

# **School of Massage**

by Kneaded Energy



## **Student Handbook**

Requirements, Policies, Rules and Guidelines

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## *Introduction to Kneaded Energy School of Massage*

### **VISION STATEMENT**

**The Vision Statement that best describes the Kneaded Energy School of Massage is:**

- To provide opportunity...

We want to provide opportunity for our students and their dreams. We want to provide opportunity for those called to teach. We want to provide opportunity for practicing therapists that desire more training. We want to provide opportunity for the clients who seek the training we provide to our students.

### **MISSION STATEMENT**

**The KESM Mission Statement is designed to:**

- Listen and respond to the students' needs,
- Ensure that each student develops self confidence, increases their self esteem, and creates a path to assist them to reach their personal potential,
- Create an environment that is fun,
- Provide opportunity for greater learning in all aspects of massage therapy education that acknowledges the therapist/client in a body-mind-spirit learning environment,
- Prepare the student with the fundamentals, knowledge and practical skills of massage therapy and application of hands-on techniques,
- Prepare the student to practice as a professional Massage Therapist in a variety of employment settings with a sound knowledge of and proficiency in the fundamental skills, theory and principles of massage therapy and business,
- Ensure each student learns the law with regards to Massage Therapy and prepares them to make smart, safe and ethical decisions with regards to their professional practice of massage therapy,
- Generate profits that: a) justify the investment, b) afford compensation to those who contribute c) allow the company to grow, and d) ensure that each student receives a quality education.

## *Section I. Agreements*

### **1.1 OUR COMMITMENT TO OUR STUDENTS and GRADUATES**

Everyone with Kneaded Energy School of Massage (KESM) is committed to helping our students win and to become successful massage therapists. We accept what the student brings and we are committed to helping them to develop their professional self. The following is our commitment to our students to help make that happen.

If a student, at no fault of their own, misses too much class time, to graduate on time with their class, they can retake classes one additional time (2<sup>nd</sup> time) at no additional charge to them, providing they have maintained their payments and we have an open seat in a class. If a student needs to take a leave of absence, the student can re-enter the program at no additional charge to them, providing they have maintained their payments and meet the requirements of re-entry. *This is NOT a requirement or expectation of the Board of Massage, this is a commitment of KESM.*

If a student does not pass their classes, due to grades, they can retake classes one additional time (2<sup>nd</sup> time) at no additional charge to them, providing they have maintained their payments and we have an open seat in a class.

KESM graduates are welcomed to audit all Business classes, at no charge, without prior notice. Graduates can audit other classes as well, at no charge so long as they arrange with the school administration in advance and we have an open seat and room in a class.

### **1.2 KNEADED ENERGY SCHOOL OF MASSAGE CODE OF ETHICS**

All Kneaded Energy School of Massage students, staff, and faculty shall:

- Respect the learning environment and conduct themselves with integrity and honesty,
- Respect the differences and inherent worth of each other and expect the best of each other,
- Hold each other in a place of unconditional positive regard and respect the different learning styles and the different teaching styles,
- Aspire to be the best representative and practitioner of the massage therapy profession. Promote the practice of massage therapy in a professional manner,
- Provide a safe atmosphere in the learning environment by establishing clear physical and emotional boundaries and by refraining from any sexual conduct,
- Safeguard the confidential nature of the classroom and all therapeutic work,
- Honor all the laws governing the practice of massage therapy, the scope of practice,
- Represent education, qualifications, and certifications honestly,
- Perform and promote only those services for which they are qualified,
- Teach the students to make smart choices with regards to NC Law and Ethics.

*We are here  
to help you  
succeed.*

### **1.3 STUDENT CONDUCT**

As a student, while you are on Kneaded Energy property or at a Kneaded Energy School of Massage event, you may not act in any way that negatively affects the schools educational objectives, that is illegal or is against the rules and regulations of the school or NC Board of Massage and Bodywork Therapy or you will be subject to disciplinary action.

As a student, you will be expected to:

- Act professional, dress professional, be professional,
- Be respectful of other students, faculty, administration and student clinic clients,
- Practice confidentiality about other students and student clinic clients,
- Practice Unconditional Positive Regard to other students and student clinic clients.
- Turn your cell phone off and put it away. Students cannot have their phone in their pocket or on their person. Consequences will result in an absence and 0 for the day.

As a student, you cannot:

- Be dishonest and/or disrespectful,
- Steal, misuse or damage school property, you will be held responsible to replace the property at your expense,
- Steal, lie or cheat while completing academic requirements,
- Occupy or seize school property or facility,
- Have, make, distribute, sell or be under the influence of alcohol or any substance on school property or at any school event,
- Be physically or verbally lewd or indecent
- Assault, threaten or harass anyone on school property or at supervised event,
- Sexually harass a student, employee or client,
- Obstruct or disrupt study, teaching, research, administration or disciplinary proceedings,
- Participate in or hold an assembly, demonstration or gathering that threatens or causes injury to anyone or anything that interferes with access to school facilities,
- Have, use, sell or distribute weapons of any kind,
- Issue a bomb threat, set off a fire alarm or tamper with safety equipment, except in an emergency,
- Smoke in your scrubs or use other forms of tobacco in school building, in front of the school building or within 25 ft from any school door,
- Forge, alter or misuse school documents or records,
- Fail to follow instruction of school employees who are performing their duties,
- Violate the terms of a disciplinary action,
- Fail to pay school fees, fines, loans, payments or write a bad check to the school,
- Violate local, state, or federal criminal law on the school property,
- Behave in a way that conflicts with the safety of others,
- Steal or misuse computer time,
- Bring pets or other animals onto the campus.

21 NCAC 30 .0630 (20): 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.

.0626 NC BMBT Rules and Regulations: A student shall not receive a fee, tip or other consideration from the massage and bodywork therapy they perform while completing clinical requirements for graduation, whether or not the school charges a fee for services in a student clinic. ***This includes tips, gratuities, trades, meals, gas, coffee, or anything else deemed by the board as compensation.***

## **1.4 FINANCIAL AGREEMENT**

Students agree to pay their tuition in full once past the 10% point (last day to withdraw, this is noted on the class schedule).

## **1.5 DEFINITIONS**

**Absence:** is defined as a state of being away or not being present, it can include inattentiveness, preoccupation or failure to appear when expected.

