

MOUNTAIN STATE SCHOOL
OF
MASSAGE

Teaching Holistic Healing Methods



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TABLE OF CONTENTS

Accreditation	3	Professional Development	15-16
Mission Statement	3	Community Services	16
Institutional Objectives	3	Community Outreach Events	17
Educational Objectives	3	Massage Practicum and Student Clinic	17
Certification	3	Summary of Program	18
Message from the Director	4	Definition of Clock Hour	18
History and Ownership	4	Library	19
Location of Facilities	4	Wellness Store	19
Our Staff	5	Credit for Previous Training	19
Scope of Practice	5	Student Teacher Ratio	19
Career Opportunities	5	Classroom Behavior	19
Placement Assistance	6	Grading Schedule & Attendance	19
Licensure	6	Over Time Charge Policy	19
Continuing Education	7	Attendance & Tardiness Policy	20
Lodging	7	Leave of Absence (LOA)	20
Administrative Policies	7	Excused Absences	20
Program Certification	7	Make up Policy	20-21
Admissions Requirements	8	Tutoring	21
Statement of Equal Opportunity	8	Process to Make-Up Work	21
Students with Special Needs	8	NSLDS Access for Students	21
Student Records	8	Financial Assistance	22
Personal Conduct	9	Financial Awards	22
Academic Dishonesty	9-10	Verification	22
Sanctions	10	Satisfactory Academic Progress (SAP)	23
Appeals Process	10	Qualitative Component	23
Conditions for Dismissal	10	Quantitative Component	23
Re-Entrance Policy	11	Academic Probation	23
Switching Programs	11	Evaluation of Academic Probation	23
Student Conduct	11	Appeal of Financial Aid	24
Student Dress Code	11	Official Withdrawal	24
Massage Therapist Program	12	Unofficial Withdrawal	24
Tuition Fees & Other Expenses	12	Return of Title IV Funds	24
Holidays and Breaks	12	Return of Title IV Funds Cont.	25
Experience the Difference	13	General Refund Policies	26
Description of Lessons	13-15	Code of Ethics	27
		Sexual Harassment Policy	28
		Drug/Alcohol Abuse Prevention	29
		Campus Security Policy	29
		Complaint Procedure	29-30
		Related Agencies & Associations	31
		Contact Information	31

WHY MOUNTAIN STATE SCHOOL OF MASSAGE?

ACCREDITATION IS THE DEFINING DIFFERENCE

Founded in 1995, Mountain State School of Massage is accredited by the Commission on Massage Therapy Accreditation (COMTA, www.comta.org). COMTA is an independent accrediting body for the massage therapy profession in the United States. Mountain State School of Massage's Day, Night Programs are the first, and most long-standing, COMTA-accredited massage therapy training programs in West Virginia.

It is the goal of Mountain State School of Massage to educate the massage professional and general community by offering massage and holistic approaches to wellbeing. Mountain State School of Massage strives to provide a supportive environment which facilitates individual instruction, development of professional skills, personal health, inner peace and harmony.

Being a graduate of a COMTA accredited school imparts to your clients that YOU have met the high standards of a comprehensive, intensive study in the art and science of integrative health.

MISSION STATEMENT

Mountain State School of Massage is dedicated to teaching holistic healing methods to the student, massage professional and general community with the highest degree of professionalism.

INSTITUTIONAL OBJECTIVES

Mountain State School of Massage is dedicated to providing a quality program of massage therapy education in accordance with the Commission on Massage Therapy Accreditation Standards, and to promoting the highest degree of professionalism in the field of massage therapy.

EDUCATIONAL OBJECTIVES

1. To prepare the student to become a qualified massage therapist.
2. To provide the student with an education enhancing the development of good work habits and safe practices promoting the health and wellbeing of their self and their clients.
3. To give an understanding of the scope of practice within the field of massage therapy and to develop appropriate referral skills.
4. To offer the student a thorough working knowledge of the structure and function of the human body and the theory and practice of health care methodologies.
5. To prepare and qualify students to assume responsibilities in the health care field with a high degree of professionalism.
6. To develop in the student a professional attitude and commitment to ethical practices toward clients and fellow practitioners.
7. To provide people with a vehicle to help improve the quality of life.
8. To offer advanced education opportunities to massage and health care professionals.
9. To offer introductory classes and workshops in the field of holistic health care to the general public.

CERTIFICATION

Mountain State School of Massage is permitted by the West Virginia Higher Education Policy Commission to operate as a post secondary school providing education for individuals pursuing massage therapy as a career. The school is also approved by the National Certification Board of

Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider.

WELCOME

MESSAGE FROM THE DIRECTOR

At Mountain State School of Massage our passion is teaching holistic healing methods. In our programs, students allow themselves the freedom to openly give and receive kindness and compassion. In each class we witness a remarkable change in the attitudes of our students. When giving and receiving massage on a daily basis, nurtured by the caring support of faculty, staff and peers, students express a greater sense of self-acceptance, self-worth, and self-respect. Students grow to embody the wholesome aspects of a healthy lifestyle.

Our commitment to excellence in massage therapy training, professionalism in the field of bodywork and the healing environment of our school create what our students report is one of the most meaningful experiences of their lives.

Today we live in an age when large corporations are becoming the standard in providing products and services to consumers. This results in a loss of the unique artistry expressed when individuals offer products and services directly to consumers. Somehow, it seems more difficult for compassionate care to be communicated to the customer when large corporations are providing products and services.

At Mountain State School of Massage we try to support small businesses and the small business families that depend on our backing. When we pay an individual for goods and services, we are feeding that individual. When we pay a corporation for a product or service, we are feeding the corporation.

Currently, massage therapy training is becoming altered by the influence of large corporations. When making choices for massage therapy training please remember that the faculty and staff at Mountain State School of Massage are dedicated to delivering an excellent massage therapy education with kindness, compassion, care and the highest degree of professionalism.

We invite you to join us at Mountain State School of Massage for an influential educational experience that will assist you in fulfilling your personal and professional goals.

LOCATION AND FACILITIES

The first established massage therapy school in West Virginia, Mountain State School of Massage was founded in 1995 by its owner Robert Rogers and is located at 601 50th Street S.E., Charleston, West Virginia. Mountain State School of Massage's facilities occupy over 5,000 square feet, providing an academic learning center that includes practicum and exercise areas, student clinic treatment rooms, a library, offices and instructor-student meeting rooms, a dining area, and a massage supplies and Wellness Store.

Charleston, West Virginia's Capitol City, is rich in history and culture offering many outstanding prospects for its citizens and visitors including: Kanawha State Forest, the West Virginia Symphony, Public Radio's Mountain Stage, the Charleston Ballet, the Clay Center for the Arts and Sciences, and many other educational and entertainment opportunities. For more detailed information about what's happening in Charleston and West Virginia, visit www.westvirginia.com, or call (304) 345-5555.

Bookstores, art galleries, specialty shops, restaurants and cafes line the landscaped streets in Charleston's historic downtown. There are also several beautiful golf courses, public swimming pools, tennis courts, boating activities, public parks, Charleston's own Class A baseball team, and historic sights to enjoy.

OUR STAFF

Robert Rogers	Executive Director/Owner/Admissions Dir. /Instructor
Bill Blankmann	Instructor
Janet Wakefield	Instructor
Sarah Parsons	Clinic Administrator/Instructor
Kellie Toler	Financial Aid Director
Denise Oliveri	Clinic Administrator
Kim Bingaman	Instructor

THE PROFESSION

Many people are seeking exciting and rewarding careers as Licensed Massage Therapists (LMT's). LMT's can offer a range of services from relaxation massage to precise clinical soft tissue treatment. Massage therapy treatments typically run from 30 minutes to two hours; during which time the trained therapist skillfully addresses the client using holistic methods while practicing proper body mechanics for their own wellbeing. LMT's demonstrate a clinical understanding of the inner workings of muscle, skin, and other soft tissues. Massage techniques can release scar tissue, increase joint range of motion, enhance circulation of blood and lymph and increase the supply of oxygen and nutrients to cells, eliminating toxic waste products resulting in a healthier person. A holistic approach to massage therapy integrates an understanding that there are physical, mental, emotional and spiritual components to each individual.

SCOPE OF PRACTICE

Massage, bodywork, and somatic therapies are defined as the application of various techniques to the muscular structure and soft tissues of the human body. Application of these therapies may include stroking, kneading, tapping, compression, vibration, rocking, friction, pressure, and those techniques based on manipulation or the application of pressure to the muscular structure or soft tissues of the human body. This may also include non-forceful passive or active movement; the application of techniques intended to affect the energetic systems of the body, and movement re-education. Massage therapy specifically excludes diagnosis, prescription, manipulation, or adjustments of the human skeletal structure, or any other service, procedure, or therapy which requires a license to practice orthopedics, physical therapy, podiatry, chiropractic, osteopathy, psychotherapy, acupuncture, or any other profession or branch of medicine.

CAREER OPPORTUNITIES

Prospects for success in the field of massage, bodywork and somatic therapies are better now than ever for graduates of Mountain State School of Massage. Career opportunities are increasing as the value of therapeutic massage and bodywork for rehabilitation, emotional well-being and health enhancement become better documented, better known and mainstream. According to the Journal of the American Medical Association, people are choosing alternative therapies over conventional medicine and massage is one of the most popular choices.

