



COLORADO INSTITUTE OF MASSAGE THERAPY

Established 1985



Your Partner in Health, Wellness & Education



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Mission Statement:

To prepare a student for the establishment of a professional and ethical Massage Therapy practice which serves, enhances, and protects the health, safety, and welfare of the public.

To prepare a student for written and practical examinations given by local, state, and national examiners as a requirement for licensure.

To prepare a student for specialization in injury rehabilitation with Neuromuscular Therapy and Trigger Point Release Therapy.

The Colorado Institute of Massage Therapy is:

- Approved and Regulated by the State of Colorado, Department of Higher Education, Division of Private Occupational Schools Board (DPOS)
- Approved by the Department of Immigration
- Approved for the Montgomery G.I. Bill and the Military Spouse Career Advancement Program
- Approved by the National Certification Board for Therapeutic Massage

CMT is a member of:

- American Massage Therapy Association (AMTA)
- Associated Bodywork and Massage Professionals School (ABMP)

The Colorado Institute of Massage Therapy offers:

- Advanced Neuromuscular Massage Therapy Certification Program
- Essential Massage Therapy Certification Program
- International Academy of Neuromuscular Therapy (IANMT) Certification
- Continuing Education
- Your Health Network
- Professional and Student Massage Clinic
- Sports Massage Clinic
- On-site retail store



Roger Patrizio,
Director and President
Registered Massage Therapist
Certified Neuromuscular Therapist
Fitness Trainer & Sports Therapist
President of Touching the World

Thank you for your interest in the Colorado Institute of Massage Therapy! It is truly one of the most exciting times in our history to begin a career in massage therapy. I have seen the field grow to respectable new heights since my career as a massage therapist began in 1990.

My initial interest in massage therapy began in 1988, as I was training for running and cycling races in the Pikes Peak region. Shortly thereafter, I enrolled into the program at this massage school. Upon graduation, I opened a one room office in downtown Colorado Springs and developed my own practice named “Pikes Peak Massage Therapy”. Soon, my practice grew to a five room clinic with eight therapists and massage contracts with Cheyenne Mountain Conference Resort, the Country Club of Colorado, and Kissing Camels Country Club.

The Colorado Institute of Massage Therapy accepts the responsibility to thoroughly prepare and educate our students for careers as competent Massage Therapists. We strive to get to know each student personally- to serve them, love them, laugh with them, and guide them on their individual paths. Our goal is to facilitate the students’ educational process while watching them grow, graduate, and fulfill their dreams in this exciting and rewarding health care field. We are truly dedicated to our vision of “Health, Wellness, and Education”.

One of the most important life investments you will ever make is your career. Choosing an institution that is a leader in progressively recognizing and planning for future trends in health care is one of the wisest decisions you will ever make in that process. We are dedicated to exceeding the standards of excellence which have given our program recognition by the medical community.

I would like to personally invite you to attend our free informational “Introduction to Massage Therapy Workshop” held monthly. Please call to reserve your spot today. We look forward to speaking to you soon and answering your questions about the massage therapy profession.

History and Philosophy of CIMT

1985: Opened our doors with a vision of acceptance of the massage therapy profession within the existing health care community and recognition of the Massage Therapist as a skilled health care provider within that community.

1992: CIMT partnered with a major hospital in Colorado Springs offering students Internship opportunities.

1997: The International Academy of Neuromuscular Therapy (IANMT) integrated their nationally recognized certification program into the CIMT curriculum, allowing our 850-Hour students to graduate as Internationally Certified Neuromuscular Therapists.

1999: CIMT's Director and long-time instructor, Roger Patrizio, purchased the school. Roger expanded the vision of CIMT to include health and wellness, as well as personal and spiritual growth.

2001: CIMT moved the school into a beautiful, new 9,000 square foot facility

minutes away from The Garden of the Gods, offering spacious grounds and incredible views of the majestic 14,115 foot Pikes Peak.

2004: CIMT launched "Touching the World", a non-profit organization dedicated to rescuing victims and raising awareness around the issue of human trafficking.

Today: CIMT has exclusive relationships with the Triple Crown of Running, Pikes Peak Hospice, the Elite Athlete Program, and Penrose Hospital, offering our students unique opportunities.

CIMT has a strong resolve to respond to the constantly changing arena of massage therapy, which is experiencing exponential growth. A thorough and extensive training program has been developed with the goal of preparing graduates to work in the diverse professional health care fields of injury rehabilitation, medical massage therapy, as well as the fields of corporate, athletic, and spa massage. Students receive a strong foundation in anatomy

and physiology, pathology, chair massage, assessment skills for common muscular problems, and training in massage techniques to meet a variety of needs. CIMT, the faculty, graduates, and students are united in focusing on improving the health and wellness of the clients who experience their trained and caring touch.



Choosing the right school is an investment in yourself and your future. The more information you have about the profession, the better prepared you will be to decide which school is right for you.

The following information covers many of the questions which we frequently encounter when discussing our program. Please consider these questions in your search for the massage therapy education you desire. We invite you to make an appointment to visit the school and speak with one of our staff members to answer any additional questions you may have.

How long is the massage certification program at CMT and what do I receive upon graduation?

Advanced Neuromuscular Massage Therapy Certification Program:

The Advanced Neuromuscular Therapy (ANMT) certification program shares all of the foundational courses found in the EMT program and then continues by adding clinical and rehabilitative massage training. This 850 hour program prepares the graduate to work in the medical industry including extensive training in trigger point and neuromuscular theory and techniques. Graduates of this program will receive a Diploma for 850 hours in Massage Therapy, a Certificate in Integrative Massage Techniques, a Certificate in Trigger Point Therapy, and a Certificate through the International Academy for Neuromuscular Therapies (IANMT) in Neuromuscular Therapy.

Essential Massage Therapy Certification Program:

The Essential Massage Therapy (EMT) certification program provides the student with a strong foundation in human anatomy, massage theory as well as Swedish and wellness oriented massage techniques. This 550 hour program is designed to prepare the CMT graduate to confidently pass all state and national examinations required to become a competent and professional massage therapist. Graduates of this program will receive a Diploma for 550 hours in Massage Therapy and a Certificate in Integrative Massage Techniques.

Note: An applicant for registration in Colorado must attain a degree, diploma, or otherwise successfully complete a massage therapy program that consists of at least 500 total hours of course work and clinical work from an approved massage school. Requirements in other states may differ and local ordinances may apply in the absence of state law.

What are CIMT's teaching methods?

The CIMT program is based on theories of experiential learning. Students are immersed in massage therapy training, which includes concrete experience, observation, and reflection on that experience, forming abstract concepts and testing what they have learned in new situations. Our students' weeks are divided into two 4.5 hour classes, alternating theory and technique. The theory classes support all aspects of massage therapy, from human anatomy & physiology to operating a massage therapy business or clinic. They provide the conceptual foundation for the hands-on technique classes, as the students progress from Swedish Massage to Neuromuscular Therapy. In addition, students are trained in experiences related to massage therapy, such as ethical behavior, writing health histories, interviewing skills, client education, research, SOAP charting, conflict resolution, business planning, insurance billing, and job interviewing.

CIMT is proud to incorporate the use of multimedia classroom demonstrations for the audio-visual learner. Multimedia technique demonstrations are done using 27" overhead monitors and a video camera to ensure that all students can see the demonstration clearly. In order to help students learn proper posture and body mechanics, they are also videotaped while practicing Swedish massage.

All CIMT instructors hold State Vocational Teaching Credentials and have been selected based on knowledge, teaching skills, and personal commitment to the massage therapy profession.

The instructor-to-student ratio for hands-on class instruction may be up to 1:7, which allows for extensive individual attention. The instructor-to-student ratio for lecture may be up to 1:30. Our philosophy is to mentor and train each individual student during technique training. Students partner-up so that half the class receives massage and provides feedback, while the other half is being instructed in technique.

