



Chattanooga Massage Institute, Inc.

Massage Therapy Program

P R O G R A M C A T A L O G

CHATTANOOGA MASSAGE INSTITUTE, INC.
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Mission Statement

Chattanooga Massage Institute (CMI), is dedicated to promoting excellence in the study, art and practice of massage therapy. CMI endeavors to encourage and foster educational growth in a student-focused environment, while instilling professionalism, compassion, and confidence in each of our graduates.

Objectives

The 600-hour massage therapy program is intended to prepare students to become entry level massage therapists. Graduates will be prepared to work in private practice and/or find employment in spas, health centers, physicians' offices, fitness centers and any other related environment in which massage and bodywork is appropriate. Students who graduate and pass the MBLEx will be prepared to meet the requirements to apply for licensure in the State of Tennessee.

Authorization Statement

Chattanooga Massage Institute Inc. is authorized for operation as a postsecondary education institution by the Tennessee Higher Education Commission (www.state.tn.us/thecc). This authorization must be renewed each year and is based on an evaluation of standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility of the institution.

Admission Requirements & Enrollment Procedure

- ✓ Submit completed Application Form/Package (p13)
- ✓ Complete and submit Enrollment Agreement (p 11, 12)
- ✓ Pay registration fee of \$100.00 (non-refundable)
- ✓ Sign and Submit authorization for background check
- ✓ Official transcript of High School, College-Prep or Higher Ed Institution
- ✓ Official High School Equivalency (HSE) credential
- ✓ Schedule & complete a Personal Interview with Clinical/Education Manager
- ✓ Select arrangements for full payment of tuition

Late enrollment is accepted up to two weeks from the class start date.

Tuition and Fees – Itemized

The full cost for the CMI Massage Therapy program is \$5,600.00. This includes the tuition, books, lab fees, student liability insurance through American Massage Therapy Association, CPR Certification through the American Heart Association, and a T-shirt. In addition, there is a non-

refundable \$100.00 enrollment/registration fee that is due and payable at the time of initial registration.

Schedule of tuition, fees and all other charges

Tuition	\$5,250.00	
Books	\$250.00	(non refundable)
Lab Fee	\$50.00	(non refundable)
Insurance	\$50.00	(non refundable)
<hr/>		
Tuition	\$5,600.00*	
Registration Fee	\$100.00	(non refundable)

***Optional equipment:*

***Personal Portable Massage Table*

* All costs of books, lab fees, and liability insurance are estimates of current prices and are subject to change.

**The purchase of a personal massage table is not mandatory and is not included in the cost of tuition.

PLAN A

Complete tuition if paid in full at time of registration totaling \$5250.00

PLAN B

Pay \$2500.00 deposit and pay remaining balance in 5 equal payments of \$657.20 per month to includes 6% interest for 5 months totaling \$5786.00

Pay Tuition and Registration Fee in Full and your books, Lab fees and Insurance are Included. (\$350.00 VALUE)

***This will include your books, lab fees and insurance

***If a student withdraws, a \$350.00 Non-refundable fee will be assessed with the remainder subject to our refund policy.**

Plan A and Plan B are both applicable for Full Time and Part Time Students
Your scrub and sheets will be an addition cost to you.

Any student needing one on one assistance from an instructor that requires additional time outside of the normal classroom hours can speak with CMI's Clinic Manager to schedule a tutoring session. CMI offers tutoring for any student by appointment at the rate of \$35.00 per hour. This is to be scheduled according to the instructor's availability. Please contact your Clinic Manager to schedule an appointment.

**The amount of the refund in the event a student withdraws will be calculated after the non-refundable amount is assessed.*

*** If agreeing to a payment plan, we will require a credit card # on file. Payment is due on the 1st of each month. It is considered late on the 6th of each month and an additional \$25.00 late fee will be charged after the 6th of the month.*

**** Scrubs are required attire. They will consist of black scrub pants and any solid color scrub top. Closed toed shoes and socks are a requirement. These clothing items are to be purchased by the student and worn the first day of class.*

Enrollment Cancellation

If a student withdraws more than five calendar days after enrollment, but prior to program start date CMI will, within thirty days after the earlier cancellation or program start date, refund the paid tuition, but will retain all non-refundable fees.

If prior to the program date, a student is forced to cancel enrollment because of personal illness CMI will, within thirty days thereafter, refund the full Enrollment Fee and all paid Tuition Fees.

Duration of Class

Students have a contract with CMI's to participate in a program of 600 hours with a start and end date. The duration of class is approximately 6 months. The end date of your class can move a few days either way based on weather, or other extenuating circumstances. Your clinical massages and your 520 hours of curriculum will be completed before the end of the 6 months. Upon completion of the 520 curriculum hours you should have also completed 80 hours of clinical massage, makeup time and paid tuition in full.

If any part of a student's 600 hours of school is not complete or tuition is not paid in full by the class graduation date students will be required to extend their contract with us to complete student hours and become eligible to continue forward to complete the licensing exam and process.

Should a student extend their contract, please note the payment scale for additional school or clinic time.

1st month = \$300.00 for the month – partial or full

2nd month = \$350.00 for the month- partial or full

3rd month = \$400.00 for the month – partial or full

Total cost for additional 3 months \$1,050.00

Students will not be permitted to extend a contract for than three months past the class graduation date of 6 months. CMI will at that point withdraw the student from the Massage Therapy Program.