KESM students are considered absent if they:

- Don't or can't participate
- Arrive more than 30 minutes late or leave 30 minutes early
- Accrue 3 tardies (arrive or leave less than 29 minutes)
- Disrupt class and/or are disrespectful and are asked to leave the classroom
- Create an unsafe learning environment and are asked to leave
- Sleep or lay their head down during lecture
- Act inappropriately and are asked to leave the classroom
- Keep their cellphone on their person during any class

**Academic Dishonesty:** is defined as, but not limited to; cheating, stealing, copying or attempting to cheat, steal or copy from another student's work or from the school. Using or attempting to use unauthorized information, notes or study aids. Plagiarism, or attempting to plagiarize, is an act of committing literary fraud by using a writer's words or ideas as your own. Submitting another's work as one's own, such as copying another student's homework and turning it in as yours by attempting to make minor changes to the content is not acceptable. When this happens, we reserve the right to dismiss you from the program.

**Attendance:** the act of attending, which means to be present. At KESM, we define on-time attendance as arriving in plenty of time to be settled, seated and ready to learn when class begins on-time.

**Class:** the definition of a class is a 3 hour period of time within a course.

**Course:** the definition of course is a series of instructional periods or classes dealing with a subject that has its own syllabus.

**Ethic:** the definition of Ethic is the discipline dealing with what is good and bad and with moral duty and obligation. The principles of conduct governing an individual or a group <professional *ethics*>.

**Integrity:** the definition of integrity is the adherence to a code of especially moral or artistic values.

**Moral Character:** is an evaluation of a particular individual's moral qualities. The concept of *character* can imply a variety of attributes such as integrity, courage, fortitude, honesty, and loyalty, or of good behaviors or habits. Moral character primarily refers to the assemblage of qualities that distinguish one individual from another.

**Participation:** the act of participating. For MT classes this equates to giving and receiving message or actively being involved in the daily lesson plan. For lecture classes this equates to actively participating in the activity, game, team work, presentation, reading aloud, quiz or exam or whatever else might be included in that daily lesson plan. Students have the right to choose not to participate, this is considered non participation. Non participation results in an absence and "0" for the day. Sitting out is not considered participation. If a student has an injury, they can still be actively engaged in the class.

**Proficient:** is defined as being well advanced in knowledge or skill. We reserve the right to make this determination.

**Program:** the definition of program is the total of classes for the Day or Night Program.

**Professional Attire and Appearance:** we define professional appearance to include, but not limited to; being in clean, size appropriate burgundy scrubs, waist band of pants at waist, odor neutral, nails cut and filed close and without polish, design or acrylics, hair clean and brushed and pulled back out of the way of touching the client, no stocking caps or hoodies. Students are expected to come to each class, clinic and community service projects in professional attire.

**Sexual Harassment:** The definition of sexual harassment is any unwelcome sexual advance, request for sexual favors and other verbal and/or physical conduct of a sexual nature by one person to another or with sexual implications, which:

- a) Has or may have explicit or implicit employment consequences resulting from the acceptance or rejection of such conduct.
- b) Has or may have explicit or implicit academic consequences resulting from the acceptance or rejection of such conduct.
- c) Creates an intimidating, hostile, and/or offensive working or learning environment.
- d) Interferes with an employee's work performance or a student's academic performance.

## *Section II. KESM Administrative Policies*

### **2.1 EDUCATIONAL EXPECTATIONS**

Kneaded Energy School of Massage is a pre-professional, adult learning environment. We encourage and promote professionalism, self responsibility, time management skills, respectful communication skills, and continuous personal inventory.

We encourage students to support themselves in the learning environment, ask for help when necessary and seek to achieve their highest potential.

Kneaded Energy School of Massage understands and respects different learning and teaching styles. Feedback from colleagues, instructors and staff is designed to give the student critical information to support them in this process.

### **2.2 ATTENDANCE**

**Class:** Class Attendance is mandatory and is recorded daily. Attendance is an integral part of each student's progress. Class begins and ends on time. Students are expected to be on time for all classes. Plan to arrive on campus at least 20 minutes before class in order to be ready when class begins.

Class participation is mandatory and students are expected to participate in all class activities, readings, assignments, group projects, quizzes and exams to receive credit for attendance. Students are expected to remain in class through the entire scheduled class time.

If a student has an injury and participation is limited, the instructor can utilize the student as an aid for that class to help monitor other students' body mechanics or in any other manner the instructor deems helpful. The student must remain engaged in the classroom to be counted as present.

For the purposes of the Attendance Policy, the Massage Therapy program is divided into five basic subjects:

- Anatomy and Physiology,
- Musculoskeletal,
- Student Clinic and Pre-Clinic,
- Ethics/NC Law and
- "Other" which includes Massage Therapy and all other classes.

An absence constitutes a missed 3 hour class not a missed day. As a day student, a missed day consists of two (2) classes.

The **attendance policy** states that the following is the total number of absences a student can accrue before being dismissed from a particular subject.

- Anatomy (1 and 2) – total of two (2) absences
- Musculoskeletal (1 and 2) – total of two (2) absences
- Student Clinic – total of 0 absences
- Ethics and NC Law – total of 0 absences
- "Other" Massage Therapy and all other classes – total of eight (8) absences, with the exception of Mandatory Classes.

In the event a student accrues one (1) additional absence in excess of the number of absences listed above, the student is put on *Notice of Academic Concern*. These classes, both time and class material will need to be made-up. As the student

*The **attendance policy** states that you can only miss 2 classes in each science class and 8 other classes.*

*Mandatory classes, if missed, have to be attended to make-up.*



misses more classes, they will be given a letter periodically, indicating make-up requirements.

We reserve the right to dismiss or “fail to graduate” a student for excessive absences. We reserve the right to remove a student from the class and clinic schedule for excessive absences and/or excessively failed coursework. Once the student is in good standing academically we will allow them to return to clinic work.

The NC BMBT rules and regulations .0620 (11) stipulates that: *for student to receive credit in a course, the student shall attend no less than 75 percent of the instructional hours of the course. The student shall also make up sufficient 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.*

**Student Clinic Attendance:** Working clinic represents the requirements of real life employment. You are expected to attend, every day. **No absence from clinic is excused.**

If you cannot work the shift you signed up for or volunteered to cover, you are required to:

- Find a student to work your shift. Clients are booked. Some clients are taking off work to come support our clinic. Someone has to see them. It is your responsibility to get one of your classmates to cover for you.
- If you cannot find a classmate to cover your shift, you will receive a NO PASS for the day and will be required to make up your clinic hours twice. Example: You signed up to fulfill 4 hours of clinic. You were unable to find a replacement. You receive a NO PASS for the day and are now required to make up 8 hours of clinic.

### **2.3 MANDATORY CLASSES**

- Ethics Classes: ETH 100-1, ETH 100-2, ETH 100-3, ETH 100-4, ETH 100-5
- Professional Development Classes: PD100-1, CL900 pre-clinic
- Somatics Classes: SC220-2, SC220-3, SC220-4, SC220-5, SC220-6, SC220-7
- Massage Therapy Classes: MT199-1 Practicum, MT299 Practicum, MT371-3 Practicum and MT451-10 Practicum
- Business Classes: BUS100-1, BUS 100-2, BUS200-1, BUS200-2, BUS200-3, BUS200-4, BUS200-5
- All Student Clinic hours the student chooses to sign up to work and any events the school supports during your enrollment.