Faculty:

Our current faculty is comprised of multiple practitioners from a variety of professions. Many professions represented on our staff are: Certified Neuromuscular therapy, chiropractic, massage therapy, rolfing, certified fitness therapy, certified personal training, exercise physiology, and sports medicine bodywork. Please visit our website for more details.



The CIMT advantage over other programs:

International Academy of Neuromuscular Therapies (IANMT) Certification

Since 1997, CIMT has been honored to include the highly respected International Academy of Neuromuscular Therapy (IANMT) certification series in our 850 hour course curriculum. CIMT is proud to have been a pioneer in the field of massage therapy and is 1 of the original 3 schools that piloted the certification program. To date, CIMT is one of only nine schools in the United States to include this certification.

- ***A strong foundation on which to build a successful massage therapy practice***

Our **Advanced Neuromuscular Massage Therapy Certification Program** offers the combination of neuromuscular and trigger point release therapy and is widely respected among the public and the medical community, because it addresses the source and not the symptoms of a person's soft tissue pain.

The **Essential Massage Therapy Certification Program** is developed for those students looking for a solid foundation in massage education to meet the 500-hour minimum requirement for Colorado and national licensure.

- ***Leading edge skills***

Our graduates and instructors use the skills they have been taught to join the top professionals in the field today. CIMT graduates have been nationally published and teach advanced workshops to professional body workers internationally. Our instructors are all currently active with their own practices and teach from their experience.

- ***Confidence around other health care professionals***

Grounded in science and scientific methods, our curriculum provides a solid and in-depth base of anatomy, physiology, massage theory and medical terminology, which prepares our students to interact with a variety of health care professionals.

- ***A well-rounded variety of options for success***

Student clinic, research, marketing, sports, and elective opportunities are designed to help you define your direction and challenge you to grow.

- ***A Diverse Continuing Education Program***

Nationally recognized educators, monthly elective courses, weekend seminars, and annual retreats further enhance the knowledge and skill base of our graduates and other health care professionals.

Advantages of Choosing CIMT

CIMT is respected nationally and in the local community:

- Over the last two decades, CIMT has built a solid reputation and is well respected by the medical community for the quality of its graduates. Many of our graduates have built their practices based on referrals from doctors who respect the CIMT training program. For the same reasons, others find opportunities to work in offices with doctors, physical therapists and chiropractors.
- CIMT provides over 2000 sports massages and over 3000 chair massages each year in the Pikes Peak Region. Besides the value for students in training and for the clients receiving these massages, CIMT has a focus on educating and introducing the public to the benefits of massage therapy.
- CIMT has always been active in promoting growth within the massage therapy field. We support the AMTA Massage Therapy Foundation which every year grants scholarships and funding for ongoing research of effects and benefits of therapeutic massage as treatment for chronic diseases and conditions.



CIMT provides over 2000 sports massages and over 3000 chair massages each year in the Pikes Peak Region.

Our purpose is to support your personal goals for health, wellness, and education.



Your Health Network

In January of 2006, the Colorado Institute of Massage Therapy opened its membership based Health Network. The network consists of local health care providers and community merchants coming together to offer our members an extensive variety of affordable services.

Our purpose is to support your personal goals for health, wellness, and education. Health care providers in massage therapy, chiropractic care, physical therapy, counseling, nutrition, rolfing, personal training, and more are now available to our members at discounted prices.

Community businesses in the Pikes Peak region such as restaurants, health food stores, sporting goods stores and specialty stores, the CIMT retail store, and “A Day to Remember” retreats also offer discounts to our health network members. Our community and continuing education classes complete the combination in order to surround our clients with select providers in health, wellness and education...at affordable prices.

Touching the World

In 2004 the Colorado Institute of Massage therapy founded “Touching the World”, a 501(c)3 non-profit corporation focusing on the plight of human trafficking. The sole purpose of this organization is to raise awareness of this escalating international injustice. Many are not aware of the extent and enormity of this situation. Through “Touching the World”, CIMT is trying to make a difference. It is estimated that currently 27 million people are bought, sold, held captive, brutalized and exploited for profit. There are more individuals enslaved today than at any time in the history of the world.

Funds received through the CIMT community service program as well as public contributions are sent to associate organizations rescuing and rehabilitating these victims.

CIMT’s annual open house fundraiser and hike up Pikes Peak (“America’s Mountain”; 14, 115 feet) allows us the opportunity to connect with our community for a lively and educational event. It’s a day of celebration with chair massages, guest speakers, raffle prizes, a silent auction, food and fun for kids and adults alike. Visit our Touching the World website at www.ttwnline.org for more information.

The School and Local Environment



CIMT is truly blessed to be located in one of the most beautiful areas of the nation. Colorado Springs is home to the world famous Pikes Peak, Garden of the Gods Park, and Pike National Forest. Colorado Springs is a rich and growing, culturally diverse metropolis. Our residents enjoy some of the best quality of life that the nation has to offer. Colorado Springs has been ranked #1 by CNNMoney.com in their survey of the “Best Places to Live.” This only adds to the accolades the city has already received for being one of the “Most Fit” & “Most Green” cities, one of “America’s Smartest Cities”, one of the Top “Chill” cities, and one of the “Best Cities for Walking.” Colorado Springs is simply one of the best places to live...and to get an education!

Residents enjoy many incredible recreational opportunities, from hiking and biking trails to rock climbing, all within the city limits. Other outdoor activities within minutes of the city include backpacking, mountain climbing, snowshoeing, or boating - just to name a few. The Springs is within 2–3 hours of world-class skiing resorts such as Breckenridge, Aspen and Vail, and within an hour’s drive from Denver.

Colorado Springs boasts over 35 major museums and galleries, 2 main libraries and large regional malls, the Fine Arts Center, the Olympic Training Center and countless other attractions. We have a large number of churches, synagogues, and mosques in a multitude of denominations throughout the city. In addition, the city is home to several defense installations such as Fort Carson, the U.S. Air Force Academy, and NORAD.

Facts About the Area:

We have a dry and temperate climate, averaging 247 days of sunshine per year. Our winters are generally moderate, and our summers are beautiful and sunny.

The city boasts a cost of living index that is well below other cities of similar size across the nation.

The city has a well established local bus service, as well as trail access in most areas in the city. CIMT is located near bus route 32.



Facility

CIMT is located in central Colorado Springs, one mile west of Interstate 25. The campus is situated minutes from Garden of the Gods Park and Pike National Forest. Hiking and biking trails are easily accessible and allow students to ride or walk to school.

The school is situated on a 22,500 square foot campus where our students enjoy spacious areas for recreation, relaxation and study with a large outdoor patio, decks and grassy areas.

The school contains over 9,000 square feet of comfortable, air-conditioned, smoke-free areas for practice, lecture and study. There are two large classrooms, six student clinic rooms, a student and staff lounge, a retail store, and locker rooms for men and women.

Our facility is purposely suited to all phases of training in massage therapy and includes professional massage tables, on-site massage chairs, skeletons, video cameras and monitors, slide and overhead projectors, and multimedia computers.

Our Student Body

Massage therapy, as a profession, attracts a wide variety of people. Although the average age of the students enrolled per year is 32 years old, the student body ranges in age from our youngest students who may enroll with approval directly from high school, to our more mature students who have entered the program in their

60's. We attract many individuals looking for a career change or part-time supplemental income, athletes, health care professionals, homemakers, business professionals, and people from all walks of life.

Our students share a common interest in natural healing, self growth, a strong desire to help others, and an aspiration to take a positive step in their own lives. During the educational process, the students learn not only the subject material, but insight into themselves. Each class brings together a unique and diverse group of people. Many students find that the support and camaraderie they experience during their time at CIMT continues in deep and lasting friendships.



