

THE RADIANT SCHOOL OF MASSAGE

Educate • Empower • Excel

SCHOOL CATALOG

Massage Therapy Program
750 Clock Hours | Certificate of Completion
12 – 18 Months

200 Frank E Simon Ave, Shepherdsville, KY 40165
502-709-9601 | admin@theradiantschoolofmassage.com
www.theradiantschoolofmassage.com

Catalog Effective Date: _____ | *Catalog Expiration Date:* _____

SECTION 1 — ABOUT THE SCHOOL

1.1 School Identity

School Name	The Radiant School of Massage
School Owner	Amanda Mattingly
Program Director	Amanda Mattingly
Physical Address	200 Frank E Simon Ave, Shepherdsville, KY 40165
County	Bullitt County
Phone	502-709-9601
Email	admin@theradiantschoolofmassage.com
Website	www.theradiantschoolofmassage.com
Regulatory Authority	Kentucky Commission on Proprietary Education (KCPE)
Professional Board	Kentucky Board of Licensure for Massage Therapy (KBLMT)
Program Offered	Massage Therapy — Certificate of Completion
Total Clock Hours	750
Program Length	12 – 18 Months

1.2 Mission Statement

The Radiant School of Massage is dedicated to providing high-quality, hands-on massage therapy education that prepares graduates for successful, ethical, and professional careers in the massage therapy field. We believe that skilled massage therapy transforms lives — for both the practitioner and the client. Our mission is to educate the whole student: developing technical mastery, professional judgment, and personal integrity in every graduate.

1.3 School Philosophy

We believe massage therapy is both an art and a science. Our curriculum integrates deep foundational knowledge of anatomy, physiology, and pathology with practical technique mastery, professional ethics, and business readiness. Every student who graduates from The Radiant School of Massage leaves with the skills, the knowledge, and the confidence to pass the MBLEx, obtain their Kentucky license, and build a thriving career.

Our taglines reflect this philosophy:

- **Educate • Empower • Excel** — We educate students in the science and art of massage therapy, empower them with the tools to build professional careers, and equip them to excel in every setting they choose.
- **Training Hands. Shaping Futures.** — Every hour of instruction is an investment in a student's lifelong career.

1.4 School History

The Radiant School of Massage was founded by Amanda Mattingly, a licensed massage therapist with over 15 years of professional experience in spa, chiropractic, hospital outpatient rehabilitation, and private practice settings. Amanda founded the school with a commitment to making high-quality massage therapy education accessible to students in the Shepherdsville and greater Louisville area, and to producing graduates who are fully prepared for licensure and professional practice from day one.

SECTION 2 — PROGRAM DESCRIPTION

2.1 Program Overview

Program Name	Massage Therapy
Credential Awarded	Certificate of Completion
Total Clock Hours	750
Program Length	12 – 18 Months (flexible pacing)
Method of Delivery	Residential — In-Person Instruction
Total Program Cost	\$12,740 (Tuition: \$12,000 + Fees: \$740)
Number of Courses	27 courses across 6 semesters

2.2 Program Objectives

Upon successful completion of the Massage Therapy program, graduates will be able to:

1. Demonstrate a thorough working knowledge of human anatomy, physiology, kinesiology, and pathology as applied to massage therapy practice.
2. Perform full-body Swedish massage with professional technique, proper body mechanics, and client-centered care.
3. Apply advanced massage modalities including deep tissue, trigger point, prenatal, sports, stretching, hydrotherapy, spa services, and chair massage.
4. Conduct professional client intake, health history review, SOAP note documentation, and informed consent procedures.
5. Identify contraindications and modify or defer massage treatment appropriately.
6. Demonstrate ethical professional conduct in all client and colleague interactions consistent with the standards of the Kentucky Board of Licensure for Massage Therapy.
7. Successfully complete the MBLEx national licensure examination and obtain a Kentucky Massage Therapy License.
8. Operate a professional massage therapy practice, including business management, marketing, pricing, and client retention.

2.3 Understanding Our Program Structure

What Is a Clock Hour?

The Radiant School of Massage measures its program in clock hours — not credit hours, semester hours, or quarter hours. A clock hour is one 60-minute period of scheduled instruction, hands-on laboratory practice, or supervised clinical training. Clock hours are the standard unit of measurement used by the Kentucky Board of Licensure for Massage Therapy (KBLMT) and the Kentucky Commission on Proprietary Education (KCPE) for massage therapy programs.

Kentucky law requires a minimum of 600 clock hours for massage therapy licensure eligibility. The Radiant School of Massage exceeds this requirement by offering 750 clock hours of instruction.

What Is a Semester?