Withdrawal from Massage Therapy Program

Students who withdraw from the program after the start date and more than five days after enrollment, but prior to thirty days of their last recorded attendance, receive a partial refund of the tuition only. **The enrollment fee, books, Lab fee and insurance is non-refundable.** Any refund due to a student is based

upon the student's last recorded day of attendance and payment in full. Students must submit their withdrawal in writing to avoid any misunderstanding of the actual withdrawal date.

Graduation Requirements

The 600-hour Massage Therapist Program is a certificate program comprised of 520 classroom hours and 80 hours in the student clinic. To graduate you must complete the following:

- 520 hours of in-class instruction and hands on practice
- 80 hours in the CMI student clinic
- Attendance: You are expected to attend all classes.
- All CMI Tuition and Fees – Paid in full

Student Record Search

Should we be required to locate old records and/or transcripts there will be a fee assessed.

- \$10.00 per copy
- \$15.00 search fee

This search fee will be charged based on the request for location of the document. There is no guarantee the document can be located. If the document is not located the per copy fee will be waived but the search fee will still be assessed.

Refund Policy

Withdrawal during the first 10% of the program results in 90% refund of any tuition paid.

<u>Withdraw During</u>	<u>Results in a</u>
11% to 20%	80% refund
21% to 30%	70% refund
31% to 40%	60% refund
41% to 50%	50% refund
51% to 60%	40% refund
61% to 100%	no refund

Chattanooga Massage Institute extends this refund policy for those students that have paid their tuition in full. Please note that all non-refundable fees will be retained by CMI prior to any tuition refunds. The non-refundable fees consist of \$450.00 and are detailed under the section titled Tuition and Fees – Itemized.

Non-Discrimination Policy

Chattanooga Massage Institute Inc. equally admits students regardless of their sex, age, race, religion, identity or origin.

Location

Chattanooga Massage Institute Inc. is located in Hixson, TN at 6401 Hixson Pike North, Suite E and is accessible to all surrounding areas of Chattanooga and East Tennessee.

Classroom Hours of Operation:

Monday through Thursday 9:00 a.m. to 1:30 p.m. Eastern Standard Time

Day: Monday & Wednesday: 9:00 a.m. - 1:30 p.m. EST

Tuesday & Thursday: 9:00 a.m. – 1:30 p.m. EST

Evening: Monday & Wednesday: 5:30 p.m. – 10:00 p.m. EST

Tuesday & Thursday: 5:30 p.m.– 10:00 p.m. EST

Student Clinic Hours:

Student clinic hours will be available throughout the week and on the weekends. These hours are set with designated appointment times and supervisor availability.

Standard availability is as follows:

Monday – Saturday: 9:00 a.m. - 6:00 p.m. EST

Office/Administrative Hours:

Our staff is available Monday through Friday 9:00 a.m. to 6:00 p.m. (Eastern Standard Time).

Placement Assistance

It is unlawful for any school to guarantee employment placement. Informed assistance is provided to graduates with their efforts to find employment. In order to view detailed job placement and completion information on this program, please visit www.tn.gov/thec.

Student Ethics and Conduct

The term “ethics” refers to a system of moral principles or standards that govern conduct. To introduce the Massage Therapy student to ethical concepts employed by health professionals, the faculty of Chattanooga Massage Institute has formulated the following guidelines. These guidelines are by no means considered inclusive for all aspects of the student’s environment nor are they necessarily applicable to every situation. Students will be evaluated by the faculty on their professional behavior in the classroom and during clinics.

- Classroom

- The faculty demonstrates respect of student’s confidentiality by returning test scores and scheduling faculty/student conferences in as discreet a manner as possible. Students demonstrate respect of each other’s privacy by not discussing grades. Each student’s test paper is a confidential document and should be treated as such.

- Conduct & Confidentiality
 - Students enrolled in this program are considered to be mature adults and professionals. **High standards of conduct are expected at all times.** The student's conduct is representative not only of his/herself but also represents the Chattanooga Massage Institute Massage Therapy Program as well as the Massage Therapy Profession. During the clinical education phase of this program, students are required to review and discuss medical records. **All information obtained from these records is considered confidential and should not be discussed outside the learning environment. At no time should the student discuss in public any information contained in a client's medical record.** In addition, the student should remember that a massage therapist should never try to diagnose or handle a problem that is beyond their scope of practice. Questions of this nature should be directed to the client's physician. Failure to adhere to the policy on confidentiality may result in expulsion from the clinic and dismissal from the program. Students may not be compensated for massage – **this includes tips.**

- Sexual Harassment
 - Chattanooga Massage Therapy Program and faculty members do not tolerate sexual harassment. This is defined as conduct with a sexual undertone where the harassing conduct creates a hostile environment. Please advise your instructor or the Clinic Manager/Student Liaison immediately if you have concerns regarding any form of sexual harassment.

- Fraternization
 - All students have freedom of choice as an adult learner. However, students should refrain from romantic and/or dating relationships with other massage therapy students while enrolled in the massage therapy program. Students will continuously be in the rolls of massage therapist and client when enrolled in the massage therapy program. Because of the need for professionalism required for these roles, any exemption to this policy must be reviewed by the Clinic Manager and Clinic Director. Student fraternization which disrupts the harmony and or learning environment may result up to and include dismissal from the program.

Professional Behavior

Professional work ethics are the principles or standards governing the conduct of the members of a profession.

This program will be preparing each student for a job and/or career as a Massage Therapist. It is also important to learn professional work ethics and behaviors.