Admission Requirements

The Colorado Institute of Massage Therapy admits students of any color, race, ethnic origin, gender, religious background, physical or mental disability, or sexual orientation to all the rights, privileges, programs and activities made available to students at the school. CIMT does not discriminate in its admissions policies, educational policies, financial programs, or any other school administered programs. All students, staff, and faculty must adhere to the CIMT non-discrimination policy at all times. Violations of the policy will result in immediate dismissal from the program or employment.

The Colorado Institute of Massage Therapy does require:

Applicants must be at least 18 years old to apply to our program.

A high school diploma or equivalent is required.

Applicants must be in good health and be physically, mentally and emotionally capable of performing massage therapy.

Applicants must be fully able to participate in classroom requirements.

Applicants must possess good communication skills, competency in the occupational environment, and demonstrate a commitment to learning massage therapy.

Persons with disabilities are encouraged to apply to the school. The procedure is no different than what is required for any student. In accordance with applicable federal and state law protecting individuals with known disabilities, the Colorado Institute of Massage Therapy will attempt to reasonably accommodate those individuals, unless doing so would create an undue hardship to CIMT or to the student. The Colorado Institute of Massage Therapy does not follow the Ability to Benefit Process and requires that students have a high school diploma or equivalent prior to admission.

Enrollment is on a first-come, first-serve basis to those who have sent in their forms and deposit. Due to limits on class size, we recommend sending in a completed application at least two months prior to the program start date. If space is no longer available when we receive your forms and deposit, you will be put on the waiting list or given priority for entrance into the next class.



Admission Requirements

Application process

Send in your completed application form, including biographical sketch and high school transcript, together with the non-refundable application fee to the school before the term for which application is being made.

Once your completed application has been received, it will be reviewed by the admissions department and you will be notified of your acceptance status within two weeks.

Upon acceptance into CIMT's program

Upon acceptance into the program, an appointment is made to complete your enrollment package, which will include a Student Enrollment Agreement, Contract for Payment of Tuition, and a tuition deposit to secure your space. CIMT will send this packet to those who cannot make it in for an appointment. Once these documents are completed, students are officially enrolled and have reserved their place in the program.



Placement Assistance

Upon graduation, the therapist will find that with the recent growth in health and wellness, there are many opportunities available in the field of Massage Therapy. Our placement strategy is based upon preparation. CIMT assists students with their professional career training to develop the skills, experience and confidence necessary to locate or create employment opportunities unique to their needs. Our job is to prepare you for success in your chosen field.

CIMT does not make any employment guarantee upon graduation. Nevertheless, graduates of CIMT are encouraged to use the school as their resource for employment opportunities, networking and business advice.

We frequently receive requests from businesses that want to employ qualified Massage Therapists, and we inform student/graduates of these inquiries via the job opportunities board. Currently, CIMT graduates are employed at doctors' offices, physical therapy clinics, hospitals, chiropractic offices, sports clinics, massage therapy clinics, resorts, naturopathic clinics, fitness centers, day spas, beauty and skin care salons, cruise ships, professional sports teams, Olympic teams and private practice.

Retail Store

CIMT has a professional retail store that stocks a variety of items which are necessary and complimentary to a professional massage practice. Students receive a 10% discount on most items. Special orders and custom products are also available.

Among the items offered are:

- Massage oils, lotions and creams
- Resource books
- Anatomy charts and posters
- Massage tools, tables and chairs
- Aromatherapy oils
- Apparel & music



Library

CIMT has a large and varied selection of books and video tapes on the massage therapy profession and related subjects. The library/video checkout is a free service which is available through the front desk during business office hours.

Tutoring

CIMT instructors are available for students who need assistance with either the theory or technique portion of their classes. CIMT may require tutoring for students who are not meeting the minimum academic standards. Tutoring is by appointment only, and tutoring fees will apply. Refer to the CIMT Policies and Procedures section for current fees and information.

Student Files

Permanent records for all students are maintained in the administrative offices. All student files are considered confidential and are accessible only to the individual student and authorized personnel of CIMT. Students may arrange to review their file by contacting the Records Coordinator.

CIMT will release student and graduate transcripts directly to the student upon successful completion of requirements. If additional copies of transcripts are required and requested by the student, an additional fee is required for each additional transcript.

If release of transcripts is required for institutional use, a signed release form and transcript fee is required from the student or graduate before CIMT will release the records.

Licensing

Upon successful completion of the program, students are granted a diploma certifying they have completed 850 or 550 hours of massage therapy training. This certification is NOT a license to practice massage therapy.

Professional licensing requirements for graduates in the State of Colorado are governed by the State of Colorado Department of Regulatory Agencies (DORA). Specifically, all Massage Therapists in Colorado must meet the requirements stated in the Colorado

Massage Therapy Rules and Regulations 3-CCR-722-1. An applicant for registration in Colorado must attain a degree, diploma, or otherwise successfully complete a massage therapy program that consists of at least five hundred (500) total hours of course work and clinical work from an approved massage school.

In addition, the Colorado State Department of Regulatory Agencies requires students to pass and submit results of a massage and bodywork examination. There are two examination choices for graduates: the Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy Boards, and the National Certification Examination for Therapeutic Massage and Bodywork (NCTMB), offered by the National Certification Board for Therapeutic Massage and Bodywork.

Requirements outside of the State of Colorado may differ. Other State licensing laws and local municipal ordinances may apply.

State of Colorado Department of Regulatory Agencies
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303)894-7800
Fax: (303)894-7764
www.dora.state.co.us



Class Schedule

CIMT offers four classes per year. Classes meet every Tuesday and Thursday at the same time, not including breaks. **The Advanced Neuromuscular Massage Therapy Certification Program** is completed in 11 ½ months and the **Essential Massage Therapy Certification Program** is completed in approximately 9 months. The starting months and accompanying schedules for classes are as follows:

<i>Start Date</i>	<i>Class Times</i>
JANUARY	Evenings, 5:30 P.M. – 10:00 P.M.
APRIL	Mornings, 8:00 A.M. – 12:30 P.M.
JULY	Evenings, 5:30 P.M. – 10:00 P.M.
OCTOBER	Mornings, 8:00 A.M. – 12:30 P.M.

Holiday Schedule

Throughout the year, the CIMT office is closed and classes are not held during the following weeks:

Spring Break:	The last full week in March
Summer Break:	The week of July 4th
Thanksgiving Break:	The week of Thanksgiving
Christmas/Winter Break:	The week before Christmas and the week before New Year's

In addition, the office is closed and classes are not held on Memorial Day or Labor Day.

Campus & Administrative Office Hours (Retail Store, Library, & Facilities)

The first priority of CIMT staff is to assist students to the best of their ability. In order to be effective in doing so, we highly encourage students to make appointments with staff members in advance so that they can accommodate your needs.

<i>Day</i>	<i>Campus Hours</i>	<i>Office Hours</i>
Monday	9:00 A.M. – 10:00 P.M.	9:00 A.M. – 5:30 P.M.
Tuesday	9:00 A.M. – 10:00 P.M.	9:00 A.M. – 5:30 P.M.
Wednesday	9:00 A.M. – 10:00 P.M.	9:00 A.M. – 5:30 P.M.
Thursday	9:00 A.M. – 10:00 P.M.	9:00 A.M. – 5:30 P.M.
Friday	9:00 A.M. – 10:00 P.M.	9:00 A.M. – 5:30 P.M.
Saturday	Closed	Closed
Sunday	Closed	Closed

NOTE: Courses marked with an asterisk denote courses required for the 550 program. All courses listed are defined in clock hours, which include lab and class hours. Refer to course syllabus for a breakdown of classes and lab hours. All prices are available through our Admissions Department.

