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CATALOG

Institutionally Accredited By COMTA



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About This Catalog:

Rexburg College of Massage Therapy also known as RCMT certifies that the information contained in this publication is current and correct. The information contained in this catalog is effective as of September 2013. The sole purpose of this catalog is to inform and familiarize current students and future applicants and others of RCMT Program Policy and Procedure. The contents of this catalog are subject to change without notice. RCMT reserves the right to add, delete or improve upon any course or program within compliance of our COMTA accreditation. If changes should be made, an updated copy will be given to current students. The Catalog version that is current at the time of the student's enrollment is the governing document for that student, providing enrollment has been continuous.

RCMT is not responsible for any statement of our policies, job placement activity, or references to our curriculum or the facility that is not directly discussed in the current RCMT Catalog. An ensuing change in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement.

History of the School

The doors opened for the first students at Rexburg College of Massage Therapy in September 2013, beginning with a 623 hour program. There were 4 faculty and 3 staff members. The first group of students graduated in May 2014. As of January 2016, we are proud to say that a total of 102 students have successfully graduated the program since the school's opening. We look forward to assisting future students in reaching their dream of becoming a well-trained, professional Massage Therapist through our 625-hour program.

About Our Facility

We are located at: 669 Pioneer Road Suite #500, Rexburg, Idaho 83440. The school has approximately 6000 square feet of available facility space. The facility was completely renovated in 2013 and updated with all new equipment. There are 2 large classrooms, 2 professional massage therapy rooms, 4 bathrooms (2 male; 2 female), laundry facility, a resource/conference room, faculty room, and offices. There are more than 20 professional-grade massage tables, rolling stools, seated massage chair units, Body Support Systems, hot stone units, hydrocollator with packs, towel warmer, and linens.

School Owners include: Shane Humpherys, Brad Sponenburg, Steve Zolman, and Jarad Chappell

Mission Statement

Rexburg College of Massage Therapy is committed to promoting excellence in the massage therapy field by inspiring confidence, proficiency, and professionalism in its Graduates. At RCMT, the study of the science of the human body merges with discovering the art of performing various massage techniques to meet the needs of different clients. We strive to set an example for leadership and responsibility that will set our future therapists up for success in the field.

Educational Goals and Objectives

The Professional Massage Therapy program at RCMT is designed so that graduates will be able to:

- Perform various massage techniques safely, effectively, compassionately and in response to diverse client needs.
- Design, implement and document personalized treatment plans through the integration of client goals, assessment findings, knowledge of the human body, understanding the effects of massage, and intuition.
- Create and utilize strategies for attaining a satisfying, successful and ethical professional practice or employment situation.
- Develop and implement a plan for supporting a life-long practice through self-care and professional development, as well as professional support and referral networks.

Core Values

LEARNING – We are committed to providing quality learning opportunities for our students that enable individual and community achievement that are affordable and accessible for members of our community.

EXCELLENCE – We value continuous improvement, so we encourage innovation, creative problem solving, and responsible risk-taking as we act courageously, deliberately, and systematically to enhance and enrich our learning environment.

ACCOUNTABILITY – We value students, faculty, and staff, so we recognize their contributions, encourage their professional development, and regularly evaluate performance to improve learning outcomes, programs, processes, and services.

DIVERSITY – We recognize and respect diversity, so we value and support considerate, meaningful communication and inclusiveness in collaborative decision-making processes.

ENCOURAGEMENT – We value teamwork, so we promote caring, professional relationships among students, staff, and our community in an effort to expand partnerships.

RELIABILITY – We believe trust is an essential element in a safe and effective learning environment, so we promote and foster openness, honesty, respect, and fairness.

Nondiscrimination Policy

International Students: RCMT is not authorized to enroll nonimmigrant alien students.

RCMT does not discriminate on any basis, including gender, age, race, national origin, creed, religion, disability or sexual orientation. The College complies with the provisions of Title 1 of the Civil Rights Acts of 1964 and 1974 and the Rehabilitation Act of 1973, the American Disabilities Act and all amendments therein. Refer to the Notice of Student Rights under FERPA included in this Catalog.

Applicants with disabilities who may need accommodations in any class must provide documentation to the College Director prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment, and document the disability. The College will provide reasonable accommodation for students with disabilities. However, students are reminded that one condition of enrollment in the program at **RCMT** is that the student must be able to give and receive a massage. RCMT is wheelchair accessible. The facility is all on one floor with a separate entrance into the classroom. A restroom is equipped for people with disabilities.

Admissions Requirements

To qualify for admission to Rexburg College of Massage Therapy, an applicant must meet the following requirements:

- Be 18 years of Age or older
- Applicants for admission must have a high school diploma or equivalent, and a copy of the diploma or GED; if a diploma is not available, the College will evaluate the student's high school transcript for those who graduated from high school. Additional research will be completed by College of Massage Therapy if the institute does not feel that the documentation is not satisfactory for the purpose of Title IV Funding.
- Be physically able to give and receive massage therapy.
- Be able to finance your education at RCMT or have other financial means to afford tuition payment.
- Successfully complete a personal interview with an RCMT Admissions Staff member.
- Applicants will be screened, and his/her credentials will be evaluated and References listed on the Application for Admission will be contacted prior to being accepted or denied admission to the program; the Director of Education, Violet L. Bolen and CEO Shane Humphreys, make all final decisions on acceptance or denial of admission of applicants to the program.
- Applicants must satisfactorily complete all admissions requirements, including submitting an ***accurate and complete Application for Admission and pay a non-refundable application fee of \$50.00. A parent or legal guardian must also sign the Application for Admission for any applicant under the age of 18 years old.*** Applicants who fail to provide accurate information may not be considered for admission.
- Applicants must demonstrate proficiency in English during the interview and by written documentation.
- Prior to signing the Enrollment Agreement and being accepted in the program, an applicant must have received a College Catalog containing the College rules and policies.

- Applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the College, and acknowledges the applicants' understanding of the contents of the College's Catalog.
- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to re-apply for admission. The re-admission policy is included in this Catalog. A re-admitted student is governed by the catalog current at the time of the re-admission.
- Applicant's references listed in the Application will be contacted. RCMT has the right to look into criminal background. A negative finding may result in the denial of admission into the RCMT program.
- Applicants may also be required to undergo drug testing prior to acceptance to the program.
- Prior to enrollment, the College recommends that prospective students have at least one massage from an LMT- recommended Massage Therapist to better understand the scope of this profession.
- Applicants must notify the College of any learning disabilities during the interview.

Admissions Procedures:

Applicants must adhere to the following procedure in order to be considered for admission:

1. Participate in an admission interview conducted by an RCMT Admission's Staff Member. Violet L. Bolen Director and Shane Humpherys CEO make all decisions on acceptance or denial of admission of applicants into RCMT.
2. Complete an Application for Admission, and pay a \$50.00 Application Fee by or before the day of the Admission's Interview.
3. Provide a High School or GED diploma and transcripts.
4. Complete and sign the background check form/authorization; submit to a drug test if required.
5. Receive, read and understand the contents of the RCMT Catalog.
6. Following the admissions interview, and after completing and submitting all required admission documents, applicants are notified of acceptance or denial to the College's program.
7. Upon acceptance to the program, the applicant must:
 - Have read and understand the contents of the RCMT Catalog
 - Complete and sign the Enrollment Agreement
 - Pay the fees as stated on the Enrollment Agreement.

