** Students learn “beingness” as the foundation to massage therapy/bodywork. Students are taught therapeutic touch from a background of “being” in relationship with the client as distinguished from “doing” massage therapy/bodywork. Students learn draping, contraindications, the use of oils, and fundamental theories and techniques for massage therapy/bodywork such as Swedish and Esalen massage. Course covers the basic principles and techniques of Swedish massage, which is the

foundation for the rest of the technique curriculum. At the end of this course, students will know how to give a relaxing, full-body Swedish massage.

**MASSAGE THERAPY II-** Students are taught both basic and advanced techniques of Swedish and Esalen massage, as well as draping techniques, contraindication, body posture, and product use.

**HEALTH-RELATED TOPICS-** Students learn factual HIV/AIDS information and earn certification in First Aid and cardiopulmonary resuscitation.

**BODY MOVEMENT FOR MASSAGE THERAPISTS-** Students learn efficient movement while conducting bodywork. Students learn how to move more efficiently to reduce potential trauma to their bodies.

**CONTRAINDICATIONS-** Students learn when it is inappropriate to administer bodywork. Contraindications are included in the pathology portion of the anatomy course and in the various massage therapy courses as part of the training for specific techniques and modalities.

**PRACTITIONER'S WELL-BEING-** Information, feedback, and coaching are given to students concerning posture, holding patterns, breathing, hand and body positioning, and overall well-being. This information is included in the hands-on courses enabling students to maintain health and gain energy from the work.

**RELAXATION TECHNIQUES-** Techniques are taught which create relaxation either before or during massage therapy. They are used to deepen a client's experience of the bodywork and to give clients a way to manage stress.

#### **Pathology & Contraindications (40 Hours)**

##### **OVERVIEW & PURPOSE**

Students are introduced to common dysfunctions of the human body as a result of disease or injury. The course examines common causes of pathological conditions and methods to limit disease transmission. Representative signs, symptoms and treatment options are emphasized. In addition, specific implications for bodywork will be discussed where applicable.

#### **Spa Techniques and Business Management (14 Hours)**

##### **OVERVIEW & PURPOSE**

This course goes over various spa techniques, spa and business operations, and career opportunities.

#### **Sports Massage (40 Hours)**

##### **OVERVIEW & PURPOSE**

Students will learn the basic needs of athletes. Techniques include pressure-point massage, friction massage, petrissage, facilitated stretching, compression, range of motion exercises, and stretches. Multiple techniques are taught to enhance athletic performance, prevent injury, and decrease recovery time.

**PASSIVE STRETCHING-** a series of stretches administered by the massage therapist during a session of bodywork, especially effective with the major muscle groups of the legs and often used with post-event, post-workout, and remedial sports massage.

**FACILITATED STRETCHING-** Students learn to stretch major muscle groups to promote flexibility and coordination.

### **Structural Integration (50 Hours)**

#### **OVERVIEW & PURPOSE**

**Students learn that the entire structural order of the body needs to be realigned and balanced around a “central vertical line” representing gravity’s influence.**

## **GRADUATION**

To graduate, a student must have a passing grade of “C” or better in all classes and maintained an 80% attendance rate in each course (100% in Professional Development and Clinical Internship). To receive graduation paperwork, students must pay all tuition. Students who wish to participate in graduation ceremonies must complete the program by the end of normal completion time.

The following awards are given upon graduation to students who qualify:

- Outstanding Academic Achievement Award- Awarded to students who maintain a GPA of 4.0 in all coursework.
- Perfect Attendance Award- Awarded to students who have never been absent, late, or left early from any session or Clinical Internship shift.
- Internship Achievement Award- Awarded to students who complete five massages during each scheduled shift in Clinical Internship.

## **CAREER SERVICES**

OCMT will help prepare graduates to apply for jobs and refer them to possible job opportunities. OCMT will:

- Help students with resume and cover letter preparation
- Notify students of potential career opportunities
- Prepare students to fill out job applications
- Prepare students for the interview process

## REFRESHER EDUCATION COURSES

**OCMT offers the following Refresher courses to transfer students who may need extra classes to complete their degree, and to students who want to refresh their knowledge or skills or pass the MBLEx.**

Refresher Courses	Clock Hours	Course Description
Therapy and Practice of Therapeutic Massage Course Content Refresher	75	Offers students an online, accelerated progression through the textbook. OCMT will monitor student's completion of assignments and monitor grades earned.
MBLEX Prep Refresher	75	OCMT monitors the students online, accelerated mastery of MBLEx concepts and practice questions, tracking grades earned, including the MBLEx practice exams. Students have the opportunity to interact and form online or face-to-face study groups with other students. Students are also given apps and online study sites to enhance their learning
Clinical Refresher	75	Course includes the concepts and experiences taught in Clinical Internship 1 and 2 and is tailored to the individual needs of each student. OCMT would work with distance students to complete clinical hours at the student's city of residence.
Customized Hands-on Refresher (based on individual ability/needs)	10-50	Course includes specific modalities students would like more mastery in and is be tailored to the individual needs of each student.

## CONTINUING EDUCATION COURSES

### Continuing Education Courses

Oklahoma licensed massage therapists are required to obtain 16 hours of continuing education credits per license period. Pursuing CEU's also shows a massage therapist's personal and public commitment to continued and increased competence in the massage and/or bodywork profession.

The Oklahoma College of Massage Therapy (OCMT) is approved as a state recognized provider of continuing education classes.

OCMT's policies and CE courses are detailed in an addendum to this catalog.

# STUDENT HANDBOOK

## CAMPUS SAFETY

### Campus Safety

It is the intent of OCMT to provide a safe, secure, and appropriate environment in which students can learn and employees can work. However, like all segments of society, situations may occur which threaten the security and safety of property and people.

If you feel threatened, see criminal actions, or observe behavior that jeopardizes the safety and security or property and persons at OCMT, you should report the incident immediately to the Student Services Specialist or an instructor. OCMT staff will assess the situation and determine if an emergency response is necessary. When, in the judgment of the OCMT staff member on the scene, the situation warrants emergency intervention, local law enforcement will be contacted to resolve the problem and investigate the incident. Any non-emergency incident of property damage, theft, burglary, or other criminal actions should be reported to local law enforcement for investigation and disposition.

### Discrimination and Harassment Policies

OCMT, through its commitment, will affirmatively attempt to provide an environment free of harassment for all employees and students. Harassment of students and employees of OCMT is unacceptable and will not be tolerated. OCMT deplores such conduct as an abuse of authority. OCMT prohibits harassment by supervisors, co-workers, students, and non-employees based on sex, race, national origin, disability, or other protected status person.

