



INSTITUTE FOR MASSAGE  
AND BODYWORK THERAPY



# STUDENT CATALOG

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Institute of Massage and Bodywork Therapy

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# GENERAL INFORMATION

## MISSION

Provide an enriched therapeutic massage education that promotes a solid start to a massage therapy career.

## PHILOSOPHY

We believe that learning is a lifelong process, and for our students, that begins in our classroom. We believe that students need to be an active part of this process realizing that there's more than just getting the right answer but owning that knowledge. We believe a passion for a massage therapy career is born in the classroom. The instructors have the opportunity to model their passion for the subject area and draw the students into their own lifelong learning journey.

## HISTORY

Institute for Massage and Bodywork Therapy was founded by Brenda Howell, owner of Healing Hands Body Therapy, and licensed by the State of North Carolina in 2021 to offer a 650-clock hour massage therapy program.

As Brenda started her massage therapy career, she realized that there was a lack of connection between what she learned in the classroom and the real-world treatment rooms. Some students are unfortunately ill prepared to face the type of complaints the clients are looking to get resolved, and they lose their passion for being a therapist as a result of the lack of education and preparation. This prompted her to consider starting a massage school to help ensure future therapists are better prepared for their career.

So many schools focus solely on teaching to the test, and while the test is important, therapists need to be prepared for reality. When students are not adequately prepared, they become disillusioned by the actuality of the real world. Reality needs to be taught alongside of the educational principals.

Finally, as a business owner, Brenda has discovered there is a shortage of therapists. Several schools have shut down in the last few years and there is a need for good therapists.

Our inaugural class, Class 1, began in January 2022. Since then, we are proud to announce we have had 4 classes graduate with a 94% pass rate on the MBLEx exam.



## OWNERSHIP STRUCTURE

Institute for Massage and Bodywork Therapy, Inc. is owned by Brenda Howell. She holds 100% of the shares.

## LICENSES/ACCREDITATIONS HELD

Institute for Massage and Bodywork Therapy, Inc is certified by the North Carolina Body of Massage and Bodywork Therapy as well as been designated as a NCBTMB (National Certification Board for Therapeutic Massage & Bodywork) Assigned School.

All administrators, directors, and instructors have met the educational requirement and experience required by NCMBMT.

## ADMINISTRATION AND STAFF

Brenda Howell is the owner and founder of Institute for Massage and Bodywork Therapy. She has a Baccalaureate degree in History and a Master's degree in Exercise Science with a dual concentration in Injury Prevention and Rehabilitation Sciences. Brenda is also a Certified Medical Massage Practitioner. Brenda teaches Introduction to Massage Therapy, Massage Therapy Techniques, Somatic Psychology, Ethics, Massage Modalities, Anatomy and Physiology I, Medical Massage, and Clinics.

Carolyn Bowe is the Administrator and Director of Education. She has a Baccalaureate degree in Elementary Education and a Master's degree in Interdisciplinary Education. Carolyn taught middle school before moving on to an independent study school where she taught grades 3-12. She has been working for a local medical massage clinic in the front office since 2019.

Hayde Chacon is teaching part of Massage Modalities and is a clinic instructor. She started practicing massage therapy in 2015 after graduation from Charles of Italy School of Massage in Lake Havasu City, AZ. She holds certifications in Hot Stone, Cupping, Chair, Table Thai Massage, as well as Ethics and Pathology certifications.

Markus Howell is our business instructor. He has a Bachelor of Science in Education: Social Studies as well as a Master's degree in Business Administration: Leadership. Markus spent 11 years active duty with the US Army. After his military service, he continued his federal service while working at the Network Enterprise Center on Fort Liberty, NC.



Lydia Kravitz is one of our clinical instructors. She has been a Licensed Massage Therapist since 2005. Lydia is currently working on her BSBA through Western Carolina University. One of Lydia's specialties is myofascial release and structural integration, and she will share this knowledge in the 12 hour myofascial release section in our Modalities class.