The objective of the Massage Therapy program is to create awareness of work-related values and attitudes expected of a Massage Therapist and to provide opportunities to develop and practice positive work behaviors.

“Professionalism” therefore is a critical piece of the education process in the Massage Therapy program grading Process. To enhance and educate these behaviors all courses are interfaced with “Standards of Professional Behaviors”.

Severe levels of unprofessional behavior are not tolerated and can result in course failure and/or dismissal from the program for a single violation.

Every attempt is made to outline these types of behaviors, so students understand the gravity of behaviors that disrupt the learning environment.

- Violation of CMI policies.
- Unauthorized use, tampering, or destruction of institute property and or material.
- Gross insubordination.
- Disruptive fraternization which impedes the harmony and or learning environment.
- Unethical behavior such as theft or dishonesty.
- Willful violation of Departmental Core Values and Attitudes.

Work-related values include: honesty, reliability, initiative, responsibility, enthusiasm for learning, adaptability, positive attitude, respect for self, others, and property, cooperation, tactfulness, respect for the role of authority, and commitment to quality work, commitment to teamwork, and commitment to one’s organization and the profession of massage therapy.

Adherence to these values is demonstrated by positive work behaviors. It is these behaviors that will be assessed by the faculty using the following format. A student who shows outstanding professionalism will have the added benefit and value of that notation on the graduating certificate. This notation is an exceptional honor with professionalism being a much sought-after attribute in terms of finding employment.

Professional Code of Ethics

This code of ethics draws from the American Massage Therapy Association (AMTA) professional models and code of ethics, the professional and educational experience of the Chattanooga Massage Institute faculty and the CMI core values. A code of ethics is a summary statement of the standards by which massage therapy students agree to conduct themselves and is a declaration of the general principles of acceptable, ethical and professional behavior.

AS A MASSAGE THERAPY STUDENT I SHALL...

- ...endeavor to serve the best interest of myself, my classmates and my clients at all times and to learn and provide the highest quality massage therapy/bodywork.
- ...maintain clear and honest communications with my instructors, classmates and clients. I shall be respectful, truthful, and honest and maintain the highest standards of professional conduct.
- ...acknowledge the worth of my education. I shall value the time and energy of each person involved in and contributing to my education by adequately preparing for and respectfully participating in class, honoring deadlines, and devoting adequate time to my studies.
- ... suspend judgment of myself, my classmates, my instructors and my clients. I shall not engage in spreading rumors, gossip, fear or speculation.
- ...be mindful of the image I project and the manner in which I represent the massage program, the massage profession and myself.
- ...acknowledge the limitation of my skills and will not represent myself as possessing more massage/bodywork knowledge than that for which I have been trained and/or falls within the accepted scope of practice for massage therapy students. As a student I shall not accept compensation or gratuities for massage services.
- ...respect and adhere to CMI policies.
- ...accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

The Core Values of Chattanooga Massage Institute

LEARNING – CMI is committed to providing quality learning opportunities that enable individual and community achievement and that are affordable and accessible for all members of our community.

INTEGRITY – Trust is an essential element in a safe and effective learning environment. CMI promotes openness, honesty, respect and fairness.

COOPERATION – CMI values collaboration and teamwork fostering caring, professional relationships among students, employees, and our community in an effort to expand partnerships.

EXCELLENCE – CMI values continuous improvement, encouraging innovation creative problem-solving, and responsible risk-taking as we act courageously, deliberately and systematically to enhance and enrich our learning environment.

ACCOUNTABILITY – CMI values students, faculty, and staff, recognizing each person’s contributions, while encouraging professional development, and regularly evaluating performance to improve learning outcomes, programs, processes and services.

Cell phone and Other Personal Electronic Devices Policy

Effective Date: December 13, 2018

Policy:

The use of cell phones, pagers and other personal electronic devices is allowed on the CMI campus; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the CMI community.

To avoid any unnecessary disruption of CMI function, the ringers on these devices must be turned off and, in consideration of CMI’s Emergency Communication Plan, vibrate mode is acceptable in all academic settings, including classrooms, labs, and study spaces. At no time may these devices be used near classroom doors or hallways while classes are in session. Students participating off-campus in course related activities must follow the electronic devices’ policies of the agency or organization when visiting or working. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabus and may include penalties for student violations.

Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of the class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of CMI.

Grading Policy

Each Student will be tested on each section of the course material per the syllabus. Each student must achieve a minimum grade of 70% in each section exam. If he/she does not achieve a 70% on each chapter exam, he/she will be required to take an additional written exam, oral or practical examination to recover percentage points lost through the normal course of exams. Our goal is to have all of our students master the material covered.

Letter grades are as follows:

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59- 0 = F

Records on File / Transfer of Hours

Records of student progress are kept on file. These records are available for inspection and copies can be furnished to each student. All student records are kept confidential and maintained by CMI.

No transfer of hours will be accepted from any program outside of CMI. Any student wishing to transfer from Chattanooga Massage Institute Inc. to another institution must understand that transfer of credits is controlled by the redeeming institution.

Attendance/Tardiness Policy

Attendance is mandatory. Classes begin and end at the scheduled time and each student is required to be punctual. A student who is tardy will not be given credit for the time missed from class. Absences and tardiness are recorded in a student's permanent record. Any circumstance a student is going to be absent from class he/she shall call to report their expected absence. The student is responsible for all material missed due to being absent or tardy.