### **2.4 STUDENT DAILY RUBRIC**

Developing good habits requires time and repetition. The Student Daily Rubric is a self-graded model to help you develop the habits required in all hands on classes.

Students grade themselves daily on the following points: attendance, on time and prepared to learn, having sheets and hand towel with them, dressed in professional scrubs, cell phone OFF and put away, have white notebook with them, have a hair tie if you have long hair, did you remember to remove your jewelry, and are you odor neutral. These are expectations of the industry.

This Rubric is kept in the student’s file and submitted to the student advisor at the end of a course/practicum. At that time your student advisor will compare your Rubric to the instructor notes, attendance sheet. Accuracy is dependent upon your honor.

Missing 3 points equates to 75% or “passing” for the day. If not submitted or inaccurately completed, students will be given a score of 6 out of 12 possible for each day 50%.

**2.5 TARDIES**

Tardiness interrupts the classroom experience and is disrespectful of the instructors and fellow students. Being on time means “settled and ready to learn” at the scheduled start time.

The following regulations are designed to help a student develop punctual habits and are not intended to punish the student for the rare time that student is unavoidably tardy or must leave early.

- When a student is late to class or leaves early it is considered a tardy. Three (3) tardies equals one (1) absence.
- *Students missing more than 30 minutes of a class will be marked absent and will be required to meet with the student advisor and make up the missed work as described in the section about Make-Up.*
- If this problem persists, the student may be asked to leave the program.

Students are responsible for notifying the school ahead of time in the event of an anticipated absence or tardiness. The Instructor must be informed if a student expects to leave class early.

**2.6 PREREQUISITE CLASSES**

- To advance in the program from MT101 series, you must pass the practicum.
- To advance into student clinic, and ensure we are protecting the public, students need to have passed the Swedish practicum, have attended PD100-1, PD100-2 and PD100-3 and be passing both the sciences for foundational knowledge of muscles/bones and pathology.
- To advance into Condition Specific, students must be currently passing the Muscular Skeletal Science class, Sports Massage and Deep Tissue Class. Condition Specific requires advanced critical thinking skills that require a good, fundamental understanding of the muscles. Students must complete MT450-1, MT450-2, MT450-3 and MT450-4 in order to move forward into the hands on portion of this course.

**2.7 GRADING SYSTEM**

**Grading for the Classroom:** KESM utilizes a PASS / NO PASS / INCOMPLETE grading system. The instructors use both objective and subjective methods of evaluation.

- The grade in an individual course is based on the satisfactory completion of all course requirements, which may include attendance, **class participation**, written exams, hands on exams, completion of assignments, instructor feedback, and student progress reports.
- A minimum combined total course score of 75% is required to earn a passing grade.
- Students who did not achieve a passing grade on a written or practical (hands on) exam will be allowed to retake that exam *with a Student Advisor*, at the discretion of the instructor.
- At the discretion of the instructor, a student can retake an exam *with a Student Advisor* two (2) times and receive a passing grade.
- At the discretion of the instructor, a class quiz can be retaken one (1) time *with a Student Advisor*. **The retake can never be granted directly**

*Tardies are such a disruption to class, so we want to eliminate them as much as possible.*

*30 minutes tardy = 1 absence*

*3 tardies of less than 30 minutes = 1 absence*

*Use your time wisely.*

*Also, as a massage therapist, if you are late for an appointment, your client will not return, or your co-worker will get the client.*

**following the class or with the instructor in another class time.** The student must prove and *show to the Student Advisor* that the coursework and the study guide questions have been completed.

- A student that misses a class with a quiz, can take the quiz once they prove and *show to the Student Advisor* the coursework and the study guide questions have been completed.

Students who are required to retake a subject, due to poor grades, can, at no additional charge, start again in the next immediate class.

### **Grading for Student Clinic:**

Students will receive a PASS / NO PASS / INCOMPLETE each day they are signed up for student clinic.

- If a student cannot attend the clinic day they signed up to work, they are required to find a student to take their place for that day.
- If a student cannot find a student replacement they will receive a NO SHOW for the day and will be required to make up that day and another day equal to the day they missed,
- A student that receives 4 +NO SHOWS for clinic will not receive a passing grade for student clinic.
- Three (3) tardies equal 1 absence (NO SHOW).
- *Students missing more than 30 minutes of a clinic will receive credit for the hours they work but will receive an absence (NO SHOW) and so will need to make up those additional hours.*

## **2.8 MAKE-UP WORK**

Each class is sequentially organized to aid the student in overall understanding and knowledge. Each class builds on the knowledge gained in the previous class. Classes are designed to contain both factual and experiential content which make up an integrated learning experience. Both are necessary to maintain satisfactory academic progress.

The NC BMBT rules and regulations .0620 (11) stipulates that: *for student to receive credit in a course, the student shall attend no less than 75 percent of the instructional hours of the course. The student shall also make up sufficient 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.*

It is the students' responsibility to make up missed class time and/or make up missed classwork. Each syllabus directs the student to the actual scope of make-up work. Make up work should be completed within two weeks of the missed class and *placed in the Student Advisor folder*, in order to advance to the next section of classes/courses. A student making up time is still expected to participate with the class.

All make-up work must contain students' name, class number, date of submission, and date of missed class.

The factual material of the class can be obtained from other students for class notes, classroom material and handouts. The student is responsible for completing all reading assignments for each class missed. The experiential content of the missed class may involve experiential exercises. The student must gather this information through working with other students or *through the Student Advisor*.

Any make-up or tutorial time scheduled with an instructor and delivered outside of regular class hours is at the discretion of the instructor and does involve a \$25/hr fee to be paid directly to the instructor for their additional instruction time.

Any make-up time scheduled with a Student Advisor but not kept by the student, the student is expected to pay the Student Advisor \$25 for 1 hour of time and that is to be paid directly to the Student Advisor. These charges are monitored by Administration.

*NOTE: ALL make up work, quiz/exam retakes need to be completed and up to date, 30 days before estimated graduation date if you are hoping to receive a diploma at the time of graduation.*

## **2.9 ACCOUNTABILITY, STUDENT ADVISING, SUPPORT & PROGRESS**

Students are expected to maintain satisfactory academic progress in every course throughout the curriculum. The Student Advisor, Program Coordinator or Program Director will require a meeting with any student who is not maintaining satisfactory academic progress.