OCMT has no tolerance for discriminatory, harassing, or racist behaviors. Specifically, the OCMT complies with all state and federal equal opportunity and affirmative action laws, rules, executive orders, and policies. It is the policy of OCMT not to discriminate in employment based on age, race, creed, color, religion, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, sexual orientation, or membership in the National Guard, state defense force, or any reserve component of the military forces of the United States or this state. OCMT does not discriminate against students based on race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status. Discrimination means the difference in treatment in any service, program, course, or facility of OCMT based on these protected statuses.

Inquiries regarding equal opportunity and possible discrimination may be directed to: Eladah Waters, Owner  
(405) 343-1663. Your written concerns can be sent to the above individual at: OCMT, 505 9<sup>th</sup> St. Circle, Hydro, OK. 73048

Harassment is unwanted, deliberate, or repeated unsolicited comments, slurs, demeaning references, gestures, graphic materials, physical contacts, solicitation of favors, advances, or other adverse treatment based on a protected group status when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, student

status, or academic participation.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual.
3. The conduct has the purpose or effect of substantially creating an intimidating, hostile, or offensive environment, which tangibly affects or interferes with an individual's job performance or other employment or academic opportunities.

Alleged acts of harassment and discrimination may be violations of equal employment or educational opportunity policies under which OCMT operates. Discipline may be imposed for violations of this policy in accordance with the procedures outlined in The Student Code of Conduct.

### **Alcohol and Illegal Drugs Policy**

The possession and use of alcoholic beverages on OCMT premises is strictly prohibited. The possession, use, and sale of alcohol is further regulated in accordance with applicable state and federal laws. OCMT cooperates with local police agencies to enforce underage drinking laws and other violations related to the possession, use, and sale of alcohol. As an OCMT student, you are expected to comply with all laws regarding the use of alcoholic beverages. Depending on the nature of the violation, you may face legal prosecution and/or disciplinary action in accordance with applicable laws and OCMT procedures.

### **Smoke/Tobacco Free Campus**

For the health and well-being of everyone using OCMT's facilities, smoking and the use of any type of tobacco product is NOT PERMITTED on OCMT property.

### **OCMT Support for Students with Disabilities**

OCMT promotes an environment free from harassment, discrimination or retaliation based on disability.

OCMT's programs, activities, and facilities are accessible to students with disabilities. OCMT will provide appropriate reasonable accommodations to qualified individuals with documented disabilities in compliance with the Americans with Disabilities Act and all applicable federal, state, or local laws that provide for non-discrimination against qualified individuals with disabilities. OCMT will assess each request for accommodations to determine if the needs of the student can be met. If necessary, adjustments may be made to academic requirements to ensure equal educational opportunity, but OCMT will not lower or waive essential requirements of the program.

A student seeking accommodations should complete an Accommodation Request Form specifying the impairment and requested accommodation. The student must provide recent (generally no more than five years old) certification and/or documentation from a qualified medical or educational professional that (a) provides a specific diagnosis; and (b) recommends specific accommodations that might be helpful to the student in an academic setting based on the diagnosis.

OCMT will evaluate the student's request and supporting documentation and request or obtain any additional input, including additional supporting documentation as appropriate to determine whether the student's request should be granted or denied. If the student's request is granted, OCMT staff will help implement the approved accommodation(s). If the student's request is denied, the OCMT will engage in a dialog with the student to explore any alternative reasonable accommodation options, if appropriate.

Requests for additional or modified accommodations must be submitted by completing a new Accommodation Request Form.

A student who believes that he or she has been discriminated against due to a disability should follow the guidelines in the OCMT Student Handbook.



## STUDENT CODE OF CONDUCT

In support of its mission, the College seeks to provide the opportunities and protections, which best serve the educational process. Students are entitled to the basic rights and protections as an individual enjoyed by all members of society. At the same time, they are also subject to obligations as a member of the college community. OCMT has adopted a Student Code of Conduct that sets forth the standards of conduct expected of students who choose to enroll at OCMT. It is intended to protect the welfare and safety of everyone and assure an environment conducive to learning. The OCMT Student Code of Conduct is intended for the benefit and protection of everyone involved in education and other activities at OCMT. Students are expected to know and willingly follow the code in their everyday activities including OCMT-sponsored activities held off campus. Conduct that violates the code is not acceptable and will not be tolerated. The student conduct regulations are intended to give students general notice of prohibited conduct. However, they are not meant to define misconduct in every circumstance. The Student Conduct Board for compliance with Oklahoma will review the Student Code annually and Federal Laws pertaining to areas covered by Student Codes of Conduct and for effectiveness. This Code of Conduct, arranged alphabetically by category, establishes standards of behavior for students at the College. Students are required to be knowledgeable of all policies of the College. The Student Conduct Code Procedures includes this list of behavioral standards:

- Academic Honesty
- Alcohol Regulations
- Complicity
- Disruptive Conduct
- Drugs
- Endangering the Safety of Others
- Failure to Comply
- False Information
- Guests
- Misuse of College Materials, Services or Property
- Sexual Misconduct
- Theft

Note: A violation of the Code of Conduct may also constitute a violation of city, state, or federal law and vice versa. If so, simultaneous prosecutions may result. Students should be aware that student status does not insulate them from awareness of and compliance with other laws.

### ACADEMIC HONESTY

All students must be honest and forthright in their academic studies. To steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

### Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

- The quotation or other use of another person's words, ideas, opinions, thoughts or theories (even if paraphrased into one's own words) without acknowledgement of the source
- The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgement of the source.

## Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

## Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

- The false citation or acknowledgement of a direct or secondary source, including the incorrect documentation of a source
- The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work
- The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or
- The unauthorized submission of an academic work prepared totally or in part by another.

## Cheating

- Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:
- Copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own
- Allowing another person to copy one's own academic work, whether intentionally or recklessly
- The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work
- The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise
- The unauthorized use of electronic instruments such as cell phones, PDAs, or personal response systems (clickers) to access or share information
- The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself

## Academic Misconduct

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

- The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered.
- Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file that is received for or in any way attributed to academic work
- Entering any College building, facility, office, or other property, or accessing any computer file or other College record or storage for obtaining the answers or solutions to an academic exercise or to change grade
- Continuing to work on an academic exercise after the specified allotted time has elapsed
- Bribing another person to obtain an academic exercise, including answers to questions of an academic exercise that is not administered

## **STUDENT CONDUCT**

### **Alcohol Regulations**

All students must comply with applicable laws and these alcohol regulations. The College prohibits alcohol intoxication by students (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically, this offense includes, but is not limited to:

- The possession, use, consumption, manufacture, sale or distribution of alcohol by anyone under the legal age to do so;
- The possession, use, consumption, manufacture, sale or distribution of alcohol in violation of any applicable law, including the laws of the State of Oklahoma
- The possession, use, consumption, manufacture, sale or distribution of alcohol in any College building, facility, or property;
- The possession of any apparatus used to facilitate the rapid consumption of alcohol or drinking games;
- A violation of any College policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol.
- Students who display intoxicated behaviors or students who require staff assistance due to the consumption of alcohol or illegal drugs while attending classes or college functions are subject to disciplinary action.