Acceptance and Enrollment

The Admissions Director will contact you regarding eligibility and acceptance as a Rexburg College of Massage Therapy student within fourteen days of the decision by the Admissions department.

After you are accepted, follow the enrollment steps:

1. Enrollment Agreement. This agreement outlines the program you will be taking, what it costs,

how you will pay for it, and other terms and conditions of enrollment. You will be responsible for all financial, academic and other policies in effect at the time you sign this agreement.

2. Registration Fee. You will pay a \$75 registration fee when you sign the Enrollment Agreement. If you elect to cancel your enrollment within three days of the date of enrollment, and before the commencement of classes, this registration fee is refunded.

3. Complete Any Missing Documentation. The Admissions staff will let you know if there are any missing application materials. You will have to submit these before the first day of classes.

Special Accommodations

RCMT complies with the Americans with Disabilities Act of 1990 (ADA), and will accommodate qualified students with a diagnosed disability with accommodations for tests and exams.

Accommodations offered are: extended testing time, a test reader, and a scribe to record answers.

ADA definitions: Physical impairment is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine. Mental impairment is any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Insurance

The Rexburg College of Massage Therapy requires that each student obtain massage liability insurance. There are many different insurance companies that offer student rates with discounts toward the professional rate after graduation. Proof of liability insurance must be provided to the school to be kept in the student's file.

Top 3 options: amtamassage.com, abmp.com, massageliabilityinsurancegroup.com

We offer a discounted rate through ABMP with free student insurance and access to ABMP exam Coach to help students study for the MBLEX with access for up to 6 months post graduation.

Re-enrollment

Students who have withdrawn or been dismissed because of attendance issues may apply to RCMT for re-enrollment. Requests for re-enrollment are reviewed on a case-by-case basis. Students must explain, in writing, their previous circumstances that led them to withdraw from the program and what changes they have made in their situation that would allow them to complete the program this time. If they are accepted into the program, their financial situation and educational needs will be worked out with the Financial Department and the Director of Education, student may be subject to a re-enrollment fee as discussed with the Financial Department. Students who have violated the Sexual Harassment Policy or Nondiscrimination Policy will not be eligible for re-enrollment.

Transfer Credits

Prospective students and former RCMT students who are re-enrolling are eligible to apply for transfer credits. An official transcript with grades and hours attended must be presented with the application. Credits will be reviewed and accepted on a case-by-case basis. RCMT does not guarantee transferability of its credits to any other educational institution, since transferability is

regulated by the receiving institution.

RCMT will accept the Anatomy, Physiology, Kinesiology, and Pathology courses from BYU-Idaho, which is an approved institution. Prospective students will receive a Tuition discount to RCMT based on the hours they have previously completed with a minimum 70% average grade.

Prospective students coming to RCMT from an institution other than BYU-Idaho will have their credits reviewed and accepted on a case-by-case basis. A competency exam may/not be required.

Student/Instructor Ratio

RCMT policy is to have no more than 30 students per Instructor during lecture classes. In hands-on classes, if more than 12 students are in a class, there will be a qualified Teaching Assistant to aid in student learning and competency requirements.

Leave of Absence Policy

RCMT discourages leaves of Absence (LOA), but acknowledges the need for them in certain emergency situations such as death of a family member, family emergency or personal illness.

Guidelines are as follows:

No more than one LOA is allowed per program.

The student must submit a request in writing to the school for approval.

A LOA is considered absence from class for more than 30 days.

Student Rights & Responsibilities

- Students have the right to view their education records, including assignments and grades, while they are attending the program, but they cannot keep them.
 - All work a student completes during their program will be handed back on the last day of class.
 - All Progress Reports, Transcripts, and Enrollment paperwork will be maintained at the school for a minimum of 7 years.
 - Be treated fairly and in a professional manner by peers, faculty, and staff.
 - Free speech and academic freedom in the classroom.
 - Know the cost of attendance, student refund procedure, academic programs offered, accreditation status, and student retention/completion data.
 - Privacy; they will demonstrate their respect of this right by not cheating or looking at another student's tests/assignments without permission.
- Students are responsible for:
 - Completing all forms, assignments, and evaluations accurately, to the best of their ability, and by the published deadlines.
 - Informing the instructors and Director of Education of any upcoming absences, as well as obtaining any make-up work for missed classes.
 - Submitting information requested by the administration in a timely manner and keeping RCMT informed of changes in address, name, marital status, financial situation, or enrollment status.
 - Reporting any incidents which violate RCMT's policies and procedures.
 - Being up-to-date on their knowledge of state laws regarding massage therapy.

Student Grievance Procedure

Student complaints should be in writing. Forms are available in the Resource Center. Contact the Director of Education if regarding a teacher or student, or present to the Executive Director. Resolution will be attempted within 10 days. RCMT relies on all individuals in our school to be accountable, responsible, courageous, and forthcoming if there are any issues. Massage school is a unique environment and communicating concerns pertaining to your experience at the school is recommended. All formal complaints are kept on file in the Executive Director's office.

If all steps of the Grievance Procedure have been followed without resolution, student may contact COMTA for further assistance. See page 13 for contact information of applicable regulatory agencies.

Unexpected Closures and Cancellations

Students will be notified as soon as possible by phone or by email if there is an unexpected closure or cancellation due to inclement weather, instructor illness, power outages, etc. Students must give a phone number for cancellation purposes and are encouraged to call the school and check email for information.

Dress Code

- Students will wear their RCMT shirts for every class day.
 - If the shirt is dirty, students will wear a black, grey or blue shirt instead.
- Students will wear neat & tidy black or colored denim pants, or knee-length shorts/capris of the same materials. (Comfortable pants that allow you to move easily are advised.)
- No sweatpants, skirts/dresses, or sleeveless/low-neck shirts.

Presentation

Student Dress Code must be followed at all times. It also requires that you act professionally both in action and word. Clinic massages, or any service rendered to clients of RCMT (both inside and outside our actual building) must be done in a professional manner. It is important to consider the clients comfort level in all interactions.

Attendance

- Students are expected to arrive on time for class with proper materials. If a student is not in class when it begins, they are considered late.
- Students are responsible for making up all missed hours to meet attendance requirements.
- An overall attendance rate of **95%** is required to successfully complete the program (No more than 31 total missed hours). Students may be requested to withdraw from the program if attendance drops below 90%. If this occurs, there is no refund available to the student. If students are allowed to stay in school, a contract is required stating they will make up missed hours, not miss subsequent hours, and will pay a re-enrollment fee of \$1000 if they fail to do so.
- It is the **student's** responsibility to contact the instructor of a missed class to find out what

- work is required to make up the work.
- Students are required to schedule their make-up hours within 2 weeks of missing them. Students are responsible for meeting with the Director of Education to schedule make-up hours.
 - Students are required to inform the Director of Education if they plan on missing school, or unexpectedly miss school.
 - Students who do not attend the first two enrolled classes in a program will be considered a no-start. Students who miss 32 hours or (4) 8-hour days will be considered a drop-out.

Student Services

There are tutoring services available for students who need assistance in understanding class material and passing exams in the sciences. RCMT offers 1 hour of complimentary tutoring services for every 10 hours of scheduled science classes. For example, Anatomy & Physiology I is a 20 hour class, so there are two 1-hour tutoring sessions offered during the course of this class. Additional one-on-one tutoring is available for an additional fee. Please talk to the Director of Education to arrange for additional tutoring and payment of these fees.

