

BETTER
HEALTH
THROUGH
THERAPEUTIC
MASSAGE &
BODYWORK



THERAPEUTIC
MASSAGE &
TRAINING CENTER

Where
smaller classes
touch your future
... naturally.

Table of Contents

Mission Statement	pg 2
Why Choose Us	pg 2
New Credentials	pg 2
Curriculum	pg 3
Policies	pg 4
Entrance Requirements	pg 4
Prior Training	pg 4
Grading Policy	pg 4
Attendance	pg 4
Areas of Study	pg 4
Grievance Policy	pg 5
Dismissal	pg 5
Refund Policy	pg 5
Refund for Eligible Veterans	pg 5
School Calendar	pg 5
Tuition and Fees	pg 6
Student Standards of Conduct	pg 6
Student's Requirements for Graduation	pg 6
School Closure	pg 6
Faculty	pg 7

Mission Statement

We exist to educate, empower, and equip our students with the knowledge, experience and tools they will need to be successful in their endeavors as healers and helpers of those that need restoration to those that want to keep their health in line.

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 has had 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 Assoc. (AMTA)

Approved school with: Federation of State Massage Therapy Boards (FSMTB)

National Certification Board for Therapeutic

Massage & Bodywork (NCBTMB)

Accredited with Better Business Bureau

Located at 560 Springfield Avenue, Westfield, NJ, we are 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. This 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 sit for the National Certification Exam for Massage and Bodywork (MBLEx), as well as register with NJ State for licensure.

Curriculum

Massage Theory, Practice and Related Studies – 202 hrs

The Massage Certification course begins with instruction on various basic hands-on foundational techniques then expands to education in deep tissue, stress and pain-relieving techniques. Students learn to perform a complete, professional and therapeutic massage as a skilled practitioner. Various musculoskeletal techniques are incorporated into the massage, such as range of motion, sports stretching, and myofascial to name a few. Students are taught and supervised in correct body mechanics to ensure optimum performance and self-care. Also included are introductory workshops in Thai & Chair Massage, Hydrotherapy, Reflexology, Aromatherapy, Asian Theory, Energy Healing (Quantum Touch), Posture Restoration and more.

Anatomy/Physiology/Pathology and Kinesiology – 140 hrs

Students learn the systems of the body and how they relate to massage & bodywork. The muscles of the body are discussed at length to gain understanding of the effects of massage on the functions of the human body. Through textbook, hands-on instruction, videos and 1-on-1 coaching sessions, students become confident in their knowledge of the structure and functions of the human body.

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. Protocols for hygiene and working with clients with immune deficiencies are taught as well.

Kinesiology educates students on movement of muscles and how injury creates pain and how massage techniques free up movement to alleviate pain.

Neuromuscular Technique—40 hrs

This portion of education includes introductory classes in Cervical injury, Myofascial Release, Sports Stretching, Trigger Point and other clinical techniques for releasing soft-tissue dysfunction. 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, fascial restrictions, common ailments such as carpal tunnel syndrome, sciatica, tennis & golfer's elbow, and frozen shoulder as well as general tenderness in soft tissue.

Professional Ethics – 16 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 though appropriate boundaries and framework.

Business Law and Marketing—8 hrs

Students are taught basic business principles such as New Jersey State law and sales tax requirement; establishing a legal business entity; recordkeeping and bookkeeping; also advertising on a budget with effective marketing material.

Student Clinic – 100 hrs

During 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. It prepares students to work with clients after graduation.

CPR – 6 hrs

Both CPR/AED and First Aid Certification are required for graduation. A professional & licensed instructor certifies students.

Policies

Entrance Requirements

Students must interview with a Staff member prior to acceptance, be at least 18 years of age and provide proof of a high school diploma to 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, religion, sex, sexual orientation, 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 with 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 will be reviewed periodically and a grade is assigned when a student performs a massage on their 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% on any one month, they will be placed on 30-day probation. One absence will be allowed during that probation period or classes must be made-up. 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 allowance absence. If the 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 the cost of \$35 per hour.

If a leave of absence is requested, it must be submitted in writing to be approved 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 subject to the Director's approval. If a longer term of absence is required due to extenuating circumstances, the Director may permit the student to continue their education and return in a subsequent class.

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.

School Calendar

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
- Standards of Conduct (Violation)
- Student Code of Conduct (Violation)

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 book fees (if written in), 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 occurs 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.

Areas of Study

Core Studies:

Anatomy, Physiology, Pathology, Kinesiology
Professional Ethics & Business Law
Deep Tissue Massage
Body Mechanics
Neuromuscular/Trigger Point
CPR & First Aid
Basic Self-Defense

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 Group: Classes are held Monday and Wednesday evenings 6:30pm to 10:30p and one weekend per month from 9am to 5pm.

