

Licensed by the MAINE DEPARTMENT of EDUCATION
Maine State Approved Curriculum
NCBTMB Approved initial massage therapy training
(National Certification Board in Therapeutic Massage and Bodywork)



**THERAPEUTIC BODYWORK
LEARNING CENTER
500 hr. Massage Therapy
Training program
Donna Kraft-Smith, L.M.T. (INSTRUCTOR)**

128 Main Street, Suite B Bangor, ME 04401
(207) 947-7087 www.MaineMassageSchool.com

MISSION STATEMENT

At the Therapeutic Bodywork Learning Center (TBLC), students gain the knowledge, skills and confidence they need to become an exceptional and successful massage therapist. Through comprehensive curriculum students learn how to combine expert technique with caring presence.

TBLC's intention is to create an affordable avenue of study and licensure qualification through small hands-on classes and clinical experience. Our goal is to provide a monthly, weekend massage training program that allows you the flexibility to continue with your job, care-giving, etc. Upon graduation, students have a solid foundation and tools to develop a successful massage practice.

Our instructors are dedicated to bringing forth a quality, apprenticeship-like, educational experience for the student, utilizing our own expertise as massage therapists. All our teachers are licensed, practicing massage therapists.

TBLC also encourages students to explore what generates health and vitality for the students themselves. Self-care techniques are an integral part of our massage/bodywork training program.

The TBLC experience supports you in connecting with a community of like-minded people interested in learning natural healing techniques. Learn an integrated approach to therapeutic massage that encourages the body / mind / spirit connection.



MaineMassageSchool.com

207.947.7087

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***** PART ONE

Introduction

Your Career as a Massage Therapist

Massage Therapy has been a traditional form of health care used throughout time in virtually every culture. The ever-growing popularity of complementary health care has created the perfect opportunity for those entering into the massage therapy field to have both an emotionally fulfilling and financially rewarding career. Careers working in retirement facilities, spas, hospitals, beauty salons, chiropractor and medical doctor's offices can be open to the licensed massage therapist. Many enjoy the option of setting up their own practices.

Educational Requirements for Maine State Licensure

According to Title 32, section 14306-D of the State of Maine a person may not claim to be a massage therapist unless licensed in accordance with this chapter. Currently, Maine's educational requirements needed to apply for licensure are to demonstrate completion of a course of training consisting of 500 hours or more approved by the state; or pass the National Examination of the National Certification Board of Therapeutic Massage Bodywork (NCBTMB); or the examination by the Federation of State Massage Therapy Boards (MBLEx).

Students completing and passing the Therapeutic Bodywork Learning Center's 500 HR. Massage Therapy Training Program in its entirety are eligible to apply for Maine Massage Licensure; and may sit for either the NCBTMB or MBLEx exam.

For more information contact:

Dept. of Professional and Financial Regulation, Office of Licensing and Registration,
35 State House Station, Augusta, Maine, 04333-0035. PHONE: (207.624.8613)
WEBSITE: www.maine.gov/pfr/professionallicensing/professions/massage

****NOTE: Local laws and state laws vary regarding massage requirements. For specific information refer to your state and local authorities.***

**Your Director &
Primary Instructor:**
Donna Kraft- Smith, LMT



Donna Kraft- Smith, LMT has been a practicing, licensed massage therapist in the state of Maine for over 23 years, with offices in both Bangor and Dexter, ME.

Donna is a member of the American Massage Therapy Association (A.M.T.A.) and has taught workshops for the AMTA New England and Maine Conferences. She is also Nationally Certified in Therapeutic Massage & Bodywork, and also a member of the Associated Bodywork and Massage Professionals (ABMP).

Donna enjoys the mentoring process - bringing forth to her students the experience and wisdom she has learned from her practice. The added knowledge that Donna has received from also being a certified Kripalu Yoga Instructor, adds greatly to her 12 years of massage teaching skills. She is dedicated to bringing forth a high level of training.

Her resume is available upon request

***** **PART TWO**

The 500 Hr. Massage Therapy Training

The Facility

Our facility is located on 128 Main Street, Suite B, downtown Bangor, Maine. The room has been inspected by the Department of Maine Education, Department of Health, and The Bangor Fire Department and is approved for up to 10 students.

