

M. T. Wellness - Masters Center  
Training for  
Certification in Medical Restorative Massage Therapy©

**INTERN CATALOG**

**2009**

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**CONTENTS**

Letter from the President.....	2
Mission Statement.....	4
Masters Center History.....	4
Curriculum Objectives.....	4
Administrative & Instructional Staff.....	5
Admission Requirements.....	5
Standards of Progress.....	6
Graduation Requirements.....	7
Academic Calendar.....	7
Course Descriptions.....	8
Cost, Fees and Tuition Refund Policy.....	11
Attendance.....	13
Leave of Absence, Make-up Work.....	13
Withdrawal, Grading.....	14
Intern Conduct, Intern Grievance.....	15
Disciplinary Actions.....	16
Dismissal, Reinstatement.....	17

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## Letter from the Masters Center President

Dear Intern:

Thank you for your inquiry regarding the Masters Center Training for Certification in Medical Restorative Massage Therapy ©.

The M. T. Wellness - Masters Center is the first to provide **advanced training for the Licensed Massage Therapist (LMT)** to treat the medically complex patient who has pain and decreased function with **Medical Restorative Massage Therapy© (MRMT)**. The Masters Center has hands-on instruction by physicians, physical therapists, and Licensed Massage Therapists with medical and restorative expertise. M. T. Wellness - Masters Center takes professional development for the medical soft tissue practitioner to a new level, and goes above and beyond weekend workshops or week-long classes, offering a **Certification in Medical Restorative Massage Therapy (CMRMT)**.

The Masters Center core curriculum begins with a comprehensive Integrated *Passive* Massage Techniques course. The curriculum builds on this foundation with new OrthoRelease Course which develops skill to treat pain in patients that have difficulty tolerating light touch by working “with the body” to gently move or position the body to relieve the pain. The Concentric / Eccentric Muscles Pairs Treatment Techniques Course is a unique *active* massage approach to balancing the body and restoring function. The anatomy you learned in Massage School is applied to understand how the body moves in the Functional Anatomy Course, which is certified by NCBTMB. This gives you the necessary understanding for the *active* massage techniques. You will learn skills to determine what structures are painful or not functioning properly in the Assessment Skills Course. Each patient is treated for their pain and lack of function with an individualized Plan of Care. The Medical Lectures Course provides the critical information to help treat the medically complex patient and “Do No Harm” with in-depth knowledge of the human body disease processes, pharmacology and treatments utilizing a medical model approach taught by a physician. The Functional Information Course teaches you how to document your assessment and treatment. You will be prepared to communicate with other healthcare providers and be a valuable member of the healthcare team.

Following successful completion of three 8 week Terms of academic classroom work in the core curriculum, the Intern medical soft tissue practitioner applies this knowledge in the “*Earn As You Learn*” Passive Massage Clinic for 10 weeks, while completing the advanced academic classroom work in Term 4. The Intern develops skill in the 9 week “*Earn As You Learn*” MRMT Clinical Internship treating patients under the mentorship of a Certified MRMT Clinical Supervisor. Comprehensive Final Written Exams and a Final Practical Certification Examination will complete the Masters Center Training for Certification in MRMT. This is a twelve (12) month Training, with time off for holidays and between Terms.

Medical Restorative Massage Therapy (MRMT) is a new medical soft tissue therapy discipline which focuses on reducing pain with blended passive massage techniques and improving physical function through the active application of simultaneously combined or blended soft tissue techniques. Interns will learn when, where and how to actively apply a blend of multiple specialized soft tissue techniques simultaneously. The goal of treatment is to balance muscles

and help decrease the patient's pain and/or restore their physical function. Medical Restorative Massage Therapy is an effective and efficient way to treat patients.

Why **Medical Restorative Massage Therapy**? Demand for therapists with Certified Medical Restorative Massage Therapists is projected to grow for three key reasons:

- Medical Restorative Massage Therapy effectively reduces pain and restores physical function for a vast majority of patients.
- There is growing awareness of the therapeutic benefits of Medical Restorative Massage Therapy.
- The U.S. population is aging, and the normal aging process brings with it aches, pains and diminished function.