The Radiant School of Massage organizes its 750-hour program into six (6) semesters. Our semesters are not traditional academic semesters tied to a fixed calendar (such as 15-week fall/spring terms). Instead, each semester is a structured block of instruction defined by a specific set of courses and a target clock-hour total of 125 hours.

Students complete semesters sequentially — you must successfully complete Semester 1 before advancing to Semester 2, and so on. However, the pace at which you progress through each semester is flexible, based on your individual schedule and the class sessions you attend. This means two students may complete the same semester in different calendar timeframes, as long as both complete all required clock hours and meet all course requirements.

Flexible Scheduling — One Program, Multiple Class Options

The Radiant School of Massage offers one Massage Therapy program with three scheduling options. All scheduling options lead to the same Certificate of Completion and the same 750 clock hours. Students may attend whichever class sessions fit their personal schedule:

Schedule Option	Days	Times	Hours Per Session
Day Classes	Monday, Wednesday, Friday	9:00 AM – 2:00 PM	5 hours
Evening Classes	Monday, Tuesday, Thursday	6:00 PM – 10:00 PM	4 hours
Weekend Classes	Saturday	11:00 AM – 3:00 PM	4 hours

Students are not required to choose a single schedule option. You may mix and match class sessions from week to week based on your availability, as long as you are making satisfactory progress toward your required clock hours each semester. The Program Director will work with each student individually to ensure their attendance plan supports timely program completion within the 18-month maximum timeframe.

How Long Will It Take to Complete?

The program is designed to be completed in as few as 12 months for students who attend consistently and accumulate clock hours at a steady pace, and no more than 18 months for students with more limited availability. The typical student completes the program in 12–15 months.

Students who are not making satisfactory progress toward completing the program within 18 months will be placed on an Academic Improvement Plan and may be subject to dismissal from the program in accordance with the school's Satisfactory Academic Progress policy (see Section 7).

2.4 Academic Calendar

The Radiant School of Massage operates on a rolling admissions basis, with new cohorts beginning periodically throughout the year. Because the program is measured in clock hours rather than fixed academic terms, the school does not follow a traditional fall/spring calendar. The school observes the following legal holidays, during which no classes are held:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (and the day after)
- Christmas Day

A specific class calendar identifying the start date, scheduled holiday closures, and projected completion date for each cohort is provided to students at orientation and maintained on file in the Program Director's office.

SECTION 3 — ADMISSIONS

3.1 Admission Requirements

To be considered for admission to the Massage Therapy program at The Radiant School of Massage, applicants must meet all of the following requirements:

9. Be at least 18 years of age at the time of enrollment (or 17 with written parental/guardian consent).
10. Hold a high school diploma, GED, or equivalent credential. Official documentation must be submitted prior to enrollment.
11. Complete and submit a Student Enrollment Form, including all required signatures.
12. Submit a copy of a valid government-issued photo ID.
13. Attend an in-person or virtual admissions interview with the Program Director.
14. Pay the non-refundable Application / Registration Fee of \$90 and the Materials Fee of \$650 prior to or on the first day of class.
15. Demonstrate the physical ability to perform massage therapy techniques, including the ability to stand for extended periods, use both hands and arms with adequate strength and dexterity, and safely perform physical movements required in massage practice. Students with physical limitations should contact the Program Director prior to enrollment to discuss accommodations.

3.2 Non-Discrimination Policy

The Radiant School of Massage admits students without regard to race, color, national origin, sex, gender identity, sexual orientation, disability, religion, age, or any other characteristic protected by applicable federal, state, or local law. All students are entitled to equal access to educational programs, services, and facilities.

3.3 Admissions Process

16. Complete and submit the Student Enrollment Form (available at the school or by request).
17. Submit required documentation (photo ID, high school diploma/GED).
18. Complete an admissions interview with the Program Director.
19. Receive written notice of acceptance.
20. Pay the Application/Registration Fee and Materials Fee to confirm enrollment.
21. Attend the scheduled orientation session prior to the first day of class.

3.4 Transfer of Credit

Credit Accepted by The Radiant School of Massage

The Radiant School of Massage does not accept transfer credit, clock hours, or coursework completed at another institution toward its Massage Therapy program. All students must complete the full 750 clock hours of instruction required by this program, regardless of prior massage therapy education, licensure in another state, or related training.

Transferability of Credit Earned at The Radiant School of Massage

The transferability of clock hours or credits earned at The Radiant School of Massage is at the complete discretion of the receiving institution. The Radiant School of Massage makes no claim or guarantee that credits or hours earned in this program will transfer to, or be accepted by, any other massage therapy school, college, or university. Students considering future transfer should contact the receiving institution directly to determine acceptance of credit prior to enrolling here.