The classroom is approximately 900 square feet of open space with a massage table, massage chairs, chairs, sink, hydrocollator, chalkboard, wall charts, Manikin, body cushion, lending library of books and video/ audio tapes, and TV/DVD/VCR.

The 500 hr. Diploma Program

This program consists of 500 hours of supervised training following specific state requirements. Our intention is to create an affordable avenue of study and licensure qualification through small hands- on classes and clinical experience. Our goal is to provide an affordable massage training program that allows you the flexibility to continue with your job, care-giving, etc.

This is a 15 month program with classes usually offered through 2 monthly weekend intensives. Classes are small with a minimum of 2 students and a maximum of 10. Your instructor records your attendance and evaluates your performance in applying theory with technique.

Upon graduation, students have a solid foundation and tools to develop a successful massage and bodywork practice.

Students completing and passing the Therapeutic Bodywork Learning Center's 500 HR. Massage Therapy Training Program in its entirety are eligible to apply for their Maine State Massage Licensure, and sit for the National Examination of the National Certification Board of Therapeutic Massage Bodywork ([www. NCBTMB.org](http://www.NCBTMB.org)) or the Federation of State Massage Therapy Boards exam (www.fsmtb.org).

500 HR. Diploma Program \$5, 999.

Tuition: \$5550. (\$222. due per intensive) plus...

\$149.on- line testing fee (On-line testing provided by Massage Prep www.massageprep.com)
and.... \$300. Books

Curriculum / Hours / Grading

All students are given practical evaluations as well as written or on-line tests. A grade is given based on the ability to understand and apply the techniques taught. Students must maintain a grade of "70" or above to pass. Hours mentioned below are for the entire program of 500 hours of in- class training.

INTENSIVE DAILY ROUTINE :

Students are required to bring their own lotions, linens & massage tables. *Academic hours are based on the usual 50-55 minute time frame.*

8 am to 9 am - Body mechanics

9 am to 11 am - 1st class segment

11:15 am to 1 pm - 2nd class segment

1 pm to 2 pm - Lunch

2 pm to 4:30 pm - 3rd class segment

4:45 pm to 6:30 pm - Practice lab

I. Anatomy, Physiology & Kinesiology (125 hours)

Students will learn general knowledge of the body systems. Classes will be taught through lecture, and hands- on assignments. Topics to be included are the following:

- 1. General Knowledge of the following Body systems: integumentary (skin), skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, urinary, respiratory, gastrointestinal, reproductive, craniosacral, energetic, meridian, chakras*
- 2. Anatomical positions & terminology (e.g. planes, directions)*
- 3. Individual muscles/ muscle groups*
- 4. Muscle attachments*
- 5. Muscle fiber direction*
- 6. Tendons*
- 7. Fascia*
- 8. Joint structure & movements (e.g. flexion, extension)*
- 9. Ligaments*
- 10. Bursar*
- 11. Dermatomes*
- 12. Response of the body to stress*
- 13. Basic nutrition principles*
- 14. Types of muscle contractions (e.g. eccentric, concentric, isometric)*
- 15. Proprioception*

II. Pathology (40 hrs.)

Students will learn general knowledge of how dis- ease effects each body system. Classes will be taught through lecture and research projects. Topics to be included are the following:

- 1. Medical terminology*
- 2. Etiology of a disease*
- 3. Modes of contagious disease transmission (e.g. blood, saliva)*
- 4. Signs & symptoms of a disease*
- 5. Effects of psychological & emotional states (e.g. depression, anxiety, grief, trauma)*
- 6. Indications for massage therapy*

7. *Contraindications (cautions) - Students are expected to know precautionary conditions and complete contrary health situations to massage therapy. They learn to retrieve this information by learning the proper questions to ask on the initial phone call, how to create and take an initial intake form, keep client records, and how to observe for contraindications.*
8. *Principles of Injury Care: (acute versus chronic conditions)*
9. *Basic pharmacology*
10. *Effects of life stages (e.g. childhood. Pregnancy, geriatric)*

III. Therapeutic Massage & Bodywork Applications (275 hrs.)

(100 hr.) Therapeutic Massage: *A study of basic Swedish massage theory, techniques, pathology, proper draping of clients, assessing clients' needs and expectations, and appropriate interaction between practitioner and client. Lecture, demo, instructional, and practical applications.*