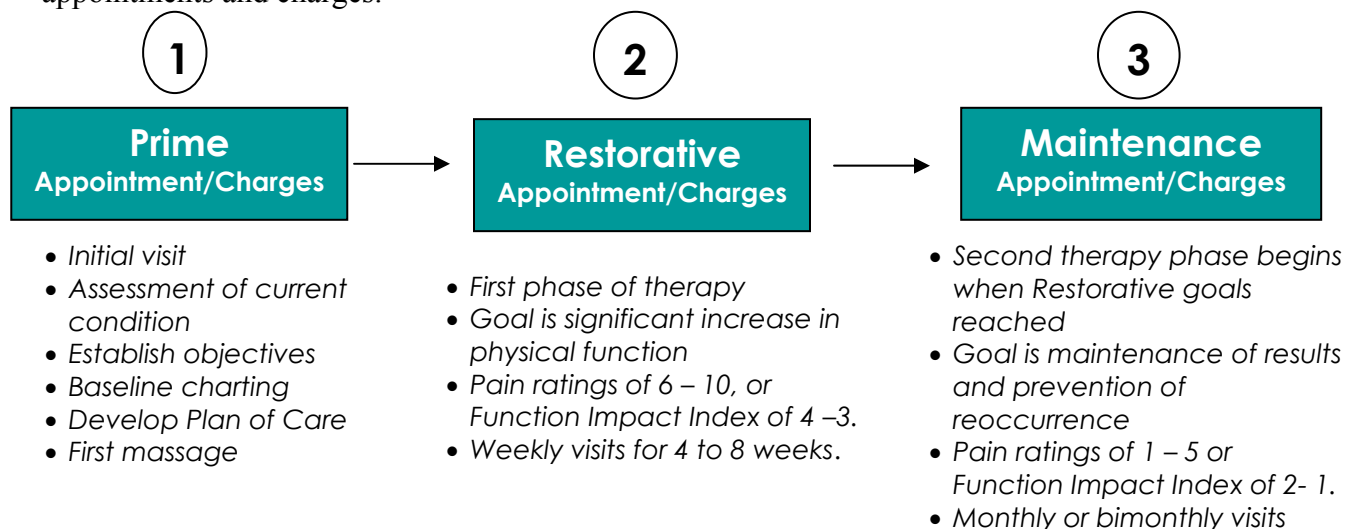
Because no one soft tissue technique is adequate, the MRMT approach uses a customized blend of passive and active massage techniques to meet the specific needs and condition of each patient. Medical Restorative Massage Therapy is for patients who need to reduce or eliminate pain, increase their mobility or function and improve their long-term quality of life.

The Medical Restorative Massage Therapy model is personalized for the patient and has a structured process with five basic components:

- **Assess** patient's condition and identify specific dysfunction(s) or muscle imbalances continuously during the course of treatment.
- **Develop** a personalized Plan of Care to demonstrate healing with patient initiated functional movements and stretching.
- **Execute** the Plan of Care, working with the patient to take them from where they are in the spectrum of an inactive to an active lifestyle.
- **Maintain** charts and records to monitor progress versus Plan of Care, and adjust the Plan of Care as appropriate.
- **Work** closely and cooperatively with physicians, physical therapists and chiropractors as part of each patient's healthcare team.

### Medical Restorative Massage Therapy Typical Service Progression

Medical Restorative Massage Therapy© is based on the following service progression of appointments and charges.



Thank you for choosing this exciting and rewarding career path! I look forward to having you as part of the M.T. Wellness team!

Thuy Bowyer, BS, LMT, CMRMT  
President M.T. Wellness Clinic, Inc.

## **M. T. Wellness – Masters Center Training for Certification in Medical Restorative Massage Therapy©**

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### **Mission Statement**

M.T. Wellness - Masters Center Training for Certification in Medical Restorative Massage Therapy © (MRMT) provides advanced training for the Licensed Massage Therapist. When all components of the training have been successfully completed, the medical soft tissue practitioner is a highly skilled Certified Medical Restorative Massage Therapist (CMRMT). This advanced training for the Licensed Massage therapist provides a high quality educational experience utilizing the team approach of the medical model of assessment, treatment and documentation of individualized massage therapy care based on the specific muscle pathology.