Evidence of an intoxicated person may include, but is not limited to, a combination of the following indicators:

- Odor of intoxicants on the breath
- Bloodshot eyes
- Dilated pupils
- Stumbling or staggering
- Slurred speech
- Impairment of dexterity

### **Complicity**

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and failure to do so may be the basis for a violation of the Code of Conduct.

### **Disruptive Conduct**

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the College or any of its students, instructor members, College officials, or guests.

### **Drugs**

The College prohibits the possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations may be subject to sanctions by the Student Conduct System and may be reported to all appropriate law enforcement authorities.

### **Failure to Comply**

It is in violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable rule.

## **False Information**

A student shall not provide false or misleading information.

## **Guests**

Students are responsible for the behavior of their guests and must ensure that guests comply with College regulations including the standards in this Code of Conduct.

## **Misuse of College Materials, Services or Property**

A student shall not misuse any College material, service or property.

## **Sexual Misconduct**

OCMT is bound by and supports all applicable laws related to sexual misconduct. The Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (VAWA) ensures that colleges implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking. OCMT strives to provide a safe and welcoming environment. To attain this goal, the College seeks to provide safety, privacy, and confidentiality where possible, to support victims of sexual assault and violence.

OCMT prohibits all forms of sexual misconduct and violence including, but not limited to, rape, acquaintance rape, sexual assault, sexual harassment, dating violence, domestic violence, stalking, and hate crimes between or against members of its college community. This policy will apply regardless of whether a criminal proceeding has been initiated, the conduct occurred on campus, or involved a College-sponsored activity. The College will respond appropriately to address violations of this policy in a manner that is reasonable to prevent such conduct from recurring and to minimize the effects on victims and the OCMT community. Retaliation for filing a report or complaint or for participating in a related investigation or disciplinary proceeding is also a violation of this policy.

## **Social Media**

Social networking is a valuable communication and networking tool that will be beneficial to you as a student and in your career as a massage professional.

Social networking has changed the way people communicate, sometimes blurring the lines between what a person intends to be personal and private, and what is seen by those they may not want to share their information with.

Information you post without using appropriate privacy settings may be available to anyone including OCMT faculty, current or prospective employers, and others.

All OCMT student policies apply to social networking as well. Conduct yourself in a way that exemplifies the socially responsible and exemplary behavior expected of all OCMT students. OCMT offers the following guidelines for appropriate online conduct and for avoiding the misuse of social media.

- **Remember that what you post is accessible long after you remove it.** Comments can be forwarded or copied. Current or prospective employers may see posts you create now that you don't even remember creating. You probably should not post something you don't want a potential employer to see.

- **Use privacy settings.** make sure your personal information is not seen by anyone you don't intend to see it. Do not provide personal identifying information such as date of birth, phone numbers, home addresses or class schedules.
- **Use caution.** Know who you are adding as a friend to your site. Do not allow someone else to create and manage accounts on your behalf unless you have total access to the logins, passwords and procedures for those accounts.
- **Respect others.** Don't infringe on the privacy of your friends, peers or OCMT faculty. Never post personal information of others that could be embarrassing to them or to OCMT. Ask permission before posting photos of those involved.
- **Understand and follow the rules.** Make sure you understand the policies and terms of use of any social media outlet you use. Violating federal and/or state law could have serious consequences that could affect your future.

**You may use social media to communicate that you are an OCMT student, and to share appropriate OCMT posts, but you are not authorized to use social to advertise anything related to OCMT without OCMT's express permission.**

### **Theft**

Theft is defined as taking or possessing the property of another without right or permission. Students will respect the property of the College, its guests, and all members of the College community.

## **STUDENT CONDUCT CODE PROCEDURES**

### **Temporary Suspension When Certain Criminal Charges are Pending**

The College may temporarily suspend any student when certain charges are pending against that student, subject to the procedures set forth in this guide. Specifically, temporary suspension may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs or any other conduct that is egregiously offensive to the College's mission.

### **Emergency Suspension**

The College may remove any student where the continued presence of the student on campus poses a threat to the safety or rights, welfare, or property of another, subject to the procedures set forth in this Guide.

### **Charges and Student Conduct Hearings**

Any member of the College community may file an incident report that alleges student(s) violation of the Student Code of Conduct. The student(s) will be notified in writing of the alleged violation and directed to the Student Services Specialist who will determine the hearing process. An incident report should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours of the incident. The Student Services Specialist, as appropriate, reviews the referral to see if it appears there

may have been a violation of the Code. If so, the student is notified and asked to meet with the Student Services Specialist to discuss the incident. Most cases are resolved through this meeting, and if the Student Services Specialist and the student can reach an agreement about what happened, and if the student is willing to accept responsibility and any appropriate sanctions. In cases where the student chooses not to participate, or where an agreement is not reached, normal judicial proceedings will occur, including a hearing if necessary. If the allegations are admitted, then the matter may be resolved administratively by mutual consent of the parties involved. Such disposition shall be final with no subsequent proceedings. There is no appeal. If the allegation(s) is not admitted, then the Student Services Specialist shall determine, based upon a review of the accused student's previous conduct history and the specific nature of the violation, whether to refer the case to the Student Conduct Board.

All allegations shall be presented to the accused student in written form. The Student Conduct Board Hearing shall convene not less than three, nor more than ten calendar days after the student has been notified. Maximum time limits for scheduling of the Student Conduct Board Hearings may be extended at the discretion of the Student Services Specialist. The Student Services Specialist may, at his/her discretion, conduct an administrative hearing of a case. A Student Conduct Board shall conduct student conduct hearings. The Board will consist of three (3) members: one (1) college administrator, one (1), one (1) instructor member, and one (1) student. Student Conduct Hearings are confidential and as such shall be conducted in private. The complainant and accused student shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing will be at the discretion of the Student Services Specialist. In Student Conduct Hearings involving more than one accused student, the Student Services Specialist, at his/her discretion may be permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

If an accused student is also the subject of a pending subsequent criminal matter arising out of the same circumstances, s/he may be allowed to have an attorney serve as his/her advisor at his/her own expense. The complainant, the accused student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or the accused student at least two (2) weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. The Student Conduct Board will conduct this with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.

The Student Conduct Board, at the discretion of the chairperson, may accept pertinent records, exhibits, and written statements (including Student Impact Statements) as information for consideration. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board. After the portion of the Student Conduct Hearing concludes in which all-pertinent information has been received, the Student Conduct Board shall determine (by simple majority vote) whether the accused student has violated each section of the Student Code of Conduct as alleged. The Student Conduct Board's determination shall be made based on whether it is more likely than not that the accused student violated the Student Code of Conduct. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Board proceedings.