SECTION 4 — TUITION, FEES & FINANCIAL INFORMATION

4.1 Program Costs

Item	Amount
Tuition (750 clock hours)	\$12,000.00
Application / Registration Fee (non-refundable)	\$90.00
Materials Fee (textbooks, course packets, supplies)	\$650.00
TOTAL PROGRAM COST	\$12,740.00

Note: The Materials Fee covers required textbooks, printed course packets, SOAP note forms, and consumable classroom supplies. Students also receive a personal portable massage table, linen set, and face cradle cover pack included in this fee. CPR/AED certification testing fees may be additional depending on the certifying agency.

4.2 Payment Options

The Radiant School of Massage is a self-pay institution. We do not participate in any Federal financial aid programs (Title IV), including Pell Grants, Stafford Loans, PLUS Loans, or any other federally funded assistance. Students are responsible for all program costs through one or more of the following:

- Self-Pay / Personal Funds
- Private Payment Plan (arranged with the school — see below)
- Employer / Tuition Reimbursement
- Private Scholarship
- Third-Party Sponsor

4.3 Payment Plans

Students who are unable to pay tuition in full prior to enrollment may arrange a private payment plan with the school. Payment plans require a down payment at enrollment and equal monthly installments thereafter. Specific payment plan terms are negotiated with the Program Director at the time of enrollment and documented in the Student Enrollment Form. Students who fall behind on payment plan installments may be suspended from classes until their account is brought current.

4.4 Refund Policy

4.4.1 Cancellation Prior to Program Start

A student who cancels enrollment prior to the program start date shall receive a refund as follows:

- Cancellation within 3 business days of signing the enrollment agreement (before classes begin): Full refund of all tuition and fees paid, including the registration fee.
- Cancellation after 3 business days but before the first day of class: Full refund of tuition; the application/registration fee is non-refundable.
- Students who do not attend the first class and have not formally withdrawn will be treated as withdrawals effective on the first scheduled class day.

4.4.2 Withdrawal After Program Commencement — Pro-Rata Refund Schedule

Refunds after the program start date are calculated on a pro-rata basis determined by the percentage of the program completed at the time of withdrawal:

Program Completed	Tuition Refunded	Tuition Retained
Less than 10%	90%	10%
10% up to 20%	80%	20%
20% up to 25%	75%	25%
25% up to 30%	70%	30%
30% up to 40%	60%	40%
40% up to 50%	50%	50%
50% up to 60%	40%	60%
60% up to 75%	25%	75%
75% or more	No Refund	100%

** Percentage of program completed is calculated by dividing the number of clock hours completed by the total 750 scheduled clock hours. The official withdrawal date is the last date of recorded attendance.*

4.4.3 Non-Refundable Fees

- Application / Registration Fee
- Student Identification / Badge Fee
- Uniform / Equipment Fees (if items have been issued)
- Textbook / Supply Fees (once materials have been distributed)

4.4.4 Withdrawal Procedure

To initiate a formal withdrawal, the student must:

22. Submit a written Withdrawal Request Form to the Program Director or Administrative Office.
23. Return all school-issued materials, equipment, and identification.
24. Complete an exit interview with a school administrator.
25. Settle any outstanding balance owed to the school.

All approved refunds will be processed and issued within thirty (30) calendar days of the official withdrawal date. Refunds will be returned using the same method of payment originally received.

4.4.5 Leave of Absence

A student granted an approved Leave of Absence (LOA) is not considered withdrawn. LOA requests must be submitted in writing and are subject to school approval. The maximum LOA period is 180 days per program. If a student does not return by the scheduled return date, the student will be considered withdrawn as of the last date of attendance prior to the LOA.

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24 May 2022, Form to File a Complaint, accompanied, if applicable, by Form PE-25 May 2022, Authorization for Release of Student Records. The form(s) shall be mailed to:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at <https://kcpe.ky.gov/Pages/index.aspx>

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450, all licensed schools, resident and non-resident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

To file a claim against the Kentucky Student Protection Fund, submit signed Form PE-38 May 2022 to: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, Kentucky 40601.

SECTION 5 — CURRICULUM & COURSE DESCRIPTIONS

5.1 Curriculum Structure

The 750-hour Massage Therapy program is organized into six sequential semesters of 125 clock hours each. Students must complete each semester in order before advancing to the next. Within each semester, students complete all required courses by accumulating the designated clock hours through their chosen class sessions.