### **Masters Center History**

Thuy Bowyer founded M. T. Wellness in Columbus, Ohio in 1997. In 2001, the clinic moved to a 1500 square foot suite that presently employs Certified MRMT Therapists that share the same passion for helping people through Medical Restorative Massage Therapy©. The Masters Center opened in January 2006 in a recently remodeled 1400 square foot suite adjacent to the Clinic.

### **Curriculum Objectives**

- 1.) To professionally prepare for Certification in Medical Restorative Massage Therapy©.
- 2.) To integrate theoretical perspectives from massage therapy science and related medical sciences as the base for planning medical massage therapy care to address specific pathologies
- 3.) To develop skilled holistic but precise Assessment of the medically complex patient.
- 4.) To be able to document the History and Assessment of the patient.
- 5.) To develop oral and written communication skills within the medical model of treatment to allow the Certified Medical Restorative Massage Therapist to be identified as a fellow clinician on the healthcare team.
- 6.) Demonstrate analytical thinking and effective oral and written communication skills within the medical model of treatment for massage therapy practice to allow the Certified Medical Restorative Massage Therapist to be identified as a fellow clinician on the multidisciplinary healthcare team, within the medical community.
- 7.) To develop efficient body mechanics for Medical Restorative Massage Therapy©.
- 8.) To apply advanced knowledge of anatomy and function to continuously adjust the blend of soft tissue techniques reduce pain and to restore soft tissue function.
- 9.) To understand the normal function of muscles, nerves and joints.
- 10.) To understand pathologic conditions of the musculoskeletal system and how these would alter the application of MRMT©.

- 11.) To have a basic knowledge of various groups of medications the patients may be taking, and how the underlying pathology influences MRMT.
- 12.) To develop confidence, knowledge and skills in Medical Restorative Massage Therapy© approach and techniques.
- 13.) Help to clarify career options and goals as a Certified Medical Restorative Massage Therapist©.

If you have questions about M.T. Wellness - Masters Center Training for Certification in Medical Restorative Massage Therapy ©, you may contact:

Susan Lerch, MS, PT

Director

M.T. Wellness - Masters Center Training for Certification in MRMT

1151 Bethel Road, Suite 303

Columbus, OH 43220

Phone: 614-273-0810/ Fax 614-273-0173

**M.T. Wellness – Masters Center Training for Certification in MRMT Administrative Staff**

Thuy Bowyer, BS, LMT CMRMT – President

Susan Lerch, MS, PT –Director, Curriculum Coordinator

**M.T. Wellness - Masters Center Training for Certification in MRMT Instructional Staff**

Brian Bowyer, MD

Lead Instructor = Medical Lectures - Anatomy, Physiology and Pathology

Susan Lerch, MS, PT

Lead Instructor = Functional Anatomy and Assessment Skills

Susan Pirkle, RN, LMT

Lead Instructor = Massage Theory and Procedures

Supervisor for the Passive Massage & Muscle Pairs Treatment Massage Clinic

Lenora Montavon, MA, LMT

Instructor = Passive Massage Theory and Procedures

Thuy Bowyer, BS, LMT CMRMT

Lead Instructor = Business and Ethics

**Admissions Requirements for M.T. Wellness - Masters Center Training for Certification in Medical Restorative Massage Therapy ©**

In order to be eligible for admission to Masters Center Training a prospective Intern must meet the following criteria:

1. Be a minimum of 21 years of age.
2. Pass a background check.
3. A valid unrestricted Ohio license as Massage Therapist (OH LMT) and copy of Limited Practitioner’s Certificate from State Medical Board of Ohio.
4. Proof of current Professional Liability Insurance, with coverage amount no less than \$1,000,000.00 (one million dollars).
5. Visit the M.T. Wellness – Masters Center to Interview with the Director
6. Successfully complete the Entrance Exam
7. Write an essay on why you want to be certified in Medical Restorative Massage Therapy© (MRMT).