There shall be a single verbatim digital record of all questioning of witnesses and testimony in all Student Conduct Hearings before a Student Conduct Board. Deliberations of the Board will not be recorded. The record shall be the sole property of the College. The Student Services Specialist shall hold all recordings in a locked cabinet. The recording will be destroyed after the period for filing an appeal has passed and/or the final appeal has been adjudicated. If an accused student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the accused student is not present. A finding may be filed in absentia. The Student Conduct Board may accommodate concerns for personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting

participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined by the Student Services Specialist to be appropriate.

## Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Warning – a notice in writing to the student that the student is violating or has violated the Student Code of Conduct.
- Probation – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the possibility of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- Loss of Privileges – denial of specified privileges for a designated period of time.
- College Suspension – separation of the student from the College for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- College Expulsion – permanent separation of the student from the College with no opportunity to return.

Sanctions outlined in subsections above may not be imposed by the Student Services Specialist, even if the student admits violating institutional rules or such sanctions would be merited by the student's previous conduct record; such sanctions may be recommended to the Director by the Student Conduct Board. The Director of the College will make the final determination. Any or all of the sanctions listed above may be imposed for any single violation. Only disciplinary sanctions of expulsion, revocation or withholding of a degree for violation of Student Code of Conduct will be made part of the student's permanent academic record, and all other sanctions shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than, College suspension, expulsion, revocation or withholding of a degree, upon application to the Student Services Specialist; otherwise these shall be expunged from the student's confidential record three (3) years after final disposition of the case.

## Appeals

Only decisions resulting in suspension or expulsion may be appealed.

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Services Specialist may be appealed in writing by the accused student(s) to the Director within three (3) class days of the decision.
2. An appeal may only be made if it is discovered that there was information in possession of the College that was not included in the previous hearing; the sanction(s) was beyond the scope of the Student Conduct Code; or notification and/or hearing procedures were not followed.
3. Except as required to explain new information, an appeal will be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents.
4. If an appeal is upheld by the Director, s/he will reach a final determination. If a new sanction is imposed, the finding of the Director is final and may not be appealed.
5. In cases where a sanction of suspension, expulsion, or removal from the College is imposed according to the procedures outlined in this Code, the sanction will take affect according to the timeline established by the Student Services Specialist or Student Conduct Board regardless of whether or not an appeal is pending. The College will not be responsible for any hardships that an accused student may entail in the completion of duly imposed sanctions, which are later reduced or overturned upon appeal.

The Grievance Procedure is a complaint by a student against a policy or practice of the College or College staff that is considered improper or unfair, or where there has been deviation, misinterpretation, or misapplication of a practice or policy. A student wishing to pursue a grievance must take the following steps to try to resolve the grievance prior to filling out an official complaint form:

1. The student will first try to resolve the matter with the appropriate OCMT staff member;
2. If resolution is not achieved between the student and the OCMT staff member, the student will ask the staff member's immediate supervisor to resolve the grievance;
3. If resolution is not achieved at the supervisory level, the student will ask the Director to resolve the grievance;
4. If resolution is not achieved at this point, the student may file a complaint using the appropriate complaint form (an appointment must be made with the Student Services Specialist or a designee to obtain the necessary forms and information).
5. Notification of the problem/complaint must be filed with the Student Services Specialist or designee.
6. Complaints must be filed within twenty (20) school days of the date of the action causing the complaint.

The Student Services Specialist or a designee will monitor the grievance process. The student will receive acknowledgement of the filing of a formal written complaint. The student may withdraw the complaint at any point during the formal procedure. The Student Services Specialist or designee will notify the person(s) against whom the complaint has been filed (hereafter referred to as the 'staff member'). The staff member will also receive a copy of the complaint.

A grievance committee will be appointed annually by the Director and will consist of three (3) individuals representing the various College constituencies. The committee will be made up of one (1) administrator, one (1) instructor member, and one (1) student member. The complainant may request student representation on the committee. If requested, the Director may select one (1) student to substitute for a like number of existing members of the committee. Members of the grievance committee will remove themselves from the process if they deem themselves biased or personally interested in the outcome of the grievance. The Student Services Specialist or a designee will service as the investigating officer in the complaint. The Investigating Officer will:

- Meet with the student and the staff member.
- Examine documentation and interview witnesses.
- Consult with the appropriate Director, or equivalent unit head and/or other appropriate administrator.
- Prepare a written investigative report.

The Investigating Officer may meet individually with the student and staff member to discuss the report in the hope that a resolution can be reached. If a resolution is not achieved, copies of the investigative report will be forwarded to the grievance committee, the student, the staff member, and the appropriate administrator(s). The grievance committee will review the complaint and the findings of the Investigating Officer and determine whether the facts warrant a hearing. The committee's decision will be limited to one of the following statements:

- Based on the evidence presented, the committee may find probable cause for believing that an improper or unfair practice or act has been committed; or
- Based on the evidence presented, the committee may find no probable cause for believing that an improper or unfair practice or act has been committed.

The committee will make its report in writing to the Student Services Specialist or a designee after receipt of the report by the Investigating Officer. The deliberations of the committee will not be disclosed to anyone except the Student Services Specialist or a designee who will hold them confidential. If no probable cause is found, the matter will be considered concluded. However, the student may submit a written appeal to the Director within ten (10) working days from the date the decision is made. The appeal must specify in detail what findings, recommendations, or other aspects of the report or decision were not acceptable. The appeal should also include what corrective action the student desires after consideration of the appeal by the Director. The Director may



uphold the decision of the committee, and at that point, no further appeals within the College will be considered. Alternatively, the Director may instruct the committee to go forward with the grievance hearing process.

If probable cause is found, a hearing will be held.

1. The committee will select a chair. The Chair of the committee will establish a date for the hearing. A notice establishing date, time, and place of hearing will be provided to all involved parties.
2. The hearing will be held within thirty (30) working days from the time of the hearing notice.
3. The student and the staff member will each have the privilege to challenge one member of the committee without cause or stated reason. Unlimited challenges may be issued if it is felt that a member of the committee is biased. In the case of a challenge for bias, a majority of the grievance committee members must be satisfied that a challenged member cannot hear the case impartially before the member can be disqualified. In case of removal of a member through the challenge process, the Director will restore the committee to full membership.
4. The hearing will be conducted as expeditiously as possible and on successive days if possible.
5. The student, staff member, and any others the committee deems necessary to participate in the proceedings will make themselves available to appear at the proceeding unless they can verify to the committee their absence is unavoidable.
6. The hearing will be closed to all except those persons directly involved in the case as determined by the grievance committee. Statements, testimony, and all other evidence given at the hearing will be confidential and will not be released to anyone and may be used by the committee only for the purpose of making its findings and recommendations to the Director.
7. The Chair of the committee will convene and regulate the proceeding. The student, staff member, and members of the hearing panel must be present during the proceeding unless excused by the Chair for good cause. Repeated failure, without reasonable explanation, of either the student or the staff member to appear will be grounds for defaulting that party's case. The student will have the burden of presenting the case and the staff member will have the burden of challenging the evidence presented.
8. All parties will have the opportunity to present evidence, respond to evidence presented, and examine and cross-examine witnesses.

