

2014-2015

Therapeutic Body Concepts

MS#0059

Information Packet

***Licensed Massage Therapy
Educational Program
in the state of Texas***

established 1993

Revised 2/04/2014

Accreditation & Approval:

Therapeutic Body Concepts (TBC) is a licensed massage therapy educational program with the Texas Department of State Health Services and it strictly adheres to the rules and regulations of the Massage Therapy Licensing Program, Therapeutic Body Concepts a licensed massage therapy educational program recognized by the Federation of State Massage Therapy Boards (FSMTB).

Previous Education and Training:

State Guideline for Obtaining Credit for Previous Education.

If a student wishes to receive credit for previous training they have completed, they must submit an official transcript to the Texas Department of State Health Services for evaluation. The course work must have been completed within the last five years to be considered for credit. Upon written confirmation from the Texas Department of State Health Services of approval for course work, written confirmation will be placed in the student's file. If the coursework is approved, this may result in the program length being shortened and the cost being reduced.

School Location:

Therapeutic Body Concepts is conveniently located at 5704 Evers overlooking the medical center area (Evers/Wurzbach).

The School Features the Following:

Nine (9) Massage therapy flexible rooms

Five (5) Classrooms flexible

Full Size Skeletons/ additional teaching aids

Flexible Bay Areas

Hydrotherapy Room flexible

Reception Area

Retail Area

Two (2) Break Areas

Owners/Directors:

Mrs. Jeanie Esckilsen: L.M.T., L.M.I.

<i>Licensed Massage Therapist (LMT)</i>	#2777
<i>Massage Therapy Instructor (LMI)</i>	#0203
<i>Certified Neuromuscular Therapist (CNMT)</i>	

Mr. Leon C. Gosset: L.M.T., L.M.I.

<i>Licensed Massage Therapist (LMT)</i>	#6445
<i>Massage Therapy Instructor (LMI)</i>	#0332
<i>Certified Medical Massage Therapist (CMMT)</i>	

Mission Statement:

Therapeutic Body Concepts (TBC) is dedicated to providing the instruction & developing skills necessary to become a licensed massage therapist (LMT) through the Massage Therapy Division of the Texas Department of State Health Services (DSHS).

Our goal is to provide a detailed understanding of the human anatomy & physiology and to ensure proper application of massage techniques. We, as a school, respectfully follow state laws, rules and regulations governing Licensed Massage Therapist(s) in the State of Texas. Student(s) are prepared to sit for Massage Bodywork Licensing Exam (MBLex) which is accepted by the Massage Therapy Division of the Texas Department of State Health Services (DSHS).

For questions regarding the licensed massage therapy educational program student (s) may contact:

*Texas Department of State Health Services (DSHS) Massage Therapy Division
Professional Licensing & Certification Unit, Massage Therapy Licensing Program
PO Box 149347 Mail Code:1982*

Austin, Texas 78714-1369

Phone Number: 512-834-6616

Fax (512) 834-6789

Website: www.dshs.state.tx.us/massage

Texas Massage Careers:

A career as a licensed massage therapist (LMT) in the state of Texas offers the student the flexibility to practice massage therapy on either a part-time or full-time basis.

The Fees Related to the Licensure of Massage Therapists are as follows:

- 1) *The application fee for Texas State Licensure--\$117*
- 2) *Examination fee to be determined by the testing agency approved by the department to administer the examination. Currently students may take the Massage Bodywork Licensing Exam (MBLex) from the Federation of State Massage Therapy Boards (FSMTB). Fees for this exam and more information may be found at http://www.dshs.state.tx.us/mt_exam.shtm and the website for FSMTB (www.fsmtb.org)*
- 3) *Re-examination fee--to be determined by the testing agency approved by the department to administer the examination plus an administrative fee determined by the department at the time the applicant is to be rescheduled for an examination;*
- 4) *Fee for a renewal license issued for a two-year period--\$106 plus 12 continuing education units (CEUs). Licensees are responsible for maintaining continuing education records for a period of three years.*
- 5) *Texas Jurisprudence Exam--\$35 is available at the following website:
http://www.dshs.state.tx.us/massage/mt_jurisprudence.shtm*

Massage Therapy is sought out as much for its deeply relaxing effect, as for its impact on physical tension. The relaxation industry is growing rapidly. Below is a sampling of potential employers for Licensed Massage Therapist (LMT):