Semester	Focus	Hours
Semester 1	A&P Foundations + Hands-On Lab — Parallel Tracks	125
Semester 2	Swedish Massage Mastery + Pathology & Contraindications	125
Semester 3	Full-Body Integration, Flow & Client Assessment	125
Semester 4	Clinic, Specialty & Hydrotherapy	125
Semester 5	Business, Stretching & Advanced Skills	125
Semester 6	Career Launch, CPR & Graduation	125
TOTAL		750

5.2 Course Descriptions

Semester 1 — A&P Foundations + Hands-On Lab | Months 1–3 | 125 Hours

Semester 1 Parallel Track Model

Semester 1 runs two simultaneous tracks. The Theory Track delivers Anatomy & Physiology through MT-101, MT-102, and MT-103. The Hands-On Track begins in Week 1 — before any anatomy is taught — through MT-104 (Touch, Draping & Hands-On Lab), which runs concurrently with every theory session all semester. By the end of Semester 1, every student can deliver a complete, safe, professional practice session.

Course Code	Course Title	Clock Hours
MT-100	Orientation: Professional Foundations, Ethics & History of Massage	15
MT-101	Anatomy I: Skeletal & Muscular Systems	30
MT-102	Anatomy II: Organ Systems	25
MT-103	Physiology & the Effects of Massage	20
MT-104	Touch, Draping & Hands-On Lab ★ Parallel Track — Begins Week 1	25
MT-105	Semester 1 Finals — Written & Practical Assessment	10
Semester 1 Total		125

MT-100 Orientation: Professional Foundations, Ethics & History of Massage (15 hrs)

The first course every student completes before any anatomy or hands-on content begins. Topics include the history and evolution of massage therapy; scope of practice and its legal meaning under Kentucky law; KBLMT standards of practice and code of ethics; professional boundaries; ethical decision-making frameworks; hygiene, sanitation, and appearance standards; and an introduction to school policies and professional conduct.

MT-101 Anatomy I: Skeletal & Muscular Systems (30 hrs)

Comprehensive study of the musculoskeletal system. Topics include bone types, bone markings, and surface landmarks of the axial and appendicular skeleton; joint types, movements, and range of motion terminology; major muscles including origins, insertions, and actions; and muscle fiber types and contraction mechanics. Palpation of key landmarks and superficial muscle groups is practiced in coordination with the concurrent MT-104 Hands-On Lab.

Instructor: Angie Estes. Runs concurrently with MT-104.

MT-102 Anatomy II: Organ Systems (25 hrs)

Study of organ systems relevant to massage therapy: cardiovascular, lymphatic, nervous, integumentary, respiratory, and digestive systems. Each system is taught with direct application to massage technique and contraindications. Students learn how each system interacts and the implications for safe and effective massage practice.

Instructor: Angie Estes. Runs concurrently with MT-104.

MT-103 Physiology & the Effects of Massage (20 hrs)

Bridges anatomical knowledge and clinical application. Topics include cellular function and tissue healing stages; homeostasis and the stress-relaxation response; pain physiology — nociception, referred pain, and the gate control theory; the physiological mechanisms of Swedish massage strokes; and systemic and local effects of massage on circulation, lymph flow, muscle tone, and the nervous system.

Instructor: Angie Estes. Runs concurrently with MT-104.

MT-104 Touch, Draping & Hands-On Lab (25 hrs) ★ PARALLEL TRACK — Begins Week 1

MT-104 is the hands-on backbone of Semester 1. It runs concurrently with MT-101, MT-102, and MT-103 — not after them. Students begin on the massage table in the first class session, before any anatomy content has been formally taught.

Week 1 content (before A&P begins):

- Table setup, height adjustment, and bolstering for prone and supine positions
- Professional draping — full-body draping sequence, security, and client modesty standards
- Body mechanics — stance, posture, weight transfer, and therapist self-care
- Introduction to therapeutic touch — pressure, intention, and contact quality
- Partner practice: basic effleurage strokes on the back with instructor observation

Weeks 2–15:

Each week's lab session coordinates with the current A&P topic. When MT-101 covers the skeletal system, lab palpates bony landmarks. When MT-102 covers the cardiovascular system, lab practices centripetal effleurage. By the end of Semester 1, students perform a 30-minute supervised practice session demonstrating draping, body mechanics, palpation, and basic strokes.

Instructor: Amanda Pike. Lab sessions require in-person attendance.

MT-105 Semester 1 Finals — Written & Practical Assessment (10 hrs)

Two-part final: a written examination covering A&P (MT-101, 102, 103) and professional ethics (MT-100); and a practical assessment covering draping, body mechanics, table setup, palpation landmarks, and a short supervised massage sequence. Students must achieve a minimum of 75% on both components to advance to Semester 2. Remediation is available for students who do not meet this threshold.

Semester 2 — Swedish Massage Mastery | Months 4–6 | 125 Hours

Semester 2 Focus: Hands-On Primary

Semester 2 develops the complete full-body Swedish massage skill set. Students arrive from Semester 1 already proficient in draping, body mechanics, and basic strokes. Semester 2 builds those skills into a professional 60-minute session. Pathology & Contraindications is taught here — in direct context with the techniques being practiced — so students immediately apply safety knowledge at the table.

