

NC

Massage School

**Touching Lives Expanding Awareness**

# NC MASSAGE SCHOOL

MH Lake Norman, LLC dba NC Massage School

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Volume: IX



NC Massage School  
Touching Lives - Expanding Awareness  
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[www.ncmassageschool.com](http://www.ncmassageschool.com)  
N.C. Board Approved School

Approved by The National Certification Board for Therapeutic Massage & Bodywork  
(NCBTMB) Continuing Education Provider  
Approved by the Department of Veterans Affairs  
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As a board licensed and certified school, NCMS has been delivering exceptional therapeutic massage and bodywork education continuously since 2002, and has graduated hundreds of trained therapists from all areas of North Carolina.

Student teacher ratio during hands on classes is at most 8 to 1. This provides the student with a highly individualized learning environment. Classes are kept small so that we may support and enhance your development while cultivating your unique abilities.

We understand that an excellent curriculum is useless without a qualified instructor to deliver it to the student. We require our instructors to possess a high level of leadership and skill. All instructors have undergone a rigorous training process. We cultivate a safe and creative classroom environment that allows for various learning styles to be addressed. Our integrated student-oriented approach to education incorporates a wide variety of teaching methods, aimed at creating a positive

# WHY NCMS?

- Established program since 2002
- Accomplished Teachers
- Class size
- Unique curriculum
- MBLEX Pass Rate
- Job Placement Opportunities
- Instructors
- Challenging Diploma Program

# HISTORY

NCMS was established in 2002 in Cornelius, North Carolina for the purpose of training individuals in the health professional career field of Massage Therapy.

and successful learning experience.

While many of our instructors are professionals in other health care fields, all instructors at NCMS are state licensed massage therapists. As a result, students learn how every aspect of the program relates directly to the field of massage therapy.

If your work is good, clients will come. Do not be fooled by this concept! All too often practitioners enter into the healing arts believing that their businesses will grow with satisfied customers and word of mouth alone. This fallacy causes practitioners to struggle at making a living or even surrender their dreams and abandon their profession. Plainly stated, having technical skills to be an excellent practitioner does not guarantee business success. It takes very different skills and planning to cultivate a profitable practice. You can gain these skills through our program which are touched upon daily in class and in our specific professional development sources.



Not everyone wants to be a business owner. Here at NCMS, we recognize the importance of ensuring that our students understand all of the career settings that are available in today's modern massage environment. We spend time discussing the different business models and job settings and give

students the opportunity to meet and learn from local industry professionals and business owners. At graduation, our students are well prepared to enter into their new careers with confidence and an understanding of what options are available to them.

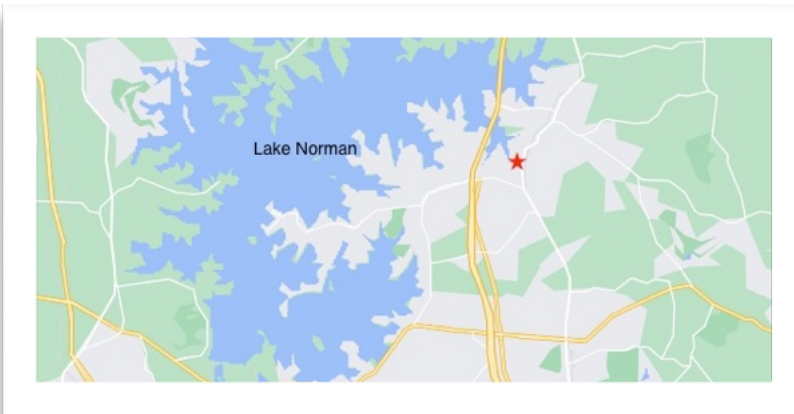
## PHILOSOPHY & GOALS

The mission of NCMS is to train individuals in the art and science of therapeutic massage for an advanced-level professional career, for continuing education, and for personal growth. At 650 hours, the NCMS program content greatly exceeds the 500 hour minimum requirement for NC and National Certification Boards. Our teaching and administrative staff's many years of experience in their fields and their understanding of the importance of a solid foundation in therapeutic skills and industry knowledge prepares the graduate for whatever path they may choose.

Guided by a holistic philosophy, NCMS provides a variety of traditional and alternative subjects with a primary emphasis on Swedish and Neuromuscular

massage techniques. These skills give the student a firm foundation to start a real viable massage career. Our goal is to provide the highest quality education to individuals enrolled in our program. NCMS wants to promote the field of massage

### Our Location



NCMS is located minutes from Lake Norman, I-77 and Davidson College and is just 30 minutes from Charlotte & Statesville, 50 minutes from Hickory and 75 minutes from Winston-Salem.

therapy and bodywork by graduating individuals who have succeeded in fulfilling the program requirements. Therefore, NCMS encourages each student to investigate personal growth physically, emotionally, spiritually and intellectually in a small, friendly and supportive environment.



## Therapeutic Massage Diploma Program

| Science and Muscle Courses     |           |
|--------------------------------|-----------|
| Anatomy and Physiology         | 40 Hours  |
| Pathology                      | 40 Hours  |
| Kinesiology                    | 10 Hours  |
| Manikin® Muscles               | 50 Hours  |
| Massage and Related Courses    |           |
| Swedish Massage                | 135 Hours |
| Supervised Clinical Internship | 100 Hours |
| Neuromuscular Therapy**        | 115 Hours |
| Postural Assessment            | 4 Hours   |
| Video Mechanics                | 5 Hours   |
| Body Mechanics                 | 5 Hours   |
| Tai Chi                        | 16 Hours  |
| Acupressure                    | 30 Hours  |
| Hydrotherapy                   | 10 Hours  |
| Practice Building Courses      |           |
| Professional Development       | 8 Hours   |
| Somatic Psychology             | 20 Hours  |
| Ethics                         | 15 Hours  |
| Business Panel                 | 7 Hours   |
| Total Hours                    | 650 Hours |

Summary of the clock hours of the courses in our program. A clock hour is defined as 50 minutes of instructional time. A course is a collection of classes that support an educational objective.