Aside from opening their own professional practices, our graduates work in association with chiropractors, medical doctors, and psychologists in clinics, wellness centers, hospitals, health care facilities, and treatment centers. Other venues for employment include health spas, resort hotels, salons, sports facilities, fitness centers, and cruise ships. Massage is even being widely employed to improve the performance of the members of sports teams and corporate businesses. Opportunities for success abound in the ever expanding field of massage therapy.

PLACEMENT ASSISTANCE

Mountain State School of Massage does not guarantee employment in the field of Massage Therapy. MSSM offers lifetime job placement benefits exclusively for our graduates. Alumni services include: Alumni surveys, job placement employment opportunities are located on a regularly-updated listing found on the MSSM Website and in our career connections binder. Lifetime Placement Assistance is available through administrative staff by appointment.

Opportunities for success abound in the ever expanding field of massage therapy. Therapeutic massage is being increasingly recognized as a valuable treatment for many common medical conditions and as a useful and powerful companion treatment to conventional therapy for numerous conditions.

Our graduates are well known as highly skilled, compassionate body workers, proficient in the human sciences, successful business practices and specialized bodywork modalities. Employers know that our graduates have a thorough education in *Anatomy and Physiology; Kinesiology; Pathology and Fragile Care Massage; Swedish Massage; Deep Tissue Therapy; Neuromuscular Therapy; Seated Chair Massage; Esoteric Anatomy and Bodywork Theory; Hydrotherapy; Clinical Practicum and Integrative Massage; Successful Business Practices and Research Methodology; and Awareness Skills.*

Various employment options for Mountain State School of Massage graduates include:

- ❖ Private Practice
- ❖ Chiropractic Office, Naturopathic Clinic, Medical Doctor's Office, Psychologist's Clinic
- ❖ Wellness Centers, Hospitals, Health Care Facilities and Treatment Centers
- ❖ Nursing Homes, Long-term Care Facilities and Child Therapist Centers
- ❖ Health Clubs, Sports Treatment Centers
- ❖ Spa/ Resort Therapist, Beauty Salon Therapist
- ❖ Cruise Ships—On-board Massage Therapist
- ❖ Faculty/ Staff Member of Massage Therapy School
- ❖ Therapy Center Owner, Employee, or Independent Contractor
- ❖ Corporate Business On-site Chair Massage Therapist
- ❖ Sports Team Massage Therapist

LICENSURE

Licensure is a *non-voluntary* process by which an agency of *government* regulates a profession. It grants permission to an *individual* to engage in an occupation if it finds that the applicant has attained the degree of competency required to ensure the public health, safety, and welfare will be reasonably protected. Licensing is always based on the action of a legislative body. Once a licensing law has been passed it becomes illegal for anyone to engage in that occupation unless he or she has a license. The health care professions are typically licensed at the state and/or local level, but not usually at the federal level.

Effective July, 1998, West Virginia began requiring licensure of all practicing massage therapists. To qualify for licensure, the therapist must have completed a 500 hour program of massage therapy training or have passed the National Certification Examination given by the National Certification Board for Therapeutic Massage and Bodywork.

As each state differs in legislative requirements, each applicant is strongly encouraged to check the current state laws and regulation regarding massage therapy licensure and educational regulations for the state in which they plan to practice. In absence of State Law, local municipal ordinance will apply. State Boards administering massage practice laws can be found: <http://www.massagetherapy.com/careers/stateboards.php>

CONTINUING EDUCATION

Mountain State School of Massage offers high quality, progressive continuing education courses presented by MSSM instructors and other skilled professionals, for certified massage therapists, body workers, and other health-care practitioners. Our continuing education courses are intended for professionals and students interested in pursuing their education and in developing advanced bodywork techniques and practices.

Many states and professional bodywork organizations require members to obtain a certain number of continuing education hours in order to maintain licensure and membership. The purpose of continuing education requirements is to encourage continued professional growth for individual massage therapists and the evolution of the profession as a whole. Please refer to your state laws and professional membership requirements to learn the specifics of each organizations continuing education obligations.

LODGING

Mountain State School of Massage does not provide housing for enrolled students. The following motels are in close proximity to the school:

- ❖ Country Inn and Suites (Kanawha City) (304) 925-4300
- ❖ Red Roof Inn (Kanawha City): (304) 925-6953
- ❖ Days Inn (Kanawha City): (304) 925-1010
- ❖ Knights Inn (Kanawha City): (304) 925-0451

There are a number of rental facilities in the Charleston area to serve the student population. Information is available upon request by calling the Charleston Chamber of Commerce at (304) 345-0770, or by visiting their web site: www.charlestonwvchamber.org. Interested students may also contact the school for additional information on rooms for rent.

ADMINISTRATIVE POLICIES

POLICIES WITH REGARD TO THE COMPLETION OF STANDARDS

Students will be advised at least two (2) weeks prior to the end of the program of any issues that would prevent them from graduating the program.

REQUIREMENTS FOR GRADUATION

In order to graduate, the student must have completed all courses of study with a “C” average or better. All tuition and fees must be paid in full, and all required student clinic massages must be completed and verified before the diploma is issued.

TIME REQUIREMENTS FOR PROGRAM COMPLETION AND GRADUATION

Students not graduating from the program as stated on their Enrollment Agreement with a prior arrangement with the Director, must complete all make-up terms for their graduation within one 150% of published length of the program. The Day, Night Programs at Mountain State School of Massage are complete programs, not segmented courses of study; students who do not complete their program and graduate, will not be given hourly credit for classes already completed, nor will transcripts be released.

PROGRAM CERTIFICATION

A diploma is given for the successful completion of the Day or Night Massage Therapist Program at Mountain State School of Massage. Successful completion also qualifies graduates to sit for the National Certification Examination. Graduates will also meet West Virginia’s state licensing

requirements to practice massage therapy professionally.

ADMISSIONS REQUIREMENTS AND PROCEDURES

A prospective student applying for any program at Mountain State School of Massage must:

1. Submit an application for admission;
2. Submit a non refundable application fee of \$25.00;
3. Submit a copy of drivers license or personal identification card;
4. Submit a typed or neatly written brief biographical sketch explaining your motivation for training in massage therapy and your philosophy of health care;
5. Submit High School and or most recent College transcripts (or G.E.D.).
6. Submit one recommendation letter. Must be academic or employer.
7. Must be 18 years of age for regular admission. Ages 16-18, consultation with parent/guardian required. Minimum age of compulsory education in W.V. is 16.

A telephone or personal interview with a school administrator may be required. A student may be accepted for admission any time prior to the beginning of a new class, providing there is space available.

STATEMENT OF EQUAL OPPORTUNITY

It is the policy of Mountain State School of Massage to afford equal opportunity in all aspects of training regardless of sexual orientation, gender, race, citizenship, national origin, religion, disability, age or political affiliation.

STUDENTS WITH SPECIAL NEEDS

Mountain State School of Massage will make every reasonable effort to accommodate students with documented special needs (i.e. those with diagnosed learning disabilities, physical limitation, etc.). Those requiring special conditions must communicate their needs to the Executive Director of Mountain State School of Massage or the Student Administrator within the first week of the start of the program.

STUDENT RECORDS

All student records are permanently on file at the school administrative office. Students wishing to see their records may do so at any time during office hours. A diploma must be received before transcripts are released. To obtain additional copies of your official transcript, please send \$10.00 with a written request. To obtain an additional copy of your diploma submit a written request and \$25.00 to the Mountain State School of Massage.

Student records are confidential and are accessible only to the individual student, the student's parent(s) (if a minor), administrative and teaching staff, and Department of Education officials. Release of records must be requested by the student in writing. If it is impossible for parents or eligible students to review the records on-site, MSSM reserves the right to charge a fee for copies and postage. Parents or eligible students have the right to request in writing that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing with the Director of the School. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

Student records can be released without consent to the following parties, or under the following conditions, in accordance with Federal Educational Rights and Privacy Act:

- ❖ School officials with legitimate educational interest;
- ❖ Other schools to which a student is transferring;

- ❖ Specified officials for audit or evaluation purposes;
- ❖ Appropriate parties associated with financial assistance for a student;
- ❖ Organizations conducting certain studies for or on behalf of the school;
- ❖ Accrediting organizations;
- ❖ To comply with a judicial order or lawfully issued subpoena;
- ❖ Appropriate officials in cases of health and safety emergencies;
- ❖ State and local authorities, within a juvenile justice system, pursuant to specific State law.

PERSONAL CONDUCT

Honesty is basic to any organization; all students must avoid even the appearance of legal or ethical impropriety during or after school hours. Theft, embezzlement, falsification of records, cheating, or any other act of dishonesty can result in immediate dismissal. Sexual misconduct of any nature in a Mountain State School of Massage facility will result in immediate dismissal.

Sexual misconduct includes, but is not limited to the following:

- Sexual Harassment** (unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or sexist remarks);
 - Dating Clients; Lewd Jokes; Visual Materials;**
 - Touching** (oral contact, genital contact, breast contact);
 - Unwelcome Conduct** (whether verbal or physical);
 - Compliments** (that can be construed as sexual in nature); **Profanity or Crude Language; Engaging in Repeated Sexual Flirtation; Repeated Advances or Propositions; Making Comments Regarding Sex or Physical Attributes; Making Threats; Addressing Others in Demeaning Terms** (i.e. *honey, baby, dear*);
 - Reacting Overtly to Physical Appearances** (i.e. whistling).
- *Grievance form can be found in Student Handbook.