Course Code	Course Title	Clock Hours
MT-201	Swedish Massage — Upper Body	30
MT-202	Swedish Massage — Lower Body	30
MT-203	Pathology & Contraindications for Massage Practice	25
MT-204	Client Communication, Intake & SOAP Documentation	20
MT-205	Semester 2 Finals — Full-Body Swedish Practical	20
Semester 2 Total		125

MT-201 Swedish Massage — Upper Body (30 hrs)

Systematic development of all five Swedish strokes — effleurage, petrissage, friction, tapotement, and vibration — applied to the back, neck, shoulders, arms, and hands. Students learn and practice regional sequences for the posterior torso, cervical and suboccipital region, shoulder and rotator cuff area, and upper arm through hand. Emphasis on stroke quality, pressure gradation, rhythm, and client-centered communication. Students practice timed upper body sequences with instructor observation and peer feedback.

Instructor: Amanda Pike.

MT-202 Swedish Massage — Lower Body (30 hrs)

Completes the full-body Swedish toolkit with regional sequences for the posterior and anterior legs, glutes, feet, and abdomen. Topics include prone and supine lower body sequences; gluteal region draping and technique; abdominal massage direction and depth; pressure gradients for lower extremity work; and lower body contraindications including DVT precautions, varicosities, and edema protocols. Students practice timed full lower body sequences with instructor feedback.

Instructor: Amanda Pike.

MT-203 Pathology & Contraindications for Massage Practice (25 hrs)

Equips students to make safe, informed clinical decisions for every client session. Topics include: classification of contraindications — absolute, regional/local, and conditions requiring physician referral; red flag recognition; common medications and their massage implications; special populations including elderly, pregnant (first trimester), oncology, and immunocompromised clients; common skin conditions and lesions; and case-based learning using real intake scenarios. Students practice modifying their Swedish sequences based on contraindication case studies.

Instructor: Angie Estes.

MT-204 Client Communication, Intake & SOAP Documentation (20 hrs)

Develops professional communication and documentation skills essential to client-centered practice. Topics include: verbal intake interview skills; written intake forms and health history review; informed consent; non-verbal communication and pressure feedback protocols; SOAP note format with supervised practice charting; HIPAA basics for massage therapy; and professional communication with other healthcare providers. Students complete a minimum of five supervised SOAP note evaluations during Semester 2.

Instructor: Amanda Mattingly.

MT-205 Semester 2 Finals — Full-Body Swedish Practical (20 hrs)

The Semester 2 final is primarily practical. Students demonstrate a complete 60-minute full-body Swedish massage session, evaluated on draping, body mechanics, all five Swedish techniques, full-body sequence, professional communication, and SOAP documentation completed immediately following the session. A written examination covers Pathology & Contraindications and SOAP documentation. Students must achieve 75% on both components to advance to Semester 3.

Semester 3 — Full-Body Integration, Flow & Client Assessment | Months 7–9 | 125 Hours

Course Code	Course Title	Clock Hours
MT-301	Full-Body Integration & Flow	30
MT-302	Swedish Massage — Lower Body Refinement	25
MT-303	Client Communication & Advanced Assessment	15
MT-304	Hydrotherapy Introduction & Spa Basics	25
MT-305	Semester 3 Finals / Swedish Practical	30
Semester 3 Total		125

MT-301 Full-Body Integration & Flow (30 hrs)

60- and 90-minute session sequencing, transitions, and client communication. Students develop the ability to deliver a complete, cohesive full-body massage with professional timing and flow. Emphasis on reading client response, adjusting pressure in real time, and transitioning smoothly between body regions.

MT-302 Swedish Massage — Lower Body Refinement (25 hrs)

Advanced application and refinement of lower extremity technique including precise pressure gradation, specialized foot and hand work, and abdominal massage with confidence. Students integrate lower body sequences into timed full-body sessions.

MT-303 Client Communication & Advanced Assessment (15 hrs)

Intake forms, health history review, verbal and non-verbal communication, and session customization based on client needs. Advanced SOAP note practice and outcome-based session planning.

MT-304 Hydrotherapy Introduction & Spa Basics (25 hrs)

Introduction to thermal and contrast therapy, hot and cold application, body wraps, basic exfoliation, and aromatherapy principles as they apply to massage therapy practice. Students learn spa service protocols and safety considerations.

MT-305 Semester 3 Finals / Full-Body Practical (30 hrs)

Full-body Swedish massage practical assessment demonstrating 60-minute session competency; written examination covering integration, assessment, and hydrotherapy content.