Anatomy & Physiology

A101 MEDICAL TERMS*

6.75 training hours for 850 & 550 Programs

Topics covered in this course are medical terminology; anatomical position and planes; geographical terms and terms of position and movement; location of major organs, body cavities, and quadrants; and introduction to tissue types. (Homework distributed prior to class start date.)

A102 BONES*

24.00 training hours for 850 & 550 Programs

In this class, you will learn the anatomical structure and cellular components of bone tissue, as well as the different types of joints in the body. You will learn how to identify and palpate bony landmarks, which are necessary to locate the muscles you will be treating within massage therapy. (Homework distributed prior to class start date.) Prerequisite: A101



A103 STRUCTURAL KINESIOLOGY*

63.75 training hours for 850 & 550 Programs

This is the heart of the anatomy curriculum! The musculature of the body will be taught in this class, including attachment sites of each muscle, fiber direction, action, involved joint, innervations, and associated muscles. This course is a fascinating journey into the movement of the human body and contains foundational knowledge for massage therapy. Prerequisites: A101 & A102



A104 FUNCTIONAL ANATOMY*

13.50 training hours for 850 & 550 Programs

This course covers cellular structure and function; tissue types and repair; lymphatic, immune and other body systems; cardiovascular anatomy and circulation. This is important background information since massage therapy affects these systems and functions of the human body.

A105 NEUROMUSCULAR PHYSIOLOGY*

18.00 training hours for 850 & 550 Programs

This course explores the relationship between the nervous system and the muscular system. You will be taught the anatomy and basic physiology of the nervous system; the structure, functions, and physiology of muscle tissue; the pathways and locations of important peripheral nerves; and the reflexes and pain theories that relate to massage and physiology of muscle tissue.

A106 POSTURAL KINESIOLOGY

13.50 training hours for 850 Program

This is a very thought provoking class in which you will learn how to perform a basic postural analysis on a client. This assessment will help you determine a massage treatment plan by identifying major muscle groups which may be responsible for postural distortion and imbalance.

Prerequisites: A101, A102, A103

A107 PATHOLOGY*

13.50 training hours for 850 & 550 Programs

You will learn to identify causes, signs and symptoms, and suggested massage treatment plans for various diseases and pathologies within the body systems. Most importantly, you will be able to identify any cautions regarding these diseases and pathologies in order to develop a safe and effective treatment plan.

Massage Theory

T102 FOUNDATIONS OF MASSAGE THERAPY*

15.75 training hours for 850 & 550 Programs

Here we will look at the history of massage in general and define therapeutic massage and its scope of practice. The very important topics of therapeutic presence and ethics in practice are covered in depth.

T103 SELF CARE*

9.00 training hours for 850 & 550 Programs

This is an important area for the student massage therapist to explore. Topics include stretching and exercise, Swiss exercise balls, nutrition, massage tools and relaxation techniques for the therapist's self-care.



T104 CLINICAL APPLICATIONS*

6.75 training hours for 850 & 550 Programs

In this class, you will learn the effects of massage on the various body systems and the effects of specific massage techniques. You will be introduced to the Basic Routine protocol for massage treatment and ways to incorporate different types of care into your practice. You will learn how to take a thorough health history in order to determine advisability and course of treatment.

T105 PRACTICE BUILDING*

22.75 training hours for 850 & 550 Programs

This class is designed to provide a business introduction and foundation to compliment your massage therapy knowledge and skills. Information will also be presented on setting up your own massage business such as fees, scheduling, office protocol, professional organizations, and you will be introduced to research. You will have the opportunity to develop your own business plan, which is not only motivating but a lot of fun as well.

T106 SOAP NOTES*

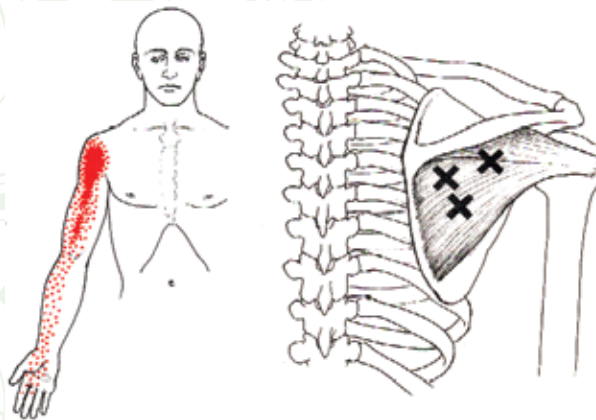
6.75 training hours for 850 & 550 Programs

In this class, you will be taught the very important and necessary skill of writing progress notes to document your massage treatments and chart your clients' progress. (Homework distributed prior to class start date.)

T107 TRIGGER POINT THERAPY

52.00 training hours for 850 Program

This class is the core of trigger point release therapy. Topics include trigger point referral pain patterns, symptoms, activations, and corrective actions for each muscle in the body that are commonly treated with trigger point release.



T108 CLINICAL APPLICATIONS II

4.50 training hours for 850 Programs

We will review and improve history taking skills, learn advanced assessment skills, learn signs and symptoms of commonly encountered conditions, and discuss treatment protocols for common conditions. Case studies will be assigned and you will present a massage therapy treatment plan. Prerequisite: T104

Technique

TC101 SWEDISH MASSAGE THERAPY*

78.00 training hours for 850 & 550 Programs

In this course, we will cover the basic principles and techniques of Swedish massage, which is the foundation for the rest of the technique curriculum. At the end of this course, you will know how to give a relaxing, full body Swedish massage.

TC102 JOINT MOVEMENTS*

39.50 training hours for 850 & 550 Programs

Here you will learn how to improve a client's joint range of motion. You will learn techniques that include shaking, stretching, and passive range of motion (PROM) techniques, invaluable tools in a massage therapy protocol.

TC103 NEUROMUSCULAR THERAPY/ TRIGGER POINT RELEASE THERAPY

116.50 training hours for 850 Program

This course provides you with the palpation skills and techniques for performing neuromuscular therapy. You will put into practice the Basic Routine protocol for releasing trigger points. Palpation skills will be demonstrated and practiced and you will be instructed on very specialized trigger point release technique routines following a specific protocol developed by CIMT.

TC104 NEUROMUSCULAR THERAPY (IANMT CERTIFICATION SERIES)

73.50 training hours for 850 Program

The International Academy of Neuromuscular Therapy Certification Program focuses on anatomy, physiology, functions and dysfunctions of muscles and joints. Neuromuscular Therapy is a highly effective treatment for the elimination of pain caused by soft tissue (muscular) injury, regardless of when the injury occurred. This class will enhance and refine your palpation skills, and develop a step-by-step protocol for treating each specific area of the body. Prerequisites: Completion of a Massage Program. CIMT students must complete the following courses before beginning TC104: A103, A106, T107 and TC103.

TC105 INTEGRATIVE TECHNIQUES/SUBTLE TECHNIQUES*

49.00 training hours for 850 & 550 Programs

During this course, we will add various subtle techniques to your growing list of treatment techniques. Covered in this class will be strain-counterstrain; pro-gravity; neuro tap & stroke; deep transverse friction, which is a deep cross-fiber technique; and muscle energy techniques, which is the use of cold application to treat injuries.