Student Advisors are assigned to each class. This is the person to check in with to know your progress. They record attendance, grades and make-up work. If you need to make up a quiz or exam, schedule with your Student Advisor.

Six weeks prior to graduation, Student Advisors give students a Student Progress Report which states their expected grade and course completion requirements. Students receiving a NO PASS or INCOMPLETE grade are required to repeat a course.

Outside assignments including reading, specific course assignments and take-home exams are essential parts of the curriculum and must be completed by each student. Students are expected to turn in all assignments on time.

If a student fails to maintain a passing grade, they will become ineligible to proceed in parts of the program, like Student Clinic and Condition Specific Massage Therapy. Students can only officially re-enter the program one time. The student will be given 11 weeks to show their commitment. IF the student is not passing the coursework at 11 weeks during the re-entry, the student will be asked to leave the program. If they do not pass or are asked to leave the program, they will not be able to re-enter the program a third time for any reason.

If you have a **disability** that may affect your academic performance, it is your responsibility to inform the Program Director(s) or student advisor with a documented IEP or written summary from a licensed professional ahead of time and to take necessary steps to line up the help you might need in order to succeed.

If a student experiences serious emotional, psychological or physical **difficulties** during the training, he/she will be advised to seek appropriate professional resources for assistance.

The administrative staff is available by appointment to provide the student with assistance in post-graduate career planning. These meetings will be limited to 30 minutes. A student seeking more in-depth consultation with a staff member may schedule these services on an hourly fee basis.

## **2.10 FINANCIAL POLICIES**

All payments and financial matters will be handled through the Kneaded Energy School of Massage Business Office. Payments must be made either by mail or in person during regular office hours: Monday-Friday 9:00am-6:00pm. Payments cannot be accepted by instructional staff. Payments may be made in the form of a check, cash, money order, or credit cards: Visa/Mastercard/American Express. Written receipts will be given to the student for each payment.

Tuition payments are due on the 15<sup>th</sup> of the month. Students must notify the school if a late payment is anticipated. A late fee of \$20.00 will be added to all payments received more than five (5) days after the due date.

We reserve the right to remove a student from working their student clinic requirements, from taking finals and we can refuse to give the student a copy of their transcript for past due accounts. Once the student is in good standing financially they can continue in the program. We reserve the right to dismiss and/or place on probation any students who have more than two (2) late payments, or who are more than thirty (30) days late on any payment. For any student who displays a lack of responsibility; has shown or proven to be unreliable in their financial commitment to the institution to pay their tuition according to the Student Enrollment Agreement, we reserve the right to require payment in full before completing student clinic requirements and/or receiving their diploma.

The following applies only to students who have selected the pay in full or quarterly payment options but do not keep this arrangement. You will be charged interest retroactively to the beginning of the agreement and late fees charged.

When there is an unpaid balance due the school, instructor, or student advisor remaining at the time of graduation, Kneaded Energy School of Massage will not release the student's certificates or transcripts, nor will Kneaded Energy School of Massage sign applications for licensure, national certification, MBLEx, professional association membership, nor will the school issue any letters of recommendation *until the account is paid in full.*

There will be a \$25.00 charge for each check returned for insufficient funds.

The student is responsible for all costs incurred in the collection of a delinquent account. A delinquent student account will be reported to a collection agency.

Student seeking licensure, MBLEx test, professional insurance and membership are at the expense of the student.

## **2.11 REFUND POLICY**

Tuition refunds will be calculated from the date of cancellation, termination, dismissal, and will be determined as follows:

Cancellation within the first 72 hours after signing the Student Enrollment Contract and paying the \$1000 tuition deposit – full refund of all monies paid, excluding the Application Fee.

Cancellation after 72 hours, but before classes begin – Kneaded Energy School of Massage will retain the deposit and possibly the \$530 cost of books (if the books have been ordered) = \$1530.

Termination after the beginning of the program, but prior to the official 10% point of the program – Kneaded Energy School of Massage will refund fees paid, less \$1550 plus \$530 for the cost of books = \$2080.

For termination after the official 10% point of the program – there will be no refund given.

At the date of termination or dismissal, any outstanding tuition balance or fees are payable in full, and are the financial obligation of the student.

All money due the applicant or student shall be refunded within 30 days of cancellation, termination, or dismissal.

*We reserve the right to remove a student from working their student clinic requirements, from taking finals and we can refuse to give the student a copy of their transcript for past due accounts.*

## **2.12 DISCIPLINARY PROCEDURES**

**Notice of Academic Concern:** In the following cases, 1) unsatisfactory attendance, 2) unsatisfactory academic progress, or 3) violation of any provisions of the Kneaded Energy School of Massage Student Handbook, the student will be required to meet with the Program Directors. This meeting will allow the student to arrange and create an acceptable course of action in order to move towards successful outcomes. The student will receive a written Notice of Academic Concern which will document these agreements.

**Academic Probation:** If the student does not meet their specific agreements documented in the Notice of Academic Concern, the student fails to maintain passing grades, or for multiple violations of rules and regulations the student will meet with the Program Directors and may be placed on Academic Probation. The student is given one final opportunity to bring their work and actions up to the specified agreements in a designated period of time, not to exceed 30 days. Failure to correct the probationary status, the student may be dismissed from the school. A probationary period before dismissal is not necessarily required.

**Dismissal:** Kneaded Energy School of Massage reserves the right to dismiss a student at any time and for any reason, including but not limited to:

- Violation of the Kneaded Energy School of Massage Code of Ethics,
- Behaving in a way that is harmful to the school, other students, instructors or the massage therapy profession,
- Unsatisfactory academic progress or attendance,
- Failure to meet financial obligation,
- Providing false, misleading or withholding information on the application,
- Inability to practice massage in a safe manner, whether in the classroom, out of the classroom or during student clinic,
- Inability to comprehend the ethical consideration of self behavior and healthy, professional boundaries,
- Excessive violations of the Kneaded Energy School of Massage rules and regulations.
- Moral Turpitude.

## **2.13 STUDENT RECORDS AND FERPA**

Students have the right to access their official academic records and to the assurance that official student records are free from information on a personal, social, sexual preference, religious or political activities or beliefs.

Students can have access to their files during regular office hours. The student must request access to their file from the Program Director(s).

The Family Education Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Business Office allowing the release of their education records to specified third parties or to submit recommendations or evaluations in accordance with FERPA regulations. Kneaded Energy School of Massage reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information regarding FERPA, please visit the U.S. Department of Education's website.

## **2.14 TRANSCRIPTS, GRADUATION REQUIREMENTS & PROFESSIONAL CREDENTIALS**

Kneaded Energy School of Massage will issue an original Diploma and a copy of their Transcript to those students who complete and pass all required course work and pay all tuition and fees in full.

