

BETTER
HEALTH
THROUGH
THERAPEUTIC
MASSAGE &
BODYWORK



THERAPEUTIC
MASSAGE &
TRAINING CENTER

Where
smaller classes
touch your future
... naturally.

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Mission Statement

To teach highly motivated students the discipline and craft of massage therapy and wellness for their own personal growth and the wellness of others. To help students graduate, attain jobs and provide exceptional services within the community as massage therapists.

Why Choose Us?

Therapeutic Massage & Training Center (TMTC) is dedicated to the advancement of massage & bodywork therapy.

We believe massage therapy helps individuals achieve and maintain balance in a natural and non-invasive manner. Massage allows the body, mind and emotions to move toward health. A desire to help others is key to becoming a great massage therapist.

TMTC embraces holistic approaches to foster health. We promote the highest ethical standards. Students receive attentive massage training backed by years of experience.

Class size is kept small - 16 students or less. TMTC boasts many graduates who have become leaders in the rapidly growing field of natural healthcare. Our clean, comfortable and modern facility is relaxing and professional.

We are proud to be...

Approved by New Jersey Department of Education & Department of Labor and Workforce Development

Approved to train Veterans & Eligible Persons

Member of Associated Bodywork & Massage Professionals (ABMP)

American Massage Therapy Association (AMTA)

Approved School Federation of State Massage Therapy Boards (FSMTB)

Approved School National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)

Located at 560 Springfield Avenue, Westfield, NJ, it is convenient to Routes 22 and 78 and the Garden State Parkway. The classroom holds all the equipment, textbooks and resources to provide a complete education in Massage Therapy.

New Credentials

Therapeutic Massage & Training Center is licensed by the State of New Jersey to ensure a quality education in massage therapy.

The profession of Massage Therapy requires mandatory licensure and allows the profession to have even higher standards and credibility in our community. Now is an amazing time to become part of this growing industry.

Upon completion of our 512-hour course of study, graduates are eligible to register with NJ State for licensure and to sit for the National Certification Exam for Massage and Bodywork or the MBLex.

Curriculum

Massage Theory, Practice and Related Studies - 225 hrs

The Massage Certification course begins with the history of massage and various techniques. The majority of the program entails hands-on education. Students learn to perform a complete, professional and therapeutic massage as a skilled practitioner. Swedish techniques are the foundation of the massage. Other techniques are incorporated into the massage, such as range of motion, sports massage, therapeutic stretching, basic Shiatsu points and deep tissue. Students are taught correct body mechanics to ensure optimum performance. Also included are introductory workshops in Thai Massage, Chair Massage, Hydrotherapy, Hot Stone Massage, Reflexology, Aromatherapy, Energy Healing, Oriental Theory, and Sound (tuning fork) Therapy.

Anatomy/Physiology and Pathology 124 hrs

The student learns the systems of the body and how they relate to massage & bodywork. The muscular and skeletal systems are studied and discussed at length to gain understanding of the effects of massage on the functions of the human body. Through text, hands-on instruction and videos, students become confident in their knowledge of the structure and functions of the human body. A model skeleton reinforces learning.

Pathology and contraindications to massage & bodywork ensure clear understanding of techniques to use and conditions to avoid when working with a client in a clinical, private or spa setting. This section includes three hours of instruction on HIV & AIDS awareness, universal precautions, and a client's privacy is discussed. Also included are 3 hours of First Aid.

Neuromuscular Technique - 48 hrs

This portion of the program includes Neuromuscular, Myofascial Release, Trigger Point and other clinical techniques for releasing soft tissue dysfunction. It includes instruction on muscle origin and insertion points. Scientific theory of soft tissue dysfunction is covered with specific, specialized techniques to positively affect soft tissue. Students learn to identify dysfunctions such as hypertonic tissue, fibrous bands, nodules, trigger points, restrictions, and general tenderness in soft tissue. Clinical conditions and injuries are discussed

Professional Ethics - 6 hrs

Massage therapy and professional touch remains new to our culture. Students learn to maintain professional relationships and safe environments when performing massage therapy. They learn to exhibit only professional conduct in the client-practitioner relationship through appropriate boundaries and framework.

Business Law and Marketing - 6 hrs

Students are taught basic business principles, including New Jersey State Law and sales tax requirements; establishing a legal business entity; recordkeeping and bookkeeping; advertising on a budget with effective promotions and business cards.

Student Clinic - 100 hrs

In student clinic, the public is invited to experience therapeutic massage by students participating in massage instruction. This challenges students to use their evaluation skills in a variety of situations that new clients present and prepare for working with clients after graduation. The client pays the school a fee for the administration of the student clinic.

CPR - 3 hrs

Both CPR and First Aid Certification are required for graduation.

The instruction is given by a professional who is licensed to instruct and certify students on CPR/AED and First Aid.

Policies

Entrance Requirements

Students must interview with the Director prior to acceptance, be at least 18 years of age and provide proof of a high school diploma or GED.

The student must submit a completed application form with the application fee no later than two weeks prior to the first day of class.