Good massage training is all about mentorship, practice and experience in a variety of locations and modalities within the massage profession. In addition to the 9 hours of class per week, part of your training will involve:

- Elective courses
- Touring successful massage practices
- Practice massages
- Performing community service outreach massages
- Marketing massages (seated)
- Sports massages
- Massages in a clinical setting



Applied Training

INTERDISCIPLINARY ELECTIVES*

56.00 training hours for 850 & 550 Programs

These elective courses are intended as an introduction to a variety of different modalities and occupational specialties. Courses are held on SATURDAYS from 8:30 A.M. – 5:30 P.M. Students must complete 56.00 hours of elective courses prior to graduation. Some of the various courses subject matters covered **may** include:

- Foot Reflexology
- Pregnancy Massage
- Spa Massage Treatment[†]
- Hot Stone Therapy Certification[†]
- Canine Massage
- Cadaver Lab[†]
- Russian Massage/Chair Massage
- Myofascial Release Technique
- Acupressure
- Body Mobilization Technique
- Pilates/Yoga/Thai Chi
- Aromatherapy
- Geriatric Massage
- Nutrition/Fitness Training for Massage Therapists

[†] Electives which may require an additional fee.

Special Courses

OR101 ORIENTATION*

4.50 training hours for 850 & 550 programs

Reviews school policies and procedures, clinical lab hours, sports and marketing, and courses.

CPR 101 CPR/FIRST-AID CERTIFICATION*

6.00 training hours for 850 & 550 programs

In this course, you will be certified in Cardiopulmonary Resuscitation (CPR) and First Aid. You will learn symptoms to look for and emergency steps to take.

COM101 COMMUNICABLE DISEASE*

2.00 training hours for 850 & 550 programs

This course covers common communicable diseases, learning to identify symptoms and precautions in order to treat. You will learn the 5 biological laws of disease, body's defense, disease development, prevention, and sanitation.

SC101 STUDENT CLINIC*

90.00 Training hours for 850 & 550

Programs

This is a "hands-on" course allowing the student to work on CIMT clients in a clinical setting. The student will practice customer service, interviewing skills, writing proper SOAP notes and client filing. This course allows the student the opportunity to function autonomously as a massage therapist and begin developing their personal massage skills with school clients, while having a qualified Instructor present and available. At the end of this course, students will have gained experience working in a massage therapy clinic with the objective of preparing them to work independently as a professional massage therapist. Prerequisite: Completion of Community Service hours, Preceptor #2 and current signature lists for clinical lab hours. The student must also be making acceptable progress in hands-on-technique and hold a commitment to professionalism in all areas.

SC102 STUDENT CLINIC

40.00 Training hours for 850 Program

This Student Clinic course is expanded to include specific medical massage protocols for clients who may require rehabilitative treatments. The ANMT student will practice Neuromuscular and Trigger Point therapy on CIMT clients, preparing them for professional work in a medical and therapeutic clinical environment. Although the student is working independently, a qualified Instructor is present and available. Prerequisite: SC101

SP101 SPORTS MASSAGE THERAPY*

24.50 training hours for 850 & 550 programs

Sports massage is a practical, specific application of Swedish massage. In this course, you will get hands-on experience at sports and marketing events.



Clinical Lab Hours

Training hours included in Technique course hours

As part of the training program, students are required to complete a portion of their requirements outside of class. This prepares the student for private practice of massage therapy by structuring a diversity of practice sessions and professional contact with the public. The clinical lab hours requirement consists of:

For the Advanced Neuromuscular Massage Therapy Certification Program:

- 10 seated massages
- 81 full body massages (including 12 charting)
- 6 preceptor evaluation massages
- 7 Sport Event Hours
- 7 Marketing Event Hours
- 10 Community Service Hours
- Record keeping on each massage

For the Essential Massage Therapy Certification Program:

- 10 seated massages
- 36 full body massages
- 4 preceptor evaluation massages
- 7 Sport Event Hours
- 7 Marketing Event Hours
- 10 Community Service Hours
- Record keeping on each massage

NOTE: The Veteran's Administration requires that all students who receive financial benefits in order to attend CIMT fulfill all hands-on technique hours ON CAMPUS.

<i>Summary of Hours</i>	<i>850</i>	<i>550</i>
<i>Orientation</i>	<i>4.50</i>	<i>4.50</i>
<i>Anatomy and Physiology</i>	<i>117.00</i>	<i>103.50</i>
<i>Massage Theory</i>	<i>85.50</i>	<i>54.00</i>
<i>Massage Technique</i>	<i>207.00</i>	<i>94.50</i>
<i>Sports Massage</i>	<i>17.50</i>	<i>17.50</i>
<i>Electives & Mandatory CPR</i>	<i>64.00</i>	<i>64.00</i>
<i>Student Clinic</i>	<i>130.00</i>	<i>90.00</i>
<i>Theory, Technique, & Sports Lab</i>	<i>224.50</i>	<i>122.00</i>
<i>Total Diploma Hours:</i>	<i>850.00</i>	<i>550.00</i>

The core of the CIMT massage therapy program is a unique method of releasing trigger points, one of the most common muscular dysfunctions seen in a typical therapeutic massage practice. A trigger point is a hyperirritable spot in a muscle that can cause pain, limited range of motion, and referrals of pain to other muscles, limiting their function as well.

Trigger Point Release Therapy was pioneered and developed in this country by Dr. Janet Travell, President John F. Kennedy's personal physician during his years of persistent back pain. Today it is commonly referred to as Neuromuscular Therapy.

If trigger points are not treated, they can be the culprits in lingering pain even after an injury has healed, and the reason why a headache, neck ache or backache keep returning. Some of the causes of trigger point activity in your muscles are stress, physical trauma, injury, overuse, strain, as well as chemicals, drugs, alcohol, and environmental pollutants. Active trigger points keep the muscles tight, restricting blood flow and

compressing nerves perpetuating a vicious pain-spasm-pain cycle in the muscles. The effect of this may limit movement and flexibility, encouraging postural patterns which may sustain the cycle for years. Trigger Point Release Therapy is a valuable component of preventative, as well as rehabilitative care.

CIMT students master a wide range of neuromuscular therapy techniques, including the school's own trigger point release protocol. This enables them to better serve the diversity of people seen in private practice. The client is referred to as a "participant" in therapy because client involvement is essential if the process is to successfully restore and maintain freedom of movement. Some of the muscular release and re-education techniques taught at CIMT include:

- Ice and stretch
- Friction across muscle fibers and attachments
- Shaking, stroking, and stretching of muscles and fascia

- Joint range of motion, isometric exercises and stretching
- Direct pressure on a trigger point
- Release of associated skin, tendon, and ligament trigger points
- Postural and gait analysis and correction
- Myofascial Release Technique
- Pro-Gravity Technique
- Strain-Counterstrain Technique

The CIMT method of Trigger Point Release therapy was developed by the school founder, Togi Kinnaman. Her pioneering spirit, diligent research, and innovative curriculum development has helped raise the standards of the massage therapy industry. Togi's vision of massage therapy's acceptance into the medical community is well on its way to being realized. We, as Massage Therapists, owe Togi our gratitude for her years of commitment to the highest standards of education and professionalism in our industry.

Trigger Point Release Therapy - IANMT Method

Since 1997, CIMT has been honored to include the highly respected International Academy of Neuromuscular Therapy (IANMT) certification series in our curriculum. CIMT is proud to have been a pioneer in the field of massage therapy, and currently is one of the only nine schools in the United States to include this certification.

Neuromuscular Therapy is a comprehensive bodywork system which promotes recovery from acute and chronic pain syndromes. This system utilizes specific massage techniques, stretching, and home self-care to eliminate the causes of most neuromuscular pain from the musculoskeletal and nervous system. (NMT enhances a person's biomechanics or awareness and ease of movement by improving the functions of joints and muscles), as well as releasing endorphins, the body's own natural pain killers. It can be part of a comprehensive treatment plan complimenting all other health care modalities.

NMT Certification focuses on anatomy and physiology as well as functions and dysfunctions of muscles and joints. Protocols for treatment of common pain syndromes combined with thorough anatomy knowledge are the basis for a successful NMT practice.