\*\* Upon satisfactory completion of the 115 hours of Neuromuscular Therapy with a grade of 90% or higher on the final palpatory exam a separate certificate for Neuromuscular Therapy will be issued.

NCMS offers a full-time 6-month daytime Program, a part-time 12-month daytime program.

### Full-time 6-Month Program

Monday

8:00 am to 3:00 pm

Tuesday-Thursday

8:00 am to 2:00 pm

### Part-time 12-Month Program

#### First Semester

Monday

8:00 am to 3:00 pm

Tuesday

8:00 am to 2:00 pm

#### Second Semester

Wednesday

8:00 am to 2:00 pm

Thursday

8:00 am to 2:00 pm

## ACADEMIC CALENDAR

### Class Start Dates:

September 12, 2022 - March 20, 2023

April 10, 2023 - October 5, 2023

October 16, 2023 - May 2, 2024

May 20, 2024 - November 14, 2024

December 2, 2024 - June 12, 2025

### Observed Holidays:

Thanksgiving/Fall Break (1 week)

Christmas/Winter Break: (2 weeks)

Unless otherwise noted, school will be in session on US Holidays.

# COURSE DESCRIPTIONS

## Science and Muscle Courses

### Anatomy and Physiology

This course provides study of the basic structure and function of the body's major systems. Students are provided with a detailed study of the structure and functions of the integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems of the body. Emphasis will be placed on skeletal, muscular, and nervous systems as they relate to massage therapy. Effects of specific massage techniques on these systems are integrated to reinforce the necessity and relevance of this information. Visual aids, models, and hands-on materials support student learning.

### Pathology

Pathology is the study of disease. In this course the students will gain a basic understanding of the concepts of disease, inflammatory response, client assessments, therapeutic evaluation, and when to refer. Common pathologies associated with each of the major systems of the body are outlined with special emphasis on the integumentary, musculoskeletal, nervous, and circulatory systems. Cross referencing of pathology information with physiological effects of massage allows students to effectively determine massage treatment place and to identify the most appropriate applications or modality for their clients.





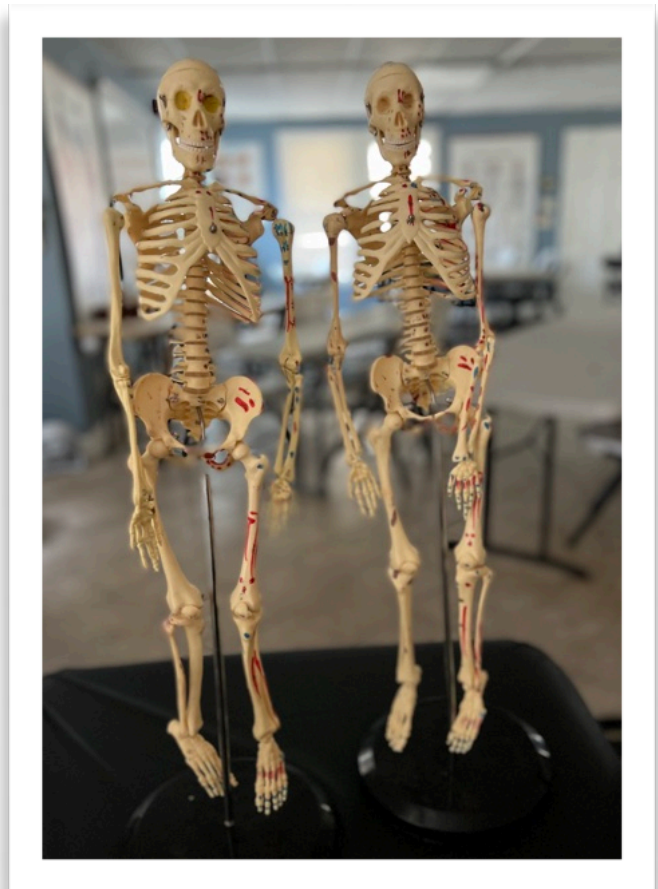
## Kinesiology

This course provides in-depth study of the structure and function of the musculoskeletal systems as it relates to movement, posture, health and massage.

### **Manikin® Muscles - Musculoskeletal Anatomy**

Developed by Jon Zahourek Systems®, Maniken® class gives students the opportunity to build muscles of the extremities with clay on a skeletal model. This provides the student with a three dimensional, kinesthetic learning process for understanding muscles. Besides giving a review of the skeletal structure, Maniken® muscles help the student to perceive the relationship of one muscle to another in terms of depth, superficiality and attachments.

Students will be able to identify over 100 muscles, their origins and insertions and actions, as well as all bones and major bony landmarks. Students are taught to palpate thoroughly every structure presented in this course.



# **Massage and Related Courses**

## **Swedish Massage**

This course is the core of the massage therapy program. Students will become competent in techniques and learn theory, contraindications, therapeutic benefits, effects, and history of Swedish massage in relationship to manipulative therapies. The five basic strokes: effleurage, petrissage, friction, vibration, and tapotement will be taught. Students will learn to develop a full body routine utilizing this universally recognized modality.

## **Supervised Clinical Internship**

Open to the public, the internship provides students with a supervised setting to refine massage skills and develop the business and professional skill necessary for a successful massage career. Students gain experience and improve skills in operation, communications and decision-making procedures that occur in a professional massage setting. The L.M.B.T. supervising the clinic provides support and guidance, assess, and if necessary, correct performance while students complete their massage and assigned tasks.

**Note:** .0626 Student Compensation Prohibited. A student shall not receive a fee, tip or other consideration for the massage and bodywork therapy they perform while completing clinical requirements for graduation, whether or not the school charges a fee for services provided in a student clinic.