Semester 4 — Clinic, Specialty & Hydrotherapy | Months 10–12 | 125 Hours

Course Code	Course Title	Clock Hours
MT-401	Student Clinic — Entry & Intermediate	60
MT-402	Hydrotherapy & Spa Modalities	30
MT-403	Deep Tissue & Trigger Point	20
MT-404	Semester 4 Finals / Clinic Presentation	15
Semester 4 Total		125

MT-401 Student Clinic — Entry & Intermediate (60 hrs)

Supervised public client sessions with SOAP note documentation. Students rotate through intake, clinic floor, and case review to build real-world professional experience. A minimum of 40 supervised client sessions are required for graduation.

MT-402 Hydrotherapy & Spa Modalities (30 hrs)

Thermal therapy, contrast therapy, body wraps, exfoliation, and aromatherapy basics. Students learn spa service protocols relevant to professional practice.

MT-403 Deep Tissue & Trigger Point (20 hrs)

Fascial layers, slow strokes, cross-fiber friction, and ischemic compression. Introduction to advanced techniques for addressing chronic muscle tension and pain patterns.

MT-404 Semester 4 Finals / Clinic Presentation (15 hrs)

Clinic case presentation; specialty technique practical assessment.

Semester 5 — Business, Stretching & Advanced Skills | Months 13–15 | 125 Hours

Course Code	Course Title	Clock Hours
MT-501	Stretching & Movement Therapies	30
MT-502	Business, Marketing & Pricing	30
MT-503	Record Keeping & Documentation	20
MT-504	Prenatal, Sports & Reflexology	30
MT-505	Semester 5 Finals / Business Review	15
Semester 5 Total		125

MT-501 Stretching & Movement Therapies (30 hrs)

Static, PNF, and active-assisted stretching; Thai massage influences; mat work. Students integrate movement therapy into massage sessions.

MT-502 Business, Marketing & Pricing (30 hrs)

Branding, social media, Google Business profile, service packages, client retention strategies, and pricing for massage therapy practice.

MT-503 Record Keeping & Documentation (20 hrs)

SOAP notes mastery, HIPAA compliance, business records management, and tax-ready documentation practices.

MT-504 Prenatal, Sports & Reflexology (30 hrs)

Trimester positioning for prenatal massage, pre- and post-event sports massage, and foot and hand reflexology zone techniques.

MT-505 Semester 5 Finals / Business Review (15 hrs)

Business plan draft review; written examination.

Semester 6 — Career Launch, CPR & Graduation | Months 16–18 | 125 Hours

Course Code	Course Title	Clock Hours
MT-601	CPR, First Aid & Safety	15
MT-602	Chair Massage & Community Events	20
MT-603	Electives — Student Choice (x2)	20
MT-604	MBLEx Prep & KY Licensure Process	30
MT-605	Semester 6 Finals & Graduation	40
Semester 6 Total		125

MT-601 CPR, First Aid & Safety (15 hrs)

AHA/Red Cross CPR and AED certification; first aid; clinic emergency protocols. Required for graduation and Kentucky licensure.

MT-602 Chair Massage & Community Events (20 hrs)

Seated massage technique; event logistics; two mandatory live community chair massage events with written reflections.

MT-603 Electives — Student Choice (x2) (20 hrs)

Students select two elective modules from: Hot Stone Massage, Cupping Therapy, Lymphatic Drainage, Oncology Massage Basics, or Chair Massage Business Workshop.

MT-604 MBLEx Prep & KY Licensure Process (30 hrs)

MBLEx exam domains, practice tests, KBLMT application walkthrough, and self-care strategies. Prepares students for the national licensure examination.

MT-605 Semester 6 Finals & Graduation (40 hrs)

Comprehensive practical examination, written exit exam, and graduation ceremony. Students must demonstrate full-body massage competency and meet all graduation requirements.

SECTION 6 — FACULTY & ADMINISTRATION

6.1 Faculty Overview

All instructors at The Radiant School of Massage hold current Kentucky Massage Therapy Licenses and bring professional, real-world experience to the classroom. Instructor qualifications are documented in detail in the school's KBLMT Exhibit B and are available for review upon request.