Due to the focused curriculum in the 6-month period, each student is required to make up all missed time. A student may use the textbook, the lecture notes of a classmate or, when available, attend the same lecture given to another class to

catch up on missed work. After following one of these options, further questions may be directed to the Clinic Manager/Student Liaison.

Class Absences

Due to the concise nature of the curriculum, excessive absence may lead to dismissal from school. *(Please refer to the refund policy for any refund procedures, p. 2).* **A Student may not miss more than 10 hours per month** of a certain class without special permission (special permission is under the discretion of and should be requested in writing to the Clinic Manager/Student Liaison and approved by the Director.) Time missed outside of this allotment may automatically result in a loss of credit of any missed work including exams without possibility of makeup. All makeup time must be completed within two weeks of the initial absence. All students are required to present a summary outlining the specifics of the material that was used in the make up work in order to receive credit for the makeup time. Please include references to pages and book read as well as and other resources used.

NOTE: CLASSROOM INSTRUCTION HOURS ARE A STATE REQUIREMENT AND MUST BE MET.

This is a clock hour program and make-up time is calculated time-for-time. **All time missed must be made up as a state requirement.** The Institute does however, understand that excused absences can occur due to unique and unexpected circumstances which may arise, therefore, the Institute will assist the student in obtaining the missed information and hours where feasible.

Illness and Injury

A student that becomes ill and unable to attend class, lab or student clinic, will notify the Clinic Manager/Student Liaison as soon as possible. It will be the student's responsibility to complete all makeup hours within two weeks of the absence per CMI's makeup policy. In addition, the student will need to discuss with the instructor the exact material covered during the absence. This work will be completed during the makeup time. All clinical massages will be required to be completed by the academic completion date or the extension clause will apply.

Illness

If a student is absent in excess of three days, CMI will require a physician's return to work/school note for the student to return to the program.

COVID 19: A student with a temperature or symptoms of Covid 19, or is suspect to have Covid 19, will be required to be tested for Covid 19 and the results forwarded to CMI. The student may not be permitted to come to class

and may have to quarantine based on the situation and/or test results. Distance learning is not an option.

Injury

Any student that becomes injured is required to report the injury to the Clinic Manager/Student Liaison immediately. Injuries which will require omission from lab or student clinic will be assessed on a case by case basis. If the student is unable to massage due to injury, CMI will require a physician's diagnosis for the student's file. The student will be required to provide CMI with a release from the physician to allow the student to resume labs, or clinical massage.

Appointments for student clinic will not be scheduled until a release is received from the physician. Students will not be scheduled for student clinic appointments until a release is received by CMI from the physician stating a student is well and can resume appointments.

Makeup Exams

CMI reserves the right for any makeup exam due to an unexcused absence to incur a 10-point deduction. Additional assignments may be offered in special circumstances to earn makeup points. Students are allowed one (1) missed exam per course without penalty. *(Each student is responsible for making sure that he/she has acquired the knowledge necessary in order to pass subsequent examinations with additional consideration of adequate preparation for the MBLEx).*

Probation & Re-admission

Students will receive progress reports every 2 months. Should a student's grades fall below a "C" average or attendance is unsatisfactory, the student will be placed on probation for 30 days. If a student is dismissed for unsatisfactory progress, the student must submit a letter for re-entry to the CMI Student Liaison & Director for review.

Re-admission Policy to Chattanooga Massage Institute

In order to be considered for re-admission into the Massage Program at Chattanooga Massage Institute a potential student must submit a letter requesting re-admission and addressing the reasons for discontinuing the program. Students must also address the reasons for wanting to be readmitted. It is the prerogative of the Institute to reinstate or not based on the following criteria.

1. A student's last day of attendance must not have been more than 18 months prior to the application date.
2. A student must not have been withdrawn for disciplinary reasons while enrolled in CMI or outside of CMI.
3. A student must be eligible based on our current catalog requirements.
4. The applicant must take and pass a re-entrance exam with a grade of 70% or greater to be considered eligible for re-admission.
5. The applicant must pay the required tuition in full prior to re-admission. Any previous unpaid tuition must be paid. Our established refund policy applies.
6. The applicant must submit 3 letters of recommendation.
7. The letter of request for re-admission will be reviewed along with completion of the above criteria.
8. CMI has the right to refuse re-admission to any applicant.

Pricing structure for reinstatement:

Price	Description
\$ 750.00	*Administrative Fee to include books, insurance and lab fees (Fee charged to any student re-admitted to the program)
\$ 550.00	1-50 hours of required curriculum and/or clinic hours
\$1,100.00	51 – 100 hours of required curriculum and/or clinic hours
\$1,650.00	101 – 150 hours of required curriculum and/or clinic hours
\$2,200.00	151 – 200 hours of required curriculum and/or clinic hours
\$4,850.00	200 or more hours of required curriculum and/or clinic hours

*Please note that the administrative fee is required for all students to re-enter the program. Then the student would add the appropriate fee based on the total of hours/clinical hours required to complete the program.

All paid funds will follow our established refund policy per our catalog.

Dismissal

Chattanooga Massage Institute reserves the right to dismiss students for the following reasons, but are not limited to:

- Falsification of any information required by the admission process
- Violation of the honor system, including dishonesty involving exams
- Theft and/or vandalism

- Academic failure
- Excessive absenteeism/tardiness
- Inappropriate or disruptive conduct
- Drug and alcohol abuse
- Failure to adhere to terms of Enrollment Agreement

Please refer to the refund policy for refund procedures.