## **Neuromuscular Therapy and Certification Option**

This advanced course is also an optional certification program for those who pass the final palpatory exam with a grade of 90 or higher. Neuromuscular Therapy (NMT) includes the application of rehabilitative techniques to treat chronic pain produced by Myofascial Pain Syndrome (MPS) and muscular dysfunction from injury. The foundation of this class is the lifelong achievement in research by Janet Travel, M.D.,

and David Simons, M.D., on MPS, incorporating the effective treatment techniques they have developed and subsequent work done by other leading NMT practitioners in the field. NMT umbrella techniques are trigger point therapy, contract/relax, myofascial release, deep transverse friction, postural release, stretching and patient education. Students will identify when to effectively treat with NMT techniques, communicate effectively and appropriately with clients about possible treatment options and self-care, and be able to demonstrate basic NMT techniques.

## **Postural Assessment**

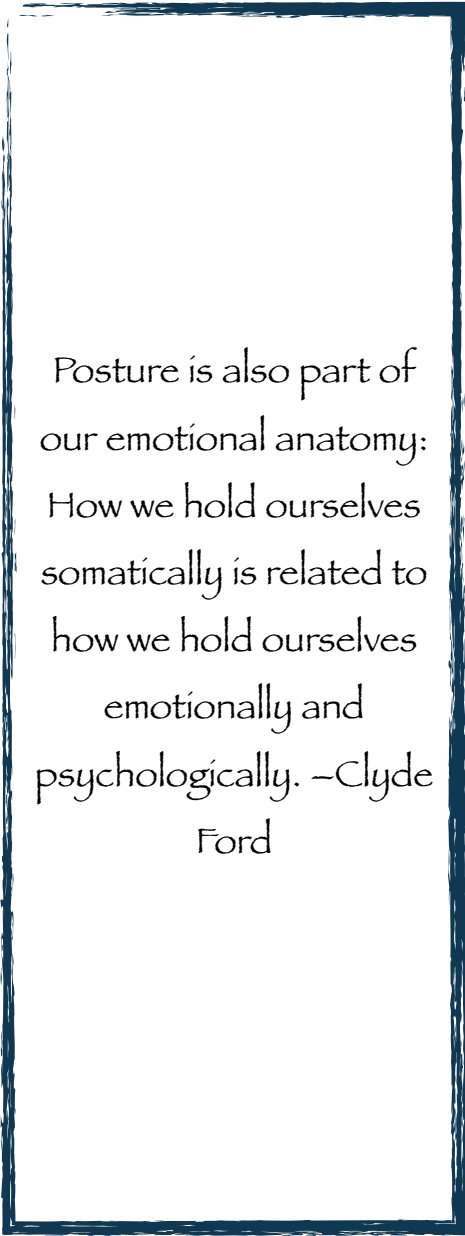
Students will learn how to use visual cues in assessing client's postural holding patterns. Students will participate in gait analysis and differentiate through active and passive range of motion testing holding patterns. This is a practical participation class that links Swedish, Kinesiology, and Neuromuscular Courses.

## **Video Mechanics**

This is a support arm of all table technique classes. It is a visual component that enables students to actually see themselves practice massage.

## **Body Mechanics**

Students will learn the importance of proper positioning of their body to increase effectiveness while administering massage. The ability to correctly apply force, as well as mechanical factors which will reduce fatigue will be addressed.



Posture is also part of our emotional anatomy: How we hold ourselves somatically is related to how we hold ourselves emotionally and psychologically. –Clyde Ford

## Tai Chi



Tai Chi is an ancient, Oriental system of movement and energy development. It is helpful in maintaining better breathing, joint flexibility, and body posture. Students will experience the principles and application of Tai Chi Chuan and other exercises for body and mind centering. Practicing Tai Chi principles at the massage table will aid the student by encouraging effective and efficient movement during the therapy session. Tai Chi greatly enhances Western body mechanics and allows a massage therapist to experience fewer injuries and more energy in their chosen profession .

## Acupressure

Acupressure is an ancient form of bodywork developed in China over 2000 years ago. According to Chinese medical theory, finger pressure applied to acupuncture points (tsubo) helps maintain a flow of energy (Qi) in channels called meridians to maintain and restore health. Students will develop an understanding of the five element theory, the concept of yin/yang, the 14 traditional meridians, and important acupressure points. Students learn to incorporate acupressure techniques into a massage session to enhance a client's well-being. This course greatly enhances Neuromuscular Trigger Point Therapy.

## Hydrotherapy

Hydrotherapy is the use of water in solid, liquid or gaseous form. Students will experience and learn to apply water, ice therapies, and moist heat therapies appropriately. Students will learn the appropriate modality in specific therapeutic situations by understanding the thermodynamics of heat and cold on body tissues and function.

# **Practice Building Courses**

## **Professional Development**

This course prepares students for employment in professional clinical practices and to be successful entrepreneurs. Detailed segments addressing professionalism, self-care, communications, marketing, record keeping, resume writing, interview skills and business skills necessary for the successful operation of a professional massage business are presented.

Students explore topics such as: effective communication skills, identification of various disruptive and addictive behaviors, physical manifestations of emotional and psychological holding, body mind connection, stress management, confidentiality, licensing information, office set-up, client management, billing procedures, basic accounting, and tax requirements.

## **Somatic Psychology**

Life is more fulfilling and satisfying if we live with honor and integrity in all our relationships and business dealings, yet much confusion exists amongst practitioners about what is and what is not ethical behavior. This confusion can be even more complex for somatic practitioners.

This course assists students in the ability to listen to their clients bodies and hear their thoughts and feelings without reacting emotionally, but rationally and professionally. This course encourages the student to reflect upon their reactions to any situation and to ensure that the experience is a fiduciary one for the client.

## **Ethics**

"Ethics is the process by which we sort out what best creates inner and outer harmony in our lives." Kylea Taylor, *The Ethics of Caring*. Classes include lecture on the philosophy and science of ethics and its relationship to Massage Therapy, clients, and other health professionals. N.C. laws and rules for the practice of massage are

also discussed. Group participation includes solving ethical dilemmas and presenting "answers" for further discussion to the entire class. Students will be able to define ethics, and will explore a variety of codes of ethics from the field of Massage Therapy .