Emily Leupold is one of our clinical instructors. She has been a Licensed Massage Therapist since 2021. While in school Emily took a special interest in Reflexology and shares her love for that subject with our Modalities class students. Emily studied Prenatal and Postpartum massage through the Claire Marie Miller seminars, is a doula in Tennessee, and is teaching the pregnancy portion in our Modalities class.

Devonia Moore teaches Sports Massage, Massage Modalities, Ethics, Somatic Psychology, and Clinics. She has been a licensed massage therapist since 2010. One of her passions is health and wellness, and so she became certified as a Rehab Fitness Specialist and then completed Strength and Conditional Training course. Devonia continued to pursue education and in February of 2021, she became a Certified Personal Trainer.

Dr. Dawn Ruminski is our Anatomy & Physiology 2 and Pathology Instructor. She has a bachelor's degree in emergency medical care, a master's in public health, and earned her medical degree at WVSOM in 2008. She served in the US Army for 10 years as a Doctor of Osteopathic Medicine before moving into private practice at Valley Physical Medicine. She also is a physician acupuncturist trained by Helms Medical Institute as well as an instructor for ACLS, ATLS, TC3, BFA, and OMT.



## LOCATION AND FACILITIES

Institute for Massage and Bodywork Therapy is located at 806 Stamper Road, Suite 201, Fayetteville, NC. The building is located on the corner of Bragg Blvd and Stamper Road.

Lower teacher to student ratios are our goal. Instruction space is in a classroom with room for eight students (1:8). Clinicals will be held on the weekends in on-site treatment rooms.

Because IMBT rents space from an active clinic that operates during the week (Monday-Friday), the students are not allowed to use the side of the building where the treatment rooms are located. This side includes the break room that is for the establishment employees only. Students will not have access to the refrigerator or microwave during the week



# MASSAGE THERAPY PROGRAM

## EDUCATIONAL OBJECTIVES

By completion of the 650-hour program, the student will:

- Gain knowledge of the foundational skills needed of a massage therapist.
- Understand the science behind massage techniques.
- Learn how to work with individual clients and their goals.
- Assess clients and complete accurate SOAP records.
- Be eligible and prepared to pass the Massage and Bodywork Licensing Exam (MBLEx).
- Be prepared for a career in massage therapy.

## COURSE OF STUDY

The program is broken up according to North Carolina's requirements for study into three main sections for a total of 650 hours. Hours for each section are listed after the course title.

1. Massage Therapy Fundamentals (275)
  - a. Anatomy and Physiology (159)
  - b. Pathology (66)
  - c. Somatic Psychology (20)
  - d. Business (15)
  - e. Ethics (15)
2. Massage Theory Application (250)
  - a. Introduction to Massage/History of Massage (12)
  - b. Massage Techniques (61)
  - c. Hands on Application of Massage Modalities (72)
  - d. Hands on Application of Sports Massage (27)
  - e. Hands on Application of Medical Massage (78)
3. Clinicals (125)

## COURSE DESCRIPTIONS

1. Massage Therapy Fundamentals (275) - This portion of the program is broken down into five components.
  - a. Anatomy and Physiology - This 159-hour course will provide instruction on the make-up and function of the human body. This course will be divided into two units. At the end of the two units, students will have a thorough understanding of the fundamental elements of structure and motion and how it applies to them as a massage therapist.