Dress Policy and Expectations

Clothing and shoes:

- Students are to arrive to class in clean, professional scrubs. Students are required to wear black scrub pants and any solid color scrub top with socks and closed toed shoes at all times. This dress policy includes clinical hours, labs and all on-site events.
- One school T-shirt will be provided by the school that may be worn to on-site events. Additional T-shirts can be purchased for \$10 each.
- Tops should not be button down (ie. The garment is put on over the head and not fastened across the front.)

Personal Hygiene and Appearance

- Nails should be clean and neatly trimmed in order to practice massage professionally.
- Hair should be clean and styled neatly.
- No jewelry on hands or arms during massage.
- Earrings if worn should be small.
- Facial piercings should be removed for massage clinic, labs, and on-sites.
- Mouthwash is provided in the student lavatory. Please be sensitive to your oral hygiene.

CMI reserves the right to refuse admission to any student failing to comply with these requirements. Students must supply and maintain their own sheets for massage labs and massage clinics. Sheets must be clean and neatly folded to present a professional image.

Scheduling

Scheduling is a critical skill that students need to develop in a career as a massage therapist and one that is crucial for being successful in student clinical massages at CMI. CMI has set specific scheduling procedures. These guidelines work. They provide efficiency with the least amount of confusion and/or frustration for all. Please read the step by step procedure below.

Once a student has been approved to start student clinical massages in the CMI clinic– The Clinic Manager will ask students to do the following:

Please remember to be respectful to the receptionist staff at all times. Communicate in a low, quiet voice. CMI always expects students to maintain a professional behavior.

1. Students will be given the opportunity to provide CMI with the clinical schedule that works for the student. (provided there are enough hours and days to complete 80 clinical massages prior to finishing school) Students will be expected to be @ CMI and ready to work during the hours that are scheduled.
2. Students must remain on the property during the hours committed to. CMI can schedule many same day appointments so students need to be present and ready to work. CMI also has a number of walk in appointments per week. With students on the premises during their established clinic schedule, appointments can be scheduled for students.
3. Once an appointment is scheduled, CMI will only cancel or reschedule the appointment for an emergency/illness and that will be reviewed on a case by case basis. If students have a conflict occur and need to change a time on the schedule, students will be required to do so in advance in writing with the Clinic Manager/Student Liaison making sure no appointments have already been scheduled for that time.
4. Scheduling and client satisfaction is paramount. Based on maintaining satisfied clients and return business, CMI will always try to provide students with the appointments that are needed to finish student clinical massages. Students are encouraged to generate appointments to obtain student clinic hours. Appointments for student clinic is not the independent responsibility of CMI. Students are required to adhere to scheduling policy. Please note that if a student does not comply with policy and cancels an appointment inappropriately, CMI has the right to not provide clients for students clinical massages. The student will be required to obtain their own clients to complete the required 80 hours of clinic massage prior to the students graduation date. Non compliance with policy, canceling appointments or inappropriate behavior in the clinic is grounds for dismissal from CMI.
5. All student clinic massage appointment requests to be included on the schedule and/or changes are to be made in writing with the Clinic Manager/Student Liaison at least two weeks in advance.
6. Students are responsible for maintaining their student massage schedule. If a problem arises, please bring it to the attention of the Clinic Manager/Student Liaison. It is important for students to check their schedules frequently to insure being in the clinic at the right time. Please keep in mind that the front reception desk is a very busy location. It is the first place and last place a

client/customer formulates an impression of CMI. Students should not gather at the front reception desk and should not overwhelm the receptionist while the receptionist is conversing with client/customers or on the phone. Please plan to get your bolsters and lotion prior to your massage. This will allow enough time as to not create an urgency between the receptionist and the student.

7. There are times when scheduling adjustments have to be made and CMI will ask students to be flexible to accommodate CMI clients from time to time.

8. Please be especially sensitive concerning time management with couples massages. Please be on time and realize that students can impact the LMT's schedules.

9. It is important that students arrive approx 15 minutes prior to a student massage to properly set a table and obtain a bolster and lotion. This will prepare a student to start the student massage on time. Staying on time is critical in the clinic. If a student begins a massage late or exceeds the time limit this will affect the next massage. Lateness can affect many LMT's schedules during the day creating frustration for clients and the Licensed Massage Therapist working at CMI.

10. CMI's one hour student massage consists of 5 minutes to complete an intake interview, students must exit the room and allow clients to disrobe for the massage. After knocking, the student will re-enter the room to begin the massage. A student will give 50 minutes "hands on" massage and leave 5 minutes to end the massage and allow the client to dress and leave the room. It is imperative students keep to this timing schedule. For a massage of longer length, the same guidelines apply.

11. Please note that students need to strive to perform at least 5 hours of student massage per week to stay on track to complete 80 hours of student clinic massage prior to the graduation date.

12. In the event students do not complete 80 student clinical massages prior to the graduation date, an extension of a student program is required. Please see the section of this catalog labeled Duration of Program, for the terms of the additional fees required to complete student massage clinic hours. Students are responsible to maintain a clinic massage schedule for completion of student clinical massage hours by a 6 month graduation date.

13. CMI hours of operation are 9-6 (Monday thru Saturday) with the 5:00 hour the last hour to schedule a massage.

These scheduling procedures may change and evolve as is necessary. CMI will adapt and change in our efforts to continually strive for excellence.

Drug Screening and Drug Testing Policy

CMI reserves the right to conduct random drug tests.

This policy is designed to protect CMI and the health care consumers from services provided by students who engage in the inappropriate use of drugs. These requirements also allow CMI to be in compliance with the State of Tennessee's Code of Ethics.