The Hearing Panel will be empowered to:

1. examine witnesses and receive evidence;
2. exclude any person(s) felt to be unreasonably disruptive of the proceedings;
3. hold conferences for the settlement of the issues involved;
4. make decisions or proposals for decisions, and
5. take any other actions authorized by the rule consistent with this procedure.

No individual will be compelled to divulge information in any form, which s/he could not be compelled to divulge in, or in connection with, court proceedings. Any legal opinion or interpretation given to the grievance committee by the parties may be shared with all parties to the case. The grievance committee will file its findings and recommendations with the Student Services Specialist, the student, and the staff member after the conclusion of the hearing. If the findings and recommendations of the grievance committee are acceptable to the student and the staff member, the Director may direct implementation of the recommendations.

If the student or staff member objects to the findings, recommendations, and wishes to appeal, a written appeal may be submitted to the Director within ten (10) working days from the date the finding is issued. The appeal must detail the findings, recommendations, and/or other aspects of the report or decision that are not acceptable and include what corrective action the student or staff member desires after consideration of the appeal by the Director. After considering an appeal, the Director will issue a written decision to the parties involved. The decision of the Director will be final and no further appeals within the College will be considered.

The Oklahoma College of Massage Therapy (OCMT) is licensed by

Oklahoma Board of Private Vocational Schools (OBPVS)

3700 N. Classen Blvd., Ste. 250

Oklahoma City, OK 73118

Phone: (405) 528-3370

Fax: (405) 528-3366

Email: [nhouse@obpvs.ok.gov](mailto:nhouse@obpvs.ok.gov)



**Addendum**

Effective August 10, 2019

**APPLICATION FOR ADMISSION**

**Print out and return completed application and \$100 Non-refundable application fee to:**

**Oklahoma College of Massage Therapy  
505 9<sup>th</sup> St Circle  
Hydro, OK 73048**

Name \_\_\_\_\_ Prior Names \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ SS# \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

List all schools attended (including high school) and degrees earned (if applicable). Official Transcripts

**Required**

Schools	Dates Attended	Date Graduated	Degree
Earned			

Please list any college courses that you believe may be transferred to the Massage Therapy Program at OCMT

\_\_\_\_\_

\_\_\_\_\_

When and by whom did you have your last professional massage treatment? (A professional massage is required before enrolling): \_\_\_\_\_

Have you ever been convicted of a criminal offense? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

Have you ever been incarcerated? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

**APPLICATION FOR ADMISSIONS (CONTINUED)**

Please complete the following in essay form: I want to become a licensed massage therapist because....”  
(You may attach a typed response if you prefer)

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To the best of my knowledge all the information completed in this application is true and correct.

**Checklist:**

- ✓ \$100 application fee which is subject to OCMT’s Refund Policy
- ✓ Completed application
- ✓ High school and college transcripts
- ✓ Essay
- ✓ Completed Medical History Form
- ✓ Background Check\*

**OFFICE USE ONLY**

Date \_\_\_\_\_

Reviewer \_\_\_\_\_

Comments \_\_\_\_\_

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Approval Status \_\_\_\_\_

\*Applicants to OCMT must submit an Oklahoma State Bureau of Investigation (OSBI) criminal history background information report dated no more than thirty (30) days prior to the date on which the applicant submits a completed application to OCMT. The OSBI criminal history background report shall include a search of the Department of Corrections Name, Sex Offender Database and Violent Offender Database. The required criminal history background report shall be requested by and the fees paid by the applicant.



## Medical History Form

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

The massage therapy program at OCMT is physical and strenuous and good health is essential to complete the program. Please check any injuries or complaints you have now or have had in the past.

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Asthma            | <input type="checkbox"/> Diabetes           | <input type="checkbox"/> Headaches     | <input type="checkbox"/> Hernia              |
| <input type="checkbox"/> Dizziness         | <input type="checkbox"/> Depression         | <input type="checkbox"/> Carpal Tunnel | <input type="checkbox"/> Chronic Fatigue     |
| <input type="checkbox"/> Joint Pain        | <input type="checkbox"/> Arthritis          | <input type="checkbox"/> Epilepsy      | <input type="checkbox"/> Pregnancy           |
| <input type="checkbox"/> Seizures          | <input type="checkbox"/> Hemophilia         | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> High Blood Pressure |
| <input type="checkbox"/> Bruising Tendency | <input type="checkbox"/> Low Blood Pressure |  |  |

Please list any musculoskeletal problems \_\_\_\_\_

Please list any lower back, neck or vertebral/disc problems \_\_\_\_\_

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Please check any symptoms aggravated by:

- Standing     Walking     Sitting     Bending     Lying     Massage

Please list any other illnesses, injuries, or operations: \_\_\_\_\_

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Have you ever had to interrupt your work or study for a substantial period of time or substantially reduce your workload? If yes, please explain: \_\_\_\_\_

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Please list any medications taken on a regular basis: \_\_\_\_\_

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I have been truthful and honest in answering the questions on this form. If my medical condition changes while I am enrolled at OCMT, I will notify my instructors at once of the changes. I understand that if this occurs, I may need a doctor's note to continue the program.

Signature \_\_\_\_\_ Date \_\_\_\_\_



505 9<sup>th</sup> St Circle Hydro, OK. 73048

Phone: (405) 343-1663

**Addendum  
Effective August 10, 2019  
Student Enrollment Agreement**

This constitutes a contract between (OCMT) Oklahoma College of Massage Therapy, hereafter referred to as the College and Student (name) \_\_\_\_\_.

Student's street address or post office box #: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail \_\_\_\_\_

Social Security # \_\_\_\_\_

I, \_\_\_\_\_ hereby acknowledge that I am enrolling as a student in (OCMT) Oklahoma College of Massage Therapy. I understand that I am enrolling in the Massage Therapy Program that is \_\_\_\_\_ hours in length, and that my classes will commence on \_\_\_\_\_ and that I should expect to graduate on or about \_\_\_\_\_, providing that I have met all the requirements for graduation.