8. Complete the following forms and send to:

M.T. Wellness – Masters Center Training for Certification in MRMT  
1151 Bethel Road, Suite 303  
Columbus, OH 43220

**Application for Admission:**

- Have official transcripts sent directly to M.T. Wellness - Masters Center Training for Certification in Medical Restorative Massage Therapy © from prior High School/GED/Post Secondary schools.
- Current Resume and list of Continuing Education.
- Write an essay on why you want to be certified in Medical Restorative Massage Therapy© (MRMT).
- Get a physical and have **Physical Health Examination Form** completed by your physician (MD or DO) and sent to M.T. Wellness - Masters Center Training for Certification in Medical Restorative Massage Therapy ©. An ATB test is required.
- Complete Part A of the **Recommendation Form** on both copies:
  - Send with a stamped envelope, addressed (to M.T. Wellness - Masters Center Training for Certification in Medical Restorative Massage Therapy ©) to:
    - An academic (school)
    - An employment reference (employer or fellow employee).
    - Recipient to Complete Part B and mail directly to the M.T. Wellness - Masters Center Training for Certification in MRMT as soon as possible.
- Authorize Reference Verification on Application form
- A non-refundable, non-transferable application fee payment of \$100
- Gain Admission Committee acceptance

**Acceptance and Enrollment**

Completed Application includes:

1. Recommendation forms
2. Completed Physical Exam
3. Completed Transcripts

Receipt of \$550.00 tuition deposit for 1<sup>st</sup> Term tuition and fees reserves a place in the class. Written notice of acceptance and list of required texts will be sent.

Enrollment is open to all candidates who meet the above requirements, and applications are accepted until July 31, 2009.

**Tuition, Fees and other costs**

**Payable to M.T. Wellness:**

- **Masters Center Tuition** \$8,250
- **Fees for materials & uniform:** to be determined

**Self Purchase of Textbooks:**

A list of required texts will be sent.

## **Standards of Progress**

### **Satisfactory Academic Progress is achieved by:**

- Attending class.
- Receiving a passing grade point average of 75% on written and hands-on exams.
- Completing all homework assignments and projects in a timely manner.
- Participating adequately in class
- Complying with all school policies and procedures.
- Complying with all conditions of any Learning Contract, warning, or probation
- Fulfilling all Passive Massage and Muscle Pair Treatment Massage Clinic requirements.
- Fulfilling all requirements for make-up work.
- Completing the Training within the require time allotted.

Failure to achieve Satisfactory Academic Progress is grounds for Disciplinary Action, including Warning, Probation, and Dismissal.

## **Graduation Requirements**

Requirements for a diploma include:

1. Attain 75% (minimum) in all courses
2. Completion and recording of 522 hours of Training (academic and clinical)
3. Satisfaction of all financial requirements
4. Maintain proper Code of Conduct
5. The Intern must demonstrate the professional qualities and competence deemed necessary by the State Medical Board of Ohio and M.T. Wellness – Masters Center Training for Certification in MRMT for performance of Medical Restorative Massage Therapy©.
6. Must not commit or be convicted of a crime or felony.

As soon as the Institute receives all of your entrance materials and you have had your interview with the Institute Director, you will be given a M.T. Wellness – Masters Center Training for Certification in MRMT Handbook.

## **M.T. Wellness - Masters Center Training Academic Calendar 2009 - 2010 Academic Calendar - Total 522 Clock Hours**

**Orientation: August 29, 2009 3:00-5:00 pm**

### **MC Term 1**

First day of class- September 22, 2009

Finals week- November 17-20, 2009

Break- November 24-27, 2009 (Thanksgiving)

Classes are held on Tuesday and Friday 1:00 until 4:00 pm; Wednesday 8:00 until 3:00; Thursday from 1:00 until 5:00 pm. \*11 hours scheduled 11:00-12:00 Tuesday, Thursday and/or Friday. All days include lunch and breaks.

**Integrated Passive Massage Techniques =123 Hours**

**Massage Application Lab= 8 Hours**

\*Functional Information = 11 Hours (to be scheduled)

Total Clock Hours = 142

### MC Term 2

First day of class- December 1, 2009 (Holiday – December 21, 2009 – January 1, 2010)

Finals week- February 9-12, 2010

Break- February 15-26, 2010

Classes are held on Tuesday 12:00 until 3:00, Thursday 12:00 until 4:00 pm, and Friday 12-2:00, with breaks.