Therapeutic Massage & Training Center and its instructors do not discriminate against any individual because of race, sex, religion, physical disability or age.

Prior Training

The Director may evaluate transcripts of prior training in the field of massage or bodywork therapy, or life sciences for the purpose of giving the student credit in certain areas of the curriculum.

Proof of prior training must be submitted prior to the first class for review. A written and/or practical test may be given to ensure appropriate knowledge.

The decision of the Director will be final.

Grading Policy

Students' grades are based on hands-on evaluations, attendance, written tests, and an original research paper.

Students must maintain an overall average grade of 70% or higher to graduate. There are written quizzes and a final exam. Practical skills are reviewed periodically and a grade is assigned when a student performs a massage on his/her instructor toward the end of clinic.

Grading is as follows:

90 – 100%	=	A
80 – 89 %	=	B
70 – 79%	=	C
Below 70%	=	Failing
I	=	Incomplete

Students whose grades fall below 70% are placed on academic probation. Instructors and staff make every effort to support students to improve their grades.

Attendance

Students are required to attend at least 90% of the classes during the program. Attendance is calculated on a monthly basis. If the student's attendance falls below 90% in any one month, she/he will be placed on 30-day probation. One absence will be allowed during that probation period. If these terms are met, the student is removed from probation. If the terms are not met, the student will be placed on a second 30-day probation with one allowed absence. If these terms are not met again, the student will be subject to dismissal without refund.

Three late arrivals of 15 minutes or more will count as one absence. Students are responsible for making up any work missed due to absence. Tutoring may be arranged through the school at a cost of \$35 per hour.

If a leave of absence is requested, it must be submitted in writing for approval by the Director. If granted, tuition already paid and hours already completed will be credited at the time of re-admittance. Maximum leave of absence allowed is 60 days and subject to the Director's approval. With the Director's approval because of extenuating circumstances, a student may be permitted to return in a subsequent term to continue education with a new class.

Areas of Study

Core Studies:

Anatomy, Physiology, Pathology, Kinesiology
Swedish & Deep Tissue Massage
Neuromuscular/Trigger Point Massage Therapy
Professional Ethics & Business Law and Practice
Hydrotherapy & Hot Stone
CPR & First Aid

Adjunct Modalities:

Aromatherapy	Reflexology
Chair Massage	Postural Analysis
Sports Stretching	Range of Motion
Asian Theory	Shiatsu
Thai Massage	Lymphatic Massage
Myofascial Release	PreNatal Massage
Quantum Touch	Body Mechanics

Grievance Policy

Students who wish to file a complaint or appeal a dismissal must do so in writing to the Director. The following must be included: student's name, social security number, address, phone number, nature of the complaint, dates, times and persons involved. It must be signed and dated by the student and include three dates and times that the student should be available to meet with the Director. Forms are available in the Student Handbook.

Dismissal

The Director will notify the student in writing of a dismissal, including reasons and date of dismissal. Students will be dismissed for failure to fulfill the school's:

- Academic requirements
- Financial requirements
- Attendance requirements

Or confirmation by the Director and school staff that the student has violated the Student Code of Conduct.

Refund Policy

If a student withdraws within three business days after signing the enrollment agreement, all monies shall be refunded except for the application fee. After three days, the school will retain the application, registration fee, and:

10% of the total tuition if withdrawal occurs in the first 25 hours of scheduled school attendance;

20% of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance;

45% of the total tuition if withdrawal occurs after the first 75 hours, but prior to completion of 25% of the program;

70% of the total tuition if withdrawal after 25%, but prior to completing 50% of the program;

100% of the total tuition if withdrawal occurs after completion of 50% of the program.

Refund Policy for Eligible Veterans

The amount charged to the veteran for tuition, fees and other charges for a portion of the course shall not exceed the approximate prorated portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. If a Department of Veterans Affairs student fails to start the course, only 10 dollars (\$10) of the registration fee will be retained by the school.

School Calendar

Classes begin in March and September and continue for approximately 10 months. Contact the school for exact start dates. Class times and days are:

Spring: Monday and Wednesday evenings 6:30 PM to 10:30 PM and one weekend per month from 9 AM to 5 PM.

Fall: Tuesday and Thursday evenings 6:30 PM to 10:30 PM and one weekend per month from 9 AM to 5 PM.

Fall Day Class: Monday, Tuesday and Thursday from 9 AM to 1 PM each day.

The school is closed for the following holidays: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

If any holiday coincides with normal class days, these classes will be made up on other nights or weekends during the school year to ensure 512 hours required for graduation.

The last four (4) months of each program may include extra evenings or one (1) extra weekend day.

Tuition and Fees

The cost for the 512-hour Massage Therapy Certificate Program is \$8,400 and is subject to change. Additional onetime costs include two non-refundable fees for admittance to the school: a \$25 application fee and \$100 registration fee, plus \$200 for school textbooks and \$65 student massage insurance in a national organization. The school provides discounts to purchase a massage table, which is the student's responsibility. The student is required to acquire a massage table within six (6) weeks of starting the program.