A variety of specimen collection methods may be utilized, some of which may include but are not limited to: blood, urine, hair, saliva and breath.

Students may be subject to drug testing at any time in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:

- Contributing to a clinical or lab accident
- Possession of drug paraphernalia
- Unexplained abnormal or erratic behavior
- Arrest or conviction for drug or alcohol related offenses
- Observance of drug or alcohol use
- Odor of alcohol beverages
- Other behavior that gives reasonable suspicion.

Positive findings:

It is unacceptable for students to have detectable levels of illegal drugs in their system, to be under the influence of alcohol, to be impaired by prescription medications in the lab or clinical setting or to have detectable levels of legal drugs which are not disclosed/and for which no prescription can be produced. If there is a positive finding, the specimen will be sent for confirmation. Upon confirmation of a positive finding, or if the student refuses to submit to a requested drug screening, the student will immediately be removed from the massage program. Confirmation is the final appeal.

Students who do not provide a specimen for testing, will not be offered a second opportunity for testing and will be removed from the program.

Health Requirements

Chattanooga Massage Institute Inc. must be immediately notified of any physical or mental condition which would prevent a student from administering or receiving a massage. This notification is necessary in order to prevent the endangerment of health to any student or staff and must be communicated promptly to the Clinical Manager/Student Liaison. Determination of ability to participate in class will be made on an individual basis.

In the event that participation is impossible for medical reasons, the student will have the option of continuing at a later date or discontinuing classes completely. A refund will be made of prepaid tuition in accordance with the refund policy of CMI.

Class Start-Dates

Day and Evening Classes start throughout the year when the appropriate enrollment is met. CMI will start classes when at least 6 students have enrolled or when CMI has determined that a class start-date will begin. Typically, a new class will begin twice per year for day and evening class respectively (two-day classes and two- night classes per year).

Holidays

<i>Memorial Day</i>	<i>Labor Day</i>	<i>Thanksgiving (2 days)</i>	<i>MLK Day</i>
<i>July 4th (1 week)</i>	<i>President's Day</i>	<i>Christmas & New Year's Day (2 weeks)</i>	

Class Closing

If the class enrollment drops below 4 students in the first 50% of the program, CMI Inc. reserves the right close the class. Students will be given the opportunity to enroll in another day or night class, or continue in the next program. If a student wants to withdraw, then a refund will be given according to the school's refund policy listed in the school's catalog.

Background Check

It is the policy of CMI to run background checks on each enrolled student. Students enrolled in CMI are required to have crime free background for seven years prior to entering any CMI program. In addition, student backgrounds should not contain any acts of violence or inappropriate sexual conduct.

- A multi-state record check will be conducted for all students for at least seven years prior to admission.
- Students are required to disclose any prior criminal record by accurately answering the following question.

- **HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION? YES OR NO**
- Please note that Driving Under the Influence (DUI) and Driving Under Suspension (DUS) are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program.
- Students are required to disclose if they have lived in one state less than 12 months consecutively or worked outside the state of Tennessee the past 12 months. Each state that a student has lived or worked in the past 12 months will be included in the criminal background check. An FBI fingerprint may be required on students who cannot verify residency in a single state for 12 consecutive months.
- Student information forms will be collected by the administration and forwarded to the agency designated to perform the criminal background check.
- Convictions of, pleas of guilty, pleas of nolo contendere (no contest), or any pending criminal charges during the past seven years will prevent the student from meeting the requirement. However, crimes involving violence against a person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery and/or any crimes involving cruelty against animals including but not limited to: neglect, mistreatment, abandonment, fighting or baiting, stealing animals, or malicious injury at any time will prohibit a student from the CMI massage program.
- The Student Liaison/Clinic Manager and/or Director will notify the student that they have been disqualified from the program.
- Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.
- Each student must report within 3 business days to the Clinic Manager and Director any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

- The background checks will be done on each student prior to the start of student clinical rotation.
- CMI considers a background check to include a criminal background check, financial background check, the public sex offenders' registry and social media searches.

Smoke-Free Facility

CMI is a smoke free facility. No smoking is permitted anywhere on the grounds.

Student Identification

Students may not at any time represent themselves as Licenses Massage Therapists until licensed by the State of Tennessee. Students must accurately represent themselves as students of massage therapy.

Massage Therapy Program Confidentiality Agreement

This Confidentiality Agreement governs the undersigned student access to and use of confidential information including all hardware, software, data and client information accessed by students during their clinical education. Student access to confidential information is contingent upon continuous observance of the confidentiality obligation described below.

For purposes of this agreement, “Confidential Information” means any and all information, knowledge or data relating to the CMI massage clinic or clinical education site, its business operations, computing facilities including hardware and software either licensed or developed by the facility, client care activities including all parts of the client’s medical records. Finances including pricing schedules and client accounts and other activities as may be determined for “Official Use Only”, which the student may acquire or obtain by virtue of work performed at the CMI public massage clinic or clinical education site.

Student agrees not to use the Confidential Information for or divulge Confidential Information to himself/herself or others, or to the detriment of the CMI public massage clinic or clinical education site, its clients, employees or agents, as required under the following policies or any other applicable policy of the CMI public massage clinic or clinical education site unless disclosure or use is authorized by the Director or Clinic Manager of the clinical site.

Students shall at all times observe the requirement of the CMI public massage clinic or clinical education sites policy regarding “Confidentiality of Information”, keeping all Confidential Information concerning the business and client care activities strictly confidential as outlined in the policy.