- I. The first unit will consist of an in-depth study of learning the muscles and bones. Students will not only learn the names of the muscles and bones, but the attachments, actions, and importance of why a massage therapist needs to know this information.
  - II. The second unit will focus on the different systems of the body and how manual therapy works with these systems. By focusing on each system that contributes to human movement, students will then be able to apply kinesiology concepts and connect how these structures function together.
- b. Pathology - The study of pathology involves studying the causes and effects of disease or injury. This 66-hour course will prepare students to understand the massage contraindications of various diseases and injuries, equipping them to make sound clinical evaluation. Students will also focus on research literacy which will prepare them to make informed clinical decisions with their clients.
  - c. Somatic Psychology - This 20-hour course will address the psychological effects of massage on a client and how the role of touch affects both the client and the therapist. The students will gain an understanding of how psychological defenses can manifest as tension patterns as well as learning how massage therapists can work hand-in-hand with mental health professionals.
  - d. Business - This 15-hour course gives a brief overview of the business side of massage therapy. It includes an introduction to business, NC State rules and regulations that pertain to marketing, licensure rules, and basic legal business concepts.
  - e. Ethics - This 15-hour course covers all the requirements pertaining to North Carolina Laws, Rules, and Regulations. Students will learn and discuss the dynamic ethic roles and boundaries between clients and therapists.
2. Massage Theory Application (250) - this portion of the program is also broken down into five components.
- a. Introduction to Massage/History of Massage - This 12-hour introduction course prepares students for the program coursework by covering the History of Massage, self-care/body mechanics, and the tools needed for a career in massage therapy.
  - b. Massage Techniques - This 61-hour course introduces students to the seven massage techniques and their variants. The students will focus on learning to apply the technical aspects of massage therapy, while simultaneously learning effective body mechanics. Students will also gain an understanding of the physiological results of each technique.
  - c. Hands on Application of Massage Modalities - This 72-hour course will help guide students on how to combine the techniques from the Massage Techniques course creating their own rhythm and movements to help the client relax and relieve tension. This course will focus on the major modalities such as Swedish, Lymphatic, Reflexology, and Myofascial release as well as the commonly used enhancement tools such as hot stones, cupping, and scraping.



- d. Hands on Application of Sports Massage - This 27-hour course introduces the students to the difference between the three stages of sports massage as well as identifying the most common athletic injuries. Students will also learn about the different types of stretching to best benefit an athlete's workout routine.
  - e. Hands on Application of Medical Massage - This 78-hour course will allow students to combine previously learned techniques and use clinical reasoning while applying these techniques to assess and help resolve issues associated with the nervous and musculo-skeletal systems. This course includes a final project that takes the theory of medical massage and turns it into reality. The students have a case study assignment that creates a 4 week medical massage treatment plan where the student works on a client weekly to resolve their problem.
3. Clinicals (125) - Clinicals will begin after the 3rd completed week of techniques of the program on Saturdays and Sundays. These clinicals are designed to give students an opportunity to practice the skills they have learned in class on the local community which will allow for a broader range of feedback on their skills and progression as therapists.

## CURRICULUM

Institute for Massage and Bodywork Therapy uses a variety of books to best prepare the students for success.

The following titles will be used in the massage therapy program:

Massage Therapy: Principles and Practice, 6th edition by Susan Salvo  
Trail Guide to the Body, 6th Edition by Andrew Biel (and Review Guide Workbook)  
Applied Anatomy & Physiology for Manual Therapists 2 by Pat Archer and Lisa Nelson (and Review Guide Workbook)  
Massage for Sports Performance by Michael McGillicuddy  
Psychology of the Body 2nd edition by Elliot Green and Barbara Goodrich-Dunn  
Therapeutic Massage by Ross Turchaninov, MD  
Medical Massage Volume 1 by Ross Turchaninov, MD  
A Massage Therapist's Guide to Pathology 7 by Ruth Werner



## GRADUATION REQUIREMENTS

The following standards are required for graduation and issuance of a Massage Therapy Program diploma:

1. The student must meet the minimum attendance requirement of 100% in each subject matter taught.
2. The student must have the minimum academic requirement in each of the following areas:
  - a. Achieve a minimum of 70% in each class.
  - b. Successfully complete all clinical hours.
3. All financial obligations to the Institute must be paid in full prior to IMBT sending proof of completion to the State.