Class Participation

- Students need to be alert and engaged in the instruction being presented.
- Participate equally and willingly in all aspects of the “Hands On” portion of the class. There will be a participation grade given daily.
- You are required to have your textbook for each class. It is difficult for a student to participate without the proper textbooks and resources in class, therefore the participation points available will be 0 if a student is unprepared.
- Cell phones are not allowed during class time OR hands-on hours. Students who do not heed warnings from instructors and administrators will have their participation points docked for the day.

Professional Conduct Policy

All students are expected to conduct themselves in a mature, professional, respectful, and considerate manner with all staff, faculty, students, clients and professional associates of Rexburg College of Massage Therapy. Students may be placed on disciplinary probation for any reason that involves violations of this school policy. Attendance, violence, physical or verbal abuse, nudity, harassment of any kind, dishonesty, property damage, and theft are a few reasons disciplinary probation might occur. The terms of probation will vary depending on the offenses committed. A meeting will be scheduled with the Director of Education and all relevant parties to determine the conditions of continuance in the program or total expulsion. The results will be given to the student as soon as possible. The refund policy may not apply if a student is expelled for disciplinary reasons. Depending on the reason why the student was dismissed, re-admission may be possible. Possession of weapons, illegal drugs and alcohol is not allowed on school grounds at any time. Any violation of school policies may result in permanent dismissal from school.

Professionalism

- Each student will be given a daily grade in each class for Professionalism. This includes:
 - If necessary, make an appointment to meet with the Instructor outside of classroom time to discuss subjects of concern in greater detail. Any complaints/concerns should not come up during class time!
 - Do not express complaints/concerns to other students during class time.
 - Do not disrupt class with individual problems. Address them outside of class.
 - Be respectful to other students, Faculty, and Staff.
 - Participate in class discussion, and hands-on training.
 - Have a professional/mature code of conduct in actions and words.
 - Do not be disruptive or inappropriate during class time.
 - No fraternizing with any Faculty or Staff Members while attending the program.

Missed or Failed Coursework

It is the *student's responsibility* to talk to the Instructor of a missed class regarding work that must be completed due to an absence or a failing grade. The student must also set up an appointment with the Director of Education to make up lost hours that are missed. Any and all quizzes/tests must be completed to pass a class, as student has the right to make arrangements with the instructor of a certain course to finish course work. If no special accommodations are being made students have up to 1 week after the missed assignment was assigned to turn it in.

Grading

Each student must complete the science classes (Anatomy & Physiology, Kinesiology, and Pathology) with a minimum grade of 70% or higher and pass all other classes with a cumulative average of 70% or above to successfully complete the program.

Each class syllabi explains the grading structure for that class. The generalized grading system will follow the basis of:

Attendance:	10%	90%-100% = A
Participation and Professionalism:	20%	80%-89% = B
Combination of Tests, Quizzes, and Assignments:	70%	70%-79% = C
		69% and below = Fail

Draping Policy

RCMT maintains strict standards of draping and modesty. Students are taught to drape with care, intention, and regard for modesty and comfort and to always respect the rights of the person they are treating, be it a classmate or a client.

Sexual Harassment Policy

Rexburg College of Massage Therapy prohibits sexual harassment, intimidation and exploitation. Sexual harassment includes, but is not limited to: Unwelcome sexual advances, verbal or physical conduct of a sexual nature, creating an intimidating, hostile, or offensive environment. The Rexburg College of Massage Therapy prohibits sexual violence. A person commits sexual harassment when they: Subject a subordinate (or student) to unwanted sexual attention, attempt to coerce a co-worker (or student) into a sexual relationship, threaten to punish a subordinate or student for refusal to comply with sexual demands, make sexual favors a condition of participation

in a class or work environment, indicate that sexual favors are a basis for a grade or performance evaluation, engage in conduct of a sexual nature that creates an intimidating, hostile, or offensive working/learning environment. Referring to a person with sexual connotations (i.e. hunk, sexy, babe, doll, etc.), making sexual comments about a person's body or clothing, engaging in sexual jokes, sexual innuendoes, language or images made verbally or sent through texts, instant messages, email, social media posts, or by letter are all prohibited. In the event that any of this may occur, students and Staff are strongly encouraged to file an official complaint with our Director of Education where immediate dismissal and possible criminal charges may occur.

Student Evaluation

Evaluations are distributed at the end of each class. A Program Evaluation is distributed at the end of the entire program. The evaluations by students are utilized to improve pertinent procedures and policies, as well as directly translated into steps to improve class content, instruction and teacher performance. Evaluations cover course content, teacher performance, overall program and school assessment, facility accommodations and equipment sufficiency.

Public Clinic Policy

As a student at the Rexburg College of Massage Therapy there are certain requirements that the State of Idaho Board of Education mandates for clinic massage work. Due to this certification requirement, RCMT has built the required 120 clinic massage hours into the general curriculum for the Massage Therapy Program. If the total 120 clinic hours are not completed in full, **you will not** successfully complete the Massage Therapy Program. The Rexburg College of Massage Therapy will provide all the necessities to fulfill the clinic massage time required. These things include, but are not limited to:

- Massage Client
- Massage Table and stool
- Linens
- Oil/Cream/Lotion
- Laundry essentials

It is very important to remember that the purpose of clinic massage time is to provide “real world” learning and training experiences for the students. This learning experience covers a variety of situations that a LMT will need to know. Greet the client in a positive way, help the client understand and fill out intake forms and SOAP notes, communicate with the client, apply what was taught concerning massage technique, listen to feedback and adjust where necessary, file client forms, do laundry, etc. Remember that massage is a physical profession and all students need to be able to be on their feet at least 5.0 hours at a time, and be able to perform some light stretching and movement.

To ensure that the student, client, and school have a positive experience, there are certain requirements that must be respected and applied:

- Student **MUST** be clean (good hygiene), and presentable during clinic hours. Student will be sent home, and required to make up 2 hours for every hour missed if this is overlooked. This will negatively affect your professionalism and participation grade.
- Student **MUST** be positive in attitude. Student will be sent home and required to make up 2 hours for every one hour missed if sent home. This will negatively affect your professionalism and participation grade.
- Student **MUST** attend during hours assigned. **Missing one hour will require 2 make up hours.** If the student does not have approval **PRIOR** to the assigned clinic time, absence without notification is grounds to be dropped from our clinic program.
- Student **MUST** participate in doing laundry if they are provided an hour during clinics to do it. Failure to do this will negatively affect your clinic participation, and professionalism grades (which is 120 hours of the program).
- Students **MUST** continue doing clinics until 2 weeks before graduation. You are not allowed to finish months early. Finishing early will negatively impact your progress in learning to be a massage therapist.

Clinic Shift:

- Students will be required to attend 5 hours of Clinic (Public Massages) on Fridays and/or Saturdays once they have completed a minimum of 125 hours of in class instruction. The student clinic is completed over 20 weeks depending on holidays.
- 120 hours of clinical massage are required for certification in the Program – With attendance at 5 events either on campus or off campus. (Opportunities to work at 5K/marathon events, etc. will be available and will count toward completing the required events.

Satisfactory Academic Progress Policy

Qualitative Standard Grades:

Satisfactory Academic Progress (SAP) will be measured at the end of each month. A cumulative academic massage course grade average must be 80% or above and each science class must have an individual course grade average of 75% or above. Students must complete the program within the maximum time frame.