Employment Opportunities:

<i>Hotels</i>	<i>Resorts</i>
<i>Health Spas</i>	<i>Salons</i>
<i>Cruise Lines</i>	<i>Physical Therapy Offices</i>
<i>Chiropractic Offices</i>	<i>Fitness Center</i>
<i>Hospitals</i>	<i>Physicians</i>
<i>Athletic Trainers</i>	<i>Business/Corporation (On-Site Chair)</i>

Student Internship Program:

Each student works a predetermined internship schedule based on their class schedule, and if possible, additional hours and days upon request. All internship appointments are scheduled & verified by the front desk prior to the actual appointment. Private destination rooms and Semi-private rooms are used by students for student internship massage services. All supplies for Internship massages are provided by the school. State law requires at least 50 hours of hands-on experience.

Adjustable schedules are available to the students to work during their internship program; this requires the student to work outside of their normal scheduled class time.

Student Internship Program: Continued

This can include:

- 1) Monday thru Friday from 9:00 am to 8:00 pm,
- 2) Saturday 9:00 am to 6:00 pm,
- 3) Sunday 9:00 am to 6:00 pm

Class Structure:

	<u>Hours</u>
Swedish Massage Techniques	200
Anatomy & Physiology: 50 hours of Anatomy & 25 hours of Physiology	75
Kinesiology	50
Pathology	40
Health/Hygiene	20
Hydrotherapy	20
Business and Ethics	45
Internship	<u>50</u>
TOTAL	<u>500</u>

Course Description:

Swedish Massage Techniques: Involves soft tissue manipulation to increase circulation and pliability of the tissues.

Anatomy: The study of the Structure of the Human Body and all of the various systems and how they inter-relate with one another.

Physiology: The study of the Function of the Human Body and how these functions of these various systems are inter-dependent with one another.

Kinesiology: The study of the Movement of the Human Body; including Bones, Joint and Muscles.

Pathology: The study of the Disease Process within the Human Body and the changes it can cause within.

Health and Hygiene: Basic Principles of Health as it relates to the Therapist and Client (Sanitation, Disinfection, and Sterilization). American Red Cross training in CPR, First Aid, and AED is taught by a Certified Red Cross Instructor.

Hydrotherapy: is taught using water as a therapeutic agent in any of its three forms and the primary and secondary reactions of Hot or Cold treatments on or in the body.

Business and Ethics: prepares the student for a basic introduction into professional massage business (Procedures for Opening and Operation) and Need Ethics to reflect professionalism.

Internship: is a confidence building process to prepare students for entering the professional massage service and is a continuation of how a massage business should be operated and the necessary communication skills.

Class Schedules and Breaks:

Class Schedules and Program Lengths: *Students may enroll for a class up to 8 months prior to the start date of their chosen program.*

1) *Monday – Friday (M-F): 9am-6pm*

3 months = 450 hours / 2 months = 50 hours Internship

2) *Monday-Friday (M-F):6:00pm-10:30pm*

5 months = 450 hours / 2 months = 50 hours Internship

3) *Monday/Wednesday (MW): 6:00pm-10:30pm*

12 months = 450 hours / 2 months = 50 hours Internship

4) *Monday/Wednesday/Friday (MWF): 9:00am- 1:30pm*

8 months = 450 hours / 2 months = 50 hours Internship

Breaks:

In accordance with Texas Rules and Regulations, A clock hour consists of no less than 50 minutes of actual classroom instructional time and a maximum of 10 minutes of break time in a 60 minute period.

Any student attending a 4.5 hour class will be given a break of 10 minutes for every hour of class time. Break time for hours which are taught consecutively in one setting (i.e. one evening) may be aggregated into a single break time during those consecutive hours, not to exceed 3 hour blocks of instruction, but not at the end of those hours.

Therefore as a school, we offer a single break of 30 minutes after the first two hours of instruction preceding the last two hours of instruction.

If a student is attending an all-day class, 8 hour class, the student will be given a meal break of 1 hour or 60 minutes after the first 4 hours of instruction and 2 separate break times, each being 10 minutes in length.

The 1st Break will occur after the first 2 hours of instruction and thus preceding the meal break.

The 2nd Break will occur after the first two hours of instruction following the meal break.

If a student is in early internship, another meal break, 1 hour or 60 minutes, will precede any internship massage service(s). All meal breaks will NOT count as classroom hours completed.