KESM will automatically provide the NC Board of Massage and Bodywork Therapy the student's official Transcript and a copy of their diploma upon graduation.

Kneaded Energy School of Massage will provide letters of reference for students who are applying for massage licenses, or professional massage association memberships once they have completed, and passed, all required coursework and pay all tuition and fees in full.

Kneaded Energy School of Massage graduates are eligible to sit for the Massage and Bodywork Licensing Exam (MBLEx), National Certification Examination for Therapeutic Massage and Bodywork or any exam adopted by the North Carolina Licensing Board.

Kneaded Energy School of Massage will provide a graduate of the program with an official Transcript (sealed copy) upon written request or on a Transcript Request form. This request must indicate the student's name, along with the name and address of the institution receiving the transcript. There is no charge for this service for 1 official transcript. The cost per additional transcript is \$5.00 each.

Former students who have not completed or graduated from the program will receive a standard letter of reference, indicating course work was incomplete to their last date of attendance. Transcripts will show NP, Not Passing.

### **2.15 LEAVE OF ABSENCE AND RE-ENTRY**

In certain situations, such as a family emergency, health situations or pregnancy, a student may be permitted, at the discretion of the Kneaded Energy School of Massage Management Team, to take a leave of absence from the program, and rejoin a later class.

In order to be considered, a student must be in good academic and financial standing and the request must be submitted in writing to the Program Director(s).

The student must re-enter the program within one year of the date of their last attendance. If the student wants to be considered for advanced placement upon return, they must follow the re-entry procedures' practicum and written test.

### **2.16 TERMINATION/WITHDRAWAL**

A student planning to terminate their enrollment, withdraw or transfer from the KESM program should meet with the staff for a formal exit interview. Written notice of a student's intent to withdraw from the program should include the student's reason for withdrawal and should be delivered to the Program Director(s).

The official date of termination will be determined by the student's last date of attendance or by date of dismissal by the school.

If the student is found to be out of compliance with the school policies, is of poor moral character or defaults on their school financial agreements, the school will forward this information to the NC BMBT to become part of their permanent file.

### **2.17 RELATIONSHIPS BETWEEN STUDENTS & KESM STAFF**

Kneaded Energy School of Massage considers the academic relationship between the student and staff members to be integral in establishing professional boundaries and ethical responsibilities.

*Moral Turpitude is described as conduct that is considered contrary to community standards of justice, honesty or good morals.*

In order to maintain a commitment to each student's path of progress and maintain the integrity and effectiveness of the educational setting, the staff will not develop personal friendships with students until after graduation. The staff will not engage in intimate or sexual relationships with students, unless the relationship was established prior to a student's enrollment in the program.

In order to maintain a commitment of the staff/student relationship and maintain the integrity and effectiveness of the educational setting, the teaching and administrative school staff will not personally provide Massage and Bodywork therapy, or enter into a therapist/client relationship with a student until after graduation. The students are not allowed to receive Massage and Bodywork therapy from the teaching and administrative school staff outside of classroom demonstration.

## **2.18 PROBLEM RESOLUTION, RESPONSIBILITY AND GRIEVANCE**

It is the school's intention to provide a constructive learning experience for each student. It is the students' responsibility to:

- Abide by all rules, regulations and policies,
- Maintain individual honor in their academic pursuits,
- Maintain the standards of academic performance established for the Professional Massage Therapy Program,
- Learn the content and demonstrate the competences of the program,
- Maintain the standard of classroom conduct conducive to the learning environment,
- Maintain appropriate, professional behavior conducive to a healing environment,
- Comply with all attendance procedures,
- Respect the instructor and other students in the classroom.

In the event that a difficult situation or unresolved problem arises with another student, instructor or administration, it is the student's responsibility to initiate the following process at the earliest opportunity.

- The student should communicate the issue, question or concern directly with the appropriate party, utilizing a model of neutrality.
- In order to maintain the learning environment of the classroom, the instructor will not allow grievances or concerns to be addressed during class time.
- If direct communication did not bring resolution, the student shall discuss the issue with the Program Director(s) and/or Program Coordinator.
- Before returning to class, the student may or may not be required to meet with the instructor(s).
- If still unresolved the student should allow the Grievance Procedure.

### **Formal Grievance Procedure:**

- The student shall file a formal grievance, in writing, along with an Incident Report, documenting the problem in detail and the steps that have been taken to resolve the grievance. This written grievance shall be submitted to the Program Director(s) and/or Program Coordinator.
- The Program Director(s) and/or the Program Coordinator are responsible for investigating the grievance and will attempt to make an official response within 2 weeks. The student will be notified in writing.
- If the student is not satisfied and believes the grievance has not been resolved, a written appeal may be made. The grievance and appeal will be submitted to the Kneaded Energy School of Massage Management Team.
- The Management Team will investigate the grievance and will attempt to make an official response within 2 weeks. The student will be notified in writing.



- If the student is not satisfied with the decision of the Management Team, the student can contact North Carolina Board of Massage and Bodywork Therapy. See the Business Office Manager for specific complaint procedures and addresses.

**Petitioning for Consideration or Re-entry:**

In the event a student is dismissed from a subject(s) or simply leaves for an indeterminate period of time, after first being placed on probation for excessive absences, the student may submit in writing, a petition to be readmitted to that particular subject or re-entry to the program. The student must re-enter the program within one year of the date of their last attendance. If the student wants to be considered for advanced placement upon return, they must be financially current and follow the re-entry procedures’ practicum and written test.

If the student is admitted to that particular subject, the student will begin with the next available corresponding class for that particular subject.

The student shall submit documents surrounding any extenuating circumstances that need to be considered for re-entry. The burden of proof is on the student. The documents may include, but is not limited to, doctor’s notes, death certificate, accident report, or insurance claims. By submitting a petition to re-enter to the Co-Program Directors, Program Coordinator, Business Manager and/or Student Advisor, the student gives the school personnel, their members or their agents, the authority to contact and verify the validity of all submitted evidence, dates and events. Contact information shall be noted on all evidence submitted with the student’s petition.

The student must submit their petition in writing within seven (7) days from the date the student was dismissed from the subjects. In the event the student does not submit a petition within the seven (7) business days then the dismissal is final.

The student, if readmitted, shall be expected to attend **all** classes. The attendance policy will apply.

All students are expected to participate in classroom activities/exchanges/testing. If a student is unable to participate due to illness, the student must take an absence so as not to contaminate other students and/or instructors.

If a student has an injury and participation is limited, the instructor can utilize the student as an aid for that class to help monitor other students’ body mechanics or in any other manner the instructor deems helpful. The student must remain engaged in the classroom to be counted as present.