(20 hr.) Postural Evaluation: *More skills in accessing & balancing clients stress by observing their posture and gait patterns. Information can be used to determine appropriate treatment of musculature.*

(20 hr.) Body Mechanics: *Self-assessment skills for the therapist to determine how to use their own body safely while performing bodywork sessions. Techniques include concepts from Yoga and Tai Chi. This study contributes to better client postural assessment skills as well.*

(20 hr.) Infant /Pregnancy/Postpartum/ Geriatric Massage: *The student gains an understanding of benefits, contraindications and how to apply technique and pressure in each situation.*

(20 hr.) Sports Massage : *The focus is to help with pre-event and post- event activities on athletes and instruction on injury pathology.*

(20 hr.) Hydro/ Cryo Therapy: *Instruction on the local effects of heat and cold for the rehabilitation of muscle tissue. Includes Aromatherapy & Hot Stone Massage*

(10 hr.) On-site Massage / Seated/ Chair Techniques: *Focus on seated massage techniques easily used in the executive office or employee work setting.*

(5 hr.) Therapeutic Spa Facial Massage: *How to create a spa like experience with a dry room (no sink). This includes knowledge of skin conditions & pathologies, with both massage indications & contraindications.*

(8 hr.) Foot Massage & Intro to Foot Reflexology: *Basic intro to Ingram Foot Reflexology Theory and how to access and treat body energy through specific points on the feet.*

(8 hr.) AcuTherapy: *Light touch techniques working with the golgi- tendon reflex that are great for the client who has an issue with disrobing or for those extra tight muscles that a deeper tissue massage is not appropriate for.*

(16 hr.) Reiki I & II Certification Course: *Usui/ Tibetan healing practices utilizing meditation, assessment, symbols, attunement and distance healing techniques. Energy Healing*

(20 hr.) Intro to Oriental Acupressure - Basic intro to Chinese Yin / Yang and elemental theory, and general knowledge of meridians and points. Focus is to give practitioner more skills in assessing and treating clients. Light touch energy healing that can easily be integrated into a Swedish Massage.

(6 hr.) Intro to Polarity - Basic intro into another modality of light touch energy/massage techniques developed by Dr. Randolph Stone, D.O. that can easily be integrated into a Swedish Massage.

IV. Professional Standards, Ethics, Business & Legal practices (60 hrs.)

Students will learn general knowledge of how to create and maintain the business side of their practice. Classes will be taught through lecture and research projects. Topics to be included are the following:

1. Maintaining professional boundaries while responding to clients emotional needs
2. Client interviewing techniques
3. Communication with other health care professionals
4. When to refer clients to other health care professionals
5. Verbal & nonverbal communication skills
6. NCBTMB Code of Ethics & Standards of practice
7. Issues of Confidentiality
8. Scope of Practice
9. Planning strategies of single & multiple sessions
10. Session record keeping
11. Basic business & accounting practices
12. Regulations pertaining to Federal Income taxes
13. State & local credential requirements
14. Legal entities (e.g. employee, independent contractor)
15. Liability insurance (e.g. need for, where to get)
16. Marketing Strategies

V. Two private tutorials will be provided to each student as part of their training hours (3 hrs.)

Private time with a teacher will be provided for about an hour and a half in each tutorial. The student actually practices their hands- on with the teacher as the client. This is a time for the student to work completely at their own pace, refining and learning new techniques, asking specific questions about how theory and technique interact, etc. while receiving expertise to improve their focus, technique, body mechanics and flow.

ADMINISTRATIVE POLIES

Enrollment / Graduation Requirements

All who wish to enroll in this program must:

1. Be 18 years of age or older.
2. Have a high school diploma or G.E.D.
3. Be in good physical health, capable of effectively meeting the physical demands of performing therapeutic massage.
4. Have a personal interview with Ms. Donna Kraft- Smith, LMT. At this time, the prospective student will receive a tour and a complete explanation of the program and can receive an enrollment agreement.
5. Be teachable and willing to accept Donna Kraft-Smith's, policies and procedures and assistance if necessary during enrollment and throughout the course.
6. Acquire a "70" or above average grade for passing.
7. Provide documentation of a current CPR/ First Aid course upon graduating.
8. Provide documentation of two professional massages before graduation.