Quantitative Standard (Pace of completion):

Students will have a maximum of one and one half (1.5) of the normally allotted time to complete the program. Our program runs 8-9 months, depending upon whether the program schedule

includes the holiday season during which RCMT is closed. A student in the 8 month program has a maximum program completion time of 12 months. If at any point during the program it is determined that a student cannot meet the SAP standards, the student will be put on academic probation.

A monthly review of attendance will be conducted and students will be advised of their current status the last week of each month. For absences exceeding the excused absence policy for the program, make-up time may be granted, if available, to meet attendance requirements. Make-up time is arranged with the Director of Education. Make-up time is not intended to allow a student to earn leave time and may not exceed 10% of total monthly required hours.

Financial Aid (SAP) WARNING:

Financial Aid (SAP) Warning applies to all financial aid and non-financial aid students

A student will be **permitted one period of Financial Aid (SAP) Warning Status**. A student will be placed on Financial Aid (SAP) Warning Status in the payment period following the payment period in which the student did not make SAP. The following conditions apply:

1. The school will reinstate eligibility for aid for one (1) payment period providing the student was making SAP in the prior payment period (Payment Period prior to the Warning payment period).
2. After 1 payment period of Financial Aid (SAP) Warning, the student must make SAP (satisfactory academic progress as described in the chart above).
3. No appeal or student action is necessary to place a student on Warning.
4. The student will remain eligible for financial aid for 1 payment period of Financial Aid (SAP) Warning status; financial aid may be disbursed during Warning period.
5. If the student fails to make SAP, after 1 payment period of Financial Aid (SAP) Warning status, the student will lose financial aid eligibility and will be terminated from the program unless the student successfully appeals. Refer to the Appeal Procedure below.
6. If the student is meeting SAP at the end of the Warning status payment period, the Financial Aid Warning status will be lifted.

Consequences of Not Complying with Satisfactory Academic Progress

Academic Probation

If a student is not meeting the SAP requirements at the end of each month, the student will first be given a warning that he or she must correct the problem and improve in the future. If a student fails to meet the requirements for satisfactory academic/attendance progress at the end of the warning period, a conference with the Director of Education will be scheduled to inform the student of their status and determine whether the student qualifies for academic probation or will be dismissed from the program. An academic plan will be created to show the student exactly what is required to come into compliance with the satisfactory academic progress standards. If the student does not successfully follow the academic plan, the student may be dismissed from the program. A student who successfully appeals and is placed on probation is allowed only one (1) payment period of

probation, and must, at the end of the probationary payment period be meeting SAP, or the student will be terminated from the program.

Appeal Process

A student must appeal probation by completing the appeal form. The appeal will describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standard, or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. Appeals are reviewed by the Director of Education and the school Executive on an individual basis and all decisions are final. Students will be notified in writing of the appeal decision within 2 weeks.

Reinstatement/Termination

Students who are granted an appeal will be reinstated on a probationary status of 6 weeks, up to the remainder of the program time. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student may be subject to termination from school.

Interruptions/Withdrawals

A student may return to school in the same progress status when enrollment is temporarily interrupted by an approved Leave of Absence. Hours elapsed during a leave of absence will not be included in the student's maximum attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll may return in the same satisfactory academic progress status as at the time of withdrawal. The hours attempted will be considered toward the maximum time frame. No grade is given for a class from which a student withdraws. The student will have to retake the entire class upon returning to the program. In addition, a student may repeat a failed or incomplete class.

Probation Policy

Students may be placed on probation due to either unsatisfactory academic progress or insufficient attendance. A warning will be given prior to being placed on probation, as the above SAP policy indicates. An academic and/or attendance plan will be created to show the student exactly what is required to come into compliance and be released from probationary status. If the student does not successfully follow the plan, the student may be dismissed from the program.

Academic Standards:

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program. Students are allowed up to 150% of the normal program length in weeks of instruction in which to satisfactorily meet the requirements; **this is the maximum time in which students are allowed to complete the program.**

Students are evaluated at incremental Satisfactory Academic Progress (SAP) Evaluations Points during the program, usually every 6 weeks or when a cluster of courses have concluded or by hours of completion.

- At the first and second SAP Evaluation Points the student must have earned a cumulative grade average of 2.5 (75%) and have satisfactorily completed 90% of the course hours attempted in order to maintain a positive SAP.
- At the Third ASP Evaluation point the student must have earned a minimum grade of 75% or better in each course in order to graduate. **Therefore, the third (last) SAP Evaluation point requires that the student has passed each course with a minimum grade of 2.5 (75% in order to pass each course, the student must have attended at least 95% of the course hours.**

Graduation Requirements

For a student to graduate the Professional Massage Therapy program at Rexburg College of Massage Therapy, there are specific requirements. These requirements include the successful completion of every science class: Anatomy & Physiology I, Anatomy & Physiology II, Anatomy & Physiology III, Kinesiology and Pathology with a minimum 75% final grade. Graduation requires that a student also pass other Massage and related courses with an accumulative grade average of 80% or better with 95% attendance to meet current accreditation standards. **All financial responsibilities must be paid in full before transcripts and a certificate will be issued to the graduated student.**

Transcripts

Upon RCMT program completion a transcript will be available no more than 1-week post-graduation. RCMT transcripts will include your name, birthdate, program enrollment date and completion date, or current status as deferred or dropped. It will also include completed and incomplete courses with earned grades and credit hours with a stated credential of hours earned. Official transcripts may not be sent or mailed to students. You may request an unofficial transcript for your records.

Pending completion of RCMT Massage Program student's transcripts will be completed and sent to 1 state board of students preference for licensing no sooner than 1 week after graduation. RCMT will send one (1) official transcript to the state of choice for each student at no cost, providing all financial obligations have been fulfilled as per RCMT Executive and student signed agreement. Additional Official Transcripts are available at student's written request for a fee of \$10 per Official Transcript.

Certificates

Upon graduation, each student will receive an official Certificate indicating their completion of the program, provided financial obligations have been fulfilled as agreed upon between RCMT Executive and student signed agreement. Additional Certificates are available upon student's written request for a fee of \$10.

Confidentiality of Records & Privacy Statement

Your privacy is important to us, and maintaining your trust and confidence is a high priority. We respect your right to keep your personal information confidential. RCMT complies with the Family Education Rights and Privacy Act (FERPA). We will provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following the receipt of a written request. A student has the right to request that inaccurate or misleading information in

his or her education records be amended.

MBLEx

At RCMT, we do our best to help prepare students to take and pass the Massage and Bodywork Licensing Exam (MBLEx). Students will have the opportunity to use school computers to take practice MBLEx tests. We also will demonstrate to students how to apply for this exam. The school is not responsible for doing applications, paying fees, or setting up test dates.

Accreditation Status

Rexburg College of Massage Therapy is currently Accredited through Commission on Massage Therapy Accreditation (COMTA). We are an Assigned School by the National Certification Board on Therapeutic Massage and Bodywork and are in good standing with the Idaho State Board of Education. Our curriculum meets or exceeds the standards required to gain licensure through the Idaho State Board of Massage Therapy.