Total Cost of 500 hour Massage Program:

<i>Application Fee</i>	\$ 150.00
<i>Tuition Fees</i>	\$ 4,250.00
<i>Books and Supplies:</i>	
<i>Book Bag (\$12.00), Text Book (\$82.95), Hand-Outs (\$195),</i>	
<i>Note Book (\$2.00), Hand Towel (\$4.95), Patient Gown (\$13.00),</i>	
<i>Set of Sheets w/Face Hole (\$20.00),</i>	
<i>Creams/Hand Sanitizers (\$109.10), Hydrotherapy Supplies (\$22.50),</i>	
<i>Disposable Face Cradle Covers (\$15.00),</i>	
<i>Pens, Pencils, High-Lighters (\$3.50) American Red Cross</i>	
<i>CPR/First Aid/AED Training/Cards(\$27.00)</i>	\$ 507.00
<i>TOTAL COST OF THE PROGRAM</i>	<u>\$ 4,907.00</u>

Finance Charge: (\$200)

If a student wants to finance the course directly thru the school, they can do so without a credit check. A simple \$200.00 fee is added to the students' account if the student wishes to make 4 or more payments.

Total w/Financing **\$5107.00**

Optional Choices for the Student:

Student Choice Mal-Practice Insurance (\$199.00)

500小时的按摩班的学费总额:

Therapeutic Body Concepts (TBC) Directors & Owners:

Therapeutic Body Concepts is a privately owned school, Owners/Directors and operated by:

- 1) *Ms. Jeanie C. Eस्कilsen, LMT, LMI, CNMT.*
- 2) *Mr. Leon C. Gosset LMT, LMI.*

TBC Instructors are as follows:

- 1) *Jeanie Eस्कilsen, LMT, LMI, CNMT (LMT#002777, LMI#0203),*
- 2) *Leon Gosset, LMT, LMI (LMT#006645, LMI#0332)*
- 3) *Richard D. Pinette LMT, LM I (LMT#024046, LMI#01051)*
- 4) *Michelle N. Lopez LMT, LMI (LMT#110493, LMI#2631)*
- 5) *Daniel Lee, LMT, LMI (LMT#114602, LMI#2867)*

Areas of instruction for all of the instructors listed are as follows:

<i>Swedish Massage Therapy</i>	<i>= 200 Hours</i>
<i>Anatomy and Physiology: 50 Hours Anatomy & 25 Hours Physiology</i>	<i>= 75 Hours</i>
<i>Kinesiology</i>	<i>= 50 Hours</i>
<i>Pathology</i>	<i>= 40 Hours</i>
<i>Human Health and Hygiene</i>	<i>= 20 Hours</i>
<i>Hydrotherapy</i>	<i>= 20 Hours</i>
<i>Business Practices & Professional Ethics</i>	<i>= 45 Hours</i>
<i>Internship Program</i>	<i>= 50 Hours</i>

Note: All classes are presented in English, If necessary, a translator or translator service will be provided to meet the ongoing learning needs of our students.

TBC Staff are as follows:

- 1) *Estela Gosset BBA Marketing 1985, University of Texas at El Paso. Recruiting and Advertising.*
- 2) *Mark D. Vernone: Recruiter*
- 3) *Bing Han, Translator in Simplified Chinese*
- 4) *Rachel Zhang, Translator in Simplified Chinese*

Course Payment Plan:

To register for any of the classes offered by Therapeutic Body Concepts, the student will be required to pay an application fee. Should a student want to finance the course directly through the school, they can do so without a credit check but a \$200 fee will be charged to the students' account if the student wishes to make 4 or more payments. VA Approved Students of Chapter 30 & 31 programs- payments for tuition and fees directly to the school. DARS makes payments directly to the school for students approved for the DARS program.

Monthly Payment Plans:

- () 2 months: 2 payments @ \$2553.50/month
- () 3 months: 2 payments @ \$1702.33/month and 1 payment @ \$1702.34
- () 8 months: 8 payments @ \$638.37/ month and 1 payment @ \$638.41
- () 9 months: 8 payments @ \$567.44/ month and 1 payment @ \$567.48
- () 10 months: 10 payments @ \$510.7/ month
- () 11 months: 10 payments @ \$464.27/month and 1 payment @ \$464.30
- () 12 months: 11 payments @ \$425.58/month and 1 payment @ \$425.62

This sample illustrates monthly payments are listed above. The monthly payment is the total \$5080, if financed, divided by the number of payments that the student will be making.