### **Business Panel**

The business panel is composed of visiting Massage Therapists and guest speakers who represent their experiences to the students. A moderator keeps the discussion rolling and prepares a set of possible questions and scenarios for the group to discuss. This class gives the student the opportunity to listen and to question experienced Massage Therapists who have different target markets and a variety of practices in the field of massage therapy and bodywork



*“I cannot do all the good that the world needs. But the world needs all the good that I can do.”*

— Jana Stanfield

# ADMISSIONS

All applicants must:

- Be at least 18 years of age by start date
- Be physically and emotionally capable of performing and receiving massage with both males and females
- Display a philosophy, professional attitude and maturity compatible with NC Massage School objectives and professional standards
- Have graduated from high school or have completed a GED
- If applicable, provide documentation of probation, felony or misdemeanor charges and conviction.
- Must receive a professional massage by a certified Neuromuscular therapist (within the previous six months)

## **School Visitation**

We welcome prospective students to make an appointment with admissions for an interview and tour of the school. During this time students will meet some of the staff, tour the facility, perhaps view classes in session, and discuss entrance into the school.

## **Admissions Procedure**

- Complete the application found in the bulletin or online and submit it with all requested documentation and non-refundable application fee.
- Be familiar with the contents of this catalog.
- Once your application is received, you will be contacted to schedule an appointment for a personal interview.

- Notification of acceptance or denial is sent within thirty days of completion of the application process. Once accepted, applicants will need to send a non-refundable tuition deposit to ensure a place in the program.

## **Denial of Admission**

This institution reserves the right to deny admission to any applicant for reasons including, but not limited to:

- Failing to meet the stated entrance requirements
- Lacking the physical capacity to perform massage
- Having a health problem that interferes with duties as a student or massage practitioner
- Being unable to meet financial obligations to the school
- Exhibiting a lack of motivation, or an incompatible bodywork philosophy

The School may deny an applicant if it is deemed that an education in massage is not beneficial to the individual. In the event an applicant is denied admission, the decision is final and may not be appealed.

Tuition, fees and other others schedules along with various payment options can be found in our annual bulletin.

## **Class Size**

Highly personal training is our approach. Theory class size is limited to a maximum of 18 students. Student teacher ratio during hands on classes is 8 to 1. At NC Massage School, you will be taught only by highly trained and skilled instructors. This provides for an optimum learning environment second only to private tutoring.



## **Transfer of Credit Policy**

NC Massage School may accept transfer credit for courses taken only at other N.C. State approved massage programs, provided that the syllabus of the transferable class is in accord of that of the NC Massage School class in question. Before credits can be accepted as transferred, the student is required to pass an appropriate class examination designed by the instructor of the course in question. The number of contact hours of the transfer course must meet or exceed the number of hours of the course offered by NC Massage School. A transcript stating the number of hours successfully completed must be provided from the school at which the course was taken. Should hours be shortened by a transfer of credit, there may be a cost reduction in the program with the approval of the Program Director. A non-refundable fee is due before taking the required exam. Any transfer of credit must be completed prior to start of the class. No one is allowed to test out once the class has started. No refunds are given for transfer credit. All other classes must be taken in their entirety.

## **Auditing**

Auditing is available to students for making up and repeating classes as well as to graduates of NC Massage School. Auditors will be assigned to class on a space available basis at the discretion of the school.

## **Continuing Education**

NC Massage School offers opportunities for continually developing and improving therapeutic massage and bodywork skills.

We are designated as an Approved provider for Continuing Education by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB).

# POLICIES

## Attendance Policy

Attendance is mandatory at all classes and clinics during the enrollment in the six hundred and fifty (650) hour massage therapy program. Attendance and punctuality are part of responsible and professional behavior. All grade criteria for individual courses require a component of attendance. NC Massage School chooses to support perfect attendance (no absences, no tardies, no early dismissals). NC Massage School acknowledges that absences may be unavoidable due to personal or family health reasons or to a number of other valid circumstances. In order to promote better communication, we do ask that you call the school about your absence. Students must attend 100% of the Supervised Clinical Internship.

- Students must attend at least 80% of each course and must follow NC Massage School make-up policy. Students absent for more than 20% of the total program will be officially terminated.
- Students clock in at the beginning of each day. If a student arrives over five minutes late four times for any given day, or departs more than 30 minutes early, it will be considered as one days absence.
- Student absence must not exceed 20% of one course. If a student is absent for more than 20% of a course, she/he must repeat the entire course.
- The school will officially terminate a student who has unexcused absences for fifteen consecutive school calendar days.

## **Leave of Absence Policy**

A leave of absence may be granted only at the discretion of the Program Director.

- Requests for a leave of absence must be made in writing to NC Massage School PRIOR to the missed classes or WITHIN THE FIRST WEEK OF ABSENCE when an unexpected personal emergency occurs.
- A leave of absence of up to four successive weeks may be granted by NC Massage School.
- The student must make up any missed exams within two weeks of his/her return.
- If a leave of absence exceeds four weeks, for financial aid and tuition calculation purposes, it will be treated as a withdrawal from the program.

## **Make-up Work Policy**

Make-up work is the responsibility of the student, and is allowed for approved situations. If a student is not present for a class, an absence is entered into the attendance record. The student is expected to contact NC Massage School as soon as possible regarding an absence. Make-up work must be completed within ten calendar days. Make-up/re-take tests must be completed within three school days. To make up missed work, a student must:

- Obtain the form NC Massage School Make-up Work Contract and contact instructor.
- Complete form according to directions given by instructor and present form with made-up work on each class missed to appropriate instructor on return to school.
- Hands-on class work has a make-up fee for instruction time.

- Re-testing fee is to be paid prior to taking the exam/quiz.
- Final exams and/or evaluations incur a re-test fee.
- Under no circumstances may any exam be repeated more than once.
- No more than five total retakes will be allowed during a student's enrollment.
- Students must call 24 hours in advance to guarantee an appointment for a written exam. Make-up exams will be scheduled outside of classroom hours.

No diploma will be granted until all course requirements are met. Additional costs may be incurred during this make-up process.