National Certification Board on Therapeutic
Massage and Bodywork
1333 Burr Ridge Parkway, Suite 200
Burr Ridge, IL 60527
1-800-296-0664

Idaho State Board
of Massage Therapy
P.O. Box 83720
Boise, Idaho 83720
208-334-3233

Idaho State Board of Education
650 West State Street, Ste. 307
Boise, Idaho 83720
208-334-2270

Commission On Massage Therapy Accreditation (COMTA)
5335 Wisconsin Ave NW, Ste 440
Washington DC 20015
202-895-1518 (main office)

Rexburg College of Massage Therapy is an Associated Bodywork and Massage Professionals (ABMP) school member. 1-800-458-2267

NCBTMB Approved school.

Idaho Massage Therapy Licensing Requirements

1. Proof of a minimum 500 classroom hours and minimum 110 clinical hours in a massage program (Transcript sent directly to the State Massage Board of choice directly from RCMT at the written request of student).
 2. Proof of passing an approved exam (MBLEx)
 3. Completed application sent to State Board. Fee: \$125 for original license, \$75 to renew
- *Go to ibol.idaho.gov or call 208-334-3233 to speak to the State Board for more information*

Idaho Massage Therapy Scope of Practice

TITLE 54 PROFESSIONS, VOCATIONS, AND BUSINESSES
CHAPTER 40 MASSAGE THERAPISTS

"Massage therapist" means a person who is licensed under this chapter and who engages in the practice of massage therapy. "Massage therapy" means the care and services provided by a massage therapist.

Idaho Massage Therapy Scope of Practice (continued)

"Practice of massage therapy" means the application of a system of structured touch, pressure, movement and holding of the soft tissues of the human body. The application may include:

- Pressure, friction, stroking, rocking, kneading, percussion, or passive or active stretching within the normal anatomical range of movement;
- Complementary methods, including the external application of water, heat, cold, lubricants and other topical preparations; or
- The use of mechanical devices that mimic or enhance actions that may be done by the hands.

54-4004. PROHIBITIONS. Massage therapists shall not perform any of the following:

- Diagnosis of injury, illness or disease;
- Chiropractic adjustment or skeletal manipulative procedures or any other procedures as defined in section [54-704](#), Idaho Code, except as allowed in section [54-4002\(7\)](#), Idaho Code;
- Therapeutic exercise, medical or other therapeutic modalities including, but not limited to, the use of medically classified therapeutic devices, mechanical traction, laser and light therapies, electrical stimulation or application of ultrasound; and
- Dispensation of, application of or issuance of prescriptions for pharmaceutical agents.

RCMT does not provide a massage therapy license

RCMT provides the education necessary for a student to complete the licensing process in Idaho, which may be accepted by many other states. RCMT is in the process of working toward accreditation. If you are planning to move to a state that only accepts therapists from an accredited school, you may not be able to get licensed. Some states require more hours than RCMT offers or may not have other requirements. You are responsible for researching the state(s) in which you are interested, though the Director of Education may be able to assist with some information regarding another state. Students should be aware that local municipal ordinances may apply in the absence of state law. ****Students may contact ABMP regarding requirements for all the appropriate regulatory agencies in all states that regulate the practice of massage therapy and bodywork. 1-800-458-2267. As of January 2016, additional hours to meet other state requirements can be provided at the rate of \$16 per class hour.**

States with known Higher Hour Requirements:

Alabama – 650 hours Arizona – 700 hours
Massachusetts – 650 hours
Mississippi – 700 class hours, 100 clinical hours
Nebraska – 1,000 hours
New Hampshire – 750 hours

New Mexico – 650 hours
New York – 1,000 hours and state exam
North Dakota – 750 hours Ohio – 750 hours

Placement Assistance

RCMT is dedicated to providing the highest quality education to its students, as well as offering assistance to our students in finding the position of their dreams. RCMT cannot guarantee employment or salary, but our career services will start when you are a student, and does not stop with graduation. We are here to offer assistance and keep you informed of job opportunities. RCMT also offers Career Fairs with potential employers a minimum of twice a year.

Tuition and Fees

Cost Breakdown

- Application Fee: \$50 (Non-refundable)
- Registration Fee: \$75 (Non-refundable after 3 business days)
- Student Liability Insurance \$25-45 (dependent upon insurance company chosen)
- Clinic CPR Certification Fee: \$70 due _____.
- Tuition: \$9,400 (\$500 - \$1000 Previous Successful Science Tuition Discount, ask for details!)
 - Includes:
 - RCMT scrubs \$25
 - Required supplies for Clinic:
 - Equipment usage \$100
 - Oil/lotion supply \$65
 - Linen services: \$200 (\$10 per week x 20 weeks per student)

School Supply List

Required:

- RCMT shirt (1 required, 2 recommended) t-shirts \$15
- Textbooks (see Required Textbook List) - Expected cost is approximately \$500
- Notebook/Journal/Laptop and Binders
- Highlighter, Pens/Pencils
- Set of twin sheets for hands-on practice (2 sets are recommended)
- Blanket
- Nail Clippers/File

Optional:

- Holster and bottle (for oil or lotion) Available for \$20
- 2-piece bathing suit (For women, if uncomfortable during hands-on training)
- Running shorts (For men, if uncomfortable during hands-on training)
- RCMT Sweatshirt \$35

Financial Assistance Information:

Financial Aid:

Prior to enrolling at RCMT, all applicants are encouraged to explore the availability of financial aid funding through state and federal agencies. Financial aid information and application assistance are provided by the College's Financial Aid Office to help all students and their families clearly understand their financial situation before entering into a contractual agreement.

This school is approved for the following loans and grants:

Loans: Federal Direct Loan Program
Grants: Federal Pell Grant Program

Students who receive loans to pay for their program of instruction are responsible for repaying the full amount of the loan, plus interest, **less the amount of any refund**. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of the agency. Although the College will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

College of Massage Therapy offers payment plans. Listed below are some suggested ways of funding tuition.

RCMT Financing and Payment Options

Please check one of the following:

- PAYMENT PLAN #1 (Preferred) \$9400.00**
 - The Rexburg College of Massage Therapy has strategically partnered up with Beehive Federal Credit Union to provide a very affordable Student Loan Program tailored to the student's needs. See our Admissions Director for details.

- PAYMENT PLAN #2 (Preferred) \$9400.00**

- This option is for students who pay in full
- Payment is due 14 days prior to the beginning of school start date.
- PAYMENT PLAN #3**
 - This option is for students who pay half down (\$4700.00) *Payment is due 14 days prior to the beginning of school start date. Then 8 monthly in house no-interest payments of \$587.50
 - All payments due on or before the fifteenth (15th) day of the month.
 - A 10% late fee will be applied to monthly payment if received after the twentieth (20th) day of the month.
 - A student that is delinquent on a monthly payment past 60 days will be dropped from the program.
 - A \$20.00 fee will be charged to the student for each check that is returned.
- PAYMENT PLAN #4**
 - Customized payment plan that fits the Student's needs.

Refund Policy

Full reimbursement (excluding Application and Registration fee) is allowed in the following cases:

- Students have the right to withdraw before program start date.
- Cancellation of classes by the school. (Details upon request)

A prorated reimbursement (excluding Application and Registration fee) is allowed in the following cases:

- Students have the right to cancel/withdraw from the program any time after program start date and will be reimbursed at a prorated amount for scheduled hours completed at a \$20.00 per clock hour rate.

Example: If a student has completed 50 scheduled hours then withdraws from program, he or she will be reimbursed all monies paid (excluding Application and Registration fees) minus \$1000.00 for completed scheduled hours.