ACADEMIC DISHONESTY

Academic dishonesty is something that will not be tolerated as these actions are fundamentally opposed to assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance. A student, by voluntarily accepting admission to the institution or enrolling in a class or course offered by Mountain State School of Massage, accepts the academic requirements and criteria of the institution. It is the student's responsibility to be aware of the policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process. For the purpose of this policy, an academic course must be completed toward the completion of a degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentation, data gathering and analysis, practical and creative work of any kind.

Academic Dishonesty includes, but is not limited to the following:

Cheating:

- ❖ The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- ❖ The unauthorized assistance of a person other than the course instructor during an academic exercise.
- ❖ The unauthorized viewing of another person's work during an academic exercise
- ❖ The unauthorized securing of all or part of assignments or examinations, in advance of submission by the instructor.

Fabrication/Falsification:

- ❖ The unauthorized invention or alteration of any information, citation, data, or means of verification in an academic exercise, official correspondence or school record.

Plagiarism:

- ❖ Submitting as one's own work or creation of any material or an idea wholly or in part created by another
 - Oral, written and graphical material.
 - Both published and unpublished work.
- ❖ It is the student's responsibility to clearly distinguish their own work from that created by others. Students are responsible for both intentional and unintentional acts of plagiarism.

ACADEMIC DISHONESTY CONTINUED**Bribes/Favors/Threats:**

- ❖ Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

Complicity:

- ❖ Helping or attempting to help someone commit an act of academic dishonesty.

SANCTIONS

Sanctions for academic dishonesty may be imposed by the Director and may be imposed even if a student withdraws from the program.

- ❖ Sanctions include but are not limited to the following:
- ❖ A lower or failing project/paper/ learning experience/grade.
- ❖ A lower final grade.
- ❖ Failure of the course/modality.
- ❖ Expulsion and/or dismissal from the program.

APPEALS PROCESS

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure. Any time an accusation of academic dishonesty is made, the student will be notified in writing within ten (10) days. Only individual allegations of academic dishonesty may be appealed. The student will have ten (10) days to respond/appeal in writing. After a complete review of the allegation(s) and response(s) the student will be notified of any disciplinary actions and/or sanctions.

CONDITIONS FOR DISMISSAL

A student may be dismissed for any of the following reasons:

- ❖ Failure to fulfill the requirements of academic probation;
- ❖ Failure to keep tuition payments current; Default of student loans;
- ❖ Attending classes under the influence of alcohol or drugs;
- ❖ Having absences in excess of 20% of the program;
- ❖ Behaving in any manner that may be disrespectful or harmful to the instructors, fellow students, learning environment or reputation of the school;
- ❖ Violation of the Code of Ethics;
- ❖ Cheating;
- ❖ Each student is required to attend 80% of each class. A student who has more than the maximum percentage of absences (20%) may be dismissed and may repeat the program at full tuition.

RE-ENTRANCE POLICY

Students who have been dismissed for any of the previous reasons may be reinstated only after an interview with the Director of MSSM. In order to re-enroll you must meet all admissions requirements and procedures. REINSTATEMENT IS AT THE DISCRETION OF ADMINISTRATION. Re-enrollment must be within one year of withdrawal or dismissal date. Must not be in default status of any student loans. A non refundable administration fee of \$250.00 is charged for consideration of re-entrance. A student may repeat the Program at full tuition.

SWITCHING PROGRAMS

Students who have enrolled in the Day, Night may choose to withdraw from one program and enroll in another; they must meet with the Director to determine eligibility. A non refundable administrative fee of \$250.00 is charged for all students switching programs.

STUDENT CONDUCT

MSSM provides an optimal learning environment and, therefore, demands a respectful commitment from each student to arrive at class on time, keep up with assignments, and be attentive in class. Conduct that is disrespectful to instructors, fellow students, or the learning environment is grounds for immediate expulsion. Students may be dismissed from class for conducting non-class oriented activities: i.e. purse cleaning, balancing checkbooks, sleeping, etc. Cell phones must be turned off in class (students may check their messages during lunch or class breaks). Every student is expected to comply with the highest standards of ethics and fair dealing in the course of his/her education. Students shall not engage in any conduct or practice which is harmful or detrimental to MSSM. Students shall not engage in any conduct or practice which results in or is designed to result in profit or gain to themselves or others at the expense of MSSM.

STUDENT DRESS CODE

The Mountain State School of Massage believes that the appearance of its students sends a clear message to the business world about the quality of the service they can expect. In an effort to prepare the students for merging into the business world after graduation, casual professional attire is expected during school hours. Casual professional attire is crisp, neat, and should look appropriate even for a chance meeting with clinic clients, customers of the Wellness Store, or prospective students. It should not look like cocktail, party or picnic attire. Avoid tight or baggy clothing; casual professional attire is neat and understated rather than flamboyant or sloppy. Because all casual clothing is not suitable for MSSM, general guidelines are as follows:

Clothing must NOT be:-Ripped, torn, or contain noticeable holes
-Soiled, stained, odorous or wet
-Excessively wrinkled or loose fitting
-Excessively short, tight or revealing
-Transparent enough to make underwear easily visible
-Contain offensive language or artwork

Acceptable types of Casual Dress:-skirts, shorts, jeans, slacks(khakis), cords, capris, t-shirts, blouses, collared shirts, tank tops-sandals, sneakers, tennis, dress shoes, boots.

Students who fail to meet these policies and the dress code standards set forth by the Mountain State School of Massage may be required to comply before attending class. Also see clinic dress code in the student handbook.

MASSAGE THERAPIST PROGRAM

MASSAGE THERAPIST DAY & NIGHT PROGRAM

The 775 hour Massage Therapist Day Program is completed in 32 weeks meeting Tuesday – Fridays, 8:30am – 3:10pm. The 775 Night program is completed in 43 weeks meeting Monday - Thursday 6:00pm-10:30pm. Completion of the Massage Therapist Program qualifies the graduate to sit for the National Certification Examination, and fulfills the educational requirements for massage therapy licensure in the state of West Virginia. The Massage Therapist Program integrates three areas of study: development of knowledge and skills; professional preparation; and development of self understanding and awareness. During the first week of classes, students are introduced to sensitivity and perceptivity training and learn proper body mechanics to minimize stress during the practice of massage. With this foundation, students move through the program to become sensitive, competent, professional massage therapists.

Throughout the Massage Therapist Program, the student is offered a comprehensive, intuitive approach to the following massage modalities and subjects: *Anatomy and Physiology; Kinesiology; Pathology and Fragile Care Massage; Swedish Massage; Deep Tissue Therapy; Neuromuscular Therapy; Seated Chair Massage; Esoteric Anatomy and Bodywork Theory; Hydrotherapy; Clinical Practicum and Integrative Massage; Successful Business Practices and Research Methodology; and Awareness Skills*. A more thorough description of the class material is covered under DESCRIPTION OF LESSONS, pages 14-18.

MASSAGE THERAPIST PROGRAM – TUITION & FEES *SEE CATALOGUE INSERT FOR DESCRIPTION

The cost of the Massage Therapist Program includes text books, two MSSM polo shirts for Student Clinic, ABMP student liability insurance, NCBTMB Exam and WV Licensing fees. MSSM Financing is broken into monthly payments that include interest; for the Day or Night Massage Therapy Programs. Interest is set at 8% repayment term; plan is dependent upon the number of months taken to pay tuition with a five hundred (\$500.00) down payment required upon a student's acceptance into the program. Tuition payments made by Credit Card will be charged a 3% Interest Rate (per charge) Tuition paid **IN FULL** (2) weeks *prior* to the start date will receive a \$200 discount.

Mountain State School of Massage participates in Title IV Federal financial Aid Grant and Loan Programs from the U.S. Department of Education for students that qualify. Funding assistance from the Trade Adjustment Assistance Work Force Investment Act and the United States Veterans Administration is available to Armed Services Veterans and National Guard members.

All tuition costs are subject to change. Please contact the Financial Aid Office for a current pricing sheet. The Financial Aid Office may incorporate equipment fees into your package. Please see your Financial Aid Officer for eligibility requirements and assistance.

MASSAGE THERAPIST PROGRAM – OTHER EXPENSES *SEE CATALOGUE INSERT FOR DESCRIPTION

Each student must receive one (1) massage from a licensed, nationally certified MSSM graduate or MSSM instructor, for which there is a fee set by the individual massage therapist (approximately \$50-\$55). Lodging, meals and personal expenses are not included in the cost of tuition for any MSSM programs. Students are advised to allocate an additional \$500-\$800 for the purchase of a massage table, available at MSSM for a student discount rate. Funds may also be allocated for additional equipment such as massage chairs, massage accessories, and supplemental textbooks.

MASSAGE THERAPIST PROGRAM – HOLIDAYS & BREAKS Memorial Day, Independence Day,

Labor Day, Thanksgiving Day, Christmas and New Year's Day. Dates for breaks and calendars are given upon enrollment in the program.

EXPERIENCE THE DIFFERENCE

Our programs are taught by skillful instructors who adapt easily to the needs of the class and individual students. At Mountain State School of Massage you will receive comprehensive instruction and personalized attention while working in class, and the kind of training that can only be delivered by a qualified professional in the field. Our faculty is dedicated to the holistic healing methods they teach and to our students. They live the principles taught in class and practice the disciplines they share with our students. The work we teach is genuine and evident as part of our daily life at Mountain State School of Massage.