Functional Anatomy = 22 Hours

Assessment Skills = 12 Hours

OrthoRelease Massage Techniques = 27 Hours

Application Lab = 16 Hours

Total Clock Hours = 77

### MC Term 3

First day of class- March 2, 2010

Finals week- April 27-30, 2010

Class- 125 hours

Classes are held on Tuesday, Thursday and Friday from 12:00 until 3:00 pm, with breaks, and Wednesday 9:00 until 3:30, with lunch and breaks.

Functional Anatomy = 22

Assessment Skills = 12

Concentric/Eccentric Muscles Pairs Massage Techniques = 75

Application Lab = 16 Hours

Total Clock Hours = 125

**No class – May & June, 2010 and July 1-16, 2010**

### MC Term 4

First day of class- July 20, 2010 (No class – August 30-September 6, 2010 -Labor Day)

Finals week- October 5-9, 2010

Break – October 11-15, 2010

Classes are held on Tuesday 12:30 until 3:30, Saturday 9:00 until 3:00 with lunch;

Massage Clinic Tuesday *or* Thursday 4:30 until 6:30, as scheduled.

Medical Lectures = 33 Hours

Active Approach Massage Techniques for Postural Conditions = 33 Hours

Active Approach Massage Application Lab = 20 Hours

Passive Massage and Muscle Pair Treatment Massage Clinic “Earn As You Learn” = 20 Hours

Total 106 Clock Hours

### MC Term 5

**A Nine Week Clinical Internship & Exams-** October 18, 2010 through January 22, 2011 [No class – November 22-26, 2010 for Thanksgiving and December 20, 2010 – January 3, 2011 for the Holidays]

**“Earn As You Learn” 8 hours per week** (8:00- 12:00 or 1:00 -5:00, Tuesday or Thursday *\* To be scheduled \**)

**Comprehensive Written Exams – November 15-20, 2010**

**Comprehensive Practical Certification Exam – January 17-22, 2011**

**Interviews for Employment at MT Wellness Clinic- Week of February 7th**

## Graduation February 12, 2011

### Course Descriptions

**Integrated Passive Massage Techniques (123 Hours):** This core curriculum course provides the comprehensive integrated or blended passive massage techniques the Interns will need to build on in active massage technique courses. Interns are provided with detailed information on how to treat chronic musculoskeletal conditions, traumatic injuries and neurological disorders most commonly encountered in a medical massage practice. This is a hands-on course where the Interns interact with each other in a safe, structured environment, allowing the Interns to develop their intuitive senses, detect stiff and painful areas, and learn to notice changes in the quality and texture of the deeper layers of the muscles. Muscle attachments and actions are reviewed when considering the influence of chronic stress or injury and the resulting affects on the structural imbalance of the muscle groups. The Integrated Passive Massage Techniques include: Neuromuscular, Trigger Point Therapy, Sports Massage, Stretching, and Passive R.O.M. with Myofascial Release techniques. The Intern will become skilled in this unique, comprehensive, integrated or blended set of passive massage techniques to decrease the patient's pain.

**Massage Application Lab I (8 Hours):** Review skill in Kellogg /Swedish massage, and develop skill in assessment and Integrated Passive Massage Techniques -Neuromuscular / Myofascial / Sports Massage / Passive R.O.M. techniques/ procedures during Intern massage.

**OrthoRelease Massage Techniques (27 Hours):** **OrthoRelease** is a gentle manual technique used to treat patients with injuries, pain and postural imbalances. Because the technique is based on working “with the body” and not “against the body”, it is effective in treating patients who are unable to tolerate even light touch. Using slow gentle movements to exaggerate the patient's current posture, OrthoRelease is able to affect the proprioceptive reflexes in the tendons and muscles, thus inhibiting the tight painful muscles without inflicting more pain.

**Massage Application Lab II (16 Hours):** Review and continue to develop skills in assessment and Integrated Passive Massage Techniques, including OrthoRelease during Intern massage.