- This requires a written notice hand delivered, faxed, or mailed to: Melissa or Baylie, Admission Directors, Rexburg College of Massage Therapy, 669 Pioneer Rd., Suite 500, Rexburg, ID 83440.
- Refunds are calculated from the last day of attendance and made within thirty (30) days of the termination date.

No refund in the following cases:

- Student dismissal in accordance with signed Policy and Procedure agreement
- After 6 weeks of scheduled class days are completed, the remainder of tuition
- will be retained by RCMT (96 scheduled hours completed).

Return to Title IV Funds Policy:

Title IV funds are awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. When the student officially withdraws the massage therapy program, he/she may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Title IV funds include Federal Pell Grants Program, and Federal Direct Student Loan Program.

The following applies to all students who withdraw or are terminated:

- Withdrawal is effective the day the school receives a written notice of withdrawal from the student. If no written notice is given, **the date of determination of withdrawal is defined as a date not later than fourteen (14) days following the student's last actual day of attendance**, which is defined as a day in which the student had academically related activity, i.e. actual class attendance, class projects, clinical experience or examination. **The student's last day of attendance is defined as the student's 'Withdrawal Date'**. A student has a right to withdraw from school at any time during the program.
- A Return of Title IV Fund calculation form (R2T4) is completed to determine the amount of funds to be returned to the Department of Education and also to determine the liability account of the student to the College of Massage Therapy.
- **Recalculation of Federal Aid Eligibility for students who drop out, are dismissed or take a leave of absence prior to the point that 60% of the scheduled hours of the Program has concluded:**
- The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who drop out, or are dismissed prior to the point that 60% of the scheduled hours of the payment period of the student's educational program has concluded. The Federal Title IV financial aid programs must be recalculated in these situations. Title IV funds include Federal Pell Grant Program and Federal Direct Student Loan Program. After the point at which 60% of the scheduled hours of the payment period of the program concluded, the student has earned 100% of the FSA funds.
- If a student leaves the school prior to the point that 60% of the payment period of the scheduled hours of the program have concluded, the Financial Aid Office recalculates eligibility for Title IV Funds. Recalculation is based on the percent of earned aid using the following Federal Return to Title IV Funds formula:
- Percent of aid earned = the number of hours of instruction scheduled up to the student's last day of attendance, divided by the total number of hours of instruction in the payment period of the program when the student leaves school prior to the point that 60% of the scheduled hours in the payment period of attendance has concluded.
- The School may be required to return a portion of the funds, and the student may be required to return a portion of the funds. Keep in mind that when the Title IV Funds are returned, the student may owe a balance to the School. If that is the case, the student should contact the Office of Student Financial Aid to make arrangements to pay the outstanding balance. All refunds are made within 45 days of the student's effective date of withdrawal.
- It is very important that you realize the differences between the two formulas at certain junctures. If you are contemplating dropping, you must visit the financial aid office for a discussion of the financial implications. A hypothetical refund calculation may be prepared upon your request.
- *Refund Distribution for Financial Aid Recipients*

- Refunds on behalf of Financial Aid Recipients must be distributed in the following order:
- 1. Unsubsidized Direct Loan
- 2. Subsidized Direct Loan
- 3. Direct PLUS Loans
- 4. Federal Pell Grants
- 5. Student

The Difference between RCMT Refund Policy and the Return to Title IV Policy:

- The School's Refund Policy determines the amount of the tuition and fees that the school has earned. The Return to Title IV determines the amount of financial aid that, the student, has "earned." Any unearned financial aid must be returned within 45 days of the student's withdrawal date. Under policies established by the federal government, the responsibility to return the money is shared by the student and the school. This may result in increasing debt to the school. The Return of Title IV funds is applicable until over 60% of the total program hours in the payment period have been completed by the student. Based on the calculation, it may be the case that the school will have earned tuition funds that were initially paid by the government but must be returned to the Federal Aid Programs. Therefore, the student may leave owing additional funds to the school even though the account would have been paid in full if the student had completed the program.
- ***When the student receives financial aid in excess of the aid that was earned by the student:***
- 1. The School must return any unearned federal financial aid that was used to cover institutional costs. The student will then be billed by the School for the returned funds. The student must repay this amount in full or contact the Business Office to establish a satisfactory payment arrangement. Unpaid debts will be turned over to the Attorney General.
- 2. The student must return any remaining unearned federal financial aid not covered by the School. The School will notify the Federal Department of Education of the student's receipt of the unearned aid. Failure to return those funds within 45 days will result in the loss of eligibility of federal financial aid.
- ***How Students are informed of Refund Requirements:***
- Students are informed of the Refund Requirements in the Student Consumer Information Materials provided through the School's Financial Aid Office, Catalog, Enrollment Agreement and Financial Aid Administrator. Students are provided additional information through Entrance and Exit Loan Counseling.
- If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be made within 30 days of cancellation or discontinuance.

Meet Our Staff

Executive Director > **Shane Humpherys, BS(Psych)**
Director of Education **Violet Bolen, LMT**
Admissions Director **Melissa Byington, LMT and Baylie
Fluckiger, LMT**
Clinical Director **Violet Bolen, LMT**

Instructors

Gayla Nickel, LMT, NCBTMB – Instructor

Gayla is a licensed massage therapist, National Board Certified in Therapeutic Massage and Bodywork (NBCTMB), a Professional member of the American Massage Therapy Association (AMTA), Certified Instructor of Structural Muscular Balancing, and Certified Infant Massage Instructor. Successful Massage Therapist since 1989, Gayla has been an instructor of bodywork since 1996, beginning as mentor of a 500-hour apprenticeship under the supervision of Cooperative Training Systems. In 2000 she became owner, director, and instructor at A Gift of Health School of Massage with a 650-hour basic training and membership in the American Massage Therapy Association-Council of Schools.

She has served in many volunteer positions in the Idaho Chapter of the AMTA such as Chapter President and Chapter Delegate, and she is currently serving on the Idaho Board of Massage Therapy. A long-time supporter of massage regulation, she was also instrumental in the creation of the Idaho Falls and Ammon city licenses. Massage therapy has provided her the opportunity to serve others through relieving pain, assisting the healing of injuries and post-surgical repair, and promoting general health and well-being. She incorporates a variety of techniques to assist each body in its individual process of healing. She has a love and passion for this work and enjoys helping others find fulfillment in the changes it creates.

Personal interests include family and grandchildren, music, Broadway, theater, travel, sky diving, hiking, zip lining, and reading.

Violet Bolen, LMT, NCBTMB – Director of Education, Clinical Director, Instructor

Violet has been a practicing Massage Therapist for almost 5 years. She attended school at BYU-Idaho and earned a degree in Health Sciences. While finishing her Bachelor's degree, she enrolled in The College of Massage Therapy at Bingham Memorial Hospital. After finishing massage school, Violet discovered that she really loves working with athletes from all different backgrounds and has taken many classes regarding sports massage. From an early age Violet knew she wanted to do something with her life that would help others and since muscles and their workings have always been something that has interested her, Massage Therapy is a great fit! Currently Violet has been accepted into a mentorship program located in Boca Raton, Florida working at the NFL Combine this summer and will have the opportunity to work with Professional Football Players from all over the nation who are conditioning and rehabilitating injuries in preparation for the 2017/18 Football Season.