Students shall at all times observe the requirements of the CMI public massage clinic or clinical education sites’ policy regarding “Release of Information from the Client’s Medical Record”, respecting all clients rights to privacy keeping all Confidential Information pertaining to clients strictly confidential and referring all request for disclosure to the Director or Clinic Manager.

Students shall at all times, observe the requirement of the CMI public massage clinic or clinical education site’s policy regarding “computer Security and Data Access”, protecting the corporate data and equipment on which Confidential Information is processed.

Student understands and agrees that any actual or threatened unauthorized use or disclosure of Confidential Information will result in the immediate revocation of the student’s access to information as described in this agreement. Additionally, the student may be subjected to legal action and the costs of any such action, including attorney fees barring the student from the actual and continued use of disclosure of Confidential Information and/or seeking monetary damages against student for the breach or anticipated breach of this Confidential Agreement.

Student understands the HIPAA standards and agrees to abide by them pertaining to any information or situation while engaged in any activity during his/her clinical education.

Student’s Signature including middle initial

Student’s SS#

Print Name as signed above

Date

Course Title & Monthly Hours of Study

Progression of Courses by month	1	2	3	4	5	6*	
<u>Course Title</u>							<u>Total</u>
1) Introduction to Massage	16	14					30
2) Massage Lab	14	14	20	20	15	7	90
3) Massage Therapy Technique	16	18	10	6			50
4) Advanced Massage Techniques			6	14	10	10	40
5) Anatomy & Physiology	20	4		20	30	26	100
6) Anatomy & Palp Lab	10	6	10	4	3	2	35
7) Kinesiology w/ Lab		24	22			4	50
8) Pathology		2	6	12	9	11	40
9) Nutrition	4					4	8
10) Medical Terminology	10			4			16
11) Clinical Concepts					6		6
12) Professional Ethics		3	6	6			15
13) Office & Practice Management		2			8	5	15
14) Business & Marketing					4	11	15
15) HIV/AIDs Education				4			4
16) CPR/First Aid			5				5
17) TN Laws and Regulations					5		5
TOTAL CLASS HOURS	90	85	85	90	90	80	520
STUDENT CLINIC HOURS							80
Total Program Hours							600

*6 month program – 520 Class Hours and
80 Student Clinic Hours

Grievance

Counseling is available for any student having difficulty with any area of study. Students having a grievance with any part of our Institution should fill out a grievance form and submit it to:

*Kathleen Benzie | Education, Student Affairs & Clinic Manager
6401 Hixson Pike, Suite E Hixson, TN 37343 | 423-847-1417 | info@chattmassage.com*

Any person claiming damage or loss as a result of any act or practice by this institution that may be in violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Post-Secondary State Authorization. The grievance will be reviewed and every attempt to settle the grievance will be made. If the complaint cannot be settled at the institute level, the student may contact:

The Tennessee Higher Education Commission
404 James Roberson Pkwy., Ste. 1900
Nashville, TN 37219
Phone (615) 741-3605 www.tn.gov/thec

Institution Associations & Affiliations

We are a member in good standing with the American Massage Therapy Association. We are a sustaining member of the Tennessee Association of Independent Colleges & Schools.

Books & Materials Used:

Mosby's Fundamentals of Therapeutic Massage, 7th Ed. Handbook *Trail Guide to the Body Student*

Sandy Fritz

Andrew Biel

Illustrated Essentials of Musculoskeletal Anatomy, 6th Ed. *Structure & Function of the Body, 16th Ed.*

Kay Sieg & Sandra Adams

Kevin Patton & Gary Thibodeau

Materials provided by CMI for laboratory classes, on-site and clinic work include:

Massage Tables

Massage Lotion / Oil

Anatomical Models

Massage Chairs

Massage Instruction Videos

Library of Texts

>> Students are encouraged to purchase colored pencils for illustrations of muscles in kinesiology lab.

Board of Directors & Officers

President: Michael A. Wolff, DC
Vice President: Karen Wolff, LMT, BS

Officers:
Michael Wolff, DC (Owner)
Karen Wolff, LMT, BS (Owner)

Administration

- I. Michael Wolff, DC.....Owner
- II. Karen Wolff, LMT, BS Director, Owner
- III. Kathleen BenzieEducation, Student Affairs & Clinic Mgr
- V. Kathleen Benzie..... Financial Officer

Faculty with credentials for position

- I. Karen Wolff, LMT, BSDirector, Adjunct Professor
- II. Tom Peck LMT, BAMassage Therapy Instructor (lecture and lab)
- III. Madelyn Momchilov, BSAnatomical Sciences Instructor (lecture and lab)
- IV Michael P. Sliman, BA, BS, DCAdjunct Professor

Instructor Qualifications

Karen Wolff, LMT, BS A graduate of the University of Tennessee at Chattanooga in 1994 with a BS degree in Health and Human Services with a concentration in nutrition. Karen taught at CMI the subjects of metabolism, digestion and acid/base balance. She became a LMT in 2005 and worked in private practice until 2016. In 2018, Karen partnered with her husband to become co-owners of CMI and accepted the position of CMI Director.

Tom Peck, LMT, BA. A graduate of the University of Arizona in 1973. Tom acquired his teaching Certification in 1990 and was an instructor in Math, English and Spanish at the high school level for 22 years. Tom worked as a land surveyor for 4 years in Texas and a truck farmer for 8 years in Tennessee prior to pursuing his teaching career. He approaches massage from the perspective of a wrestler, racing cyclist and yoga and chi kung practitioner. Tom has practiced at the Chattanooga Massage Institute for 8 years and is still practicing today. He is married to wife Genna with one daughter, Elizabeth.