Non - Discriminatory Policy

The Therapeutic Bodywork Learning Center (TBLC) accepts students based upon their desire to learn and achieve. TBLC does not discriminate with regard to age, sexual orientation, marital status, race, color, national origin, religion, sex or disability (unless such a disability is determined by a medical authority to qualify the potential student as unfit for the program).

Tuition and Fees

In regards to the training program all potential student are required to **pay a non-refundable application fee of \$25.00 due with application** to the Therapeutic Bodywork Learning Center (TBLC).

All students are required to sign an Enrollment Agreement. Upon signing this agreement, **a registration fee of \$100 to hold your place in the class** is due.

All tuition fees are equally divided payments for teaching hours **due before or upon each intensive until paid in full.** *Balance of tuition payments must be paid in full upon last intensive.*

As TBLC is a small school we do not offer financial aid.

500 HR. Diploma Program Total: \$5, 999.

Tuition: \$5550. (\$222. due per intensive)

Plus

\$149.on- line testing fee and \$300. Books

Monies due for books and the on-line testing fee are in addition to the first tuition payment

Additional Fees:

- Students are required to have at least **2 professional massages** from licensed massage therapist (estimated cost \$90 to \$130).
- Students are required to have a **massage table** (estimated cost \$300. - \$600).
- Students are required to have a **Student Liability Insurance Policy**. Cost is \$79 and can be purchased through the Associated Bodywork and Massage Professionals (ABMP) or the American Massage Therapy Association. (AMTA.).
- Students are required by law to have **CPR / First Aid**. Cost \$35- \$60.00.
- **Massage Lotion /Massage Holster/ Linens** Estimated Cost is \$40.00

ATTENDANCE / MAKE-UP POLICIES

In most cases we will be meeting for two, ten hour class days, one or two weekends per month until the required hours for this program are met. Attendance and promptness are essential in such an intensive program. Policies mentioned here are in accordance with the requirements of massage instruction set forth by the National Certification Board in Therapeutic Massage and Bodywork; by the Federation of State Massage Therapy Boards (MBLEx); and the Maine Department of Education. Failure to maintain satisfactory attendance can result in the student not acquiring their needed hands-on training.

* If a student is more than 10 minutes late for a class hour this will be counted as a

Tardy.

* **Three tardies** will be counted as **one hour of absence**. All absences must be made-up.

* Attendance is taken at the beginning of each class and those who are not present will be marked **Absent**. Students are required to call TBLC to inform the school of their absences. Students who leave at class break and do not return will be marked absent.

Students must call when not able to attend classes. A "no call - no show" is unacceptable and this strongly reflects on your level of professionalism. More than one " no call, no- show" can be grounds for probation.

Make-up Policy :

Students are required to attend 100% of the program. If known ahead lecture classes may be taped. Passing an oral exam on this information will be required to count as class time. If another time is scheduled for make- up work for a number of students, a \$35.00 make- up fee per hour will be divided between those students, in addition to their normal tuition fees. Individual time has a \$25.00 make up fee per hour per student in addition to their tuition rates.

Student Conduct / Hygiene Policy

Students are expected to maintain the highest standards of personal hygiene both in class and when working with clients. This includes no infectious conditions that are unsuitable to perform massage, clean and appropriate clothing, clean hair and body, clean and short fingernails, no perfumes, and clean linens for class training. Smoking is not allowed in the building. Appropriate attire consists of casual clothing which is modest in appearance (ex. polo shirt, pants or walking shorts, closed shoes) and suitable for performing massage.

Students are expected to bring their own lotions, linens, and massage table to class.

Students who show a pattern of absences, violate NCBTMB's or the MBLex's Code of Ethics, or the State of Maine's regulations or policies, interfere with another student's learning, steal or destroy property, are obscene in any way, use, consume or distribute alcohol or illegal drugs on school premises or any school activity, fail to maintain proper hygiene or conduct themselves in an unprofessional manner (as deemed by Donna Kraft- Smith, LMT) are subject to **dismissal**.