DESCRIPTION OF LESSONS

BODYWORK: Massage classes follow a general format of lecture, demonstration, and paired practice. Emphasis is placed on integration of all techniques into an eclectic therapeutic format wherein the student is prepared to draw from a variety of tools in order to meet each client's individual needs. During each modality, you will learn to apply touch therapeutically using massage skills and techniques, and the qualities of touch and present centered awareness required to create a safe and nurturing environment for your clients. A student must successfully pass Swedish class before moving on to other modalities and clinic.

Swedish Massage: is a general, flowing technique designed to move blood and lymph and to relieve aching muscles while increasing relaxation and a sense of overall wellbeing. Body mechanics, hand-care, present-centered awareness and trust are skills introduced during Swedish Massage and continued throughout the program. You will learn massage theory, benefits and contraindications as well as the classic Swedish massage strokes. This course enables the student to develop his/ her own unique approach to bodywork, combining classic Swedish strokes and proper body mechanics to give a full-body therapeutic massage session.

Deep Tissue Therapy (DTT): focuses on lengthening the fascial component of chronically shortened muscles, allowing the muscles to return to a relaxed state. Releasing deep layers of tension requires keen sensitivity to both the physical and the emotional nature of soft tissue distress. This class creates a safe, structured environment in which students develop their intuitive sense, detect areas in need of release, learn specific techniques designed to respond to various tissue conditions, and distinguish changes in the quality and texture of the deeper layers of musculature. Prerequisite Swedish.

Integrative Massage: classes are designed to integrate health care and bodywork terminology in communicating and documenting treatment findings and therapeutic results. The student will be introduced to the definition of the acronym "SOAP," the importance of documentation and practice the procedure of documenting a massage session in a clinical environment. Prerequisite Swedish.

Neuromuscular Therapy (NMT): is closely related to oriental acupressure. Developed in China and practiced in Europe during the late nineteenth century, NMT uses the body's own natural internal mechanism against pain. Pressure applied to specific trigger points in the muscles allows chronically contracted muscles to relax. This section of the program deals with understanding trigger points, which are characterized by lumps or knots in the deep connective tissue of muscles and how they respond to touch. You will learn how to work with clients who suffer from debilitating chronic pain, people who are recovering from sports and work-related injuries and common conditions such as headaches, carpal tunnel syndrome and back pain. Prerequisite Swedish.

Hydrotherapy: is the scientific application of water to the body for therapeutic purposes. The Hydrotherapy course is designed to allow the student to personally experience the effects of Hydrotherapy treatments and begin to understand the benefits of simple, natural, ancient practices of relaxation and the healing properties of our most abundant resource: water.

Students learn about the therapeutic applications of heat and cold, balneology, showers and scrubs, contrast applications and other hydro-therapeutic techniques. Prerequisite Swedish.

DESCRIPTION OF LESSONS-CONTINUED

Seated Chair Massage: is gaining attention for use in the office place as a method to relieve stress and increase employee productivity. You will learn to give seated massage with the client clothed and seated, using a massage chair designed for on-site work. This modality utilizes a 15-minute Japanese acupressure sequence to relax and rejuvenate the system. The sequence primarily covers neck, shoulder, arm and hand massage. Prerequisite - Swedish.

ESOTERIC ANATOMY AND BODYWORK THEORY: During these unique courses students are introduced to a variety of bodywork modalities to better inform their continuing education choices. Information on esoteric anatomy and bodywork, such as Meridian and Chakra Theory, offer the student a balanced knowledge base for taking the National Certification Examination for Therapeutic Massage. Prerequisite - Swedish.

Aromatherapy: The Aromatherapy course is designed to allow the student to personally experience the effects of Aromatherapy treatments and begin to understand the benefits of simple, natural, ancient practices of relaxation and the healing properties of Essential Oils. The cultivation, harvesting and distillation of aromatic plants will be discussed; as well as indications and contraindications, selecting therapeutic grade oils, and the impacts of aromatherapy on the body. Prerequisite - Swedish.

Chakra Theory: The word chakra is *Sanskrit* for wheel or disk. The chakras are seven basic energy centers in the body. Each of these centers correlates to major nerve ganglia originating from the spinal column. The relationship of the chakras to levels of consciousness, archetypal elements, developmental stages of life, colors, sounds, body functions, and more will be discussed. This course will provide you with essential information for taking the National Certification Examination for Therapeutic Massage. Prerequisite - Swedish.

Introduction to CranioSacral Therapy (CST): CST is a gentle, hands-on method of evaluating and enhancing the functioning of the CranioSacral system - the membranes and cerebrospinal fluid that surround and protect the brain and spinal cord. CranioSacral Therapy was pioneered and developed by osteopathic physician John E. Upledger following extensive scientific studies at Michigan State University. Using a soft touch, students learn to release restrictions in the CranioSacral system to improve the functioning of the central nervous system allowing it to better relieve stress and strengthen resistance to disease. Prerequisite - Swedish.

Meridian Theory: Learn to identify the types of meridians and how they act as a medium for adaptation to all environmental changes. This course will provide you with essential information for taking the National Certification Examination for Therapeutic Massage. Prerequisite - Swedish.

Nutrition: Learn how nutrition can maximize the body's potential for health and well-being. Diet increases stress on the body creating dis-ease or reduces it, helping heal illness. The nutrition class identifies the importance of a healthy and varied diet, the components of a healthy diet and relates guidelines for attaining a healthy diet. Prerequisite - Swedish.

Polarity Therapy: based on principles drawn from Chiropractic and Osteopathic medicine, as well as the healing arts of China and India. This unique modality addresses the concept and experience of life energy as it manifests at physical, emotional and mental levels. Both light and deep physical contact is utilized with the intention of drawing the client's awareness to the patterns of life energy that form the mind-body continuum. Prerequisite - Swedish.

Proprioceptive Neuromuscular Facilitation (PNF): is a modality which combines muscle contraction and relaxation with passive and partner-assisted stretching resulting in improved range of motion in the skeletal joints. Students will learn specific PNF stretches and experience that the maximal range of motion (ROM) of a joint and the tension developed within the muscle at its maximal ROM are directly related. PNF works on the premise that improvements in ROM are due to greater tolerances to stretching rather than to structural changes in musculature. In other words, pain receptors and stretch-reflex nervous pathways in the joint and muscle become less responsive at the maximal ROM so that individuals feel less pain during PNF and are able to stretch their muscles further than they can with conventional stretching. Prerequisite - Swedish.

Sports Massage: integrates Swedish Massage, Neuromuscular Therapy, stretching, flexibility guidelines and other techniques appropriate for working with athletes. This course is a basic overview of the techniques that are available to massage therapists who are working with athletes including: sports massage therapy principles, appropriate massage applications, contraindications to massage as well as recognizing when an appropriate referral is necessary. Prerequisite - Swedish.

HUMAN SCIENCES - ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY

This is a systematic Anatomy and Physiology course that seeks to establish a thorough working knowledge of the systems of the human body through practical and didactic experience. Course material includes a study of the development of tissues from a cellular level to organ systems, with special emphasis on the relationships between muscle, nervous and connective tissues. Clinical pathology and recognition of various conditions as they relate to the practice of massage therapy are addressed throughout the program. Emphasis is also given to the physiology of emotional experience and the role of belief systems in the maintenance of chronic tension. Prerequisite None

The Kinesiology course is intended to give the massage therapy student basic information about the muscles of the body and how they support movement and overall function. Emphasis is placed on the major joints of the body and the skeletal muscles that move the joints. Basic information on muscle mechanics and how muscles work together in groups is also covered. Details on muscle tissue and how muscles contract are covered in the Anatomy and Physiology for Massage Therapy course. Individual muscles are studied by their origin, insertions, and action(s).

Pathology is the study of the essential nature of diseases and especially of the structural and functional changes produced by them. The Pathology for Massage Therapy course is designed to allow the student to learn to recognize that a pathological condition may exist and understand that it is not the responsibility of the massage therapist to diagnose a condition or illness. Students also learn to recognize potential challenges to health based on a basic understanding of anatomy and physiology, and become familiar with common conditions that massage therapists encounter.

PROFESSIONAL DEVELOPMENT

AWARENESS SKILLS- Prerequisite None

Orientation and Awareness Skills classes are designed to provide the future massage therapist with skills that encourage self-awareness and a holistic professional approach to the client through observation, language choices, active listening, and tracking. Orientation and Awareness Skills classes teach the student skills in clear, concise, effective, non-judgmental communication; including the benefits and effects of word choice and how word choice can affect one's success as a massage therapist. A variety of classes are offered to develop verbal skills enabling students to be available to their clients as present-centered, non-judgmental

human beings able to display compassionate care without administering advice.

SUCCESSFUL BUSINESS PRACTICES AND RESEARCH METHODOLOGY . PREREQUISITE NONE

Successful Business Practices and Research Methods classes provide information to the student to encourage that their careers grow and prosper. This is not a course in small business management. These classes serve to present focused information to those who aspire to establish a massage business. The business course introduces the student to professional standards, ethics, and laws that pertain to massage therapists. Scope of practice, employment strategies, record keeping and taxes, marketing, developing and maintaining a client base, business plan formulation and resume writing are just some of the topics introduced during this class.