I understand that I am enrolling in the \_\_\_ day or \_\_\_ evening program, and that the days that I am expected to attend college are \_\_\_\_\_ between the hours of \_\_\_\_\_. I understand that the tuition cost is \_\_\_\_\_, and that I am ultimately responsible for payment of all tuition and that I will not receive my final transcript and/or certificate until all monies owed to the College are paid. I understand that this does not include the non-refundable application fee of \_\_\_\_\_, which is to be submitted along with my application to the College. The tuition cost may be adjusted at \$12.50/hour when prior credit is given. The fee associated with the Required Professional Attire and Massage Cream/Pump Bottle is not required for students/persons admitted with prior credit. I understand that additional costs over and above the tuition include:

- Massage Table/Bolster
- Books & Manuals
- Hydrotherapy Classroom Supplies
- Twin Sheets
- Holsters

I understand that I may purchase my textbooks on my own from another vendor and that I am obligated to purchase the edition currently on the itemized list provided by the College. I understand that I am obligated to purchase a massage table before attending the \_\_\_\_\_ class meeting. I understand that I am also obligated to purchase \_\_\_\_\_ sets of twin/massage table sheets for use during clinical practice, including pillowcases for each set. I understand that the college accepts cash, checks,

money orders and credit cards. I understand that in the event I have a check returned for non-sufficient funds, that I would be charged a fee of \_\_\_\_\_. I understand that in the event I have two or more checks returned for non-sufficient funds, that I would be placed on a cash only basis with the college. I understand that if my tuition is not kept current, that I may be charged a late fee of \_\_\_\_\_ and interest of \_\_\_\_\_ monthly.

You can pay your tuition and fees using one of the following four methods:

4. **Special Plan:** The College offers a special plan that allows students to afford to attend (OCMT) Oklahoma College of Massage Therapy. Plans are established on a case-by-case basis.
5. **Pay in Full:** Pay full amount of tuition and fees by cash, check, MasterCard, VISA, or Discover at time of registration. A 5% discount if paid by credit card and 10% discount if paid by check or cash.
6. **Payment Plan:** You must indicate your desire to participate in a payment plan at the time of registration. You will be billed for outstanding balances. \*In some cases, Account Holds will be placed on a student's account in an effort to alert a student that their attention to a matter is required. Such holds can affect their ability to register for subsequent classes.

**Option 1:** Payment plan-\$8,425.00 to be paid as follows:

- **One hundred dollars (\$100.00)** as a registration fee with the signing of this enrollment agreement and;
- **The total tuition for first month of the professional massage therapy program: (\$2,775)** as program fees on or before the first day of class, and;
- **The total tuition on the third month of the professional massage therapy program: (\$2,775)** as program fees on the first day of class of the third month, and;
- **The total tuition on the fifth month of the professional massage therapy program: (\$2,775)** as program fees on the first day of class of the fifth month.

**STUDENT INITIALS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Option 2:** Payment Plan-\$8,425.00 to be paid as follows:

- One hundred dollars (\$100.00) as a registration fee with the signing of this enrollment agreement, and;
- **The total tuition for first month of the professional massage therapy program: (\$2,081.25)** as program fees on or before the first day of class, and;
- **The total tuition for third month of the professional massage therapy program: (\$2,081.25)** as program fees on or before the first day of class, and;
- **The total tuition for fifth month of the professional massage therapy program: (\$2,081.25)** as program fees on or before the first day of class, and;
- **The total tuition for seventh month of the professional massage therapy program: (\$2,081.25)**

as program fees on or before the first day of class.

**STUDENT INITIALS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Page 2 of 3**

I understand that any violation of the Code of Ethics of the College and/or licensing bodies is grounds for dismissal from this college. I understand that in accordance with OAC 565:10-11-3 and I may not be denied based on my dismissal for disciplinary reasons.

I understand that policies that are not covered by this agreement are covered in the College Catalog and that I am obligated to read it in its entirety as soon as I am accepted as a student. I understand that while I am a student of the College, I am representative of the college, and that being convicted of any violent or sexual offense will mean immediate dismissal from the college with no refund due.

I understand that while the College maintains a list of facilities that are seeking massage therapists, they are not responsible for my employment or lack thereof after graduation.

I understand that tuition monies paid by myself or another entity will be refunded according to the following timeline policies if my enrollment is cancelled or terminated:

- Within 72 hours after the signing of this contract, a full refund will be given.
- After 72 hours but before the start of class. OCMT will retain a registration fee of 15% of the contract price of the course, not to exceed \$150. Any remaining tuition monies will be refunded
- Within the first week of class. OCMT will retain 10% of the contract price of the course, plus \$150, not to exceed \$350. Any remaining tuition monies will be refunded.
- After the first week, but within 25% of the training. OCMT will retain 25% of the contract price of the course, plus \$150. Any remaining tuition monies will be refunded.
- More than 25%, but not 50% of the training OCMT will retain 50% of the contract price of the course, plus \$150. Any remaining tuition monies will be refunded.
- More than 50% of the training. OCMT will retain all tuition monies paid.

**Holder in due course rule:** *Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor or hereunder.*

**By my signature, I hereby certify that I have read and understand the Student Enrollment Agreement, and that I agree to abide by all policies and procedures of The College.**



Student's Signature

Date \_\_\_\_\_

College Official's Signature

Date

(OCMT) Oklahoma College of Massage Therapy

Page 3 of 3

**Addendum  
2019**

**Effective August 10,**



### **MESSAGE THERAPY PROGRAM REFUND POLICY\***

#### **Please initial each section and sign at the bottom:**

\_\_\_ I am expected to read and adhere to all OCMT policies in the College Catalog as soon I am accepted as a student. I am a representative of OCMT. A conviction of any violent or sexual offense will mean immediate dismissal from the college with no refund due.

\_\_\_ OCMT does not provide refunds for massage tables, books, manuals, supplies, or other equipment.

\_\_\_ I may have a portion of my tuition and fees refunded if I withdraw from a course, or am expelled dismissed, or terminated. Refunds are issued in accordance with the Oklahoma Board of Private Vocational Schools. In accordance with OAC 565:10-11-3 I may not be denied a refund based solely on dismissal for disciplinary reasons.

I understand that monies paid by myself or another entity will be refunded according to the following timeline policies if my enrollment is cancelled or terminated:

\_\_\_ Within 72 hours after the signing of this contract, a full refund will be given.

\_\_\_ After 72 hours but before the start of class. OCMT will retain a registration fee of 15% of the contract price of the course, not to exceed \$150. Any remaining monies will be refunded

\_\_\_ Within the first week of class. OCMT will retain 10% of the contract price of the course, plus \$150, not to exceed \$350. Any remaining monies will be refunded.

\_\_\_ After the first week, but within 25% of the training. OCMT will retain 25% of the contract price of the course, plus \$150. Any remaining monies will be refunded.