**2.19 SEXUAL HARASSMENT POLICY AND PROCEDURE**

Sexual harassment violates both federal law and Kneaded Energy School of Massage policies and will not be tolerated. Because of the sensitive nature of alleged harassment incidents, every reasonable effort should be made to resolve them on an informal basis in such a way that preserves the reputation, confidentiality and integrity of every person involved.

Should any student, instructor, staff or administrator believe that they have been the victim of sexual harassment, and the informal procedure has failed to produce satisfactory resolution, then they should file an Incident Report and file a formal Grievance.

*Any complaints you might have about the school, the staff or classmates, we take very seriously.*

## **2.20 HARRASSMENT/BULLYING POLICY**

Bullying and/or harassment violates KESM policy and will not be tolerated. Should any student, instructor, staff or administrator believe that they have been a victim of bullying and/or harassment, they should document and file an Incident Report.

## **2.21 FEEDBACK FROM STUDENTS AND GRADUATES**

At the end of each program, students are required to complete an evaluation form about the coursework and the instructors. This allows us to assess the overall quality of our program and make changes as needed.

It is also important that we receive feedback from our graduates and employers of Kneaded Energy School of Massage graduates.

## **2.22 INTELLECTUAL PROPERTY OF THE SCHOOL**

Students are given a school notebook of information that is specific to Kneaded Energy School of Massage and our curriculum. Students also receive a dvd and cd of the sequence, draping, etc. This information is for the use of the student only and cannot be sold, changed or used for any other manner than which it was intended. All of this property, remains the intellectual property of the school, Kneaded Energy School of Massage.

## **2.23 SCHEDULE CHANGE/ CANCELLATION OF CLASSES**

Kneaded Energy School of Massage reserves the right to change class schedules as needed. The school reserves the right to cancel a class if the weather is not permitting. The school reserves the right to cancel a class if the number of students enrolled is deemed insufficient. In the event of cancellation before a program begins, students are entitled to a full refund of all monies paid. For cancellation after a program begins, students are eligible for a pro-rata refund of tuition prepaid, unless they elect to continue the training in a later class.

## *Section III. Classroom/Campus Rules and Guidelines*

### **3.1 DAILY CLASSROOM ETIQUETTE**

Class room cubbies are available. Students should use these to store their book bags, sheets, coats, food, drink, cell phones, MP3 players, tablets, electronics, cameras and keys.

- **Cell Phones are not allowed to be on your person, uniform, pocket during class.** Leave your phones in your car, in the cubbies or your book bag. We reserve the right to take them up until the end of class if we find students have them in class. Students will receive a "0" for the day, which equates to an absence and zero on any test if cell phones are on your person.
- Students are expected to participate in each class. Students are expected to participate in make-up classes.
- Phones should be charged at home not school.
- Each day, remove all personal items from the classroom, cubbies and refrigerator. If it is left behind it will either be found in the Lost and Found box or if it is food or drink, in the trash.
- Meals are not allowed in the classroom during class.
- No open containers of drink are allowed in the classroom. Spill proof containers are allowed.
- At the end of each day, replace massage tables, conference tables, classroom tables, chairs, and backjacks into the storage area, unless otherwise directed.
- Return all equipment to their assigned storage area.
- Remove your soiled linens. Students are responsible for washing their own linens and bringing fresh linens to class as needed.
- Laptop computers, tablets, recorders, tape players, cameras and cell phones are not allowed in the classroom, unless invited in by the instructor.
- Students are not allowed to record or film lectures.
- Students are required to wear clean, solid burgundy scrubs to every class.
- Students should follow the assignments they signed up to do on a daily basis.
- Students should be respectful of students, instructors, administration, the classroom environment, facility, and equipment.

*Put your phone away so it is not a distraction and your camera is never a consideration, or receive a "0" for the day.*

### **3.2 PHONE CALLS**

Students should direct emergency phone calls to the front desk, 336.273.1260. Incoming messages for students during class hours will be passed along at break time. Emergency calls will be passed immediately.

For the protection of every student, cell phones are not allowed in the classroom. Texting is not allowed in the classroom. Cell phone cameras are not allowed in the classroom. Cell phones must be turned OFF during class. Cellphones on the student's person during class will result in a "0" for that class which is equivalent to a "0" for any test and an absence.

### **3.3 PHOTOCOPYING**

Office Depot and a Staples store is located less than 1 mile away from the school and offer copying services.

*Leave the class room the way you want to find it.*

**3.4 HYGIENE AND A HEALTHFUL ENVIRONMENT AT KESM**

Kneaded Energy School of Massage is designed as an tobacco, alcohol, and drug-free campus – this in support of the work we are all doing to increase health and well-being.

**Cleanliness and odor neutrality** are essential in the classroom environment. Students shall refrain from using any products which leave a noticeable fragrance (good or bad).

Attention to **hygiene** on a daily basis includes washing, clean hair, short fingernails (for hands-on classes), no polish, clean feet, fresh breath, etc. Students must come to school with fingernails already trimmed and filed. Once in the classroom, students should wash their hands.

Personal appearance shall meet a standard of “**casual professionalism.**” Students are expected to purchase and wear school required scrubs that are solid burgundy in color. The scrubs shall be clean, neat, comfortable, size appropriate, waist band worn at waist, and no tears or holes are permitted.

**Sheets** shall be clean and washed in between uses.

**Hand towels** should be brought to each hands on class for personal use by the student to sanitize their hands before and after a massage. The school provides air dryers only.

**Jewelry;** while giving and receiving massage, we require all jewelry (specifically rings, necklaces and long dangling earrings) be removed before class – this includes jewelry which holds personal significance. We request jewelry removal for the safety of both the giver and receiver. Jewelry, that holds special meaning, can be kept close to you in class.

Students are required to receive massage in every hands on classroom experience. To sit out means you are not participating and will be counted absent. Students are expected to undress to their underpants, under a sheet. Areas of the body not being worked on will remain covered during massage trades. In accordance with State law, we do not allow the female breast area to be uncovered, and with the exception of a single class in the program, the gluteal area in males and females remain covered. Students who wear wigs will be treated as if it is your natural hair and we will work their head through the wig. Students are expected to remove **socks** and receive work on their feet.

If the student has **any medical condition** that keeps them from receiving massage on their body, they need to provide the school with a medical note describing in detail why the student cannot receive massage. The school reserves the right to send the student home, documenting an absence on behalf of that student. Students with skin conditions can still receive massage with the school providing latex gloves for the student giving. If the student has a contagious condition on their hands, they can use latex gloves to give.

In consideration of students who choose not to smoke, and who may be adversely affected by the smell of cigarettes, smokers shall take appropriate steps to eliminate the smell of tobacco from their person – before entering the classroom. Do not wear the same clothes in the classroom that you wore while smoking. **Do not smoke in school scrubs.** Do not store your smoke filled clothes in the building. Make sure clean sheets are placed in Tupperware immediately upon being cleaned so they also don't reek of smoke smell. Students who smoke must change out of their scrubs and leave the premises.