Research classes provide information to the student to develop an understanding of the importance of research to the massage therapy profession. Different methods of locating research literature are presented. The critical analysis of anecdotal versus peer reviewed articles is discussed as well as the incorporation of applicable information into professional practice.

COMMUNITY SERVICES

WHAT MAKES MOUNTAIN STATE SCHOOL OF MASSAGE OUTSTANDING?

Community Service: providing massage therapy to the public through community outreach.

Development of Awareness Skills: bringing the qualities of presence, touch, mindfulness and self-awareness to the therapist-client relationship.

Excellent Hands-on Skills: working in carefully organized sequences of practice and therapeutic application.

Mind-Body Connection and Energetics: exploring the dynamic relationship between thoughts, feelings, emotions, the physical being and states of balance or imbalance in the body.

Movement, Rhythm and Creative Expression: bringing enjoyment and vitality to the work environment.

Optimal Body Mechanics: using principles of structural alignment, centering and grounding to create the most relaxed and efficient way of performing massage.

COMTA Accreditation: as a graduate of a COMTA accredited school, your clients will know that YOU have met the high standards of a comprehensive, intensive study in the art and science of integrative health.

COMMUNITY OUTREACH EVENTS. Prerequisite - Swedish.

Students are required to complete 2 outside clinic events accompanied by an instructor, clinic director or administrative staff. Outside events should be treated as a job interview would be treated. All Clinic rules, policies, attendance policies, dress code, code of conduct and code of ethics apply for Outside Events. All outside events are scheduled in addition to regular class & clinic times. Students are graded and evaluated on each outside event with a total of 100 points possible (50 for each outside event). Students who no show to their scheduled outside event will receive a zero grade for that event. See clinic policies.

A successful massage career relies on having good interpersonal skills and an ability to set aside private agendas in order to best serve others. During outside events student participants are afforded an opportunity to refine the interpersonal skills they will use every day in their personal practice and gain valuable exposure to potential future clients. Participation in outside events gives the students a step ahead when merging into the business world after graduation.

MESSAGE PRACTICUM AND STUDENT CLINIC. Prerequisite -Swedish.

The Mountain State School of Massage Student Clinic draws clients from Charleston and neighboring towns and provides massage to clients from the general public at a reduced fee, which covers clinic costs. The Clinic has 5 private treatment rooms, each equipped with comfortable massage tables, soft lighting, and relaxing music designed to maximize the client's rejuvenating experience. The MSSM Student Clinic offers convenient parking and is handicap accessible.

Clinic clients receive treatment sessions from students advanced in the curriculum that are under the supervision of highly skilled and experienced professional instructors. The Student Clinic Director is available at all times during clinic hours and occasionally enters the massage rooms to observe student work. This provides the student with a practice environment that fosters a smooth transition into professional massage practice and gives student practitioners an opportunity to assist clients in learning appropriate self-care techniques.

During this important practical experience, students learn and practice telephone skills, intake and assessment, record keeping, session planning, time management, fee collection and how to work with new people. Students gain valuable knowledge in the significance of participation, cooperation, professionalism, punctuality, attitude, presentation, availability and hygiene. These are vital for the student's professional development and are reinforced in the Business Practices curriculum which includes the study of Professional Standards and Ethics.

Clinic clients play a central role in the education of the MSSM student. Clients visit the student clinic with a wide range of health issues and stress-related concerns, just like the variety of clients you will see after graduation when working for yourself.

The Mountain State School of Massage Student Clinic offers students a unique learning experience. Students are required to complete 100 hours in the Student Clinic, affording the student the opportunity to both give and receive feedback. Two sessions must be scheduled with instructors or licensed, nationally certified Mountain State School of Massage graduates (for a fee set by the individual massage therapist). During this important practical experience, you will learn and practice telephone skills, intake and assessment, record keeping, session planning, time management, fee collection and how to work with people who are new to you.

SUMMARY OF PROGRAM

MESSAGE THERAPIST PROGRAM - 775 HOURS

HUMAN SCIENCES:	CLOCK HOURS:
Anatomy and Physiology	165
Kinesiology	105
Pathology / Fragile Care Massage	75

BODYWORK:	
Clinical Practicum	100
Deep Tissue Therapy	30
Esoteric Anatomy and Bodywork Theory	36
Hydrotherapy	12
Integrative Massage	45
Neuromuscular Therapy	33
Seated Chair Massage	15
Swedish Massage	75

PROFESSIONAL DEVELOPMENT:	
Awareness Skills	33
Successful Business Practices and Research Methodology	24

FINAL/ REVIEW:	
	27

ASSIGNMENTS:

BUSINESS CARD, BUSINESS PLAN, RESUME, RESEARCH PAPER, HYDRO JOURNALS, MASSAGE JOURNALS.

COMMUNITY OUTREACH EVENTS:

OUTSIDE EVENTS ARE SCHEDULED IN ADDITION TO REGULAR CLASS AND CLINIC TIME. 2 EVENTS ARE REQUIRED.

DEFINITION OF CLOCK HOUR

A clock hour is defined as 50 to 60 minutes of instructional time. 60 minutes = 1 clock hour.

If a Course or Learning Experience is repeated the repeated course grade will be used for SAP.

NON CREDIT REMEDIAL COURSES ARE NOT OFFERED.

LIBRARY/COMPUTER CENTER HOURS

Mountain State School of Massage provides a library for its students including a computer with internet access and printer. The MSSM library printing and front office copying policy is \$0.10 cents per sheet. The Library is available to students by appointment only. Students must check in & out on the sign in sheet located in the front office during regular business hours.

WELLNESS STORE

We invite you to join us at the Mountain State School of Massage Wellness Store to browse our diverse and unique merchandise. The Wellness Store stocks a variety of books related to holistic healing methods, clothing, spa products, music for massage and yoga, professional yoga supplies, videos and beautiful, affordable gifts.

Required text books and massage supplies are also available for purchase to students and the general public.

At the Mountain State School of Massage Wellness Store, customer satisfaction is our number one priority. If you are interested in seeing us stock something new, please let us know.

The Wellness Store is open during regular business hours, Monday through Friday, 9:00am to 5:00pm, and after 5:00pm by appointment.

CREDIT FOR PREVIOUS TRAINING

No test-out credit or transfer of credit is allowed for previous training. Students are encouraged to take all courses at MSSM for deeper understanding regarding principles specific to the practice of massage therapy.

STUDENT TO TEACHER RATIO

Mountain State School of Massage has a ratio of twenty students to one teacher in lecture classes (20/1) and ten working students to one instructor in bodywork classes (10-1).

CLASSROOM BEHAVIOR

Support each other in learning. Each student has a different level of education and life experience which provides a rich learning experience as long as differences are respected and valued. Please keep in mind the usual courtesies in the classroom, i.e. one person speaking at a time, asking questions to clarify content, no side conversations or other distractions while the instructor is teaching. **NO CELL PHONES.** Students are expected to treat each other and the instructors with respect. If any student becomes disruptive in the classroom, the instructor will speak to them individually and request that the behavior change. If the behavior does not change, the instructor may ask the student to leave that class for the day. The day will be counted as an absence. If a student sleeps during class, it is considered an absence. Continued occurrences of disruptive and disrespectful behavior may lead to dismissal from the program.

GRADING SCHEDULE & ATTENDANCE

Student progress will be evaluated by written examinations and practical observations. A minimum final average of 70% is considered a passing grade in **ALL** classes, coursework and modalities. The MSSM grading scale is as follows:

A: 100-90%

B: 89-80%

C: 79-70%

D: 69% or below

Overtime Charge Policy

Any scheduled clock hours not met by the students last hour of attendance (775) will result in overtime charges. If the student must attend longer than the scheduled length of their program in order to complete the course the overtime charge is \$13 per clock hour.

Once overtime charges have occurred the student is responsible of making payment arrangements with MSSM immediately. MSSM will notify the student of said overtime charges and financing options if eligible. In order to graduate, the student must have completed all

hours and fulfilled all payments before the diploma is issued.

ATTENDANCE AND TARDINESS POLICY FOR MSSM & TITLE IV

Class attendance is mandatory for all MSSM Students. Anticipated outside personal appointments should be prearranged after school hours or on days when school is not scheduled. Course time and attendance is measured in clock hours. A full time student (Day Program) is scheduled to attend 24 to 36 hours per week. A three quarter time (Night Program) student is scheduled to attend 18 hours per week. All students are expected to complete the total hours for the course in which they are enrolled. All students are expected to attend all classes as scheduled *if a student fails to attend all his/her classes and complete the total number of program (clock) hours, he/she may have to repay part or all of the financial aid received unless otherwise noted.* The Title IV Attendance Code states that Federal financial aid regulations require that the Mountain State School of Massage track class attendance of students who receive financial aid. Title IV regulations specify that funds are awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student fails to attend class, drops or withdraws from classes, the student may no longer be eligible for the full amount of Title IV funds received on their behalf. Students must be on track to complete his/her educational program within 150% of the published length of the educational program to meet the quantitative component for Title IV. Classes begin promptly as scheduled: 8:30am morning class sessions, 12:10pm afternoon sessions and 6:00pm night sessions. Any student arriving after the scheduled start time of each class session will be charged 1/4 session absence, meaning four tardies equal one session's absence. Lateness of more than one hour will be marked as a full session absence. Any student leaving the school premises during scheduled hours of attendance must have permission, and shall be recorded as an unexcused absence. Excessive lateness is a condition for being placed on academic probation and subsequent dismissal from school.

