



Kentucky School of Massage Therapy Catalog

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located at

2323 Concrete Road Suite C

Carlisle, KY 40311

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Kentucky School of Massage Therapy Mission Statement:

Kentucky School of Massage Therapy was established by Patricia Ann Barbour, LMT to help you, the student, gain understanding of Professional and Ethical Massage Therapy. You will learn how to perform professional massage therapy while maintaining ethical standards. When you have completed school, you will have gained knowledge about Human Anatomy, the various massage techniques, practice and procedures, business practice and Massage ethics and professionalism. You will have access to study guides and staff to help you prepare for the MBLEX.

The first step in becoming a licensed massage therapist is to complete this 625 hour course, then pass the MBLEX and apply for your state license. You will be guided through the process. We are here to help.

Certification for 625 Hours in Therapeutic Massage & Bodywork CIP Code 51.3501

Admissions Requirements

You must be 18 years of age

You must Be in good physical and mental health

You must be a US Citizen residing in Kentucky or have written documentation of legal status in the US

You must accept all policies of this school

You must complete all of the required assignments and tests satisfactorily

Admission Procedures:

*Complete and submit an application for admission with your application fee, including all documentation required in Part A.

You can mail your completed application to Kentucky School of Massage Therapy 2323 Concrete Rd Ste C. Carlisle, KY 40311 or fax it to 859-780-5200. -

*Upon receiving and reviewing your application, you will be contacted by phone or email to schedule an interview. After the interview you will be approved or disapproved for admittance and informed at the time of the interview or in writing by mail or email. After being accepted you can then fill out Parts B & C and sign the Student Agreement with a licensed notary present. Then mail or hand deliver Parts B & C and the Student Agreement to the school.

*\$200 non- refundable down payment must be made within 7 days of being accepted into this school to hold your place as the school is limited to a small number of students.

The deposit will be deducted from the total leaving \$5800 due on the Payment Plan.

Cover Page

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Catalog Cover page includes name of school, contact information, date of issue, mission statement and staff members.

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Kentucky School of Massage Therapy Enrollment Form
2323 Concrete Rd Ste C
Carlisle, KY 40311
859-340-2484 text preferred

Please Print

Student Name _____
Street Address _____
City _____ State _____ Zip Code _____ Cell Phone _____ AM/PM
Date of Birth _____ You must be 18 years of age or older
Email _____
Emergency Contact name and phone number _____

Are you a US Citizen? Y/N If not, do you have documentation to be in the US? Y/N Please
provide the documentation _____ Drivers
License Number or Photo ID Number & State _____

Are you currently Employed? _____ How long at Present Employer? _____
Employer Name and Address _____

Education

Name of High School & Graduation Date _____
City of High School and Zip code _____
or GED Date _____
If you attended College(provide transcripts) list the name or names, address and grad date:

Write on the back if you need more space.
Have you ever been convicted of a felony? (if yes, explain) _____

Before signing, read the attached info sheets including instructions, Class & Fee Schedules.

I certify that all information on this application is complete and correct.

Print Name _____

Signed True and Correct _____ Date _____

Application fee of **\$60.00** must be included with your application, check or money order. NO cash.
APPLICATION FEE, DOWN PAYMENT & TUITION ARE NON-REFUNDABLE

Complete this form with your application fee and Mail to the address above or fax it to 859-780-5200

Part A

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION

Fill in each circle to indicate you have each of the following:

- ☐ Completed and signed Enrollment Application
- ☐ A recent small 4x6 photo of yourself
- ☐ Drivers License or current Photo ID. If you are not a United States Citizen, enclose a copy of your Work/Student Visa or other documentation that you are legal to be in this country.
- ☐ A copy of your current CPR certification(the test date must be less than a year old on your last day of class). We currently do not offer CPR Classes, however it can be obtained at your local college or university. You must provide a copy of your certification upon graduating.
- ☐ An official copy of your high school transcript or a copy of your High School Diploma, GED or College Transcript.

Part B Flexible Class Schedule Included are 625 Classroom Hours, which include some Student Clinical Hours. New students begin classes the first day of the month that they select for the class schedule. Classes will be on campus in Carlisle, KY.

The Student Clinic hours will be determined according to student and instructor needs.

Choose from the following: Note: Time will be adjusted to meet exactly 600 hours.

- ☐ 6 Months(24 Weeks @ 26 Hours approximately)
- ☐ 9 Months(36 Weeks @ 17 Hours approximately)
- ☐ 12 Months(52 Weeks @ 12 Hours approximately)

Days and Hours Available: Choose the days/hours you need. We can be flexible if possible.

- ☐ Mondays 5PM – 9PM Classroom
- ☐ Tuesdays 5PM – 9PM Classroom
- ☐ OThursdays 5PM – 9PM Classroom
- ☐ O Fridays 5PM – 9PM Classroom
- ☐ O Saturdays 5PM – 9PM Classroom
- ☐ O Sundays 11AM – 2PM or 4PM – 8PM Classroom

Federal Holidays might be used to make up any missed classes, except for Thanksgiving and Christmas Days and hours can also be flexible if possible. This can be discussed with your instructor.