Students shall not attend classes or school-related events under the influence of **alcohol or controlled substances.**

*Come to class with clean scrubs, clean sheets, clean hand towel. Clip your nails, remove nail polish and bring a hair tie if you have long hair.*

*Be prepared to remove your jewelry, socks and wig.*

*If you are a smoker, please don't smoke in your scrubs. Also, when you wash your linens, put them in Tupperware so they don't smell like smoke.*

**No firearms or other weapons** are permitted on the campus at any time, regardless of carry license.

Students are expected to model professional standard of odor neutrality, personal hygiene and appearance.

### **3.5 LIBRARY AND RESOURCE MATERIALS**

Kneaded Energy School of Massage Library contains a collection of books, periodicals, educational tapes, cd's, resource files and binders about massage therapy.

Students may use any of these materials **while on campus**, however, no library materials can be taken off campus at any time.

### **3.6 GUESTS**

Students may be permitted to bring guests to observe a class in-session; however, this must be cleared through the school office in advance. Occasionally, prospective students or other visitors may come into the classroom environment.

No guests or children, under 16 will be permitted to observe in the MT classroom, without prior approval.

***Student's pets are not allowed on campus at any time.***

### **3.7 OFFICE, CENTER AND STAFF**

The center is a healing environment with treatment rooms and therapy in-progress. When you enter the practice side of the building, please observe the "*please be quiet*" rule while in the hallways or at the front desk.

The office is a working environment for the staff. Students are welcomed and encouraged to come in when staff are there to schedule meetings, ask questions, handle business matters, or bring problems or concerns to the attention of the staff.

### **3.8 INFECTIOUS DISEASE CONTROL GUIDELINES**

Personal hygiene is extremely important. Students must wash their hands thoroughly before massaging another person.

Students are responsible for not cross contaminating their lotions, bottles, sheets, and tables. Cross contamination of oil and lotion is prohibited, as it will cause germs and bacteria to spread to clients.

Students and faculty are expected to protect themselves and all other members of Kneaded Energy School of Massage community from infectious disease and skin conditions. Anyone in the contagious stage of an infectious disease should not give or receive massage therapy. In the case of infectious skin conditions or breaks in the skin barrier, faculty and students must use a skin barrier product, finger cot, secure bandaging or disposable gloves to cover the affected areas.

Bodily fluid can contain germs, bacteria and viruses – practice safe hygiene.

### **3.9 CLASSROOM DRAPING POLICY**

As per standards established by the North Carolina Board of Massage and Bodywork Therapy, nudity is not permitted in the classroom, underpants must be worn at all times. Breasts and genital areas for women, and genital areas for men shall remain appropriately draped while massage is being performed. In the learning environment only, undraping the gluts at the superior cleft will be a part of the hands-on class, this practice however, is not to be assumed in private practice with your clients, without voluntary and informed consent.

### **3.10 THE PRACTICE OF MASSAGE THERAPY AS A KESM STUDENT**

Each student is responsible for practicing massage outside of class. This is done as an important aspect of the educational experience, and students shall not accept money, other compensation, or consideration for this work. Students may only work on immediate family members and classmates outside of class.

Kneaded Energy School of Massage students must abide by all state and local regulations in the professional practice of massage therapy and bodywork while enrolled in the Professional Massage Therapy Program. Students shall not be employed to provide massage services for money, compensation or other consideration and shall not promote themselves in the community as massage therapists, bodyworkers, etc., until they have completed the Professional Massage Therapy Program and received a North Carolina Board of Massage and Bodywork Therapy License. If a student is found to be employed or receiving compensation for massage therapy services in violation of state and local regulations, the student will be immediately expelled from the Professional Massage Therapy Program and the North Carolina Board of Massage and Bodywork Therapy will be notified.

### **3.11 STUDENT CLINIC**

Clinic is to be considered with as much respect and seriousness of a paid job. It is in student clinic that the student begins to understand how to rub their belly and pat their head at the same time. This is the time to try your wings, under supervision. This is where we give you real life input to your success as a therapist. We will critique you. We will encourage you. We will direct you and give you feedback. The students who are open to listening to good business practices, advice and processes, will succeed in their own practice. Students are required to attend clinic. Students that cannot cover the shift they signed up for are expected to find a replacement from their classmates.

### **3.12 HOURS OF USE FOR CLASSROOM FACILITIES**

Students have access to the classroom during regular classroom hours. Students have access to the library during regular business hours, Mon-Fri, 9am-6pm and Saturdays 10am-4pm.

Call in advance of a time you need to access the library.

### **3.13 PARKING**

Student parking and student entrance is in the lot in the back of the building. Evening students are encouraged to have a flashlight for walking back and forth from class. We encourage you to walk as a group. Keep your head up while walking confidently to your car.

### **3.14 STUDENT ADVISORS**

Your Student Advisor is your personal academic coach. They are the gatekeeper of your attendance, grades and make-up work. If you need to retake a quiz or exam, you schedule this time with your Student Advisor. Each Student Advisor has office hours. These hours may change from week to week. They are required to post a minimum of 1 hour per week for students to meet with them. They are always accessible to you through email.

Student Advisors are active Licensed Massage Therapists and some are also Instructors or Clinic Supervisors who have volunteered to coach a class of students. Their time is valuable and should be treated with respect. They are what is standing between you and graduation. We ask them to devote only 3 hours a week to track attendance, grades, meet with students and schedule make-up quizzes and exams. They are scheduling these 3 hours in and around their other work schedules.

As students, if you schedule time with your Student Advisor to come in and retake a quiz or exam and/or need to make-up a quiz or exam and you are more than 29 minutes late to that appointment, you are considered a "no show" and you will receive a "0" for that quiz or exam – no matter if it is your first time, second time or final time to take that quiz or exam. If you call and tell them you cannot make the scheduled appointment time you will not receive a 0 for the quiz or exam.

HOWEVER, if you did not give your Student Advisor a 24 hour notice that you cannot keep your appointment and they made special accommodations for you outside of their scheduled office time you will owe them \$25 for that 1 hour of time. Your Student Advisor is often making special accommodations to meet with you. They may be rearranging their therapy schedule, they may have blocked time out on their therapy schedule, taken personal time or time on their day off to meet you here at the school. That time comes at a cost. The school will pay them if you show up. If you do not show up, you personally owe them for that time at \$25 for 1 hour of time.

If you were in a car wreck, rushed to the hospital, your child, parent or significant other were rushed to the ER and you can prove this with a note/bill, we will waive this charge. This payment will need to be made before you receive your diploma.