## LICENSING REQUIREMENTS

As per the North Carolina Massage and Bodywork Therapy Practice Act § 90-629, upon application to the Board and payment of the required fees, an applicant may be licensed as a massage and bodywork therapist if the applicant meets all the following qualifications:

1. Has obtained a high school diploma or equivalent.
2. Is 18 years of age or older.
3. Is of good moral character as determined by the Board.
4. Has successfully completed a training program consisting of a minimum of 500 in-class hours of supervised instruction at a Board-approved school.
5. Has passed a competency assessment examination that meets generally accepted psychometric principles and standards and is approved by the Board.
6. Has submitted fingerprint cards in a form acceptable to the Board at the time the license application is filed and consented to a criminal history record check by the NC Department of Justice.
7. Demonstrates satisfactory proof of proficiency in the English language.



# ADMISSION AND ENROLLMENT

## ADMISSION REQUIREMENTS

1. Be 18 years of age or older.
2. Have a high school diploma or GED.
3. Be able to provide a valid state or federal-issued photo ID.
4. Submit a consent form for a criminal background check and be clear of felony convictions.
5. Complete the enrollment application online and submit with an application fee of \$50.

## ADMISSIONS PROCEDURE

1. Submit a completed IMBT application and fee.
2. Submit a copy of a high school diploma or GED.
3. Submit a copy of driver's license and Social Security card.
4. Sign a consent form for a criminal background check.
5. Complete a personal interview with the Director.
6. Be accepted by the IMBT Admissions Committee.

If the applicant meets admissions requirements and decides to enroll, the applicant must also sign an enrollment agreement.



## CLASS SCHEDULE

This 650-hour Massage Therapy Diploma program is offered in both full time and part time programs. The full time program will be taught over a 29-week duration while the part time program will be taught over a 47-week duration. Classes will be offered four days a week (Monday, Tuesday, Wednesday and Thursday) with one day of clinicals starting 3-4 weeks into the term for full time students (or 8-9 weeks for part time students). Clinicals will be scheduled only on the weekends. Major holidays (Easter, July 4, Thanksgiving, and Christmas) will be observed.

Our start dates vary from year to year. On even years, a full time class will run from January - August as well as September - April of the following year. On odd years, a full time class will begin in May and graduate in December.

Part time classes begin every January and graduate in December .

Full time - Track A - will be offered from 8 a.m. to 2:30 p.m.

Part time - Track C - will be offered from 6:30-9:30 p.m.

\*\*Dates and times are subject to change based on enrollment. Any updates to the schedule will be posted on our website.

## STUDENT RECORDS & CONFIDENTIALITY

All student records will be digitized and maintained securely online through PraxiSchool. Students will log in to see classes, grades, assignments, and financial information. A student may also schedule an appointment during regular office hours to discuss his/her personal records. No information contained in a student's file will be given to any outside individual or organization without prior consent from the student.

## FIRST AID & CPR

Students are encouraged but not required to obtain certification in Basic First Aid and Adult CPR.



# FINANCIAL INFORMATION

## APPLICATION FEE

The application fee is \$50 and is non-refundable.

## TUITION

Tuition for the 650-hour course is set at \$8,000.

The tuition deposit is \$1,000 and is due along with the enrollment agreement.

Books and classroom fees are included in the tuition. The Institute provides one set of required textbooks, one copy of each handout during the course to each student, and one set of sheets.

**Total Tuition is \$8,000 and is broken down as follows:**

Tuition Deposit	\$1,000
Books	\$ 625
Classroom / Clinic Fees	\$ 350
Set of sheets for class	\$ 25
NCBMBT Application Fee	\$ 20
MBLEx Exam Fee	\$ 265
NCBMBT License Fee	\$ 190
Remaining Tuition	\$5,525

## Additional Costs:

Make-up Fee	\$ 50 /hr.
Private Tutoring Fee	\$ 50 /hr.
Fingerprinting Fee	\$ 12
Payment Late Fee	\$ 25
Insufficient Funds Fee	\$ 40
Transcript Copy Fee	\$ 25
Uniforms	Mkt Price (\$25-100)
Massage Table (optional)	Mkt Price (\$500-900)

Student liability insurance is offered free of charge for students through AMTA.