The IANMT's Founder and Director, Judith DeLany, LMT, CNMT, is a published author of manuals and articles on pain management and recently contributed to Dr. Leon Chaitow's new book, *Modern Neuromuscular Techniques*. Judith is the author of *Clinical Application of Neuromuscular Techniques*. She is an associate editor for *Journal of Bodywork and Movement Therapies*, the esteemed peer-reviewed scientific journal for bodyworkers.

Judith DeLany has been a featured speaker for numerous state AMTA meetings, national AMTA conferences and numerous conventions. Her primary focus is the advancement of education in all health care professions to include soft tissue care and the myofascial treatment of chronic pain syndromes.

NeuroMuscular Therapy, Care of Soft Tissue Pain and Dysfunction, Judith DeLany, LMT, 1994



Program Policies

Attendance/Tardiness

In order to comply with the guidelines mandated by the Division of Private Occupational Schools, students are required to physically attend 80% of each course in order to graduate. In order to receive full credit for technique class, a student must both receive and give a massage during the trade portion of class, as well as be present for the lecture. Any student arriving 30 minutes late or leaving 30 minutes early from class will be marked as absent for the entire class. Instructors will record partial absences for any student arriving less than 30 minutes late or leaving less than 30 minutes early.

Make-up Requirements

For ALL absences, a student is responsible for contacting the instructor before the ending date of the course to arrange for make-up work. A student who misses one session beyond the number of allowed absences will be required to schedule a tutoring appointment with the instructor or will have to retake the entire course at the individual

course rate. A student who misses more than one session beyond the number of allowed absences will automatically be required to retake the entire course at the individual course rate. Alternative training options may be offered at the discretion of the instructor. An absence from a Neuromuscular Therapy/Trigger Point Release Routine in technique class is required to be made up with a tutoring appointment. Only one absence is allowed from the IANMT certification series, per the IANMT's attendance policy, and it will be required to be made-up with a tutoring appointment. A student who is absent more than once during the certification series must retake the entire series for a fee. All makeup work is to be completed within 30 days from the end of the course, or the course will have to be retaken at a fee.

Official Class Withdrawal

A student may officially withdraw from a course during the term by notifying the Records Coordinator, who will fill out a withdrawal form. A student who does not officially withdraw from a course is subject to

a failing grade. Students will receive a grade of "W" for a course from which they have officially withdrawn prior to the last date of the class. Faculty or administrative staff may request that a student be officially withdrawn from a course for excessive absenteeism, delinquent tuition payments, failure to meet academic standards, or lack of compliance with school policies and procedures. The student is responsible for fulfilling their enrollment agreement, which includes continuing any payment plan as long as their contract is in effect, whether attending class or not.

Leave of Absence

Due to the progressive nature of the field of massage therapy (and therefore, the CIMT program), a student who needs to take a leave of absence will have two years from their first date of recorded attendance to complete the program. In this case, all of the following fees will apply:

- Cancellation fee
- Program re-entry fee
- Course retake fee
- Increased tuition charge (if applicable)

Transfers of Credits from Other Entities

Transfer of credits MUST be approved by the Records Coordinator PRIOR to enrollment. Upon proof of transcript or current licensure within the medical field, you may be able to transfer the following classes: A101 Medical Terms, A104 Functional Anatomy, A107 Pathology, T103 Self-Care, T105 Practice Building, and TC101 Swedish Massage. Upon successful completion of a written exam in addition to proof of transcript or current licensure within the medical field, you may be able to transfer the following classes: A102 Bones, A105 Neuromuscular Physiology, T106 SOAPs.

Transfers of Credits Out from CIMT to Other Entities

CIMT does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the other institution.

International Students

The Colorado Institute of Massage Therapy is authorized under Federal law to enroll non-immigrant alien students. Foreign applicants are required to submit an application for admission along with documented proof of adequate financial resources to the Admissions Department. After applying and being

accepted into our program, the foreign applicant will be sent a Certificate of Eligibility for Nonimmigrant (M-1) Student Status, which should be completed and submitted to the U.S. Embassy in their own country. We highly recommend that all foreign applicants demonstrate proficiency in the English language.

Pre-Requisites During Training

Students are required to complete A102 Bones with a passing grade within 30 days of the last class session in order to continue attending the A103 Structural Kinesiology course. Students must complete Kinesiological Overviews (KOVs) 1-6 before they will be allowed to take the mid-term exam. Likewise, they must have KOVs 7-12 completed before they will be allowed to take the final exam. Students will have 30 days from each due date to complete the KOVs and the exams. If students have not completed KOVs 1-6 and the mid-term exam 30 days after the designated due date, they will have to retake the course, which requires transferring into a different class and paying applicable fees. If students have not completed KOVs 7-12 and the final exam 30 days after the last day the A103 course is held, they will be required to transfer into another KOV class, pay applicable fees and retake the portion of the course consisting of KOVs 7-12.



Progress Policy

Student progress in the curriculum will be assessed by regular examinations given throughout the program. The grades received on written and practical examinations will be determined by the following scale:

A = 90 – 100% C = 70 – 79%
B = 80 – 89% F = 69% and below

All final grades will be based on a straight total point percentage. All final exams must be passed with a grade of 70% or above. If a student fails a final exam, they will be offered a retake. When a student retakes a final, there will be an automatic 10% reduction in the grade received. **Retakes are only allowed for failed final exams.** A student is only allowed one retake for a failed final exam. If course requirements are not completed by the end of the course, the student will receive a final grade of F. The instructor will post final grades no more than two weeks after the last day of class. The student has 30 calendar days from the last day of class to make up the required coursework in order to convert an F to a passing grade. If the work is not

completed within this time frame, the grade will remain an F, and the course will need to be repeated at an additional fee. All completed coursework is included in a student's grade point average. Final transcripts will be available to the students two weeks after their graduation date.

In order to receive a grade on your transcript for TC101 Swedish Massage, TC102 Joint Movements, TC103 NMT Trigger Point Release, TC104 IANMT, and TC105 Integrative Techniques, all outside requirements, through the end of the month prior to each practicum, must be completed and turned in to the Records Coordinator. For example, if the Swedish practicum is in January, then all outside requirements that are due at the end of December must be completed and turned in to the Records Coordinator in order to receive a grade on your transcript for TC101 Swedish Massage. If a student fails to complete the outside requirements on time, they will be given 30 calendar days to turn in these requirements, or the course will have to be repeated for a fee.

Outside Requirements

A student may only work two months ahead in their outside requirements from the dates posted within their clinical lab hours assignments calendar. Any lab requirements performed beyond the two-month extension period will not be allowed to count for credit.

Quarterly Grading Period

Four times a year (the second week of November, February, May and August), each student will receive a report from the Records Coordinator. This report will inform students of their current status in regards to lab hours. If at the time of this quarterly grading period, a student is behind on classes or outside hours, they will be placed on probation and will have 30 days to make up their requirements. If at that time the student is still not caught up, they will be placed on suspension and not allowed to re-enter the program until their requirements are satisfied.

Grievances/Complaint Procedure

The faculty and staff at CIMT are committed to hearing and resolving school-related problems or concerns. We believe that student feedback is essential to the continuing growth and development of our program. In the event of any grievance or complaint, it is appropriate for the parties involved to resolve the problem in a manner that is professional and respectful of each individual.

1. First, students are expected to attempt resolution of any conflicts directly with the party involved.
2. Students unable to reach resolution may take the issue to the class representative or the instructor, as the situation warrants.
3. Students unable to reach resolution within the confines of the classroom may seek assistance from the Education Department Director. The Education Department Director will serve as an advocate on the student's behalf seeking resolve.