*See our annual bulletin for current details on tuition, fees and payment options.*

### **Tutoring Policy**

Tutoring for students in need of additional help is available from appropriate instructors at a charge per hour for lecture and per hour for hands-on classwork. All tutorial fees are paid directly by the student to the instructor. Student tutorial needs are based on notification by students to instructor, from the Director, or by substandard performance. Tutorial services can be used for make-up in special circumstances, determined by the instructors or other appropriate staff Make-up Work Policy

## Incomplete Policy

Incomplete grades are granted only in exceptional cases, and are considered on a case-by-case basis. The instructor and student will create a contract, with deadlines recorded. If the student fails to complete the work by the deadline, he/she will receive a failing grade and the course must be retaken.

## Satisfactory Progress

In order to maintain satisfactory progress toward a NC Massage School diploma, students are required to:

- Maintain, in all courses, a minimum grade point average of 70% in a 100-point system.

|          |      |
|----------|------|
| 90 – 100 | A    |
| 80 – 89  | B    |
| 70 – 79  | C    |
| Below 70 | Fail |

- Complete the program in the time frame for which they have enrolled.
- Complete all 100 clock hours of the Supervised Clinical Internship course.
- Complete the minimum of clock hours required in all other courses.
- Participate in class activities including giving and receiving massage.
- Throughout the program bring required textbooks, as listed in each course syllabus and be prepared.
- Document the required hours of practice massage sessions during the program.
- Receive and document 3 professional massage sessions during the program.

## **Probation and Dismissal Policy**

Probation is a disciplinary action that addresses specific rule violations by monitoring students performance for a specified time period while allowing the student to attend classes. Students will be informed in writing, as well as by speaking with the Administrator, of probation and criteria of probation. The maximum length of time a student may be put on probation is 30 days. At the end of the probationary period, the student will meet with the Administrator to determine if he/she has complied with the criteria of probation. If the criteria has been satisfactorily met, probationary status will be dropped. If the student has not satisfactorily complied with the criteria of the probation, the student may be dismissed from the program. A student may be placed on probation for failure to adhere to all policies in this catalog which may include but not limited to:

- follow Student Code of Ethics and attendance policy
- meet satisfactory academic progress
- meet up-to-date tuition payments
- have a complete student file
- Follow student dress code

Dismissal indicates that a student must withdraw from the school program and may not reapply for at least one year or more, as determined by the Administrator and Director. A student may be dismissed for:

- failure to complete probationary requirements
- grave violations of the Student Code of Ethics
- failure to make tuition payments up-to-date
- continuation of behavior leading to probation

## USERRA Compliance

ABSENCE FOR MILITARY SERVICE PURPOSE: NC Massage School is committed to full compliance with statutory requirements pertaining to employees and students who are absent from work due to military service. This policy provides general information and guidance concerning management's and military employees' respective rights and responsibilities in dealing with such absence(s). Additionally, the policy references revisions to other administrative policies related to employees who are absent due to military service.

POLICY: A. UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) As an employer and school, NC Massage School will comply with its obligations as described under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the federal statute that governs the terms and conditions of military employees and students who are absent from work. Employees and students in the military services are expected to likewise comply with the responsibilities and terms and conditions set forth in the statute. For a specific detailed listing of the legal requirements, the USERRA statute should be referenced. However, for purposes of this policy, an employee's key rights and responsibilities include:

- An employee/student who receives notice to report for active military service must provide and submit authentic military orders for deployment to the proper management personnel as well as comply with all notification requirements of USERRA.
- An employee/student upon submittal of the necessary military orders is automatically excused from work during the absent time proscribed in the military

orders; such absent periods shall be permitted up to a maximum 5-year lifetime limit as designated in USERRA.

- An employee/student on absent time while serving in the military shall be entitled to the same rights, benefits, etc. for which they are qualified to receive like other employees/students working for the employer.

- An employee/student returning from the military shall be entitled to the transition period permitted under USERRA as follows:

- o 1 to 30 days service or absence due to a fitness for service exam: Employee/student must report by the beginning of the first regularly scheduled workday/school day falling 8 hours after returning home. No duty to submit application for reemployment.

- o 31 to 80 days service: Application for reemployment/re-enrollment must be submitted no later than 14 days after completion of service.

- o 180 days or more service: Application for reemployment/re-enrollment must be submitted within 90 days of completion of service.

- o Service injury extension: Reporting or application deadlines are extended for up to 2 years for employees/students who are hospitalized or convalescing due to a service-related injury.

- o Failure to timely report: Reemployment/re-enrollment rights are not automatically forfeited for failure to timely report for work or apply for reemployment/re-enrollment. Return to work or reemployment/re-enrollment will be based upon the school's established conduct rules, policies, and general practices.



## Grievances

The faculty and staff at NC Massage School 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. We will provide you with a list of faculty and staff members so you may address your concerns to the appropriate person.

If you are dissatisfied with the results, please put your concerns in writing and submit it to the Administrator, who will meet with other appropriate parties to address the issue. You will receive a response within 10 calendar days. In the unlikely event of an irresolvable complaint, it is possible for the matter to be carried to the N.C. Board of Massage & Bodywork Therapy, but only after every effort has been made to resolve the problem at NC Massage School.

North Carolina Board of Massage & Bodywork Therapy  
4140 ParkLake Ave., Suite 100, Raleigh, North Carolina 27612  
Phone: 919-546-0050 Fax: 919-833-1059 E-mail: [admin@bmbt.org](mailto:admin@bmbt.org)



# GRADUATION

## Graduation Requirements

Diplomas are awarded upon completion of the following:

- Meet all standards of progress outlined in the Satisfactory Progress and Attendance policy.
- Compliance with all rules and regulations of the school, including maintaining professional standards of conduct at all times.
- Tuition and fees paid in full or payment plan in place
- Any student who has not completed his/her graduation requirements, other than the regularly scheduled final massage practical, two weeks prior to the graduation date will not be allowed to participate in the official graduation ceremony.
- Students may participate in the graduation ceremony of the class in which they complete their work.
- Upon satisfactory completion of the program, you will receive a diploma which serves as professional certification. This program exceeds the recognized professional standard of 500 hours.