## UNIFORMS

A uniform is required. Each student needs to purchase plain black or grey scrubs. Scrubs may be purchased anywhere the student chooses.



## EXAMINATION & LICENSING FEES

North Carolina law requires all applicants to submit fingerprints, have a background check, as well as pass the Massage and Bodywork Licensing Exam (MBLEx).

The cost of the MBLEx and the NC license, are all included in the tuition as long as students apply for the MBLEx within 30 days of completion of the program and for the background check and license within 90 days of completion of the program, otherwise students assume the costs themselves.

## LATE FEE

A \$25 late fee will be added to tuition payments received 1-5 days after the due date. Failure to stay current on payment plans will result in dismissal from the program.

Students may reenroll the following term but must be paid in full before returning to class.

Student transcripts will not be released until payment has been made in full.

## COLLECTIONS

IMBT reserves the right to refer all debt to a collection agency.

## INSUFFICIENT FUNDS FEE

Checks returned for insufficient funds shall incur a \$40 service charge.

## TRANSCRIPTS

A complete set of each student's records, including a transcript of grades, is maintained in a permanent file. One copy of the transcript is available free of charge to each graduate. Additional copies may be ordered from IMBT for \$25 each. Requests must be in writing by the student. Transcripts will be withheld until all financial obligations to the Institute are satisfied.

## SCHOLARSHIPS/GRANTS

Scholarships are often available through difference organizations (Rotary, Kiwanis Club, etc.), businesses, or industries. High school graduates may take advantage of scholarships through their school guidance counselors.

As funds become available, in house scholarships will be offered as well.

AMTA offers a yearly scholarship for which any student desiring a career in massage therapy may apply. All students are encouraged to apply.



## VETERANS EDUCATIONAL BENEFITS PROGRAM

The North Carolina State Approving Agency approved Institute for Massage and Bodywork Therapy's 650-hour Massage Diploma Program to enroll veterans, military, and other eligible persons for educational assistance by the US Department of Veterans Affairs. Please visit [www.gibill.va.gov](http://www.gibill.va.gov) for more information.

## TITLE IV FUNDS

At this time, we are not set up to accept Title IV Funding.

## PAYMENT OPTIONS / LOANS

There are 3 payment options. Installment payments must be set up to draft from a credit or debit card. Please note the service fee will be added to the payments.

Option 1 - After paying the deposit, the balance may be paid in full by the start of the term and a \$500 cash discount will be applied. Total payment - \$6,500.

Option 2 - Monthly installment payments must be set up to auto-draft from a credit or debit card.

- Full time: EIGHT (8) monthly installments of \$875 (service charge fee paid directly to the processor).
- Full time: NINE (9) monthly installments of \$777.78 (service charge fee paid directly to the processor).
- Part time: TWELVE (12) monthly installments of \$583.34 (service charge fee paid directly to the processor).

Option 3 - A \$7,000 loan through Meritize, the educational loan company we have partnered with. They offer our students a unique financing option. Meritize works with students, educators, and employers to help people excel in skills-based careers. Students may apply for a loan through Meritize on our website. Specific payment details will be confirmed by the lender. Students will be responsible for additional fees including the origination fee that is charged through the lender.

\*If additional payment plans are needed, students need to speak with the Administrator to see what options are available.

## TUITION REFUND POLICIES

An applicant may cancel the enrollment agreement without penalty by notifying the school in writing within 72 hours.





If an applicant cancels the enrollment agreement after 72 hours, but before classes begin, the school will retain the deposit.