\_\_\_ More than 25%, but not 50% of the training OCMT will retain 50% of the contract price of the course, plus \$150. Any remaining monies will be refunded.

\_\_\_ More than 50% of the training. OCMT will retain all monies paid.

\_\_\_\_ Students who have a prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course will receive a refund which is reasonable and fair to both the student and OCMT.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Continuing Education Courses have a separate refund policy as detailed in the Continuing Education Classes Section.**

**\* If OCMT discontinues a class while students are still enrolled in that class, and OCMT is still offering training in other areas, OCMT will either restart the class within 30 days or refund all the monies paid to the students enrolled in the class or to the entity legally entitled to the refund.**

**\*Students who have a prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course will receive a refund which is reasonable and fair to both the student and OCMT.**

### **Addendum: Effective August 10, 2019**



## **CONTINUING EDUCATION CLASSES**

The Oklahoma College of Massage Therapy (OCMT) is approved by the Oklahoma Board of Private Vocational Schools and the Oklahoma State Board of Cosmetology and Barbering to provide continuing education (CE) credits that meet legislative education requirements.

OCMT's CE classes are developed by OCMT educators and professionals in related fields. Pre-registration is required for all CE classes. To reserve your space, payment in full or a non-refundable \$50 deposit is required. The remaining balance of the class tuition must be paid in full two (2) days prior to the start of class. Please register online at [ocmteducation.com](http://ocmteducation.com) or call (405) 343-1663 to sign-up.

### **Cancellation/Refund Policy**

If OCMT cancels a CE class, you will receive a full refund of your deposit and tuition. If you have registered for a CE class and need to cancel, you must do so a week or more prior to the start of class to receive a full refund or credit minus the \$50 non-refundable deposit. If you cancel less than one week prior to your scheduled class, you will receive credit only minus the \$50 non-refundable deposit. There will be no refund or credit for no shows or day-of-class cancellations. Credit offered/allowed is towards a future CE class.

## Student Conduct

Students enrolling in CE courses are expected to adhere to the following policies in order to receive full credit for the course:

- Arrive at least fifteen minutes before instruction is scheduled to begin
- Attend the entire class session
- Avoid cell phone usage during the class session
- Participate in discussions and demonstrations
  
- Demonstrate professional, respectful behavior towards the instructor, classmates, and the OCMT staff and clients
- Complete a course content assessment

The following classes may be offered at various days, times and locations, and will be posted on the OCMT website. **A class schedule will be finalized when there are at least 8 students registered in the class.** Individuals interested in CE courses may contact OCMT at 405-343-1663 for questions concerning scheduling, etc.

## Continuing Education Classes, Descriptions, Credits, Fees

Course	Description	CEU Credits	Fee
<b>Abdominal Massage</b>	Course covers the basic anatomy between the ribs and the pelvis, including cautions and contraindications for abdominal work. Techniques and applications for softening to increase flow and release tension.	6	\$150
<b>Acupressure</b>	Course covers history and theory of acupressure and teaches techniques and applications to relieve pain and tension, reduce stress and anxiety, muscle stiffness muscle cramps, headaches and low back pain.	6	\$150
<b>Barefoot Massage</b>	Course covers the theory of barefoot massage, care of the feet, contraindications, safe bar installation, body mechanics, how to use barefoot massage to provide a full body deep tissue, myofascial release and focus on trigger points, and using barefoot strokes to create a barefoot massage sequence in both prone and supine positions.	6	\$150
<b>Build Your Business</b>	Course covers basic business models, business plans, legal requirements, record keeping, marketing, social media	6	\$150

<b>Chair Massage</b>	Course covers seated massage techniques transitions, and sequences, as well as equipment, communications, documentation and body mechanics	6	\$150
<b>Cranial Sacral</b>	Course covers history, healing effects of evaluating and treating the body through the craniosacral system, relationship to other healing modalities, palpitation techniques and exercises.	6	\$150
<b>Cupping</b>	Course covers history, theory, cautions, contraindications and methods.	6	\$150
<b>Deep Tissue &amp; Myofascial Release</b>	Course covers terminology and techniques to eliminate pain and restore motion through the sustained pressure of myofascial restrictions.	6	\$150
<b>Deep Tissue Common Injuries</b>	Course covers techniques to treat the most common soft tissue injuries. and help clients recover from soft-tissue injuries.	6	\$150
<b>Integrative Full Body Deep Tissue</b>	Course covers techniques and applications for a smooth, fluidly planned full body deep tissue massage. Provides tips for planning sessions to address individual client needs	6	\$150
<b>Dynamic Stretching and Mobilization</b>	Course covers the concepts and benefits, particularly as it pertains to physical therapists, athletic trainers, coaches and athletes. Provides techniques and applications to teach participants the active and purposeful tightening of muscles to gently mobilize joints through their full range of motion to improve agility, speed and acceleration.	6	\$150
<b>Ethics Overview</b>	Course covers an overview of ethical issues related to massage therapy and an interactive Case Study discussion.	2	\$50
<b>Ethics – A Closer Look</b>	Course covers legal and ethical requirements with a focus on boundaries, confidentiality, business practices, the client-therapist relationship, and an interactive case study.	4	\$100
<b>Hot Stone Therapy</b>	Course covers purpose, benefits, precautions, contraindications, safety, equipment. stone selection and set up, techniques and application. Application specifics will cover draping, body mechanics, optimum stone temperatures, and stone management to maintain massage flow.	6	\$150
<b>Kinesiology Taping</b>	Course covers the skills needed to supplement and support kinesiology taping strategies with manual therapy and neuro-muscular re-activation and documenting treatment and patient progress. Participants apply concepts and techniques to upper and lower quadrants.	6	\$150

<b>Lymphatic Massage</b>	Course covers benefits, techniques, cautions and contraindications to lymphatic massage.	6	\$150
<b>Massage Basics</b>	Course covers basic massage techniques for people considering the massage profession or interested in learning to give a massage to friends or family. Interactive demonstration includes massage techniques for the head, neck, back, arms and legs, emphasizing the massage benefits of stress reduction, relaxation, and improved circulation.	6	\$150
<b>Massage Tool Utilization</b>	Course covers various tools, techniques, and applications massage therapists can use to supplement their touch, enhance the client massage experience, and reduce the impact of massage on the therapist's body,	6	\$150
<b>Pregnancy and Post-Partum</b>	Course covers benefits of massage therapy, techniques for safe, effective support during pregnancy, childbirth, and after, and discusses cautions and contraindications.	6	\$150
<b>Reflexology</b>	Course covers the use of reflexology to stimulate the nervous, vascular and lymphatic systems to reduce pain, improve circulation, and increase immunity. Discusses meridian therapy, to help bring the body back into balance.	6	\$150
<b>Relieving Low Back Pain</b>	Course covers techniques to relieve lumbar spasms and prevent lower back pain, and strategies for prolonged back pain relief.	6	\$150
<b>Shiatsu Massage</b>	Course covers the history, origin, and theory of Shiatsu therapy, benefits and contraindications to Shiatsu. Will discuss and demonstrate basic postures. applications, stretching, and techniques used on the body's energy lines and pressure points.	6	\$150
<b>Spa Management</b>	Course covers the history and current role of spas. Students learn how to find jobs and succeed in the spa environment. Management topics include operations, procedures, equipment, facilities, and retailing. Service topics include bath and shower techniques, spa therapies and modalities.	6	\$150
<b>Sports Injuries</b>	Course covers causes of sports injuries and how massage can address the injuries and increase athletic performance	6	\$150
<b>Sports Massage</b>	Course covers the theory and practice of sports massage, critical thinking in client assessment, session planning, contraindications, and the application of sports massage techniques to help athletes prevent	6	\$150