Upon satisfactory completion of the Neuromuscular Therapy program with a grade of 90 or higher on the final palpatory exam, you will receive a separate certification recognizing you as an advanced clinical bodyworker in structural dysfunction, soft tissue injury and chronic pain.



## **Licensure Requirements**

North Carolina requires massage therapists and bodyworkers to be state licensed before they have the right to practice.

North Carolina requires graduates to pass the MBLEx exam as part of their application process. NC Massage School graduates are completely prepared to pass the exam.

Once a graduate successfully completes the MBLEx exam, they may then apply for state license.

*Please visit the FAQ's at [www.bmbt.org](http://www.bmbt.org).*

## **Student Code of Ethics**

Positive ethical behavior is expected of all students enrolled in NC Massage School program. Students must follow all school policies, which include but are not limited to:

- Students must dress modestly and appropriately while attending classes, following NC Massage School Student Dress Policy.
- Students must follow Attendance Policy.
- Students may not engage in any sexual activity on the campus.
- Sexual harassment or innuendoes are not allowable at any time at NC Massage School.
- Students must maintain acceptable personal hygiene.
- Smoking is not allowed inside the school building or on school grounds.
- Students may not violate the Substance Abuse Policy.
- Students must use professional draping procedures in all massage classes and clinics.
- Students may not cheat on exams or homework, or plagiarize
- Students may not be disruptive in classrooms or on school grounds and must treat instructors and fellow students with respect
- Students use of NC Massage School credentials and/or name before all graduation requirements are met is prohibited unless approved by the appropriate administrative staff.
- Students must respect the property of NC Massage School and obtain permission before using or taking any property owned by NC Massage School or by school personnel.
- Students must honor privacy and confidentiality of massage recipients, both student and public.

- Students must work with clinic clients in a professional and ethical manner and comply with all policies concerning the clinic experience
- Physical/verbal abuse is prohibited towards any instructor, staff member or student.
- Students must follow the Infectious Conditions Policy.
- Classroom behavior that could cause public comment that is detrimental to the profession is prohibited.
- Solicitation is not allowed at NC Massage School, either on school property or at any school-sponsored events.

### **Withdrawal Policy**

Any applicant, withdrawing before or after acceptance to the program, must notify in writing his/her intent to the Administrator in a timely manner. After receipt of intention to withdraw, NC Massage School will forward a Withdrawal Form to be completed, signed and returned to the school. NC Massage School has 15 days to complete the withdrawal process after receipt of the Withdrawal Form. The result may mean a refund to the student or additional monies owed to the school. The following policy is designed to calculate the percentages for the withdrawal process.

- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.
- Rejection: An applicant rejected by the school shall be entitled to a refund of monies paid with the exception of the application fee and tuition deposit.
- Student Dismissal: For a dismissed student, refunded tuition will follow the same guidelines as for those students who withdraw.
- Right to Cancel: The applicant or student has the right to cancel and withdraw from the program at any time following the guidelines of the refund policy and enrollment contract

- Three-day Cancellation: All monies paid by the applicant will be refunded if requested within three business days after signing an enrollment contract and making initial payment with the exception of the application fee, and tuition deposit.
- Student Withdrawal: Any applicant subsequently requesting cancellation before entering school and starting the course, after signing the enrollment contract, and after three-day cancellation period, shall be entitled to a refund of all monies paid, less the tuition deposit and application fees.

### **Refunds**

- For a student completing up to 5%, the tuition charge will be 5% of the contract price plus the tuition deposit and application fee.
- For a student completing more than 5% but no more than 10%, the tuition charge will be 20% of the contract price plus the tuition deposit and application fee.
- For a student completing more than 10% but no more than 25%, the tuition charge will be 50% of the contract price plus the tuition deposit and application fee.
- For a student completing more than 25% the student is responsible for 100% of the contract price. All unpaid payments will be paid to the school on pre-planned dates as contracted by the student.

### **Collection**

In the event that a breach of contract or established agreement with the school occurs, the school reserves the right to refer all debt to a collection agency of their choice.

# STUDENT SERVICES

## Job Placement

NC Massage School supports graduates by passing along referrals on any job opportunities that become known to the school. NC Massage School encourages a variety of experiences and is aware that there are no guarantees of profitable employment. Therefore, we develop relationships with other local businesses and health care providers to provide students with many job opportunities.

In addition, all NC Massage School students graduate with business skills to help them develop their own practice or find work, i.e., public speaking, knowledge of massage, professional organization, etc. NC Massage School has a record of past, present and potential employers to which students and graduates may have access.

Since there is no saturation of Massage Therapists, the vast majority of our graduates are able to find work within the field. Jobs vary widely from health spas, salons, cruise ships, fitness gyms, chiropractic offices, nursing homes, and pain management clinics to professional and amateur athletic sport teams. Many health professionals are incorporating their medical backgrounds with Massage. A high percentage of NC Massage School graduates are in full-time, private practice; others have chosen a part-time career.



## **Library**

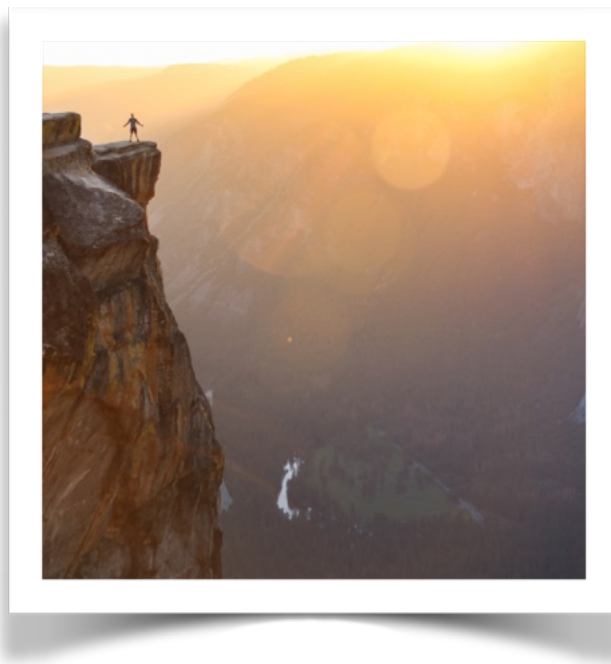
Our library contains learning aids to support classroom materials, and has a variety of massage/bodywork references including books, articles, DVD's of massage procedures and kinesiology instruction and audio tapes on various modalities.