Instructor	Title	Primary Courses
Amanda Mattingly	Program Director / Owner / Instructor	MT-100 Orientation, MT-204 Client Communication & SOAP, MT-502 Business, MT-503 Record Keeping, MT-604 MBLEx Prep, MT-605 Graduation
Angie Estes	Anatomy & Physiology Instructor	MT-101 Anatomy I, MT-102 Anatomy II, MT-103 Physiology, MT-203 Pathology & Contraindications, MT-601 CPR/First Aid
Amanda Pike	Swedish & Clinic Instructor	MT-104 Touch/Draping/Lab, MT-201 Swedish Upper Body, MT-202 Swedish Lower Body, MT-205 Semester 2 Practical, MT-401 Student Clinic, MT-402 Hydrotherapy & Spa
Jack Browning	Advanced Technique Instructor	MT-403 Deep Tissue & Trigger Point, MT-501 Stretching & Movement, MT-504 Prenatal/Sports/Reflexology

SECTION 7 — ACADEMIC POLICIES

7.1 Grading Scale

Grade	Percentage
A — Excellent	90% – 100%
B — Above Average	80% – 89%
C — Satisfactory	75% – 79%
F — Failing	Below 75%

A cumulative grade of 75% or higher is required in all written and practical assessments. Students earning below 75% in any semester assessment will be required to remediate prior to advancing. Practical assessments are graded by the supervising instructor using a standardized evaluation rubric.

7.2 Attendance Policy

Regular attendance is essential in a clock-hour program. Students are expected to attend all scheduled class sessions. The following attendance standards apply:

- Students must complete a minimum of 80% of scheduled clock hours in any semester to remain in satisfactory standing.
- Absences are recorded at every class session. Students are responsible for making up missed hours through approved make-up sessions.
- Students who fall below 80% attendance in any semester will be placed on attendance probation and issued a written warning.
- Students who fail to achieve the required clock hours within the 18-month program window may be subject to dismissal.

Make-up hours are available during scheduled make-up sessions arranged with the Program Director. Not all course content can be made up; hands-on practical sessions require in-person attendance.

7.3 Satisfactory Academic Progress (SAP)

To remain enrolled in the program, students must maintain Satisfactory Academic Progress (SAP), defined as:

- Cumulative grade average of 75% or higher across all written assessments
- Passing scores on all practical assessments each semester
- Attendance of at least 80% of scheduled clock hours each semester
- Completion of each semester in sequential order before advancing

SAP is evaluated at the end of each semester. Students who do not meet SAP standards are placed on Academic Probation. Students on probation have one semester to restore satisfactory standing. Failure to restore SAP within the probationary period may result in dismissal from the program.

7.4 Graduation Requirements

To receive a Certificate of Completion from The Radiant School of Massage, students must:

26. Complete all 750 required clock hours with documented attendance.
27. Achieve a cumulative grade average of 75% or higher across all written assessments.
28. Pass all six semester practical assessments.
29. Complete a minimum of 40 supervised client sessions in the student clinic with SOAP documentation.
30. Complete two (2) mandatory community chair massage events with written reflections.
31. Hold a current CPR/AED certification (AHA or Red Cross).
32. Settle all financial obligations to the school.

7.5 Re-Entry Policy

A student who withdraws from the program, whether voluntarily or through dismissal for unsatisfactory academic progress, may apply for re-entry under the following terms:

- Students may request re-entry within twelve (12) months of their withdrawal date by submitting a written Re-Entry Request to the Program Director.
- Re-entering students resume at the beginning of the semester in which they withdrew and must satisfy all requirements of that semester, including any coursework or clock hours previously completed but not documented as passed.
- Re-entering students are subject to the tuition and fee schedule in effect at the time of re-entry, less any previously paid tuition applied on a pro-rata basis for hours not yet completed.
- Students dismissed for a Code of Professional Conduct violation, or for a Drug-Free School Policy violation, are not eligible for re-entry.
- A student may not re-enter more than once per program.

SECTION 8 — FACILITIES & EQUIPMENT

8.1 Facility Overview

The Radiant School of Massage operates from a dedicated commercial facility at 200 Frank E Simon Ave, Shepherdsville, KY 40165, configured specifically for massage therapy education. The facility includes:

- Theory & Lecture Classroom — Up to 10 students; equipped with projector, whiteboard, anatomical charts, and student seating
- Hands-On Laboratory — 6 professional portable massage tables with full access space for technique instruction
- Four (4) Private Student Clinic Treatment Rooms — Professional tables, linens, sanitation supplies, and SOAP documentation materials
- Reception / Waiting Area and Break Room
- Laundry / Linen Storage Room — Commercial washer and dryer for clinic linens
- Director / Instructor Office — Faculty workspace, student consultations, and records storage

Off-site instruction is conducted at local businesses and community events as part of the MT-602 Chair Massage & Community Events course.

8.2 Equipment

The school maintains professional-grade equipment for all phases of instruction, including 12 portable massage tables, 4 massage chairs, hydrotherapy equipment, hot stone sets, paraffin bath, CPR manikins, and a full anatomical model library. Each student also receives a personal portable massage table and linen set as part of the materials fee.