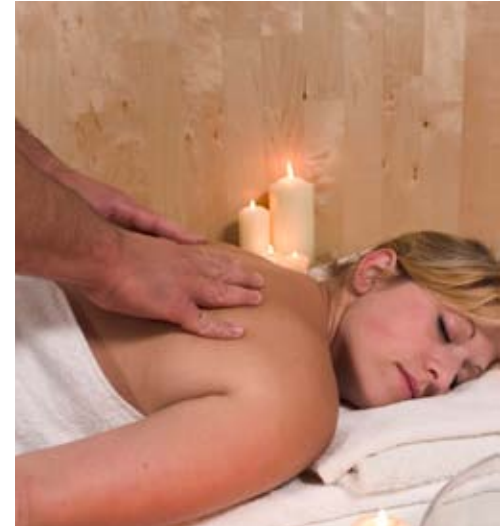
4. If the student's concern remains unresolved after the above steps are completed, the student is asked to put the complaint in writing to the Director of the school. The Director will respond with the school's final decision in writing to the student within 14 days of receiving a written complaint.

Complaints which cannot be resolved by direct negotiation between the student and the school may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date that the student discontinues his/her training at the school. Complaints may be filed online at: www.state.co.us/dpos OR <http://higher.ed.colorado.gov/dpos/>

Requirements for Graduation

- Satisfactory attendance (minimum of 80%) in each course so that the student demonstrates the knowledge necessary to receive a passing grade in the course.

- Fulfillment of any outstanding tuition balance, tutoring fees, or penalties regarding student financial obligations.
- All clinical lab hours completed.
- Completion of the elective workshops required by CIMT.
- Proficiency in Adult CPR/First Aid as demonstrated by obtaining a CPR/First Aid card that is valid for at least 90 days after graduation.



Conditions of Suspension or Dismissal

Probationary Conditions

If the probationary conditions (below) are not met, the Director will convene a meeting to determine if suspension or dismissal is appropriate. Suspension indicates a student may only return to the school by re-applying. Dismissal indicates a student may not re-apply to the school.

Enrollment

- Failure to provide all required information for your student file within 60 days of enrollment.

Attendance

- Failure to fulfill the requirements of attendance.

Academic

- Failure to fulfill the academic requirements of maintaining a 'C' grade or better.

Financial

- Failure to adhere to your contractual tuition schedule.

Prohibited Conduct

- Attending classes under the influence of alcohol or drugs.
- Behaving in any manner that may be harmful to self, others, or the reputation of the school or to the profession of massage therapy.
- Using abusive or disruptive language.

- Carrying firearms or weapons.
- Lack of cooperation with the faculty or administrative staff.
- Sexually inappropriate behavior or dress, inside or outside school.
- A criminal record, behavior, or convictions.
- Promoting yourself as or becoming a Registered Massage Therapist in the state of Colorado before Graduation or completion of the CIMT program.
- Practices outside the scope of massage therapy such as chiropractic manipulation, medical practices, or any alternative therapy techniques not taught by CIMT.
- Disruptive or negative behavior or attitude which is determined by the staff, instructors, and Director to exert a negative influence on other students and/or on the staff of CIMT.
- Unethical behavior inside or outside CIMT.
- Noncompliance with the ethical statement signed upon receiving the student workbook.

Student Policies

All student policies listed below are at the discretion of the Director and may be changed without notice.

Examination of Student Records

Under the authority of the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to examine certain files, academic records including grades, attendance and counseling records, and documents retained by the school which pertain to them (parental financial information excepted).

The Colorado Institute of Massage Therapy maintains all student records according to the Family Education Rights and Privacy Act of 1974. Students may request a review of their records by writing to the Records Coordinator.

Staff/Faculty & Student Interactions

We expect mutual respect between students and staff: courteous, kind, and honest behavior. Our policy regarding personal interaction is to disallow dating between students and staff/faculty.

Appropriate Dress & Hygiene

Appropriate dress is defined as loose fitting, lightweight and comfortable, yet neat and professional-looking clothing. In consideration of proper hygiene, please shower before coming to class. Fingernails and toenails should be kept short and clean.



Theory and Anatomy/Physiology Classes

We expect a neat, modest, and professional appearance at all times, especially when attending elective courses or outside events where we have the opportunity to represent our school and our profession to the public.

Practicums & Student Clinic

These guidelines have been adopted with our vision in mind of establishing credibility within the traditional medical community.

- Hygienic standards and good grooming: clean hair and body; neatly trimmed and styled hair (long hair must be pulled back); nails short, filed, and clean; clothes clean and ironed; undergarments must be worn; freshen up between appointments.
- Acceptable attire includes: Scrubs; white, khaki tan, or khaki green casual pants. (Pants with cargo pockets, jeans or pants of jean material, dress slacks, leggings, tights, sweats, shorts or leather pants are not considered appropriate.)
- Clean white or tan tennis shoes (clean shoelaces), casual sport shoes (thicker soles are acceptable), or sandals with socks.
- CIMT polo shirt or other solid color shirt with short sleeves and a collar. Shirts must cover midriff area. (No form fitting, low cut, short, tank, or spaghetti straps in which the axillary region would be exposed.) No visible jewelry, except for one pair of earrings, which must be studs or small hoops.

- Please do not wear cologne, perfume, or strongly scented deodorant as some clients may have allergies to fragrances.
- Therapeutic, nurturing presence: pleasant, cordial, relaxed, and focused.
- All clothes and jewelry are subject to the approval of the Instructor or Student Clinic Supervisor.

Classroom Manner

Students are expected to have an attentive and focused attitude in the classroom. This means no talking or other distractions during lectures. Excessive and continued disruptive behavior may be grounds for dismissal.

Smoking

Smoking is not allowed inside the building. A designated smoking area is located outdoors.

Cheating, Copying, or Plagiarizing

Students are expected to do their own work. Cheating, copying, or plagiarizing is grounds for immediate dismissal. Study groups are encouraged, but everyone is expected to write their own answers on tests, homework, papers, and KOV files. If you suspect anyone of stealing or cheating, contact the Director of the Institute. Students

do not have permission to take any of the material used in CIMT's curriculum and introduce it to an outside massage school's staff, nor do students have permission to incorporate CIMT's material into another massage school's curriculum by instructing the material themselves. All of CIMT's material is copyrighted, and use of their curriculum within another massage school is not allowed without prior written permission from the Director of CIMT.

Personal Belongings

CIMT cannot be held responsible for the loss or damage of personal property at our facilities.

Ethical Behavior & Integrity

Unethical behavior, such as sexual impropriety, performing chiropractic or osteopathic manipulation, charging for massage without a license or registration, advertising yourself as a Massage

Therapist (you may refer to yourself as a student massage therapist or a student intern), dishonesty, and any other behavior deemed detrimental to the health, safety, welfare, and reputation of the massage therapy profession, of other students, of graduates, of the general public, or of CIMT will be grounds for probation, suspension, or dismissal.

Sexual Harassment Policy

The Colorado Institute of Massage Therapy prohibits sexual harassment as well as harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, age, or any other bases protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful, whether it involves coworker harassment, harassment by a Manager and/or Supervisor, or harassment by persons doing business with, or for the Colorado Institute of Massage Therapy.

Pregnancy Policy

A pregnant woman has certain physical limitations and safety precautions to consider which may not allow her to fully participate in technique class. Full technique participation entails being present



for the entire class as well as giving and receiving massage. If the student is unable to fully participate in the technique classes, this would render her unable to satisfy the minimum competency requirements. A woman who is pregnant should take this information into consideration before enrolling into the program.

If you become pregnant while in the program, provisions will be made so you can complete certain portions of the program and an extension may be arranged to complete other portions at a later date. Continued participation will only be allowed with a Pregnancy Release Form (available through the records office) signed by your physician and kept on file in the Records office.