For students who withdraw after the commencement of classes, the following rules will apply:

- For completion of up to 5% of the program, tuition will be assessed at 5% of the contract price plus the tuition deposit and application fee.
- For completion of more than 5% but no more than 10% of the program, tuition will be assessed at 20% of the contract price plus the tuition deposit and application fee.
- For completion of more than 10% but no more than 25% of the program, tuition will be assessed at 50% of the contract price plus the tuition deposit and application fee.
- For completion of more than 25%, the student is responsible for 100% of the contract price. All unpaid payments will be paid to the school on pre-planned date as contracted by the student.

Students who are dismissed from the program will not receive a refund on tuition or books and are still liable for the remaining tuition.

After four weeks, additional tuition refunds may be allowed for students who receive military Permanent Change of Station (PCS) orders. In order to be considered for a refund, a copy of the current PCS orders showing it is an accompanied move must be supplied to the office administrator.

For calculating refunds, the above percentages are based upon the scheduled number of clock hours beginning the 1st day of class.

Books may not be returned for a refund.

Any additional fees (transcript review, finance fees, late fees, etc) are not refundable.

All refund requests must be submitted in writing to the Institute. Refunds will be issued within 30 days after the effective date of written notice of cancellation. Credit card processing fees will be taken out of the refund amount.

In the event that the massage program is cancelled, students will receive a prorated refund based on weeks cancelled.



## STUDENT SERVICES

The Institute provides academic counseling and remediation. Limited tutoring options are available at the instructor's discretion and availability.

The Institute has a resource library available for student use. It includes books, magazines, peer review journals, and DVDs/videos. Students will check out these resources from the office.

Students who experience challenges of a personal nature are encouraged to seek a counselor. The Institute can assist students in locating appropriate mental health resources.

## NORTH CAROLINA RULES AND REGULATIONS FROM THE PRACTICE ACT

N.C.G.S. 90-629: The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

N.C.G.S 90-632.17: Sexual activity or solicitation of sexual activity by any person or persons in any massage and bodywork therapy establishment is unlawful and prohibited.

.0626 NC Administrative Code: A student shall not receive a fee, tip or other consideration for the massage and bodywork therapy they perform while completing clinical requirements for graduation, whether or not the school charges a fee for services provided in a student clinic.

## ACADEMIC POLICIES

### GRADING SYSTEM

Students will be graded on a 10-point grading scale.

90-100	A	EXCELLENT
80-89	B	GOOD/ABOVE AVERAGE
70-79	C	SATISFACTORY/AVERAGE
69 and below	D, F	UNSATISFACTORY

Students must maintain a grade of 70 or higher in each massage therapy class in order to remain in good standing. A final grade below "C" is cause for removal from the Massage Therapy Program.



## DISCIPLINARY PROCEDURES

Institute for Massage and Bodywork Therapy expects students to be honest and free of fraud or deceit. Therefore, students found cheating or lying will be automatically dismissed from the program.

In addition, any NC Practice Act rules or regulations broken may result in dismissal from the program. In summary, this includes any convictions involving any municipal, state, or federal narcotic or controlled substance law as well as a conviction of a felony or other public offense involving moral turpitude. It also includes any acts of malpractice, gross negligence, or incompetency as well as falsely holding oneself as being licensed or certified without successfully completing training.

For other violations of Institute for Massage and Bodywork Therapy's Standards of Conduct, the following may occur:

First Offense	Verbal Warning
Second Offense	Written Warning
Third Offense	Probation*
Fourth Offense	Dismissal

\*North Carolina's Rules and Regulations state that in order "for a student to receive credit in a course, the student shall attend 75 percent of the instructional hours of the course. The student shall also make up missed instructional hours to equal no less than 98 percent of the instructional hours in the course according to the procedures established by the school." Therefore, tardiness and/or absences result in loss of class time, and potentially the inability to make up class which will result in dismissal from the program.

## CONDITIONS FOR PROBATION, DISMISSAL, OR EXPULSION

Once the offense has been resolved, the student will be eligible to return.