Fall Eve Group: Classes are held Tuesday and Thursday evenings 6:30pm to 10:30p and one weekend per month from 9am to 5pm.

Fall Day Group: Classes are held 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/closures coincide 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.

Classes have a two week vacation as follows:
Fall Classes are off session the last two weeks of December.

Spring Classes are off the last week of July and first week of August

Adjunct Modalities:

Aromatherapy	Foot Reflexology
Chair Massage	Postural Analysis
Sports Stretching	Range of Motion
Asian Theory	Shiatsu
Thai Massage	Lymphatic Massage
Myofascial Release	Prenatal Massage
Quantum Touch Energy	Hydrotherapy
Postural Restoration	Cervical Injuries

Tuition and Fees

The cost for the 512-hour Massage Therapy Certificate Program is \$8,900 and is subject to change. Additional one-time costs include non-refundable fees for admittance to the school: a \$25 application fee, \$100 registration fee, \$200 for 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 four (4) weeks of starting the program.

Included in tuition:

- Massage Therapy curriculum
- CPR & First Aid certification
- Use of classroom, products and library
- Student Handbook
- School T-Shirt
- Certificate of Completion & Transcript
- Instructors that are active, professional Licensed Massage Therapists

Tuition Payment Plans 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, 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, 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. They 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

Millie Ortiz

Owner, Director, Instructor, LMT

Millie is a NJ Licensed Massage therapist since 2010, working at TMTC since 2012. She instructs students in several classes including Anatomy, Somatic/hands on and various modalities. In her private practice, she applies Medical Massage & Myofascial Release techniques as a foundation in customizing her client's sessions to provide pain relief & mobility. She also specializes in TMJ disorders.

Frank Gioeli

Assistant Director, Instructor, LMT

Frank is a NJ Licensed Massage Therapist who supports TMTC as a hand-on Somatic Instructor. He is a LMT at a Division 1 NJ college and a Varsity High School Soccer Coach. Coming from a sports background, he focuses on athlete performance and recovery, pain and stress relief in therapeutic, client-focused sessions.

Cecile DoAmaral

Office Manager, Recruitment, LMT

Cecile is a NJ Licensed Massage Therapist working at TMTC since 2012. She has her own practice with a focus on deep, therapeutic massage & energy work. She is the Office Manager and Admissions Recruiter. A liaison to the staff, instructors, and alumni, she is passionate and provides support and coaching, making her a guiding light to students along their journey through TMTC.

Hiro Takenaga

Reiki Master, Lead Instructor, LMT

Hiro is a NJ Licensed Massage Therapist. He is a Reiki Master and studied Sendo and other Japanese techniques. He supports TMTC with instructing students with the hands-on portion of the program. In his practice, Hiro focuses on therapeutic massage and Myofascial Release depending on his client's needs. Additionally, he uses his Reiki Master skillset to provide deep healing sessions to portion of his clients.

SPECIALTY INSTRUCTORS

Jason Boruta

Postural Analysis, Stretching Basics, PNF, LMT

A former ER Trauma Unit worker, Jason treats athletes and clients with a wide range of techniques in his own practice. These techniques include deep tissue, stretching, Proprioceptive Neuromuscular Facilitation (PNF) Myofascial Release and Trigger Point Therapy. Jason brings all of his knowledge, open mind, compassion and skills to every session.

Jon Kammer

Craniosacral, Myofascial Release, LMT

Jon 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

Thai Massage, LMT

Anna is the director of Shakti Yoga & living arts. She has been practicing Thai Yoga Bodywork since 2001. She is a certified Ayurveda Consultant from the Kripalu School of Ayurveda's first graduating class of 2006.

Elyse Breit

CSP (Cert'd Shaitso Practitioner), Asian Theory, Intro to Shiatsu, LMT

Elyse has been a massage therapist for over 25 years and has developed an expertise in helping clients rehabilitate injuries, become aware of their body mechanics and learn techniques for self-care.

Jay Contreras, Kinesiology and Posture Restoration Specialist, LMT

Jay is the founder/owner of Anatomy Mechanic in Edison, NJ. He is a former NY EMT who found his calling with the Posture Restoration Institute. He utilizes all of his PRT training, his expertise in Personal Training, to help restore his clients' posture, proper breathing, and restore range of motion, in addition to providing pain relief.



THERAPEUTIC MASSAGE & TRAINING CENTER

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. Therapeutic Massage and energy healing are key methods for supporting healthy physical, mental and emotional 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 instructors.

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,

Millie Ortiz

560 Springfield Avenue
Suite F & H
Westfield, NJ 07090

Office: 908-789-2288

Fax: 973-556-1016

MassageTrainingCenter.com

Info@MassageTrainingCenter.com