Madelyn Momchilov, BS A 2018 Graduate of the University of Tennessee at Chattanooga with a BS degree in Biology and a personal focus on human anatomy. Her interest in anatomy and human functioning stems from her years as a dancer. In her formal dance training, learning the bio mechanics of the musculoskeletal system was equally important as learning the choreography. She extended this interest into her education at UTC. While completing her Bachelor's degree, she simultaneously taught anatomy to prospective nursing students in both a lecture and lab setting. This experience led her to join the staff of CMI in 2019.

Michael Sliman, BA, BS, DC A 2000 graduate of Parker College of Chiropractic. He graduated from Parker University having earned his Doctor of Chiropractic Degree while concurrently earning his Bachelors of Science degree in Anatomy/Exercise Physiology. His undergraduate work included earning his Bachelor of Arts degree in Pre-Med Biological Science and graduating a Member of Alpha Epsilon Delta, the Pre-Medical Honors Society and Sigma Tau Delta, the English Honors Society. Dr. Sliman has previously practiced both privately and in-group in Alabama, Texas and Mississippi. His practice experience focused on corrective & therapeutic spinal and extremity care with an emphasis on soft tissue repair and myofascial therapies including neuromuscular re-education. He has been teaching Anatomy & Physiology and Kinesiology since 2000 and joined CMI staff in 2015

Support Staff .

Kathleen Benzie	Clinic Manager
Anita Cagle	Receptionist
Lisa Dickens	Receptionist

Disclosure on the Transferability of Credits Policy:



Credits earned at Chattanooga Massage Institute, Inc. may not transfer educational institution. Credits earned at another educational institution may not be accepted by Chattanooga Massage Institute, Inc. You should obtain confirmation that Chattanooga Massage Institute Inc. will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Chattanooga Massage Institute Inc. to determine if such institutions will accept credits earned at Chattanooga Massage Institute Inc. prior to executing an enrollment contract or agreement.

The ability to transfer credits from Chattanooga Massage Institute, Inc. to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Chattanooga Massage Institute, Inc. if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Chattanooga Massage Institute, Inc. and of any other educational institutions (if you may in the future want to transfer the credits earned at Chattanooga Massage Institute, Inc.) before you execute an enrollment contract or agreement.

I have read and understand the Disclosure on the Transferability of Credits Policy.

Signature of Student

Date



CHATTANOOGA MASSAGE INSTITUTE, INC.

Pre-Enrollment Form

Name of Student _____ Registration Date _____

Email address _____

Address _____ City/State/Zip _____

Telephone Number (home) _____ (mobile) _____

Name of Course: **Massage Therapy Certificate Program**

Please mark each section with a check when completed:

- _____ Toured the institution and has met the Student Affairs Officer/Clinic Manager
- _____ Received an institutional massage program catalog and was given the time and opportunity to review the institutional policies in the catalog.
- _____ Knows the length of the program for full time and part time students in the academic terms and actual calendar time
- _____ Has been informed of the total tuition and fee cost of the program
- _____ Has been informed of class cancellation policy
- _____ Has been informed of the estimated cost of books and any required equipment purchases
- _____ Has been given a copy of the institutional cancellation and refund policy
- _____ Has received the most recent withdrawal, completion, and placement data as calculated by the Commission in one of the ways described in Rule 1540-01-02-.13(1)(j)
- _____ Has been given the address and telephone number of the Tennessee Higher Education Commission Staff along with a statement that reads: "Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02, may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."
- _____ Essay received.

I have reviewed all of the institutional policies and understand the Transferability of Credits Policy limitations.

Signature of Student (Applicant)

Date

Signature of Clinic Manager

Date

Signature of Director

Date

Chattanooga Massage Institute, Inc. / 6401 Hixson Pike N., Suite E Hixson, TN 37343



**ENROLLMENT AGREEMENT for Massage Therapy Program
CHATTANOOGA MASSAGE INSTITUTE, INC.
6401 Hixson Pike N., Suite E
Hixson, TN 37343**

Chattanooga Massage Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

Name _____ Primary Phone _____

Address _____

Social Security Number _____

I would like to enroll in class: _____ Full-time (6 months) _____ Part-time (1 yr) _____
Start date _____ Expected Graduation date _____

Choose one from the following payment plans:

PLAN A Payment in full of \$5250.00 in addition to your non-refundable \$100.00 registration fee (paid at time of enrollment). This will pay Tuition and Registration fee and your books, lab fees and Insurance are included (a 350.00 value) If student withdraws a \$350.00 charge for books, insurance and lab fee as well as your \$100.00 registration fee will be assessed. Any tuition refund would follow the refund policy.

PLAN B Pay a \$2500.00 deposit in addition to the \$100.00 non-refundable registration fee (paid at the time of enrollment) and pay the remaining balance in 5 equal payments of \$657.20 per month for the remaining 5 months (which includes a 6% interest for 5 months) (total paid \$5786.00)

Refund Policy

Withdrawal during the first 10% of the program results in 90% refund of institution charges.

Withdraw During

11% to 20%
21% to 30%
31% to 40%
41% to 50%
51% to 60%
61% to 100%

Results a

80% refund
70% refund
60% refund
50% refund
40% refund
no refund

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