Payment Options:

Most Major Credit Cards (Master Card, Visa, American Express, and Discover), checks (Personal, Certified, and Bank Cashier), cash (US Currency), and/or money orders are all accepted for payments.

TBC's Mission Statement:

Therapeutic Body Concepts (TBC) is dedicated to providing the instruction & developing skills necessary to become a licensed massage therapist (LMT) through the Massage Therapy Division of the Texas Department of State Health Services (DSHS). Our goal is to provide a detailed understanding of the human anatomy & physiology and to ensure proper application of massage techniques. We, as a school, respectfully follow state laws, rules and regulations governing Licensed Massage Therapist(s) in the State of Texas. Student(s) are prepared to sit for Massage Bodywork Licensing Exam (MBLex) which is accepted by the Massage Therapy Division of the Texas Department of State Health Services (DSHS).

The Following is the School's Cancellation and Refund Policy:

1. *In accordance with Rules and Regulations, TBC's school cancellation and refund policy must provide a full refund of all monies paid by a student if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student.*
2. *If the tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the program, not more than \$200 shall be retained by the massage therapy educational program at Therapeutic Body Concepts.*
3. *A refund of unused portion of tuitions, fees, and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter, withdraws from, or is terminated from the program at any time prior to completion of the course.*
4. *If the student enters the school and is terminated or withdraws: Refunds are made according to the schedule located on page 7 of this document. Refunds will be consummated within 30 days after the earliest of: (1) The effective date of termination, if the student is terminated from the program. (2) The date of receipt of written notice from the student of their with-drawl; 10 instructional days following the first day of the program if the student fails to enter.*
5. *Refunds of items of extra expense, if charged, will be made with-in 30 days: Instructional Supplies, Books, Student Activities, Laboratory Fees, Service Charges, Rentals, Deposits, and all other ancillary miscellaneous charges, where these items are separately stated and shown in the pre-enrollment information.*
6. *If a student does not meet the admission requirements of the program and the student does not complete the program for any reason, all tuition and fees shall be refunded.*
7. *If a student doesn't complete their internship or lecture classes within the time period, the student will be given a partial transcript showing all hours successfully completed, including all internship hours completed. The student may re-enroll to complete any remaining hours by signing a new enrollment agreement with our school.*

Percentage of Refund

<u>Time Frame of Termination</u>	<u>Percentage of refund when tuition paid in Advance</u>
<i>Less than 72 hours after enrollment agreement signed</i>	<i>100% or</i>
<i>During 1st week or one-tenth of the program, 50 hours, whichever is less:</i>	<i>90% or</i>
<i>After the 1st week or one-tenth of the program, 50 hours, whichever is less, but within the first 3 weeks of the program:</i>	<i>80% or</i>
<i>After first 3 weeks, but within the 1st quarter of the program:</i>	<i>75% or</i>
<i>During 2nd quarter of the program:</i>	<i>50% or</i>
<i>During 3rd quarter of the program:</i>	<i>10% or</i>
<i>During the last quarter of the program, the student may be considered obligated for the full tuition:</i>	<i>0%</i>

Admission Requirements:

Therapeutic Body Concepts evaluates each applicant without discrimination regarding age, sex, nationality, religion, creed, or marital status. In order to be considered as a student in our school, the following requirements must be met by prior to the beginning of the course:

- 1) 18 years of age or older*
- 2) State ID or Drivers' License*
- 3) Social Security Number*
- 4) Date of Birth*
- 5) Answer all questions regarding any previous massage therapy experience, prior massage therapy exams completed in other states and certifications held, other state licenses or related previous education and felony convictions, educational and training background, and work experience.*
- 6) Provide local contact information for students that are from out of area.*

Student Conduct:

Students must abide by all policies, rules and regulations, and procedures of Therapeutic Body Concepts. Students shall not engage in any sort of disruptive behavior during classroom instruction and/or while on school premises, or any conduct that might endanger the health and safety of any person. Students shall not be allowed to engage in Rolfing, Spinal Adjustments or similar modalities during class. No student shall use alcohol, possess or distribute narcotics or illegal drugs while on school premises. Such behavior is cause for immediate dismissal. Smoking is prohibited within the facility. A student who is dismissed for a violation of the conduct policy is eligible for re-enrollment on a case-by-case basis.