If a student is dismissed or expelled from the program, he or she is ineligible to complete the term or to return as a student in the future.



## CONDITIONS OR REENTRY FOR STUDENTS DISMISSED FOR UNSATISFACTORY ACADEMIC PROGRESS

Students who consistently achieve below 70% on exams will be required to meet with one of the directors to create a plan for success. This plan may include private tutoring at a rate of \$50/hour.

Students who fail Anatomy and Physiology 2 (A&P2) must retake the class before progressing to Pathology. The student may continue with the hands on classes and return at a later date to retake A&P 2 and Pathology.

If a student does not pass a class, he or she will be placed on academic probation and may retake the failed class in a future program at a pro-rated fee.



## STUDENT TRANSFER POLICY

North Carolina Rules and Regulations .0627 states that a school “shall not exceed 35% of the total number of hours in the program and shall not reduce the total hours attended to less than 500 hours.”

Since IMBT is a 650-hour program, 500 hours must be attended on campus, therefore only 150 hours may be accepted into our program. Students who have a verifiable and valid transcript from another licensed or accredited school may transfer established hours/credits to be applied toward our program and be eligible for prorated tuition. All coursework transferred in must be within the past five years and must have been successfully completed with a C (70%) or higher. The amount of hourly credit given will be determined on a case-by-case basis by the Institute’s Director. Students transferring credit may be required to pass written or practical exams administered by IMBT in the courses being transferred.

A non-refundable transcript evaluation fee of \$100 is due with the transcript and request for credit transfer. If the student enrolls after the evaluation is complete, the fee will be applied to the student’s tuition. If the student decides not to enroll, the evaluation fee is forfeited.

Please submit the request at least 30 days prior to the start of class.

## ATTENDANCE/MAKE-UP POLICY

Regular attendance is essential. All students are expected to be present and on time for all scheduled classes and clinicals. Students must meet minimum standards of attendance and make up all missed class work, as stated in NC Rules and Regulations .0620 (11).

Students who are tardy will be required to make up their missed minutes at the instructor’s convenience. Repeated tardiness will result in disciplinary action.

Students are required to participate in all classroom learning activities including but not limited to giving and receiving massage practice sessions, small group discussions, and projects.

Students are expected to complete all homework assignments given by the instructor. If a student is absent on a quiz or exam day, he or she must complete any missed quiz, exam, or practical assessment within two days of the original assessment date.



Make-up work will be given by the individual instructor and may include watching recorded class sessions, additional research, or coming in for additional sessions. The school reserves the right to assess a \$50/hour fee for make-up work.

Leave of absence - A student who needs to take an extended leave of absence must contact the Institute immediately. He or she will be withdrawn from the program and may be eligible to return in the next cycle of the program.

## STANDARDS OF CONDUCT

Students are expected to have professional appearance, good personal hygiene, and be well groomed at all times. The following are expected during classroom and clinical instruction.

- Students will wear a grey or black scrub set and basic clean, comfortable shoes.
- Nails must be no longer than fingertip length and neatly manicured.
- Hair must be kept in an orderly fashion and is never to touch the client during a massage session. Longer hair must be pulled back and out of the face and away from the client.
- Facial hair is to be kept trimmed and orderly.
- Teeth should be brushed, and breath should be fresh.
- Body odor should not be smelled. If a student smells like body odor, he or she may be sent home.
- Due to allergies, no perfumes or colognes are allowed.

Students are expected to be professional in the classroom and in clinicals.

- Follow the age-old rule of: "If you can't say something nice, don't say nothin' at all."
- Each clinical client is to be treated with upmost respect at all times. This includes but is not limited to how a student/instructor talks to or about clients and fellow classmates/therapists.
- Students will not discuss any client's situation outside of work.
- It is permissible to discuss client cases with instructors of Institute for Massage and Bodywork Therapy but only for purposes that would benefit the patient.
- Unprofessional behavior or failure to comply with school policy may result in being excused from class for the day or being dismissed from the program. This will affect the student's attendance record.