Bobbi Williams, LMT – Instructor

Bobbi graduated from the first Rexburg College of Massage Therapy program. She runs a Private Practice and works for Chiropractors in the area specializing in Deep Tissue, Swedish, Reflexology, Aroma Therapy, and Special Needs Massage.

Bobbi and her family have been helped by massage therapy for many years. She is passionate about the benefits of massage and loves to help others. Bobbi loves to teach as well as continue to learn more techniques and therapeutic practices of massage. She loves being with people, all kinds of music, reading, gardening, and especially her family and cute grandchildren.

Heidi Beck - AP2, Reflexology Instructor

Heidi attended Utah State University, where she graduated with Cum Laude honors in Exercise Science. After graduating, she moved to Rexburg and became a Training Center Faculty member for the American Heart Association. She continues to work with them as a BLS Instructor. In 2009, she graduated as a Certified Foot Zoner from the Foot Zoning school of We Do Feet. Heidi has been working as a Foot Zoner for the last 6 years in Rexburg, and LOVES it! She is now excited to be working with the Rexburg College of Massage Therapy and passing her passion for specialized work on the feet to others. Heidi was born and raised in Driggs, Idaho and for over 12 years she and her family have called Rexburg.

Shelly Spratling- LMT, Self Care Instructor

Shelly Spratling is a licensed massage therapist having obtained her training through the Rexburg College of Massage Therapy. A strong advocate of hands-on, inquiry-based learning, she introduces students to time tested as well as current self-care practices for sustaining longevity in the field of massage. Her professional interests focus on research in the field of massage, therapeutic yoga practices and functional movement as a certified personal trainer and spinal cord injury trainer.

Current projects include establishing a support group for those with Parkinson's Disease in South East Idaho, teaching how to prepare healthy meals using whole foods, and expanding her massage business, Vital Body Care Massage.

Rachelle Abbott- LMT, Deep Tissue, Clinical Therapies, Clinic Supervisor

Rachelle has been a licensed massage therapist for 5 years. She graduated from Arizona State University with her bachelor's in Exercise and Wellness and then decided to go on and get her license in massage from Arizona School of Massage Therapy. She has worked in a chiropractor's office, a spa setting for massage, and now does massages on her own here in Rexburg. Massage has always been a passion for her, especially working with injuries and different medical conditions. She teaches Deep tissue and Clinical Therapies now. In her free time she loves anything outdoors and being with her family.

Instructor Rights & Responsibilities

- Instructors have the right to:
 - Be treated fairly and in a professional manner by their colleagues, students, and the staff.
 - Be informed ahead of time of changes in the schedule, whether it be in regards to classes or RCMT forums/activities.
 - Utilize their T.A. professionally, as needed (grading, classroom help, etc.)
 - Be respected in and out of the classroom.
- Instructors have the responsibility to present learning objectives in a manner that supports diversified learning styles in the classroom.
- Instructors are responsible for
 - Knowing the material they teach, writing up class outlines, syllabi, tests, exams, and rubrics, doing necessary research, and being prepared for class each day.

- Knowing and maintaining the proper professional teacher/student boundaries.
- Keeping their state credentials up-to-date.
- Providing make-up work to students when they've missed a class, providing the student approaches the teacher, and meeting with students when an appointment has been scheduled.
- Teaching, learning, advising, supervising and evaluating in the classroom.
- Attending all student forums and participating as needed.
- Attending and actively participating in monthly Instructor's Meetings.
- Being professional at all times while representing RCMT in language and actions.

Holidays

(No Classes Scheduled)

May: Memorial Day - Last Monday in May

July: Independence Day - July 4

September: Labor Day - First Monday in September

November: Thanksgiving Day - Fourth Thursday in November and the day before

December: Christmas – approximately the last 2 weeks of December

**Note: Students and Staff have a 60-minute break for lunch each school day.

Rexburg College of Massage Therapy 625-hour Curriculum

This program takes 32-37 weeks to complete, depending on the number of holidays scheduled.

The program is run on the clock hour system, which is defined as a 60-minute block of time consisting of 50 minutes of instruction with appropriate breaks.

Program Objective: To provide the highest quality massage therapy education for our students, preparing them to be effective, successful, and sought after professional massage therapists.

The Sciences

Skeletal Anatomy & Physiology: 22 hours

Study of the skeletal bones and bony landmarks. (No Prerequisites)

Muscular Anatomy & Physiology: 20 hours

Study of the muscular system. Students will learn the details of the muscle system, as well as the names, locations and actions of the muscles of the human body. (No Prerequisites)

Body System Anatomy & Physiology: 50 hours

Study of the integumentary, cardiovascular, lymphatic, immune, nervous, endocrine, respiratory, digestive, urinary, and reproductive systems of the human body. (No Prerequisites)

Kinesiology: 42 hours

The study of movement of the human body, with further learning of the musculoskeletal system. Students learn to locate, identify, and palpate muscles and their attachments. (Prerequisite: A & P II – Muscular)

Pathology: 40 hours

The study of common diseases that may be encountered in the practice of massage and how they impact the use of massage. The dos and don'ts, what precautions to use when applying massage in the presence of these pathologies, and how massage may be beneficial. (Prerequisite: A & P III – Body Systems)

Massage Courses

Massage Theory and Technique: 21 hours

Learn the history of massage, as well as how to identify and describe the possible physiological and emotional effects of touch and specific massage techniques. Develop the capability and confidence in proper palpation and assessment skills relating to appropriately applied massage techniques. Develop a safe and effective treatment plan, learning to write clear and concise notes of treatment sessions. Learn to practice appropriate personal hygiene and sanitary practices for massage sessions. (No Prerequisites)

Swedish: 40 hours

A popular style of massage aimed at relaxation and increased physical well-being, Swedish strokes are considered the foundation for many other massage techniques. This class will also include basic Aromatherapy, which is the use of pure essential oils in a massage to enhance relaxation or attain other benefits such as skin quality improvement. (No Prerequisites)

Chair Massage: 11 hours

Study in how to effectively perform seated massage for both relaxation and therapeutic purposes. (Prerequisite: Swedish)

Self Care: 15 hours

Specific instruction on how to perform massage therapy using proper therapist body mechanics to extend your career and protect your own body. This class will include some basic instruction in yoga, meditation and other aids in taking care of your health. (No Prerequisites)

Sports Massage: 24 hours

This modality will assist therapists to address the needs of the athletic client by preventing possible injuries, improving performance, and decreasing recovery time. (Prerequisite: Kinesiology and Swedish)

Eastern Theory & Technique: 26 hours

Students learn the basics of the Japanese art and science of finger pressure to the energy pathways called meridians, as well as theories behind much of Eastern medicine. Shiatsu is used to balance body energy, relieve pain and dysfunction, and promote general health. (No Prerequisites)

Reflexology: 18 hours

Students learn to affect the common disorders of the body by manipulating reflex areas of the hands and feet that are directly related to specific areas of the body. (No Prerequisites)

Deep Tissue: 24 hours

This type of massage focuses on the deeper layers of body tissue, often used to long-term problem areas, and the proper application of deep massage to beneficially influence. (Prerequisite: Swedish)

Clinical Therapies: 42 hours

Students will learn how to best work with and improve healing of common injuries using an assortment of massage techniques. Students will also learn the practical use of trigger point therapy in various types of muscle dysfunction and injuries, including the definition of a trigger point, what causes them, and how to find them. (Prerequisite: Swedish)

Special Needs: 20 hours

Students will learn the proper administration of massage therapy for a variety of special needs clients, such as the elderly and cancer patients. This instruction will include lecture and demonstration of how to alter a massage to meet the special needs of medically frail clients. (Prerequisite: Swedish)

Prenatal: 15 hours

The proper use of various massage therapy techniques for expecting mothers, including how draping, positions, and different types of massage should be altered to accommodate the different stages of pregnancy. Appropriate massage techniques to be used when working with infants will also be covered, including benefits and contraindications. (Prerequisite: Swedish)

Hydrotherapy: 18 hours

Students learn to use hot and cold to reduce inflammation, treat trigger points, stimulate the skin, reduce muscle tension, and enhance the flexibility of scar tissue. Students also learn the use of heated basalt stones in massage, called Hot Stone, to further relax and loosen the client's muscles. (Prerequisite: Swedish)

The Business of Massage Therapy

Study Skills: 6 hours

Discover what type of learner you are and how to use it in this class meant to assist the adult student with supportive studying practices, leading to successful completion of the entire program.