Books & Supplies Required:

You are required to purchase a new or used text book, but in good condition, Theory & Practice of Therapeutic Massage Fifth Edition by author Mark F. Beck and the Study Guide as well. You can find these books on Amazon, Ebay, Cengage.com or other websites.

You will be provided a Student syllabus, which you must adhere to.

Part C

Fee Schedule

You can pay the total cost upon being accepted with a card or check, apply for a personal loan at your bank or enroll in our payment plan. The payment plan is available upon providing documentation of a loan refusal from your bank. Make checks payable to Kentucky School of Massage Therapy. If using a credit card, there is a \$200 processing fee. Additional money can be applied and deducted from the balance at any time during the course on the payment plan.

Choose Your Payment Plan: Payments will be made the 1st of each month or week.

- ☐ 6 Month Program \$6,000 to be paid as follows: (last payment will be properly adjusted)
 - ☐ \$240/week for 25 weeks or
 - ☐ \$1,000/month for 6 months
- ☐ 9 Month Program \$6,000 to be paid as follows: (last payment will be properly adjusted)
 - ☐ \$167/week for 36 weeks or
 - ☐ \$667/month for 9 months
- ☐ 12 Month Program \$6,000 to be paid as follows: (last payment will be properly adjusted)
 - ☐ \$143/week for 42 weeks or
 - ☐ \$500/month for 12 months

Attach this page to the Student Agreement and sign with the Notary.

Student Signature _____ Printed Name _____ Date _____

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident students, 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 closing, incurred due to the closing of a school, discontinuance of a program, loss of a license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Student Protection Fund

To file claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form For Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education.

500 Mero St. 4th Floor

Frankfort, KY 40601

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, 2017 Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The Form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street 4th Floor, Frankfort, KY 40601 Forms at www.kcpe.ky.gov

Attendance, Academic & Withdraw Policies

Classroom Hours will be obtained and supervised by a licensed instructor. Students are not allowed to receive money, tips, or any kind of exchange for doing massage per state regulations. If a student fails to attend weekly meetings they will be put in suspension status until the student resumes meetings. While in suspension status the student will not do student massages. The student will discuss with their instructor any time needed off from classes and make arrangements to make up time lost. **Academic Policy** To insure continual progress, Unit tests will be administered and scores will be recorded. All students are expected to complete 100% of work assigned, including scheduled student massages. Each student will be evaluated upon completion of each unit test given. If a student is not satisfactorily completing all class material, tutoring is available from the instructor at \$25 for every 30 minutes of instruction. If a satisfactory grade is not made on unit, mid-term and final exams, students will be given 2 more opportunities to pass tests that were failed. 80% or GPA 2.70 is a passing grade.

Withdraw Policy. If you need to withdraw from school, you will need to submit a written, signed and dated, withdrawal statement with your intentions of re-entry at a later date and the explanation for the withdraw. Understand that the full amount of tuition must be made within the time frames you agreed to, even if you withdraw from the school for any reason. There are no re-entry fees. Contact the school when a week before resuming class. Send the written request to Kentucky School of Massage Therapy at 2323 Concrete Rd. Ste C in Carlisle, KY 40311 or you can email the request to PbarbourLMT@myabmp.com. If you are transferring to another school you may request a transcript from the school, include a \$5 fee(cash, check, PayPal or credit card) for postage and or handling.

The total amount of tuition must be paid by your proposed graduation date even if you withdraw from school and decide not to return.

Student Clinic in Carlisle, KY

Fresh clean clothing will be worn to the Student Clinic

As follows: blouses must not show cleavage, shorts or skirts must not rise more than 2" above the knee whether standing or sitting, and clothing cannot rub against the client. Students must complete all student massages scheduled for them, no exceptions. Failure to complete scheduled student massages can result in suspension or expulsion from the school.

Fingernails must Trimmed so as not to accidentally scratch a client. Jewelry cannot rub against a client, cologne or perfume cannot be worn As some clients may have all allergies.

625 Classroom Hours in *Therapeutic Massage & Bodywork* will include the following:

Anatomy:	AN 101 Anatomy Overview, Terms and Physiology
Human Anatomy:	HA 101 Human Anatomy and Kinesiology HA 102 Human Body Cavities & Organs HA 103 Human Body Structure & Regions HA 104 10 Human Body Systems
Massage History:	MH 101 History of Massage
Massage Types:	MT 101 Massage Types & Techniques MT 102 Massage Therapy Practice & Procedures (includes some hours of Student Clinicals)
Massage Business:	BS 101 Massage Business Practice BS 102 Massage Consultation & Documentation
Ethics:	ET 101 Massage Ethics & Professionalism
Basic Pathology:	BP 101 Introduction to Basic Pathology
Electives:	EL 101 Other Massage Modalities

Please read Terms & Conditions of acceptance into Kentucky School of Massage Therapy Admission & Graduation Requirements:

You must:

- *Be at least 18 Years of age and a US Citizen or a Legal Visitor with documentation**
- *Complete & submit the application for admission along with the \$60 non-refundable application fee, make check or money order payable to Kentucky School of Massage Therapy or you can pay \$65 using a credit card(a \$5 fee is charged if using a credit card or PayPal).**
- *Complete all Classroom Activities and Assignments satisfactorily**
- *Be in good physical and mental health**
- *Provide verification of CPR Training before graduation**
- *Have your tuition paid in full upon Graduating School**
- *Pass the final exam.**

Therapeutic Massage & Bodywork Course(CIP Code 51.3501) Consists of 625 Classroom Hours as follows:

200 Business of Massage

Students will learn the following:

ET 101 Massage Ethics & Professionalism

(10) Hours in Ethics & Professionalism

BS 101 Massage Business Practice

(180) Hours in Business Practices including insurance billing and marketing, Legal Requirements for Professional Massage, Benefits of Massage, Equipment & Supplies and Sanitary & Safety Practices

BS 102 Massage Consultation & Practice

(10 Hours) Client intake forms and SOAP notes.

165 Hours in Anatomy, Physiology and Kinesiology

Student will learn the following:

AN 101 Anatomy Overview and Terms

(10 Hours) Important terms and overview of anatomy, physiology and medicine.

HA 101 Human Anatomy Basics & Kinesiology (10 Hours)

HA 102 Human Body Cavities & Organs

(35 Hours) Body organs)

HA 103 Human Body Structure & Regions

(35 Hours) Anatomical positions, regions and structure of the human body(learn all the bones, muscles & actions, and all the types of tissue.

HA 104 The 10 Human Body Systems (35 Hours)

BP 101 Basic Pathology

(40 Hours) Disease related to the body & Indications and Contraindications of the body

260 Hours in Massage Theory, Techniques & Practice

Student will learn the following:

MH 101 History of Massage

(10 Hours)History of Massage Therapy and Massage in our modern world

MT 101 Massage Types & Techniques

(30 Hours) Classical Massage Movements, The Use & Effects of Hydrotherapy

MT 102 Massage Therapy Practice & Procedures

(160 Hours) Application of Massage Techniques, The Use & Effects of Hydrotherapy, Spa Massage & Techniques, Sports Massage, Clinical Massage Techniques and hands on training, Lymph Massage, Therapeutic Procedures from the Client Intake Form to SOAP Notes, Special Circumstances: Prenatal, Infants, Children, Elderly, Disabilities & PTSD.

EL 101(60 Hours) Other Massage Modalities

(35 Hours) Chair Massage, Acupressure, Reflexology, or Raindrop Aroma Therapy.

Student Agreement

I have read and understand the payment options, days and hours available to me, the No Refund Policy and the Terms and Conditions and that the full amount of tuition must be made within the time frames agreed to in Part C even if I withdraw from the school for any reason and not return. I understand I need to make arrangements with a school official if I need an extended absence.

I also understand that Kentucky School of Massage Therapy does not guarantee that the student will be accepted to take the state test, if you have any misdemeanor or felony convictions. This school does not guarantee the Kentucky Board of Licensure of Massage Therapy will accept your application even if you complete this course satisfactorily and pass the MBLEX. There is an appeals process in the event you are denied. This school does not guarantee you will pass the tests for this course, nor does it guarantee you will pass the Kentucky state exam: passing the exam is totally dependent upon you. I also understand that while I am a student doing massages for school credit, I will not accept payment of any kind until I have become a legally licensed Massage Therapist in the state of Kentucky. I agree to follow this schools' dress code of wearing appropriate full covering clothing, no cleavage tops and shorts/skirts must be no shorter than 2" above the knee. I agree to show respect to all staff, students and clients at all times.

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Forms can be found at www.kcpe.ky.gov

Attach Part A & B (page 2), Part C (page 3) and sign with the Notary present.

I agree to complete all work and assignments given to me and in a timely manner.

Signed True & Correct by Student

Students Printed Name

Date

Notary Name_____ **Expiration Date**_____ **Today's Date**_____

Notary Seal or stamp:

I _____, understand and agree that enrollment in Kentucky School of Massage Therapy's Massage & Bodywork program requires my participation in clinical instruction and/or externship programs on campus or at other locations.

I understand and acknowledge that Kentucky School of Massage Therapy and any affiliated clinical facilities mutually agree that that students shall not be compensated in any form by the facilities or by clients. I agree not to accept any compensation if offered.

I further understand and agree that it is a violation of 201 KAR 42:080 to accept any form of compensation for massage therapy services prior to licensure by the Kentucky Board of Licensure for Massage Therapy. I also understand and acknowledge that both the unlicensed practice of massage therapy, and holding myself out as a licensed massage therapist before earning licensure, are violations of KRS 309.353. Such violations are Class B misdemeanors. KRS 309.3535.

I understand that my failure to uphold these obligations may result in my expulsion from Kentucky School of Massage Therapy's Massage & Bodywork program or otherwise impact my ability to complete the program. I further understand that my failure to uphold my legal obligations may be grounds for denial of licensure.

I have read, understand, and agree to abide by the policy guidelines and legal obligations regarding massage therapy services rendered prior to licensure by the Kentucky Board of Licensure for Massage Therapy.

Printed Name

Signature

Date

Notary Printed Name

Notary Signature

Date

Notary Seal