LEAVE OF ABSENCE (LOA)

A leave of absence or interruption of training may be granted only by arrangement with and approval by the Executive Director of Mountain State School of Massage. A LOA requires students to provide a written, signed and dated request available at the Financial Aid Office. That includes a reason for the request, prior to the LOA. All Learning Experiences, Practicum's, assignments and clinical work missed during the term must be completed on a schedule approved by the Executive Director.

EXCUSED ABSENCES

Death of an Immediate Family Member: To obtain an excused absence, the student must submit one of the following to the Front Office upon return to classes: an obituary or a funeral program with the student named as a relative; verification on letterhead stationery of the death and the relationship by clergy or funeral home personnel. The Front Office will notify faculty that the absence meets the criteria to be excused.

Notice: Any student who falsifies information or documentation in order to obtain an excused absence has committed a violation of the Code of Ethics and will be referred to the School Director for appropriate sanctions.

MAKE-UP POLICY/EXTENUATING CIRCUMSTANCES

Class attendance is mandatory. Should a student experience extenuating circumstances (such as a death in the family, pregnancy, personal illness, the illness of a family member, etc.) that require him/her to be absent from classes for more than Five (5) consecutive days a meeting (or telephone conversation) with the Director will be required to organize a leave of absence. If a student is unable to give or receive bodywork due to pregnancy, accommodations can be made for the student to make-up the body work the next time the modality is offered.

Should a student be absent from the Practicum Exam, he/she will receive an incomplete until the Practicum Exam is taken. The school will schedule the practicum make-up day within two weeks of the end of the modality. Should the student not attend the school sponsored scheduled Practicum Exam make-up, he/she will have the option of privately scheduling a time to take the Practicum Exam with the instructor at a fee of \$50.00. All students must pass each modality practicum. A student will not graduate with an incomplete in any modality. Makeup class Verification Forms must be completed for proper credit. **Class attendance is mandatory to receive financial aid.** The Title IV Attendance Code states that Federal financial aid regulations require that the Mountain State School of Massage track class attendance of students who receive Title IV financial aid. All excused and unexcused absences must be made up in order to fulfill the necessary attendance requirements for Title IV and graduation.

TUTORING

Individual tutoring may be arranged with Mountain State School of Massage instructors or with approved graduate tutors with whom the tutorial fee is negotiated individually.

PROCESS TO CATCH UP/ MAKE-UP MISSED WORK

It is the responsibility of the student to request an opportunity to complete missed work. Once the excused absence has been secured, the request to make up work should be made to the instructor at the next available class meeting. Missed activities (such as SOAP notation of an integrative session) will be rescheduled or, in the event that rescheduling of an activity is not practical or possible, a fair and equitable alternative way of arriving at the grade for the missed component of the overall grade will be developed by Administration, and the instructor. Punitive measures will not be taken against students who present an official School excused absence. Students should be aware that excessive absences—whether excused or unexcused—may affect their ability to earn a passing grade or receive federal Title IV funding and other financial assistance based upon clock hour attendance. If the Administrator(s) believe that the number of absences accrued under the terms of this policy is such that the student cannot fulfill the learning experience/mastery that a course require, a recommendation may be made that the student withdraw from the program or retake the class.

All absences can be made up by attending classes in the Day or Night programs. Students who choose this option will be required to complete a Makeup Class Verification Form obtained from the instructor, located in each classroom. Signatures as verification are needed for the student to be counted present for that particular class. No other form of attendance verification will be accepted. Students may also complete additional student clinic hours or outside events. Students wishing to do so must obtain prior approval from the Director. No diplomas will be issued until students have met their attendance obligation.

NSLDS ACCESS FOR STUDENTS

The U.S. Department of Education has developed a web site giving students Internet access to information about ANY Title IV aid he or she has received. This site is part of the national Student Loan Data System (NSLDS) and may be found at: <http://www.nsls.ed.gov/>. To access the site, students must have a personal identification number (PIN).

Financial aid policies and procedures are established to insure equitable treatment for all students qualified to receive assistance. Because of individual circumstances, a particular student may feel an exception to policies and procedures is warranted. If that is the case, discuss your situation with the financial aid administrator. In most cases, the administrator will be able to resolve your questions. If you would like to make a change in your financial aid, or you would like to provide us with new information, the administrator will explain what type of revision, if any, is possible.

FINANCIAL ASSISTANCE INFORMATION

The following financial assistance programs may be available to students who enroll at Mountain State School of Massage.

Federal Direct Unsubsidized Stafford Loans - Loans to be repaid to the Dept of Education

Federal Direct Subsidized Stafford Loans - Loans to be repaid to the Dept of Education

Federal Direct Parent PLUS Loans - Loans to be repaid to the Dept of Education

Federal Pell Grant - Grants do not have to be repaid after graduation

Mountain State School of Massage in School Financing - To be repaid to the MSSM

See your financial aid officer for terms.

FEDERAL FINANCIAL AWARDS

The Financial Aid Office will send written notification of awards to each student applying for Federal Student Aid with-in 20 business days from the Institutes receipt of the Institutional Student Information Report (ISIR), unless the student has been selected for verification (See Verification), The Financial Aid award for students enrolled in programs with less than 900 clock hours, Financial Aid award will be prorated according Mountain State School of Massage's approved formula with the U.S. Department of Education.

VERIFICATION

The Financial Aid Office is required by the U.S. Department of Education to verify files for applicants selected for verification by the Processor. In addition, the Financial Aid Office reserves the right to request verification of additional applicants with questionable or conflicting information.

If selected for verification, the Financial Aid Office will send written notification and a Verification Worksheet within 10-14 days from receipt of the Student Award Record. Students must submit all requested documentation within 10 days from the date postmarked on the verification notification letter. Each person who entered financial information on the FAFSA must submit signed copies of their recent income tax return and W-2 wage and tax statements. A copy of the Verification Worksheet is available at the Financial Aid Office.

No federal financial aid will be awarded until verification is completed, discrepancies are resolved, and the necessary corrections are submitted and processed by the US Department of Education.

Guidelines for students completing the verification process:

1. Collect all applicable financial documents, federal income tax forms (signed) W-2 forms etc.
2. Carefully observe verification deadlines.
3. Complete all sections of the Verification Worksheet.
4. Sign the Verification Worksheet.
5. Keep copies of all documents submitted during the verification process.
6. Do not send anything except the FAFSA to the Federal processor.
Save valuable time, direct any questions to the Financial Aid Administrator.
7. The Financial Office will review your verification information and make necessary changes USING the APFAM Module in Freedom FinAid. These changes may include (but are not limited to): adjusted gross income, income taxes paid, untaxed income, household size or the number of family members enrolled in college.
8. Once the entire process is completed and processed through the APFAM Module in Freedom FinAid, the Financial Aid Office will issue you an Award Letter which details your eligibility for federal and institutional aid.

SATISFACTORY ACADEMIC PROGRESS POLICY

Section 668.34 of the Higher Education Act states that a student must make satisfactory academic progress (SAP) to receive Title IV financial aid. Title IV aid includes Federal Pell Grant, Federal Parent PLUS Loans and Federal Stafford Student Loans. The student's official academic record, maintained by the Director of Operations, is reviewed and evaluated at the end of 388 scheduled clock hours (Day & Night Program) to determine compliance with this policy. Students that are not meeting requirements are placed on Academic Probation for 6 weeks. SAP is comprised of two components; quantitative and qualitative. Students must meet both the quantitative and qualitative components of the policy to be considered making Satisfactory Academic Progress. *Any Students not meeting 388 clock hours by the end of the first term will be placed on academic probation for six weeks to re-establish SAP

QUALITATIVE COMPONENT

All students must maintain a cumulative C (2.0) grade point average or better to meet the minimum qualitative component of the Satisfactory Academic Progress Policy. If a student falls below the required minimum grade point average, he/she will be placed on academic probation. (See Academic Probation) If a student fails to attain Satisfactory Academic Progress at the end of the probationary period, they will be placed on Financial Aid Suspension after evaluation. While on suspension you are not eligible for Financial Aid programs. The student will be responsible for any tuition and expenses occurred during suspension from Financial Aid. A student can regain his/her Financial Aid by going through the Financial Aid Appeal Process. (See Academic Progress Appeal for Financial Aid). The student will be given the opportunity to raise the average. A student must successfully pass Swedish class before moving on to other modalities and clinic.

QUANTITATIVE COMPONENT

1. Required Completion Percentage

A student is required to progress toward the completion of an academic program by successfully completing 80% of all hours scheduled each term. If a student does not complete at least 80% of all hours scheduled he/she will be placed on academic probation. (See Academic Probation)

2. Maximum Time Frame

Mountain State School of Massage courses run consecutively. Students must be on track to complete his/her educational program within 150% of the published length of the educational program. Excessive absence (20%) in multiple classes is means for dismissal; the student may repeat the program at full tuition." Incomplete classes are not considered in SAP until complete. See p. 20-21 Make-up Policy.

ACADEMIC PROBATION

Students of Mountain State School of Massage may be placed on Academic Probation for failing to meet the Qualitative and/or Quantitative components of Satisfactory Academic Performance (SAP) as state above. A student who is on probation will receive a written probation letter stating reasons for the probation. The letter will clearly state the steps a student will need to take to re-establish SAP. Students on SAP probation have six weeks to improve their SAP. Failure to achieve SAP at the end of six weeks will lead to Financial Aid Suspension (see Evaluation) and possible termination from Mountain State School of Massage.