Students are expected to follow North Carolina's Rules and Regulations .0505 and maintain confidentiality of all client information.



Students are expected to be honest, be respectful, have a good work ethic and attitude, and be ready to learn.

- Honesty and integrity are key values for IMBT staff and students.
- Honesty in the classroom means academic integrity. Cheating, plagiarizing, or falsifying information will result in immediate expulsion.
- Vandalism or theft will result in immediate expulsion.
- Being on time for class and clinicals is essential.
- Students, instructors, and staff at all levels of the Institute are expected to treat each other with respect.
- Gossip is unacceptable under any circumstance.
- An attitude of entitlement will not be tolerated. Every student will be treated equally without favoritism.
- All students must contribute to daily sanitation duties as well as set up for each section. Classes will not be dismissed until all duties are complete.

Students are expected to work to resolve conflict in appropriate methods.

- Follow the golden rule: Do unto others as you would have them do unto you.
- If there is a dispute between students or student/instructor, be respectful in how the situation is handled. Do not talk to other students about the situation. Follow the appropriate steps below:
  1. Go to the student/instructor with whom you are having a conflict with and work it out. Stay respectful of each other's views. Remember that you may think you have a conflict, and the other person may not see it as a conflict.
  2. If a conflict cannot be resolved, take it to the Educational Director.
  3. If further intervention is needed, the Program Director will be consulted.

Students are expected to refrain from substance abuse. The purpose of this policy is to ensure the safety of all employees, students, and clients as well as to promote productivity and remain professional. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription drugs that were not prescribed to you, and over-the-counter drugs.

- IMBT reserves the right to inspect the premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. We may dismiss a student from the Institute if a student violates this policy, refuses to be tested, or provides false information.
- No smoking at any location.
- Do not come into the classroom/clinic smelling like cigarette smoke. You will be sent home.



- Doctor prescribed medication is held to the same standard.
- A student is considered “under the influence” if any substance:
  1. Impairs your behavior or your ability to work safely and productively.
  2. Results in a physical or mental condition that creates a risk to your own safety, the safety of others or company property.
  3. Is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.
- If a student has medications that need to be brought to school, the medications are to be left in his or her bag so they are not easily seen by other students or passing clients.

As per NC guidelines §90-623, a person shall not practice or hold out himself or herself to others as a massage and bodywork therapist without first applying for and receiving from the Board a license to engage in that practice.

Any student caught doing this will be removed from the program.

## SEXUAL HARASSMENT POLICY

Sexual harassment is unacceptable under any and all circumstances.

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the Institute, whether male or female. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, and repeated requests for dates, touching, staring or other sexual conduct committed either on or off school premises.
- Administration must be informed immediately if sexual harassment occurs.
- Under no circumstance are any students, staff, or employees to tolerate any form of harassment.

.0626 NC Administrative Code: A student shall not receive a fee, tip or other consideration for the massage and bodywork therapy they perform while completing clinical requirements for graduation, whether or not the school charges a fee for services provided in a student clinic.





## COMPLAINT POLICY

We desire for our students to resolve school-related problems / concerns within the IMBT family. Students are encouraged to follow the conflict resolution steps in the Standards of Conduct. If after doing so, the complaint has not been addressed, we ask the student to do the following steps:

1. If the complaint is not satisfactorily, please put your concerns in writing and submit it to the Program Director or Director of Education who will meet with the appropriate parties to address the issue.
2. If the complaint is still unresolved, it is possible for the issue to be taken to the NC Board of Massage and Bodywork Therapy, but only after every effort has been made to resolve the issue at IMBT.

The NC Board of Massage and Bodywork Therapy can be reached at 4140 ParkLake Avenue, Suite 100, Raleigh, NC 27612. Phone 919-546-0050. Email: [admin@bmbt.org](mailto:admin@bmbt.org).

N.C.G.S. 90-629: The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