## **Academic Advising**

Anytime a student is experiencing academic difficulty, he/she will be referred by the instructor to the Program Director for academic advising. Students who are showing unsatisfactory progress at mid-term will be scheduled to meet with the Administrator.

## **Personal Advising**

Students experiencing personal difficulty during the program to the extent that it is interfering with their academic performance or classroom participation may schedule a meeting with the Program Director for supportive advisement and/or referral. You may also request to speak to an instructor before or after class. It is the policy of NC Massage School to refer those students who are experiencing difficult personal and emotional problems to local agencies and support groups.





## Housing

Student housing is not available at the school, however, the school keeps a listing of moderately priced rental facilities.

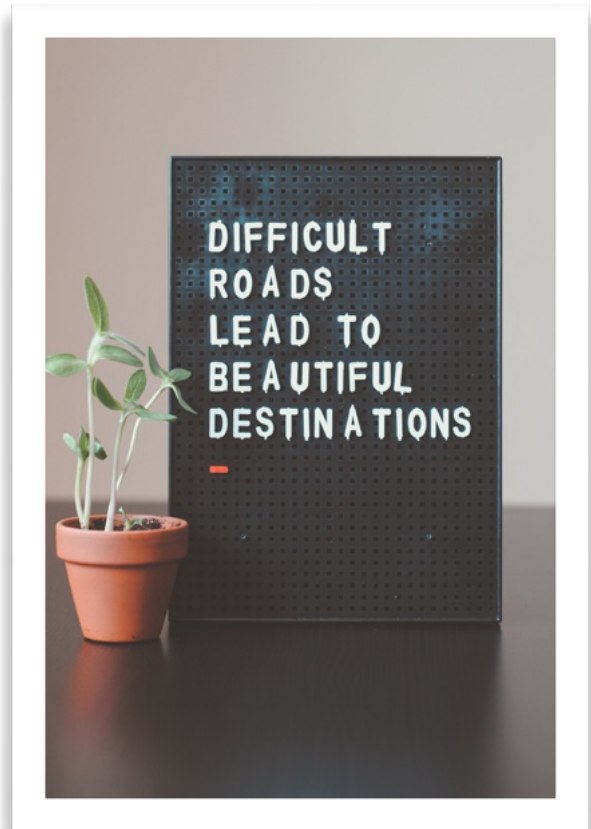
## Student Records

In the course of your application, enrollment, and attendance, this school has compiled a number of important records concerning you, including:

### Admissions Records

- Grades
- Payment Records
- Attendance records
- Disciplinary Records
- Placement Records

Student files are secured by the Program Director or Administrator. All student files are considered confidential. The school will not release any information about you to outside individuals unless we have first received your written permission, or are required to give the information under State or Federal law, or to auditors, researchers, etc. A student may request to access his/her file through the Director of Admissions or the Program Director.



NC Massage School  
Touching Lives - Expanding Awareness  
20525 N Main St  
Cornelius, NC 28031  
704-896-2636  
www.ncmassageschool.com  
N.C. Board Approved School

*Today's massage schools are a melting pot of generations with their own unique characteristics and communication styles. Call NCMS today to find out how our program can change your life!*

Approved by The National Certification Board for Therapeutic Massage & Bodywork  
(NCBTMB) Continuing Education Provider  
Approved by the Department of Veterans Affairs  
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# NCMS

## Academic Bulletin | 2024 | Volume IV

### Our Faculty

Highlighted information of our staff and personnel is located inside this bulletin. NCMS has a proud history of hiring the best and most admired massage therapist instructors and assistants and 2024 is no different. Check out our staff bios included in this addition of our school bulletin.

### Tuition & Fees

Our NC Massage School tuition information and fee schedule has been updated for 2024.

### General Information

This NCMS bulletin is produced annually and is used in conjunction with our Student Handbook to provide full and detailed information to our students and prospective students about our programs, courses, admissions, costs, policies and calendar of events. Please feel free to contact us at any time at [admin@ncmassagechool.com](mailto:admin@ncmassagechool.com).



## About NC Massage School

The mission of NCMS is to train individuals in the art and science of therapeutic massage for an advanced-level professional career, for continuing education, and for personal growth. At 650 hours, the NCMS program content greatly exceeds the 500 hour minimum requirement for NC and National Certification Boards. Our teaching and administrative staff's many years of experience in their fields and their understanding of the importance of a solid foundation in therapeutic skills and industry knowledge prepares the graduate for whatever path they may choose.

Guided by a holistic philosophy, NCMS provides a variety of traditional and alternative subjects with a primary emphasis on Swedish and Neuromuscular massage techniques. These skills give the student a firm foundation to start a real viable massage career. Our goal is to provide the highest quality education to individuals enrolled in our program. NCMS wants to promote the field of massage therapy and bodywork by graduating individuals who have succeeded in fulfilling the program requirements. Therefore, NCMS encourages each student to investigate personal growth

physically, emotionally, spiritually and intellectually in a small, friendly and supportive environment.

*Diploma Programs*

NCMS offers a full-time 6-month daytime Program, a part-time 12-month daytime program, and depending on demand may offer a part-time evening and part-time weekend program.