EVALUATION OF ACADEMIC PROBATION

If a student fails to attain Satisfactory Academic Progress at the end of the probationary period, they will be placed on Financial Aid Suspension after evaluation. While on suspension you are not eligible for Financial Aid programs. The student will be responsible for any tuition and expenses occurred during suspension from Financial Aid. A student can regain his/her Financial Aid by going through the Financial Aid Appeal Process. (See Academic Progress Appeal

for Financial Aid)

ACADEMIC PROGRESS APPEAL FOR FINANCIAL AID

Students may appeal Financial Aid Suspension if they do not meet the requirements required by the Qualitative and/or the Quantitative components. A student has Seven (7) days to Appeal from the date of notice that they are under Financial Aid Academic Suspension. Student appeals should be submitted using the Satisfactory Academic Progress Appeal form, which is available at the Financial Aid Office.

The appeal should contain an explanation of the student's poor academic performance. This will give the student an opportunity to report any extenuating circumstances that may have affected their ability to succeed. Students should address each class that their performance was below minimum requirements. Students may attach documents they feel might help their case at the time of appeal. Students appeal should also contain an explanation of steps they have taken to ensure that their academic progress will be acceptable if their appeal is approved. The Appeal form should be submitted to the Financial Aid Office. If a student's appeal is approved, they will be placed on financial aid probation. Students may receive federal grant funds for the term during which the appeal was approved, if otherwise eligible. If a student's appeal is not approved they must complete the equivalent of one full term before resubmitting another appeal. Students will be notified in writing regarding the Financial Aid Administrator's decision within Five (5) days after the receipt of the appeal.

WITHDRAWALS: For those Students who withdraw from school prior to completion of the course, a \$100.00 Administration Fee will be charged to the student. This is addition to any other charges due to the school by the student.

Official / Unofficial Withdrawals

If a student wishes to withdraw from Mountain State School of Massage they should fill out a Withdrawal Form, available from the Financial Aid Office. Students need to complete the form, get required signatures and return the form to the Director of Operations or Office of Financial Aid. In some circumstances a phone withdrawal is sufficient. In turn the student will be asked to complete required paperwork and (2) complete and sign an Exit Interview form. The student is considered officially withdrawn the date the Director or Financial Aid Office receives the form and/or phone call. A student will be considered unofficially withdrawn when they acquire Five (5) consecutive unexcused absences without the Director's approval. The unofficial withdrawal date is the last day of attendance which is determined by daily attendance records and the school will follow all termination procedures. Enrollment status is reported to National Student Loan Data System (NSLDS). A refund calculation will be done, and if the student and or other agencies have funds to be returned to them a school check will be written and be mailed within 45 days from withdrawal.

The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Stafford Loans will begin on the day of the withdrawal from the Mountain State School of Massage. The student should contact the lender if they have questions regarding their grace period or repayment status.

RETURN OF TITLE IV FUNDS POLICIES

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of the payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

RETURN OF TITLE IV FUNDS POLICIES CONT.

If a student leaves the institution prior to completing 60% of the payment period or term, the financial aid offices recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days scheduled to be completed up to the withdrawal date or the last date of attendance divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have need disbursed during the payment period or term.

If a student earned less aid than was disbursed to him/her, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Please note that if the student has a debit balance to the institution, the post withdrawal disbursement will be applied to the debit balance of the student prior to funds being paid to the student.

This institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. If application of the refund policy creates a credit balance, said balance shall, within 14 days of the date of the return calculation be allocated as follows:

- a. Any credit balance will first pay any overpayment owed by the student.
- b. Second, the student, or parent in case of a parent PLUS loan, shall have the option to have the credit balance applied to their loan principle or paid directly to them.

If the school is unable to obtain direction from the student, or the parent said balance shall be automatically applied to the Title IV loan debt. If the student owes a repayment to Title IV Funds, the student must make arrangements with the Department of Education to return the funds. If the student fails to repay this debt or make satisfactory arrangements to repay this debt he/she may lose eligibility for any further student aid at any institution.

Refund distributions to Federal Title IV Programs are allocated in the following order:

1. Unsubsidized Federal Direct loans.
2. Subsidized Federal Direct loans.
3. Federal Direct PLUS loans received on behalf of the student.

Remaining Funds: If unearned funds remain to be returned after repayment of all outstanding Loan amounts, the remaining excess must be credited to any amount awarded for the payment period of enrollment for which a return of funds is required in the following order:

1. Federal Pell Grants
2. Other Grant or loan assistance authorized by Title IV programs for MSSM.

MSSM REFUND POLICIES

The following policies apply to programs offered by Mountain State School of Massage:

- ❖ If for any reason an applicant is not accepted by the School, a full refund will be made of any monies paid less the application fee.
- ❖ If a scheduled program is cancelled for any reason, the applicant has the option of a full refund or the application of any fees paid to future scheduled programs.
- ❖ For applicants who are accepted to either the Day, or Night Program, and who have provided the School with a written cancellation notice prior to the first day of class, tuition is fully refunded less the application fee.
- ❖ For students in either Day or Night programs that withdraw or are terminated after completing up to a percentage of the payment period less application fee.

- ❖ 0.1% to 10%, 90% of charges are refunded.
- ❖ 10% but not more than 25%, 75% of charges are refunded.
- ❖ 25% but not more than 50%, 50% of charges are refunded.
- ❖ 50% or more no refund is given and all charges are due.

- ❖ All refunds will be made within 20 days after receipt of a proper notification of withdrawal from the student or termination notice by the school. If the student has paid less than the amount due under the payment schedule, the balance must be received by the School 20 days after the withdrawal or termination notice.
- ❖ In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the course, the School shall make settlement which is fair and reasonable to both the School and student.
- ❖ For students of either program who withdraw or are terminated are responsible for non-completed prorated portion of retail cost of text books, student liability insurance and clinic Shirt.
- ❖ For Balances owed to MSSM enrolled student agrees to a Tuition Payment Plan through Mountain State School of Massage, Tuition is divided into monthly payments dependant on the length of course. Tuition payments are due on or before the 1st day of each month, no later than the 10th. A \$30 late fee per month will be added to delinquent payments. If payments are not received on the due date there will be a 10% fixed interest rate applied to remaining balances. MSSM reserves the right to withhold diplomas until financial obligations have been fulfilled.

- ❖ For Title IV Funded students of either program who withdraw or are terminated, or take a leave of absence, the Financial Aid Office is required by Federal statute to recalculate federal financial aid prior to completing 60% of the payment period or term. Recalculation is based on the percentage of earned aid using the Federal return of Title IV Funds formula. (As outlined in the Mountain State School of Massage Student Handbook). Recalculations are based from the students last date of attendance. If you received more assistance than you earned, the excess funds must be returned by either the school or the school and the student.

- ❖ The refund calculation will conform to the institutional refund policy as per the enrollment agreement.

- ❖ In accordance with the U.S. Department of Labor guidelines, effective January 1, 2008, the State of West Virginia has issued a Trade Adjustment Assistance (TAA) Program Refund Policy for students of either program who withdraw or are terminated, or take a leave of absence.

The **Code of Ethics** of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) requires certificants to uphold professional standards that allow for the proper discharge of their responsibilities to those served, that protect the integrity of the profession, and that safeguard the interest of individual clients. Those practitioners who have been awarded national certification by the NCBTMB will:

- ❖ Have a sincere commitment to provide the highest quality of care to those that seek their professional services.
- ❖ Represent their qualifications honestly, including their educational achievements, professional affiliations, and will provide only those services which they are qualified to perform.
- ❖ Accurately inform clients, other health care practitioners, and the public of the scope and limitations of their discipline.
- ❖ Acknowledge the limitations of and contraindications for massage and bodywork and refer clients to appropriate health professionals.
- ❖ Provide treatment only where there is reasonable expectation that it will be advantageous to the client.
- ❖ Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued education training.
- ❖ Conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all persons.
- ❖ Refuse to unjustly discriminate against clients or other health professionals.
- ❖ Safeguard the confidentiality of all client information, unless disclosure is required by law, court order, or is absolutely necessary for the protection of the public. Respect the client's right to treatment with informed and voluntary consent. The NCBTMB practitioner will obtain and record the informed consent of the client, or client's advocate, before providing treatment. This consent may be written or verbal.
- ❖ Respect the client's right to refuse, modify, or terminate treatment regardless of prior consent given.
- ❖ Provide draping and treatment in a way that ensures the safety, comfort and privacy of the client.
- ❖ Exercise the right to refuse to treat any person or part of the body for just and reasonable cause.
- ❖ Refrain, under all circumstances, from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship.
- ❖ Avoid any interest, activity or influence which might be in conflict with the practitioner's obligation to act in the best interests of the client or the profession.
- ❖ Respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs, and the client's reasonable expectations of professional behavior. Practitioners will respect the client's autonomy.
- ❖ Refuse any gifts or benefits which are intended to influence a referral, decision or treatment that are purely for personal gain and not for the good of the client.
- ❖ Follow all policies, procedures, guidelines, regulations, codes, and requirements promulgated by the National Certification Board for Therapeutic Massage and Bodywork

Sexual Harassment Policy

The context of this policy is one of compassion. We believe that a person who is not able to respect sexual boundaries may not be able to successfully practice massage, may bring psychological or emotional harm to another human, or may themselves be held legally accountable for their actions. It is our hope that any of these outcomes might be prevented by the implementation of this policy.