Student Qualities:

Our students will also need to be financially, emotionally, mentally, and physically capable of completing the course.

State Background Check: (case-by-case basis)

Applicants with criminal history are evaluated by Texas Department of State Health Services, DSHS, on a case-by-case basis. Therapeutic Body Concepts does not require proof of Licensing Eligibility, for enrollment but encourages potential students, with concerns, to contact the Texas Department of State Health Services, Professional Licensing & Certification Unit, Massage Therapy Licensing Program, P.O. Box 149347 MC 1982, Austin, TX 78714-9347. Phone: (512)834-6616, Fax 512-834-6789, or on-line at the following website: www.dshs.state.tx.us/massage for questions or clarification on individual situations of concern. Students who are concerned that their prior criminal history may make them ineligible for licensure in Texas may submit a \$50 fee and a Criminal History Evaluation Application to the DSHS. DSHS will evaluate the applicant's criminal history and provide a written response as to the applicant's eligibility for licensure. Additional information and an evaluation application form may be found at the following internet address provided: http://www.dshs.state.tx.us/plc_cheval.shtm.

WARNING ***A student may be ineligible for licensing if he/she has been convicted of, entered a plea nolo contendere or guilty to, or received deferred adjudication involving prostitution or other sexual offenses, the Massage Therapy Licensing Act takes precedence over any other statute.*

Student Ineligibility: (Case-by-Case Basis)

According to Texas State Law, the student is ineligible for licensure:

- 1) If the person has been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication to crimes or offenses involving prostitution or another sexual offense.*
- 2) Until the fifth anniversary of the date of a conviction for a misdemeanor involving moral turpitude or a felony; or*
- 3) Until the fifth anniversary of the date of a conviction of a violation of the Act.*

Student Health Form:

Applicant must sign a health form stating that the applicant is free of any contagious disease(s) and if they contract any contagious disease(s) they are to notify a Director of Therapeutic Body Concepts immediately.

Progress Policies:

A student is graded on both written and practical examination. To successfully complete each course, a student must achieve a passing grade of 70% or better.

Grade Scale:

100 to 70: Pass
69 and Below: Fail

The student will be evaluated quarterly or every 125 hours on completed lecture exams of the 500 hour course. The progress evaluation records will reflect the student's progress and are based on completion within the allotted time of the designated program term. A student who is making unsatisfactory progress at the end of a grading period (25% or 125 hours) shall be placed on probation for the next grading period. If the student on probation achieves satisfactory progress for the subsequent period, but has not achieved the required grades for overall satisfactory progress, the student may be allowed to continue, through director's approval, on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the 1st probationary grading period, the student's enrollment may be terminated.

When a student is placed on probation, the student will be counseled, by a director, prior to returning to the class, on the action taken and terms of their probation shall be clearly indicated on the appropriate permanent record.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two (2) successive probationary grading periods shall be terminated.

A student whose enrollment was terminated for unsatisfactory progress may reenter after a minimum of one grading period.

The cancellation and refund policy shall apply to a student terminated under this paragraph. The effective date of the termination for purpose of refunds shall be the last day of the last probationary grading period. A student who returns after the enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. If the student does not maintain satisfactory progress during or at the end of this probationary period, that student will be terminated.

Graduation Requirements:

The requirement for graduation at Therapeutic Body Concepts is:

- *To complete the 500 required hours by the state*
- *Complete the course with a final grade average of at least 70% or higher*
- *Be current on tuition payments, any make-up hours and internship program complete.*

Note: Although the school cannot guarantee employment upon completion of the program, we do maintain a current listing of job opportunities as they become available.

Requirement to be a Licensed Massage Therapist: 500 hours from a State Approved Program must be completed before a student can be licensed as a massage therapist.

Attendance Policy:

A student who accumulates 15% of the Total Program Hours (75 Hours) or 10 consecutive instructional days of absence must be terminated.

Leave of Absence:

TBC has No Leave of Absence Policy and instead students will be terminated and given a refund based on the cancelation and refund policy.