SECTION 9 — LICENSURE & CAREER INFORMATION

9.1 Kentucky Massage Therapy Licensure

Graduates of The Radiant School of Massage who complete all 750 clock hours and meet all graduation requirements are eligible to apply for a Kentucky Massage Therapy License through the Kentucky Board of Licensure for Massage Therapy (KBLMT). The licensure process requires:

33. Successful completion of an approved massage therapy program (750 hours or more).
34. Passage of the Massage & Bodywork Licensing Examination (MBLEx), administered by the Federation of State Massage Therapy Boards (FSMTB).
35. Current CPR/AED certification.
36. Submission of a completed licensure application to the KBLMT along with the required fee.
37. Background check as required by the KBLMT.

The school's MT-604 MBLEx Prep & KY Licensure Process course provides a comprehensive walkthrough of the licensure application process. The Program Director is available to assist graduates with questions about licensure after graduation.

9.2 Pre-Licensure Prohibition

Kentucky law prohibits students from accepting compensation for massage therapy services prior to receiving a Kentucky Massage Therapy License. All students sign a Student Contract at enrollment agreeing to comply with this requirement. Violation of this agreement may result in dismissal from the program and may jeopardize licensure eligibility. See the Student Contract (Exhibit F) for complete details.

9.3 Career Opportunities

Licensed massage therapists in Kentucky and across the United States work in a wide variety of professional settings, including:

- Day spas and resort spas
- Chiropractic and medical offices
- Physical therapy and rehabilitation clinics
- Hospital and outpatient health care facilities
- Sports medicine and athletic training facilities
- Corporate wellness programs
- Private practice / self-employment
- Cruise ships and destination resorts

SECTION 10 — STUDENT SERVICES & POLICIES

10.1 Student Records

The Radiant School of Massage maintains complete academic records for all enrolled and former students. Records include attendance logs, grade reports, practical assessment evaluations, clinic documentation, and financial records. Student records are retained for a minimum of five (5) years following graduation or withdrawal. Students may request copies of their academic records from the Program Director in writing.

10.2 Transcript Requests

Students and graduates may request an official transcript of their coursework, clock hours, and grades by submitting a written request to the Program Director. Requests must include the student's full name (including any name used during enrollment), approximate dates of attendance, and a current mailing or email address for delivery.

- The first transcript issued to a student is provided free of charge.
- Additional transcript requests are subject to a \$10 processing fee.
- Transcripts are processed and issued within ten (10) business days of receipt of a request.
- Transcripts will not be released for students with an outstanding financial balance owed to the school.

10.3 Grievance / Complaint Procedure

Students who have a concern, complaint, or grievance should follow this process:

38. Discuss the concern directly with the instructor or staff member involved.
39. If unresolved, submit a written complaint to the Program Director within ten (10) business days of the event giving rise to the complaint.
40. The Program Director will investigate and respond in writing within fifteen (15) business days.
41. If the student is not satisfied with the Program Director's response, the student may submit a written appeal to the school owner.

Students who are unable to resolve a complaint through the school's internal process may contact the Kentucky Commission on Proprietary Education (KCPE) at 500 Mero Street, Frankfort, KY 40601, or the KBLMT at P.O. Box 1360, Frankfort, KY 40602.

10.4 Code of Professional Conduct

All students are expected to conduct themselves with professionalism, integrity, and respect at all times. This includes:

- Treating all clients, fellow students, and faculty with dignity and respect
- Maintaining appropriate professional boundaries with clients at all times
- Adhering to all sanitation and hygiene standards
- Arriving to class on time and prepared
- Maintaining client and student confidentiality
- Complying with all Kentucky massage therapy laws and KBLMT ethical standards

Violations of the Code of Professional Conduct may result in a written warning, suspension, or dismissal from the program, depending on the severity of the violation.

10.5 Drug-Free School Policy

The Radiant School of Massage maintains a drug-free and alcohol-free environment. Students are prohibited from attending class or clinic sessions under the influence of any alcohol, illegal drug, or controlled substance. Violation of this policy is grounds for immediate dismissal.

10.6 Sexual Harassment Policy

The Radiant School of Massage prohibits sexual harassment in any form. Any student, instructor, or staff member who experiences or witnesses sexual harassment should report it immediately to the Program Director. All reports will be investigated promptly and confidentially. Substantiated violations will result in disciplinary action up to and including dismissal or termination.

CATALOG RECEIPT — STUDENT ACKNOWLEDGMENT

Please sign and return this page to the school office. Retain the remainder of this catalog for your records.

I, the undersigned, acknowledge that I have received, read, and understand the School Catalog of The Radiant School of Message, including the program description, curriculum, tuition and fees, refund policy, graduation requirements, and all school policies contained herein.

Student Signature	Date

Student Name (Print)	Program Start Date

School Copy | Student Copy