Included with Tuition:

- Massage Therapy curriculum
- CPR & First Aid training
- Use of classroom, products and library
- Student Handbook
- School T-Shirt
- Certificate of Completion & Transcript

Tuition Financing Available

Student Standards of Conduct

The school expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below from the "Model Code for Student's Rights, Responsibilities and Conduct," published by the Law Student Division of the American Bar Association are considered to promote the education objectives of the school and are grounds for dismissal.

- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of documents or identification with the intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs or other school activities, abuse of any person on school premises or at functions sponsored or supervised by the school.

- Theft or damage to the school premises, equipment, or to the property of a member of the school community on school premises.
- Failure to comply with directions of TMTC officials acting in the performance of their duties.
- Violation of the law on school premises that affects the school's pursuit of its education objectives. This includes, but is not limited to, the use of alcoholic beverages or controlled/dangerous substances on or around school property.

Student's Requirements for Graduation

- Adherence to school standards of conduct.
- Completion of school attendance requirements.
- Completion of the program with at least a 70% average grade.
- Submission of a written research report relating to therapeutic massage or bodywork.
- The topic of this report is the student's choice.
- Full payment of tuition and fees.
- The student will bring sheets and towels for use in class. He/she must wear professional, appropriate, comfortable clothing.

Certificates and transcripts are provided to graduates upon completion of all graduation requirements.

School Closure

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

Faculty

All Instructors are TMTC graduates.

Arlene J. Reardon **Owner, Director, LMT, Instructor**

Arlene is a NJ Licensed Massage Therapist. In her private practice, she performs deep tissue massage with quantum energy that brings deep healing to the client. Her business, The Healer Within, Inc., educates clients and students in techniques to release trauma and raise thoughts, emotions, body and spirit to empowered, high-energy levels to bring health and abundance into their lives. Arlene's massages are deeply healing.

Christopher Reardon **Owner, V.P.**

Christopher supports TMTC for business development, human resources, marketing and as our writer/editor of our web site, curriculum, press releases, promotional materials and brochures. Chris brings more than 25 years of corporate experience.

Cecile DoAmaral **LMT, Office Manager**

Cecile is a NJ Licensed Massage Therapist. She has her own practice, Elemental Healing with a focus on deep, therapeutic intuitive massage. She supports TMTC, students and instructors as office manager. She is an excellent massage therapist who assists mentoring students.

Millie Akbar **Assistant Director, LMT, Instructor**

Millie is a NJ Licensed Massage Therapist. She is the somatic, hands-on massage instructor, as well as Anatomy, Physiology, Pathology, and Kinesiology. She is a specialty teacher for many of the adjunct modalities taught at TMTC. In her private practice, Millie customizes her therapeutic massage using various modalities to fit her client's needs to provide pain and stress relief.

Theresa Bohnyak **LMT, Instructor**

Theresa is NJ State licensed therapist. She taught Biology in the public school system for 15 years. She brings her extensive knowledge to teach the Anatomy, Physiology, Pathology and Kinesiology at TMTC. She is a practicing massage therapist using various modalities to work with her clients.

SPECIALTY INSTRUCTORS:

Jon Kammer

LMT (Craniosacral, Myofascial Release)

Jon is a NJ Licensed Massage Therapist. He pursued continuing education of Myofascial Release techniques for his daughter, Neena. His practice combines a variety of techniques to help his clients gain freedom from pain and to promote better awareness and super health.

Anna Winkler

LMT (Intro to Thai massage)

Elyse Breit

LMT, CSP (Certified Shiatsu Practitioner), (Intro to Asian Theory and Shiatsu)

Jason Boruta. LMT

(Intro to Stretch, Postural Analysis, Range of Motion & Proprioceptive Neuromuscular Facilitation (PNF))



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Where smaller classes touch your future...naturally.

We welcome the opportunity to provide you with this information about our school. We are proud of our curriculum, instructors and our graduates. They work with physicians, spas, in corporate settings, fitness centers, and in private practice. Therapeutic Massage & Training Center has some of the finest massage and bodywork practitioners in the state.

The healing power of touch cannot be denied. In today's society it is needed more than ever. We are surrounded by the stress of work, relationships and daily life. As our society becomes more hectic and complex, it is essential that we help others and ourselves meet this stress with healthier and more alternative methods. Massage and energy healing is a key method for supporting healthy emotional, physical and mental responses.

Training students since 1988, our reputation stands on its own merit. Our students are individually trained and coached. We take pride in providing small classes and continuing to instruct massage & bodywork therapy as a profession and art.

It is our goal to continue to educate students in this field and support the advancement of therapeutic massage and bodywork as a healing modality. If you would like to be part of this wonderful profession, call to make an appointment to view one of our classes and speak with one of our alumni or instructor.

Whether you choose massage & bodywork therapy as a full-time career or a part-time profession, we invite you to join our growing family of caring and dedicated professionals.

Yours in health,

Arlene Reardon

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