	injury, recover from injury, stay in optimum shape and increase performance.		
<b>Sports Massage Techniques I Day 1</b>	Course covers the theory and practice of Sports Massage and critical thinking in client assessment of the lower body. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following: <ul style="list-style-type: none"> <li>• Quadratus Lumborum</li> <li>• Gluteus Medius</li> <li>• Rectus Femoris</li> <li>• IT Band</li> <li>• Hamstrings</li> <li>• Adductors</li> </ul>	6	\$150
<b>Sports Massage Techniques I Day 2</b>	Course reviews and reinforces the theory, concepts, techniques and practice of the lower body. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following: <ul style="list-style-type: none"> <li>• Quadratus Lumborum</li> <li>• Gluteus Medius</li> <li>• Rectus Femoris</li> <li>• IT Band</li> <li>• Hamstrings</li> <li>• Adductors</li> </ul>	6	\$150
<b>Sports Massage II Techniques Day 1</b>	Course covers the theory and practice of Sports Massage and critical thinking in client assessment of the lower limb. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following: <ul style="list-style-type: none"> <li>• Soleus</li> <li>• Gastrocnemius</li> <li>• Quadratus Lumborum</li> <li>• Tibial Band</li> <li>• Ankle</li> <li>• Feet</li> </ul>	6	\$150
<b>Sports Massage Techniques II Day 2</b>	Course reviews and reinforces the theory, concepts, techniques and practice of the lower limb. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following: <ul style="list-style-type: none"> <li>• Soleus</li> <li>• Gastrocnemius</li> <li>• Quadratus Lumborum</li> </ul>	6	\$150

	<ul style="list-style-type: none"> <li>• Tibial Band</li> <li>• Ankle</li> <li>• Feet</li> </ul>		
<b>Sports Massage Techniques III Day 1</b>	<p>Course covers the theory and practice of Sports Massaged and critical thinking in client assessment of the upper body side lying. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Abdominal Muscles</li> <li>• Ribcage</li> <li>• Axila</li> <li>• Trapezius</li> <li>• Pectoralis Major &amp; Minor</li> <li>• Shoulder</li> </ul>	6	\$150
<b>Sports Massage Techniques III Day 2</b>	<p>Course reviews and reinforces the theory, concepts, techniques and practice of the upper body side lying. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Abdominal Muscles</li> <li>• Ribcage</li> <li>• Axila</li> <li>• Trapezius</li> <li>• Pectoralis Major &amp; Minor</li> <li>• Shoulder</li> </ul>	6	\$150
<b>Sports Massage Techniques IV Day 1</b>	<p>Course covers the theory and practice of Sports Massage and critical thinking in client assessment of the Hip Flexors. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Anterior Rib cage</li> <li>• Diaphragm</li> <li>• Rectus Abdominus</li> <li>• Abdomen to pelvic bone</li> </ul>	6	\$150
<b>Sports Massage Techniques IV Day 2</b>	<p>Course reviews and reinforces the theory, concepts, techniques and practice of the Hip Flexors. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Anterior Rib cage</li> <li>• Diaphragm</li> <li>• Rectus Abdominus</li> </ul>	6	\$150

	<ul style="list-style-type: none"> <li>• Abdomen to pelvic bone</li> </ul>		
<b>Sports Massage Techniques V Day 1</b>	<p>Course covers the theory and practice of Sports Massage and Course covers the theory and practice of Sports Massage and critical thinking in client assessment of the posterior limb. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Foot</li> <li>• Calf</li> <li>• Soleus</li> <li>• Hamstring</li> <li>• Glutes</li> </ul>	6	\$150
<b>Sports Massage Techniques V Day 2</b>	<p>Course reviews and reinforces the theory, concepts, techniques and practice of Sports Massage and critical thinking in client assessment of the posterior limb. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Foot</li> <li>• Calf</li> <li>• Soleus</li> <li>• Hamstring</li> <li>• Glutes</li> </ul>	6	\$150
<b>Sports Massage Techniques VI Day 1</b>	<p>Course covers the theory and practice of Sports Massage and critical thinking in client assessment for TMJ involving the Anterior neck, mouth and face. Students will incorporate trigger point therapy, stretching, muscle energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Pectoralis Muscles</li> <li>• Trapezius</li> <li>• SCM</li> <li>• Scalenes</li> <li>• Mandible</li> <li>• Masseter</li> <li>• Nasal</li> </ul>	6	\$150
<b>Sports Massage Techniques VI Day 2</b>	<p>Course reviews and reinforces the theory, concepts, techniques and practice of Sports Massage and critical thinking in client assessment for TMJ involving the Anterior neck, mouth and face. Students will incorporate trigger point therapy, stretching, muscle</p>	6	\$150



	<p>energy therapy, structural integration and active release therapy for the following:</p> <ul style="list-style-type: none"> <li>• Pectoralis Muscles</li> <li>• Trapezius</li> <li>• SCM</li> <li>• Scalenes</li> <li>• Mandible</li> <li>• Masseter</li> <li>• Nasal</li> </ul>		
<b>Thai Massage</b>	Course covers information on Sen lines, anatomy, postural assessment and energetic concerns, as well as techniques to use therapist's legs, feet, knees and heels in mat and table massage.	6	\$150
<b>Tricks of the Trade</b>	Course covers biomechanics and self-care best practices to provide massage therapists with tools to massage effectively and efficiently. Including forearm and other techniques designed to relieve therapist wrists and hands.	6	\$150
<b>Trigger Point Release</b>	Course covers techniques for soft tissue pain and dysfunction.	6	\$150
<b>Working with the Cervical Spine</b>	Course covers common dysfunctions and their causes, symptoms, signs, and treatments, assessment procedures for the lumbar, thoracic, and cervical spine, and the application of neuromuscular muscle energy and orthopedic massage techniques to address identified dysfunctions.	6	\$150