Ethics and Idaho Law: 24 hours

Define and discuss the differences between a personal and professional relationship, suitable boundaries, how to effectively and appropriately deal with clients, and the value of creating the therapist's own identity and uniqueness in his or her profession. Specifics of Idaho Board of Massage Therapy Laws will be reviewed and explained. (No Prerequisites)

Business: 21 hours

Identify and create effective methods for time management, client scheduling, appropriate business forms, creating proper therapy notes, how to effectively communicate with other health professionals, and how to maintain a professional work environment. Students will learn Idaho Board of Massage Therapy Rules and Regulations, as well as MBLEx requirements. (No Prerequisites)

Student Clinic: 120 hours

Students begin working with the public one-third of the way through the program. Learn and practice good customer service and time management skills, while continuing to perfect a 50-minute massage session. The students are responsible for at least 5 hours per week of clinic work, which includes assessing the individual client's needs and medical history, discussing the expected treatment, and providing a customized massage. Students are supervised by Licensed Massage Therapists throughout the entire clinic experience, and receive feedback from both clients and instructors. (Prerequisite: Swedish and Body Mechanics & Self Care)

****Healthcare Provider level CPR/First Aid (American Heart Association)**

Rexburg College of Massage Therapy has partnered with Madison Memorial Hospital (MMH) to supply our students with American Heart Association's Healthcare Provider level CPR/AED/First Aid. **The student is responsible for having proof of completion before they start clinic.** As proof, students must bring the card provided by MMH to the Director of Education to be copied for the student file. Failure to complete this requirement can delay successful completion of the program and graduation. **RCMT does provide a day certification day that is mandatory if you have not already obtained certification. The fee for this certification is classified under "Clinic/CPR Fee" outlined in the Enrollment Agreement. The fee is \$70.**

Rexburg College of Massage Therapy
Enrollment Agreement Addendum for Students Receiving VA Benefits

The programs at (RCMT) are approved by the *Idaho State Approving Agency for Veterans Education* (SAA) for eligible students to receive veterans' education benefits. Students who enroll to receive these benefits are not only required to abide by the policies and rules of this school, but also by the rules and regulations of the Department of Veterans Affairs and the SAA. Students are also required to maintain all standards of conduct and satisfactory progress as stated in the official school listing.

Please read this **Addendum** carefully and sign and date the bottom of this form. Your signature indicates that you understand that in order to maintain eligibility for veterans' benefits, you must adhere to the following policies.

Satisfactory Progress. You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. A student receiving veterans'

benefits is considered to be making satisfactory progress when s/he continues to demonstrate that s/he is completing his/her training at a rate that will allow him/her to graduate within the approved length of the program. Your progress will be monitored by your instructors and will be verified by the school's VA Certifying Official.

The VA will only pay for standard hours in the approved program of study. In order for a veteran to complete his training within the standard time, his/her progress should be measured at a level prescribed by the school for such program completion. Since training is accomplished in modules hours, at (RCMT), your progress will be monitored on a (daily, weekly, monthly, etc.) basis. If your progress is not satisfactory during any measurement period, you will be notified and placed on probation during the following measurement period, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, VA educational benefits will be terminated (although you might be able to continue your training in accordance with school policy). Once you have completed the standard hours in this program, the VA will not pay for additional hours completed. This is true regardless of your remaining educational benefit entitlement. To use the remaining entitlement, you would have to enroll in a new program.

Attendance. Attendance is critical to successful completion of the program. (RCMT) publishes an attendance policy, and will require adherence to their policy. In addition SAA regulations require that you must maintain at least 85% attendance to continue receiving VA benefits. If your absences exceed 15% of the course hours for the program in which you are enrolled, measured on a (daily, weekly, monthly, etc.) basis, you will be placed on probation for the following measurement period. If you miss more than the allowable amount during the probationary period, your VA educational benefits will be terminated (although the school may elect to permit you to continue your training without VA educational benefits).

A student may be re-certified for VA educational benefits after consulting with the school's VA Certifying Official, once the cause for unsatisfactory progress has been removed, attendance becomes satisfactory, and it is determined that the program is suitable to the student's aptitude, interests, and abilities. Official school holidays or breaks are not considered days of absence, but tardiness or class-cuts may accumulate to constitute 15% or eight hours, or attendance in accordance with school policy.

Leaves of Absence. A student receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits for the student during the leave. The leave of absence will be reported to the VA as a termination. When the student returns from the leave, the school may again certify the student for VA educational benefits, giving the student credit for all hours completed prior to the leave.

Refund Policy. In the event that a student eligible for VA educational benefits enrolls and then fails to enter the program or withdraws or is discontinued there from at any time prior to completion, (RCMT) will refund the amount charged to the student tuition and other fees for a portion of the course that shall not exceed the approximate pro-rata charges that the length of the completed portion of the course bears to the total length. The student who discontinues will thus receive a pro-rata refund of the total tuition and fees paid but not used, minus the cost of material used, except that \$10 of the initial registration fee is not subject to pro-ration.

Credit for Previous Training. Credit is given for comparable previous training when such training can be evaluated. (RCMT) will evaluate each case individually.

Program Completion. Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program, or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

I have read this **Enrollment Application Addendum** and understand that I am required to comply with all the policies and rules of the school, as well as the U.S. Department of Veterans Affairs and the SAA.

(Date) _____

(Student Signature)

(Date) _____

(Certifying Official)

[Title]

Rexburg College of Massage Therapy has met or exceeded the high standards of excellence put forth by the National Certification Board for Therapeutic Massage and Bodywork and is recognized and awarded the esteemed designation of [NCBTMB ASSIGNED SCHOOL](#).

By signing below the student states that:

- I understand the need to have proof of High School Diploma or GED upon applying for enrollment into the program and for Massage Therapy licensure in the state of Idaho.
- I understand that the Rexburg College of Massage Therapy is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by RCMT, and that these courses may not be accepted for transfer into any Idaho public postsecondary institution.

- I agree that I will not attempt to work anywhere, in or out of the state of Idaho, as a Massage Therapist until after completing the entire Program at Rexburg College of Massage Therapy.

- I have been provided a copy of the Rexburg College of Massage Therapy catalog and agree to abide by all of the policies and procedures described within it.

Signature

*** I _____ (print name) have read through and agree to follow all Policies and Procedures found in the Rexburg College of Massage Therapy Catalog (2016).**

Signed: _____ Date: _____

(Certifying Official) (Date)

[Title]