Probation / Dismissal

A student may be placed on probation for any of the following reasons: failure to maintain attendance policies, failure to meet tuition payments and/or failure to meet Student Conduct/Hygiene policies. Any student whose practical evaluation grade falls below "70" will be placed on **Probation**. Help will be offered to ensure the students success. Students will only be allowed one period of probation.

If the student fails to bring their grade level up to a "70" or above within a three month period they become subject to **Dismissal**. Dismissal requires that a student withdraw from the program and may not reapply until the beginning of the next session of the training program. The Therapeutic Bodywork Learning Center (TBLC) reserves the right to dismiss a student if the student fails to complete her/his probationary requirements, fails to meet tuition payments, and/or fails to comply with the Student Conduct/Hygiene policy. The dismissed student will receive a tuition refund, calculated according to any fraction of the program paid for but not completed (at the time of dismissal) minus the application and registration fee.

Rescheduling Intensives Policy

TBLC reserves the right to reschedule intensives in whole or in part due to personal sickness, poor driving weather conditions, or lack of class attendance. Students are required to call when unable to come to class. When weather is a concern students can call. When class is rescheduled a telephone tree will take effect, notifying students of no class.

Student Complaints

Students enrolled in any portion of the Therapeutic Bodywork Learning Center's (TBLC) training programs which have a grievance involving another student, technique evaluations, technique trainings, etc. specifically from the TBLC program, need to direct them personally or in writing to Donna Kraft-Smith, LMT to find a resolution.

Termination / Dismissal Refund Policy

Upon enrolling in the Therapeutic Bodywork Learning Center (TBLC) with Donna Kraft- Smith, LMT, the student and Donna enter into a contractual agreement entitled an **Enrollment Agreement**. This Agreement is a mutually protective and legally binding document between us and assures the conditions and all policies listed throughout this catalog, including the following policies on refunds listed below. A \$100 Registration Fee must accompany the Enrollment Agreement to hold your place in class is due.

Termination: In a case where the student voluntarily withdraws from the program within 3 days of signing the Enrollment Agreement, a full refund of the application fee, registration fee and any monies applied towards tuition, not including book fees, will be given. If the student should withdraw from the program after the 3 day period in which the Enrollment Agreement was signed, a tuition refund will be calculated and given according to any fraction of the program paid for but not completed (effective as of the date notice is personally given to Donna Kraft- Smith, L.M.T.) minus the application fee, registration fee and book fees. Refunds will be made within 30 days of the effective date of termination.

Dismissal: The dismissed student will receive a tuition refund within 30 days of the effective date, calculated according to any fraction of the program paid for but not completed at the time of dismissal, minus the application fee and registration fee.

Termination of Program:

In such an event that TBLC is unable to teach any of the training programs due to unforeseen circumstances, students may be entitled to transfer their credit hours to be used by another training program. A tuition refund will be calculated and given according to any fraction of the program paid for but not completed.

In such an event that the student does not wish this transfer or use of these credit hours in any way, the student is entitled to a refund of only those tuition and application fees actually paid and will receive no credit or records for their hands-on training.

Refunds will be made 30 days of the effective date.

The **\$50 Lending Library fee**, if utilized, will be refunded at the end of the program if all books, the Mannikin, video and tapes, etc. are returned and are in the same condition as when borrowed, and if the tuition balance is paid in full.

2010 /11 List of Teachers & Subjects:

Donna Kraft- Smith, LMT: Primary instructor, licensed massage therapist for over 23 years. Subjects taught are: Swedish massage- all levels, therapeutic massage (including: deep tissue, prenatal, geriatric, and infant massage) for relaxation, wellness and recovery; Anatomy & Physiology; Oriental acupressure; aromatherapy; hot stone massage; body mechanics; business practices; etc.

Vickie Levesque, LMT: Licensed massage therapist (former student). Subjects taught are: Swedish massage- all levels- for relaxation, wellness and recovery; Oriental acupressure and massage techniques; hot stone massage; body mechanics, chair massage business practices, etc.

Erin Lachance, PT, LMT: Physical therapist, Licensed massage therapist (former student).
Muscle Kinesiology

Vernita leins, LMT: Licensed massage therapist (former student), Subjects taught are: Reiki levels I & II; business practices