Tardiness:

Tardiness will not be tolerated in our school and shows a lack of discipline. Three tardies, at any time, will be considered an absence (being a portion of their scheduled class) and recorded in the course record. For Example, if a student accumulates three fifteen minute tardies the student will make up a full clock hour. However, if the students' tardies total more than an clock hour, the student will make- up all of their missed time. If a students' tardies total 30 minutes or less they will only make-up timed missed. According to state law, All course hours have to be made-up to successfully complete the course. Students will not be charged for make-up time.

Flexible Schedules to Fit Busy Lifestyles:

<i>Day Classes (MWF)</i>	<i>3 X per week</i>	<i>9:00 am</i>	<i>to</i>	<i>1:30 pm</i>
<i>Day Classes (M-F)</i>	<i>5 X per week</i>	<i>9:00 am</i>	<i>to</i>	<i>6:00 pm</i>
<i>Evening Classes (MW)</i>	<i>2 X per Week</i>	<i>6:00 pm</i>	<i>to</i>	<i>10:30 pm</i>
<i>Evening Classes (M-F)</i>	<i>5 X per week</i>	<i>6:00 pm</i>	<i>to</i>	<i>10:30 pm</i>

Class Segment Description:

Theory/Practicle is the first part of the class. Licensed Massage Therapy Instructors' are friendly & ready to help the student(s) learn by using various methods & teaching aids.

After theory/practical portion of the class, the student then has a break. In the second part of class, the student goes into practical application of the massage techiques/theory. When possible the Instructor will tie the theory/practical portion of the class to the practical/theory segment.

The students then pair off & work in the practical area: one student works as the therapist & the other as the client. Halfway through the practical segment, students switch places. Each time you come to class you give a massage & you receive a massage.

Class Ratio:

Class Ratio at TBC is 16: 1 (16 students to one instructor) in the Largest Classes

Classroom Clock Hour:

In accordance with Texas Rules and Regulations for Massage Therapy, A clock hour consists of no less than 50 minutes of actual classroom instructional time and a maximum of 10 minutes of break time in a 60 minute period.

Breaks and Meal Breaks:

Breaks and Meal Breaks are provided to the students, according to Texas Rules and Regulations for Massage Therapy.

Any student attending a 4.5 hour class will be given a break of 10 minutes for every hour of class time. Break time for hours which are taught consecutively in one setting (i.e. one evening) may be aggregated into a single break time during those consecutive hours, not to exceed 3 hour blocks of instruction, but not at the end of those hours. Therefore as a school, we offer a single break of 30 minutes after the first two hours of instruction preceding the last two hours of instruction.

If a student is attending an all-day class, 8 hour class, the student will be given a meal break of 1 hour or 60 minutes after the first 4 hours of instruction and 2 separate break times, each being 10 minutes in length.

The 1st Break will occur after the first 2 hours of instruction and thus preceding the meal break.

The 2nd Break will occur after the first two hours of instruction following the meal break.

If a student is in early internship, another meal break, 1 hour or 60 minutes, will precede any internship massage service(s).

All meal breaks will NOT count as classroom hours completed.

Statement to Students:

If a given class has a majority of foreign speaking students, or a need, a translator or translating service will be provided to enhance the students' learning experience to help them better understand our schools' and state required course materials.

Grievance Policy:

We encourage our students to be open with our Instructors/Directors about any grievance they may have with their classmates, instructors, and/or any other aspect of TBC.

Students may report a grievance to DSHS at any time in accordance with Texas Rules and Regulations; The student may contact the Texas Department of State Health Services at (512) 834-6616 and/or Texas Department of State Health Services (DSHS), Professional Licensing & Certification Unit, Massage Therapy Licensing Program, P.O. Box 149347 MC 1982, Austin, TX 78714-9347. Phone: (512)834-6616, Fax 512-834-6789, or on-line at the following website: www.dshs.state.tx.us/massage

*Therapeutic Body Concepts MS #0059
5704 Evers San Antonio, Texas 78238
500 Clock Hour Program*

Occupations Code: Texas Rules and Regulations for Massage Therapy

Occupations code (the Act) and 25 Texas Administrative Code (TAC) (Rules and Regulations) can be found at the Texas Department of State Health Services web site (<http://www.dshs.state.tx.us/massage>).

I have been offered a tour of the facility and a chance to inspect the equipment to be used in my training.