Full-time (6-Month Program):

- Monday - 8:00 am to 3:00 pm
- Tuesday-Thursday - 8:00 am to 2:00 pm

Part-time (12-Month Program):

First Semester:

- Monday - 8:00 am to 3:00 pm
- Tuesday - 8:00 am to 2:00 pm

Second Semester:

- Wednesday - 8:00 am to 2:00 pm
- Thursday - 8:00 am to 2:00 pm

## Convenient Location

Our tranquil campus in Cornelius, NC, is the perfect setting for your education, and our highly qualified staff is ready to assist you in achieving your goals. Whether you're looking for continuing education credits or want to launch a career as a massage therapist, we are here to help you succeed.

NCMS is located minutes from Lake Norman, I-77 and Davidson College and is just 30 minutes from Charlotte & Statesville, 50 minutes from Hickory and 75 minutes from Winston-Salem.

# OUR STAFF

Kristy Serdinsky

Owner, Director of Education

Kristy started her career teaching before moving into administration and operations of charter and private schools. In 2015, Kristy left the education world and continued her dedication to helping others by opening a massage spa in Cornelius. Now, with her background in education and the massage and bodywork industry, she is excited to blend her two passions at NC Massage School.

Tori Shepherd

Program Director, Instructor/Clinical Supervisor, LMBT #10973

Tori graduated from NC Massage School in 2010, and her passion for human anatomy goes unmatched! She brings this excitement into the classroom making anatomy truly come alive. Teaching Ethics, Anatomy & Physiology, Kinesiology, and Swedish lab, Tori is a well rounded instructor and a true asset to the school. Her medical minded approach to massage is reflected in her lectures, challenging students to think outside the box.

Jules Wyatt, Instructor, LMBT #14873

Jules is a 2015 graduate of NC Massage School. She is a Reiki Master and is trained in several massage modalities including, Neuromuscular Therapy, Myofascial Release Techniques, Cupping, Gut Sha, and Prenatal Massage. In the last several years, she has also trained extensively in Reiki and Quantum Touch. She is currently studying for her Masters Degree in Counseling Psychology. Jules enjoys spending her free time with her partner, Bruce along with their Australian Shepherd, AussieDoodle and 5 chickens. She loves the outdoors and spends most weekends working on their own homestead of 5 acres. Jules is excited to be a part of the NC Massage School family again and lend her years of experience to the exceptional students at NC Massage School.

# 2024-2025 TUITION & FEES

|                                  |  |
|----------------------------------|--|
| Tuition                          |  |
| Application (non-refundable)     | \$25.00  |
| Tuition Deposit (non-refundable) | \$1,200.00   |
| Tuition Down Payment             | \$1,500.00   |
| Remaining Tuition                | <u>\$6,200.00</u>                                  |
| Total Tuition Expense            | \$8,925.00   |
| Additional Costs                 |  |
| Books                            | \$650.00   |
| Massage Table (optional)         | Mkt Price (\$550 - \$875)                          |
| Supplies (lotion/oil & linens)   | Mkt Price (\$50 - \$100)                           |
| Miscellaneous Fees               |  |
| Late Tuition Payment Fee         | %3 (applied to balance due)                        |
| NSF Fee                          | \$35.00  |
| Transfer of Credit Fee           | \$100.00   |
| Transfer Schedule Fee            | \$100.00   |
| Credit Application Fee           | \$75.00  |
| Transcript Copy Fee              | \$15.00  |
| Missed Clinic Fee                | \$38.00  |
| Make-up Fee(s)                   | \$45 Proctor/\$25/hr hands-on/\$50 per missed exam |
| Non-completion Program Fee       | \$100.00   |
| Audit Fee                        | \$30.00  |
| Tutoring                         | \$20/hr + \$40/hr hands-on                         |

# PAYMENT OPTIONS

## Tuition Payments:

- Non-refundable deposit of \$1,200.00 is due upon acceptance.
- Tuition down payment of \$1,500.00 is due four weeks before the program begins.
- Balance of \$6,200.00 must be paid on or before the first day of class.
- The total cost for tuition is \$8,925.

## Pay in Full Option:

- \$300 Pre-payment Discount – Full tuition payment two weeks before classes start provides a \$300 discount, plus the savings on fees associated with the monthly payment program.
- Note: Pay in full option can be cash, check, credit card, or through private educational and or personal loan programs.

## External Financing with Meritize

NC Massage has teamed up with Meritize to offer our students a unique financing option. Meritize works with students, educators, and employers to help people excel in skills-based careers. Meritize knows you are more than your credit score, and that is why they look at your past achievements to potentially enhance your loan options. One reason why Meritize is a great option for students are their flexible payment options, including deferring full principal and interest payments until 3 months after you complete your training.

Want to learn more? Check out their FAQ page here: <https://www.meritize.com/students/faq/> or give them a call at 833-MERIT-4-U. Ready to see if you qualify? Apply here: <https://apply.meritize.com/?pc=29298>

## In-House Financing Plan

Students may apply to use the NCMS In-House Tuition Financing Plan, with the tuition balance (plus 10% financing fee) paid in monthly installments beginning the first month of class as follows:

- Full-Time Student Financing Options:
  - Full-Time Program: six monthly payments of \$1,137/mo.
  - Full-Time Program: twelve monthly payments of \$568/mo.
  - Full-Time Program: eighteen monthly payments of \$379/mo.
- Part-Time Student Financing Options:
  - Part-Time Program: twelve monthly payments of \$568/mo.
  - Part-Time Program: eighteen monthly payments of \$379/mo.
  - Part-Time Program: twenty-four monthly payments of \$284/mo.

## Approved Provider of the Veterans Educational Benefits Program.

The North Carolina State Approving Agency approves the NC Massage School 650-hour Massage Diploma Program to enroll veterans, military, and other eligible persons for educational assistance by the US Department of Veterans Affairs. Please visit [www.gibill.va.gov](http://www.gibill.va.gov) for more information.

# 2024-2025 CALENDAR

## *Class Start Dates:*

- October 16, 2023 - May 2, 2024
- May 20, 2024 - November 14, 2024
- December 2, 2024 - June 12, 2025

## *Observed Holidays:*

- Thanksgiving/Fall Break (1 week)
- Christmas/Winter Break: (2 weeks)

*Unless otherwise noted, school will be in session on US Holidays.*