What is sexual harassment?

Sexual harassment is often defined as any kind of sexual behavior that is unwelcome and/or inappropriate for the workplace or environment. Sexual harassment includes verbal harassment, such as derogatory comments or dirty jokes; visual harassment, such as derogatory or embarrassing posters or cartoons, provocative looks or gestures; physical harassment such as inappropriate touching; and sexual favors, such as sexual advances or confrontation with sexual demands.

Sexual harassment also includes animosity that is gender-based, and a sexually charged work environment. Any conduct that is unwanted by the offended person may constitute sexual harassment.

What does NOT constitute sexual harassment?

The law does not prohibit all sexual behavior or relationships. For example isolated and trivial behavior does not rise to the level of sexual harassment and consensual conduct is not harassment. Consensual conduct is equally desired, mutually agreed-on, and willingly permitted by both parties.

The fact that a person has “voluntarily” submitted to certain conduct; does not inform the other party that the conduct is offensive it does not necessarily mean that it is consensual.

What to do if you think you are the victim of sexual harassment:

As a staff person or student at MSSM, if you feel a member of the MSSM staff or student population has sexually harassed you, you are encouraged to:

- Report the incident to the Director, or any staff member who will assist you in contacting the Director.
- Determine with the Director whether or not the complaint is formal and requires documentation
- If the complaint is determined to be a formal complaint, the Director will meet with the employee or student who is being accused. This is also documented for the employee's or student's file.
- The behavior must stop.
- If the behavior is not stopped, the accused will be suspended (in the case of a staff member, this would be without pay).
- Arbitration by a Human Resources Person (NOT the Director) will then be mandatory.
- If the accused individual is unwilling to enter into Arbitration, or if resolution is not established, the person may be asked to terminate their relationship with the school based on the observation of the arbitrator.

Mountain State School of Massage Drug and Alcohol Abuse Prevention Policy

It is not the intention of Mountain State School of Massage (MSSM) to dictate anyone's lifestyle or interfere with anyone's freedom of choice. It is our belief that entering into a therapeutic of mind-altering substances is a breach of trust and compromises the learning experience for students in the role of both therapist and client.

MSSM is committed to providing an environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. MSSM has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by MSSM community members.

Standard of Conduct: The unlawful possession, use, or distribution of drugs and alcohol is prohibited on property owned and controlled by MSSM. No employee or student is to report work or class under the influence of illegal drugs or alcohol.

The complete Drug and Alcohol Abuse Prevention Policy is a part of the MSSM Campus Security Policy available online at www.mtnstmassage.com

Campus Security Policy

The Mountain State School of Massage wants to provide a safe environment for all students, staff, and visitors to the campus. We encourage everyone to be vigilant and to report all suspicious or criminal activity immediately by dialing 911 or reporting the activity to the front desk, administrative office or to any faculty member

MSSM employee will immediately report the activity to the local law enforcement agency, if not already reported. For more information on the Campus Security Policy and the Annual Report of Crime Statistics at the Mountain State School of Massage, Go to: <http://nces.ed.gov/collegenavigator/?q=Mountain+State+School+of+Massage&s=all&id=448275#crime>

This report includes a log of all crimes that have occurred at Mountain State School of Massage and the surrounding public lands over the prior three years. In addition, the report includes the full Campus Security Policy, the Drug and Alcohol Abuse Prevention Policy, and the Sexual Assault Prevention Policy.

MSSM COMPLAINT PROCEDURE

Should a student develop a complaint concerning the massage program they will have the opportunity to express that complaint to those involved. Students are encouraged to resolve their grievances on an individual basis when possible. In addition, a variety of options are available for problem resolution:

- The student may speak individually with the student(s) or staff member(s) involved;
- The student may seek guidance with an advisory staff member. This guidance is available on a regular basis at no cost to the student;
- Should the student and advisor deem it necessary to meet with the affected parties, there may be a third party observer present to assist in facilitating discussion and clarifying issues;
- The student may choose to meet with the Director should all available options fail to provide a resolution;
- If none of the above options are feasible, there is also a complaint form available for those who prefer to express their concerns in writing.

- Formal complaints received by the school will be responded to within seven business days.
- If a student complaint is not resolved through the above administrative procedures, a student may file a complaint directly to the Commission on Massage Therapy Accreditation.

MSSM COMPLAINT PROCEDURE, CONT.

If a complaint concerns discrimination based on race, color, national origin, citizenship, age, disability, sex, religion, political affiliation or belief, the grievant has the option of filing with the State or United States Department of Labor Directorate of Civil Rights.

All discrimination complaints must be filed no later than one hundred eighty (180) days from the date of the alleged occurrence.

The person having the complaint shall discuss it with his/her immediate instructor within two (2) working days of the alleged occurrence. It is in the best interest of all parties if the complaint is resolved informally and promptly.

If not resolved, a written Grievance Form must be obtained from and filed with the Office Administrator for a written response and resolution of the matter. The responsible staff member or instructor shall give a written response to the grievant within three (3) working days of receipt of the Grievance Form.

The grievant accepts the decision or requests the Complaint Form be forwarded to the Executive Director within two (2) days of receipt of the written response from the responsible staff member or instructor. The Executive Director may arrange a meeting with the grievant, the responsible staff member or instructor and the Office Administrator. Within ten (10) working days, the Executive Director will issue a final written ruling which is binding for Mountain State School of Massage. Authority to overturn the Executive Director's decision rests with the Circuit Court. If the complaint is in reference to the Director the student will be directed to a senior staff member (instructor) to assist in the resolution process.

COMMISSION ON MASSAGE THERAPY ACCREDITATION, NOTIFICATION OF COMPLAINT PROCEDURES

Institutions and programs accredited by COMTA shall provide to students a procedure to handle complaints within the administrative structure of the program. Complaint procedures shall be in writing (must be published in the catalog) and shall notify the students of the channels available to resolve problems.

In the event the complaint is not resolvable within the administrative channels of the program, the program's catalog shall inform students of their right to contact COMTA, and state the location within the school where the COMTA complaint form may be obtained. (The COMTA complaint form may be obtained from Administration or the Executive Director of the School).

The following written procedure shall be available to students upon request.

If a student complaint is not resolved through normal administrative procedures available within the institution or program, a student should contact the COMTA office in a formal letter (including the complaint form) that includes the following:

The nature of the complaint(s); The date(s) of occurrence of the problem(s); The name(s) of the individual(s) involved in the problem(s) and/ or other students involved; Facts of the matter, i.e. copies of information or documentation of the problem(s), not hearsay. Evidence that the institution's complaint procedure was followed prior to contacting COMTA.

All complaints shall be signed and provide a return address and telephone number. Send all complaints to: COMTA Executive Director—Commission On Massage Therapy Accreditation 5335 Wisconsin Avenue, NW Suite 440 Washington, DC 20015

CONTACT INFORMATION

Admissions Director, Mountain State School of Massage
P.O. Box 4487 • Charleston, WV 25364
Phone: (304) 926-8822 • Fax: (304) 926-8837
admissions@mntnstmassage.com

Business Office Administrator, Mountain State School of Massage
P.O. Box 4487 • Charleston, WV 25364
Phone: (304) 926-8822 • Fax: (304) 926-8837
info@mntnstmassage.com

Financial Aid Director, Mountain State School of Massage
P.O. Box 4487 • Charleston, WV 25364
Phone: (304) 926-8822 • Fax: (304) 926-8837
faid@mntnstmassage.com

RELATED AGENCIES AND ASSOCIATIONS

West Virginia Massage Therapy Licensure Board
179 Summers Street Suite 711
Charleston, WV 25301
Phone: (304) 558-1060
Fax: (304) 558-1061

National Certification Board for Therapeutic Massage and Bodywork
1901 S. Meyers Road, Suite 240
Oakbrook Terrace IL 60181
Phone: 1-800-296-0664
Or: (703) 610-9015

American Massage Therapy Association
820 Davis Street, Suite 100
Evanston, IL 60201-9635
Phone: (847)-864-0123
Fax: (847) 864-1178

Associated Bodyworkers and Massage Professionals
1271 Sugarbush Drive
Evergreen, CO 80439
Phone: 1-800-458-2267

Commission on Massage Therapy Accreditation
5335 Wisconsin Avenue, NW Suite 440
Washington, DC 20015
Phone: (202)-895-1518

IMPROVE YOUR LIFE AND COMMUNITY TODAY!

At Mountain State School of Massage, our dedication to educational excellence, innovative curriculum and advanced career training inspires a high degree of professionalism in our students, faculty and staff.

Mountain State School of Massage's outstanding educational programs challenges students to attain the required knowledge, skills and abilities of the dynamic profession of massage therapy, and to strive for higher levels of self-awareness, compassion and service.

Our commitment to excellence in massage therapy training, professionalism in the field of bodywork and the healing community environment of our school create what our students report is one of the most meaningful experience of their lives.

Our graduates are well known as highly skilled, compassionate bodyworkers; proficient in technique, the human sciences, client communication skills, and the business aspects of massage therapy.

Contact Mountain State School of Massage to explore the possibilities in what massage therapy training can offer you.



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