Initials _____

Cancellation and Refund Policy:

1. *In accordance with Rules and Regulations, TBC's school cancellation and refund policy must provide a full refund of all monies paid by a student if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student.*
2. *If the tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the program, not more than \$200 shall be retained by the massage therapy educational program at Therapeutic Body Concepts.*
3. *A refund of unused portion of tuitions, fees, and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter, withdraws from, or is terminated from the program at any time prior to completion of the course.*
4. *If the student enters the school and is terminated or withdraws: Refunds are made according to the schedule located on page 7 of this document. Refunds will be consummated within 30 days after the earliest of: (1) The effective date of termination, if the student is terminated from the program. (2) The date of receipt of written notice from the student of their with-drawl; 10 instructional days following the first day of the program if the student fails to enter.*
5. *Refunds of items of extra expense, if charged, will be made with-in 30 days: Instructional Supplies, Books, Student Activities, Laboratory Fees, Service Charges, Rentals, Deposits, and all other ancillary miscellaneous charges, where these items are separately stated and shown in the pre-enrollment information.*
6. *If a student does not meet the admission requirements of the program and the student does not complete the program for any reason, all tuition and fees shall be refunded.*

Percentage of Refund

Time Frame of Termination	Percentage of refund when tuition paid in Advance
<i>Less than 72 hours after enrollment agreement signed</i>	<i>100% or</i>
<i>During 1st week or one-tenth of the program, 50 hours, whichever is less:</i>	<i>90% or</i>
<i>After the 1st week or one-tenth of the program, 50 hours, whichever is less, but within the first 3 weeks of the program:</i>	<i>80% or</i>
<i>After first 3 weeks, but within the 1st quarter of the program:</i>	<i>75% or</i>
<i>During 2nd quarter of the program:</i>	<i>50% or</i>
<i>During 3rd quarter of the program:</i>	<i>10% or</i>
<i>During the last quarter of the program, the student may be considered obligated</i>	<i>0%</i>

Conditions for Re-entrance after Dismissal from the Massage Program:

If dismissed from the program for academic or behavioral reasons, then the students' potential return will require the following...

- a. *An Interview with Director and the Director's approval to prior to re-entry into the massage program.*
- b. *The returning Student will enter under probation, therefore, if the student should repeat previous behavior(s) or academic performance the Director will immediately determine the students' continued participation. At that time, the student could be asked to leave after the Director has re-evaluated the students' behavior and/or academic performance.*

A student whose enrollment was terminated for unsatisfactory progress may reenter after a minimum of one grading period.

The cancellation and refund policy shall apply to a student terminated under this paragraph. The effective date of the termination for purpose of refunds shall be the last day of the last probationary grading period. A student who returns after the enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. If the student does not maintain satisfactory progress during or at the end of this probationary period, that student will be terminated.

Licensure Fees:

The fees related to the licensure of massage therapists are as follows:

- 1) *Application Fee--\$117;*
- 2) *Examination Fee is determined by the testing agency, approved by the department to administer the examination, plus an administrative fee, determined by the department at the time the applicant is scheduled for an examination.*
- 3) *Re-examination Fee--to be determined by the testing agency, approved by the department to administer the examination, plus an administrative fee, determined by the department at the time the applicant is to be rescheduled for an examination;*
- 4) *Licensing Renewal Fee for a two-year period--\$106 plus 12 continuing education (CEs). Licensees are responsible for maintaining continuing education records for a period of three years per state law*
- 5) *Texas Jurisprudence Exam--\$35 is available at the following website:
http://www.dshs.state.tx.us/massage/mt_jurisprudence.shtm.*

BOOKS & SUPPLIES:

The following items are included in the Books & Supplies for the class:

Book: Susan G. Salvo Massage Therapy Principles and Practices 4th edition

Set of Sheets: (1) Flat (1) Fitted

Patient Gown

Pen, Pencil, High-Lighter

Hand-Outs

Massage Cream/Alcohol Gel

Hand Towel

Spiral Notebook

Backpack or Bag

Disposable Face Rest Covers

Hydrotherapy Supplies

American Red Cross CPR/First Aid/AED training/issuing of CPR/FA/AED cards/certificates.

From the first day of class students are learning practical techniques.

Students should wear comfortable shoes.

There are no linen fees, or miscellaneous fees charged to the student.

Continuing Education (CE) workshops available.

Additional advanced training of 100 Clock hour course is offered in Deep Tissue Massage and Sports Massage. Continuing Education (CE) workshops are also offered by Therapeutic Body Concepts.