Administrative Fees

Payment of Tuition & Fees

Payments are due on the date indicated by your contract agreement. You will have a 15-day grace period for submitting payments to the front desk. An account delinquent on the 16th day past due will incur a \$25.00 late fee per month.

Refund Policy

Our application fee is non-refundable. Any tuition deposits collected in advance of the student signing an enrollment contract are refundable. Students who are not accepted for enrollment by the school may receive a refund of any tuition deposits. Students must sign an enrollment agreement in order to begin classes. Students who

cancel their enrollment agreement by notifying the school in writing within three business days of signing their contract are entitled to a full refund of all tuition paid. Students who withdraw after three business days, but before commencement of classes are entitled to a full refund of all tuition paid except a cancellation fee of \$150.00. In the case of students withdrawing after commencement of classes or ceasing to attend, the school will retain the cancellation fee plus a percentage of tuition based on the last class attended as described in the table below. The granting of credit for previous training shall not impact the refund policy. All refunds will be made within 30 days from the date of termination.

Upon withdrawal/termination student is entitled to:

<u>Duration of Program</u>	<u>Refund</u>
0% - 10% of program	90% except cancellation fee
11% - 25% of program	75% except cancellation fee
26% - 50% of program	50% except cancellation fee
51% - 75% of program	25% except cancellation fee
76% - 100% of program	No Refund

The student will receive a full refund of tuition and fees paid if education service is discontinued by the school or if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

"The world is sown with good; but unless I turn my glad thoughts into practical living and till my own field, I cannot reap a kernel of the good."

Helen Keller

Refund for Veterans

The school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the program, withdraws, or is dismissed at any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for tuition, fees and other charges of a portion of the program shall not exceed the exact pro-rated portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The exact portion will be determined on the ratio of the number of days of instruction completed by the student or the total number of instructional days in the course. School policy will comply with VAR 14255.

Insufficient Funds Fee

For checks written with insufficient funds, there will be a check return fee of \$20, and the student may be asked to pay with a money order or cash in the future.

Cancellation Fee

A fee of \$150 is applicable in the event a student leaves our program after enrollment.

Late Fee

A fee of \$25 is applicable when the student's tuition payment is not received by the front desk within the 15-day grace period.

Transcript Request Fee

An initial transcript will be mailed to the student within two weeks after graduation at no charge. Each request for an official transcript thereafter must be made in writing including the name of the student, the dates of enrollment, the course or program completed, the date of graduation, and a \$10 processing fee.

Duplicate Diploma or Certificate Fee

Requests must be made in writing with the name of the student, the dates of enrollment, the course or program completed, the date of graduation, and the name as you want it to appear on the diploma, along with a \$20.00 fee for each diploma and certificate requested.

Course Re-take Fee (Set according to current per hour contract price)

This fee is applicable when a student receives approval to retake a course due to a failing grade, withdrawal from a course before completion, or excessive absences. The fee is based on the current individual course rate.

Program Re-entry Fee

This fee is applicable to a student who receives approval to extend the program beyond their initial contract completion date. Approval must first be obtained through the Records Coordinator, and then a new enrollment contract must be created with CIMT and signed by a CIMT authorized agent. Upon approval for re-entry into one of the terms currently in progress, the \$250.00 re-entry fee will be due.

Increased Tuition Charge

In addition to the program cancellation fee and the re-entry fee, a student will be required to pay the difference between the contract tuition price of the student's original enrollment term and that of the class into which the student is re-entering.

Tutoring & Retest Fees

A student may request tutoring with an instructor whenever it is necessary, either to bring them up-to-date on coursework, to gain a better understanding of the material, or to make-up or retake a final test/practicum. An absence from a Neuromuscular Therapy/Trigger Point Release Routine in technique class is required to be made up with a tutoring appointment. For excessive absences in other classes in technique or theory, tutoring will be **required** and the quantity of sessions is made at the discretion of the instructor's ability to cover the material during a tutor session. Fees are to be paid to the front desk at the time of the tutoring session: cash, credit card, or checks. Please be advised that once you have set-up a tutoring session with an instructor, you must notify the instructor 24 hours in advance if you need to reschedule. Otherwise, you will still be charged the \$25 fee.



Tutoring fees are as follows:

- 1 student pays \$25 per hour
- 2 students each pay \$20 per hour
- 3-4 students each pay \$15 per hour
- 5 or more students each pay \$10 per hour

Missed Event Fee

Failure to provide 72 hours notice of cancellation for a sports or marketing event, student clinic shift, community service hours, or electives will result in up to a \$50.00 fee. This fee MUST be paid in full BEFORE you will be allowed to participate in your next event.

Video Late-Return Fee

A \$1.00 per day late fee will be charged for videos not returned on time. The balance must be paid before any additional videos may be checked out.

Inappropriate Dress Fee

Up to a \$50 fee will be charged to any student wearing inappropriate dress to technique or theory classes, electives, community service hours, marketing and sports events, student clinic, preceptors, or any other school related function. Inappropriate dress is any dress deemed to be considered unprofessional and/or revealing.

Student Clinic Tardiness Fee

Any student arriving for student clinic more than 15 minutes after their scheduled shift begins will be charged up to a \$50 fee and make up any missed student clinic massages.

"We're proud to have the Colorado Institute of Massage Therapy as an ABMP School Member because they are dedicated to student success and the graduation of great massage therapists."

*ABMP:
Association of Bodywork and Massage Professionals*

NOTES

Testimonials

“CIMT showed me the tools and foundation and I am now using the skills to have an amazing career as a therapist. Working in Rehab has given me so many rewards. To be able to see a stroke patient struggle with words or raising an arm, but after seeing me, they are able to process the sentence clearly and wave good bye to me. That is what makes my job worth it all!! And thank you CIMT for giving me the building blocks to share and treat patients.”

*Ashley R. Hamilton: LMT, CNMT, NCTMB, FT
Rehabilitation Department - Community Hospital*

“The Colorado Institute of Massage Therapy offers an excellent educational experience to students wanting to enter the health profession. As a nurse, this program complimented my medical training and gave me the hands on experience to deliver therapeutic touch in a variety of settings. I value the teachings and skills acquired at CIMT and recommend this program to all that wish to be trained in the most current and comprehensive massage program available.”

Trisha Scott-Cummings: RN, BSN

“Whenever I meet a CIMT graduate, I’m always impressed with their level of professionalism and their extensive knowledge of modalities, especially Neuromuscular and Sports Massage. CIMT and their staff make it very easy to hire their graduates because of their level of commitment to their students. They offer a well-balanced education in bodywork with extended support after graduation. Thank you, CIMT!”

*Kimberly Robinson
Regional Recruiter/Trainer, Massage Envy*

“I enrolled at CIMT holding a license from another state and still today I have no regret spending another full year in school. The instructors are brilliant and so generous with sharing their knowledge and skills. The staff is friendly and committed to serving the students. The knowledge and skills that I acquired from CIMT make me stand out from others in this competitive field of massage therapy. I own a successful practice in Carmichael Training Systems, have a contract with the US Olympic Training Center, and also with a successful Physical Therapy office in town. I achieved all these goals in a very short period of time not only because of my passion in this field and hard work, but it was largely due to my knowledge and skills that I attained from the instructors at CIMT.”

Jennifer Chee: CNMT, CFT, CKTP, RMT

“I graduated from the Colorado Institute of Massage Therapy (CIMT) and began teaching there in 1996. Having studied and taught at a number of high-quality academic institutions, I can say with certainty that CIMT offers one of the best technical educations available. CIMT places a very high value on a science-based curriculum, which is one of the reasons it is so respected in the health and medical communities. I am proud to be a CIMT graduate and instructor.”

- William L. Elliott, PhD, MS, FT, CPT, CNMT, RMT



Your Partner in Health, Wellness & Education

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