## *Section IV Curriculum Requirements Outside of the Classroom*

### **4.1 STUDY TIME OUT-OF-CLASS**

Students are expected to read all assignments prior to class and ask questions for clarification in class. We test weekly in the science classes. We are teaching to a profession, not an exam. Students are expected to carry a minimum combined total course score of 75% to earn a passing grade. There are several presentations and 2 major projects to be completed while enrolled. You will need to draw your own conclusion as to how much time is required to study and pass our program.

### **4.2 OUT-OF-CLASS MASSAGE PRACTICE SESSIONS**

We encourage massage therapy students of Kneaded Energy School of Massage to consider the purchase of a portable massage table. This will undoubtedly support you in your venture to practice outside of class, and also in your pursuit of a career in massage therapy.

Students will be encouraged to practice on family members ONLY outside of class. **We encourage students to perform a minimum requirement of two (2) practice student massage therapy sessions per week.**

These practice sessions are necessary for the student to gain competence and keep up with the classroom program. The practice session should be geared toward the specific content of each week's hands on material

If the student does not have family members to practice with, the school can grant the student permission to work on classmates or request additional supervised student clinic hours, that don't count toward the student clinic requirements.

### **4.3 SUPERVISED CLINICAL PRACTICUM HOURS AND FIELDWORK**

A minimum of 72 hours is required to satisfy the curriculum requirement of supervised clinic and fieldwork (also known as community service) practice sessions. A minimum of 1 outside fieldwork project is required to satisfy the curriculum requirement of supervised fieldwork/community service. Student scrubs must be worn to these events along with a "Massage Therapy Student" name tag.

Student Clinic and Fieldwork is a professional obligation. Students are expected to show up for each event on time and ready to work. For fieldwork assignments that could mean as much as 30-60 minutes before the event begins. Packing for the event and loading the truck is a requirement. Travel may be required.

Once a student signs up for clinic hours or outside fieldwork or community service hours, they are making a commitment to be at that event.

Students can not cancel or change shifts without contacting the Business Office. Clinic clients are often taking off from work to come to clinic. It is imperative that we have a student ready to work with them. Clients will not be cancelled. If the student cannot work a shift they have reserved, that student is responsible for finding another student to replace their shift. This is a good business practice and this practical discipline will aid in building private clientele.

*You will need to draw your own conclusion as to how much time you require to study and pass our program.*



#### **4.4 RECEIVING PROFESSIONAL BODYWORK SESSIONS**

Throughout the program, students are required to receive a minimum of four (4) sessions of massage therapy or bodywork from licensed professional practitioners (LMBT) in the community.

This requirement gives students the opportunity to increase their own health and well-being, while gaining valuable insight into the world of professional health care practice they will soon be entering.

Students are responsible for finding suitable practitioners; however, the school staff will make referrals upon request. Graduates of KESM can submit their business name and phone number to be added to this list of referrals.

Kneaded Energy School of Massage instructors, class room assistants, and students cannot be utilized personally for these required sessions. However if they own or manage a private practice that employs a non-instructor, non-staff and/or non administrators, the student can utilize that business.

All types of direct, hands on bodywork will be acceptable. Examples include:

- Any form of Western-based massage (Swedish, Sports, Deep Muscle, Neuromuscular),
- Structural Integration (Rolfing, Connective Tissue, Myofascial),
- Movement Repatterning (Feldenkrais, Alexander, Body-Mind Centering),
- Integrative work (Craniosacral, Trager),

Approaches such as Energy work, Chiropractic, Acupuncture, Homeopathy, and Naturopathy are highly beneficial, but they will NOT satisfy this particular requirement.

#### **4.5 FIRST AID & CPR CERTIFICATION**

Students are encouraged to complete certification in both Basic First Aid and Adult CPR. To find a course, contact a local chapter of the American Red Cross. Sometimes these courses are offered through your local Community Colleges, as well. This course is taken at the student's expense and on their own time.

## *Section V NC Board of Massage Requirements*

### **5.1 MORAL CHARACTER**

21 NCAC 30 .0630 (20): 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.

### **5.2 FEE and/or CONSIDERATION**

.0626 NC BMBT Rules and Regulations: A student shall not receive a fee, tip or other considerations from the massage and bodywork therapy they perform while completing clinical requirements for graduation, whether or not the school charges a fee for services in a student clinic.

Note: This includes tips, gratuities, love offerings, trades, meals, gas, coffee, interview for jobs or anything else deemed by the board as compensation.

### **5.3 DRAPING**

#### **Classroom Draping:**

.0624 (a) Standards of Professional Conduct (2) Nudity is not permitted where massage and bodywork is taught or practiced...nudity is defined as exposure of the genital or anal area for men or women, or exposure of the breast area for women...  
 .0624 (a) Standards of Professional Conduct (3) The school shall provide instruction to persons receiving therapeutic treatments in the procedure of undressing while on the treatment table under a full sheet covering.

#### **Draping on the Public (Clinic):**

.0506 Draping Requirement (1) provide draping in a manner that ensures the safety, comfort and privacy of the client; (2) maintain a supply of clean drapes, such as towels, sheets, gowns or other coverings, for the purpose of draping the client's body during treatment; (3) explain expected draping procedures to the client before treatment; and (4) ensure that the following areas are draped during treatment: the gluteal and genital areas for male and female clients, and the breast area for female clients. With voluntary and informed consent, the gluteal and breast drapes may be temporarily moved in order to perform therapeutic treatment to structures in those areas.

### **5.4 HYGIENE**

.0507 To maintain a professional standard of hygiene in their practice, licensees shall:

- (1) cleanse their exposed body part used for applying treatment, e.g. hands, elbows, forearms, or feet, before and after each treatment, using a lavatory with hot water or a chemical germicidal product;
- (2) maintain a barrier of unbroken skin on their exposed body part used for applying treatment during each treatment; in the case of broken skin, licensees shall use a finger cot, glove or chemical barrier product to cover the affected area during treatment;
- (3) wear clothing that is clean and professional; maintain personal hygiene;
- (4) maintain all equipment used in the practice of massage and bodywork therapy in a safe and sanitary condition; and
- (5) utilize only those materials furnished for the personal use of the client, including towels, linens, or gowns, that have been laundered or sanitized before reuse, or that are single use items disposed of after treatment.

*bmbt.org*

*This is your  
licensing board  
and we  
encourage you  
to get to know  
them.*

*Attend a board  
meeting to  
better  
understand their  
function for us.*

## **5.5 ATTENDANCE**

.0620 (11) For a student to receive credit in a course, the student shall attend no less than 75 percent of the instructional hours of the course. The student shall also make up sufficient 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.