**Concentric/Eccentric Muscle Pairs Treatment Massage Techniques (75 Hours):** This course develops the ability to balance the length of the functional muscle pairs through out the body. This is done with an *Active* Massage Approach which utilizes muscle movement. The Assessment findings will determine if the muscle is in an eccentric or concentric condition, and the appropriate *active* treatment will be employed to restore function and balance to the muscle pairs. Instruction Self Care will help the patient maintain this balance.

**Massage Application Lab III (16 Hours):** Review and develop skill in Kellogg /Swedish massage, Neuromuscular / Myofascial / Sports Massage / Passive R.O.M. techniques/ procedures during Intern massage and skills assessment.

**Active Approach Massage Techniques for Conditions (33 Hours):** The Intern will learn how to combine the Assessment findings to develop a Plan of Care for the condition. This will employ the concentric/ eccentric muscle pairs treatment techniques in a blended manner that best balances the body and restores the muscles ability to function.

**Active Approach Massage Application Lab (20 Hours):** The Intern will learn to blend the Concentric/Eccentric Muscle Pairs *Active* Approach treatment techniques into an effective way of treating various postural conditions.

**Passive Massage and Muscle Pair Treatment Massage Clinic “Earn As You Learn” (20 Hours):** The Intern will apply all the information in the Masters Center Course to assess the patient, develop an individual Plan of Care, and treat the patient to reduce pain with blended passive techniques and restore function with blended *active* techniques. The Intern will instruct the patient in the proper Self Care and document the treatment.

**Functional Anatomy: I, II (44 Hours)- Approved by the National Certification Board for Therapeutic Massage and Bodywork:** This course is a study of how muscles function in human posture and movement. Knowledge of anatomy is applied in an in-depth review of surface and regional anatomy, which is correlated with muscle action and applied to function. The Intern identifies the muscles involved in movement of the trunk, upper and lower extremities, and the effect of gravity on the musculoskeletal system. The motion is analyzed in a functional format. The glenohumeral movement is correlated to the scapulohumeral rhythm, for example. The interrelationships between the muscles supporting the various regions of the body are analyzed, showing how hip flexor muscle length can affect the tilt of the pelvis and the posture of the lumbar spine, for example. Precise identification of muscle imbalances, faulty movement and habit patterns of the individual are identified. The required movement and postural terminology mastery enable the Intern to describe the pathological muscle pairs and movement when communicating the Plan of Care with the medical community.

**Assessment Skills: I, II (24 Hours):** Develop appropriate skills for assessment of anatomical structures utilizing specific massage procedures and /or palpation and observational skills. Knowledge of the fundamentals of postural analysis, muscle action analysis and associated functions are employed in the patient assessment to identify pathology in posture and abnormal movement. Knowledge of normal function is the baseline. Appropriate assessment tools, like the Thomas Test, are utilized to identify pathology or abnormal function of the involved muscles. Substitution patterns are identified. The assessment information is used in developing a treatment plan based on the concentric or eccentric condition of the various muscles in the individual patient.

**Functional Information (11 Hours):** Documentation of the patient’s Plan of Care will include confidentiality issues, as well as the necessary functional information to communicate with the medical community.

**Medical Lectures (33 Hours):** This advanced instruction from a Physical Medicine & Rehabilitation (PM&R) physician, will allow the medical soft tissue practitioner to develop an understanding of human disease processes that affect the musculoskeletal system, pharmacological treatment, assessment and treatment within the medical model. The medical soft tissue practitioner will apply this knowledge while developing the

ability to treat complex musculoskeletal disorders with the MRMT© approach of restoring physical function, in addition to reducing pain. This will be organized in an anatomic regional approach.

**Medical Restorative Massage Therapy Clinical Internship - “Earn As You Learn” (72 Hours)**

- **Pre-requisite:** successful completion of the academic component of the Masters Center Training (minimum average of 75% in each course)  
(Minimum of 72 hours of patient treatment in the Masters Center Clinic)

The Licensed Massage Therapist will apply the approach and techniques of MRMT© to patients in the clinic setting under general supervision of a mentor Certified Medical Restorative Massage Therapist. This course is the key stone to the MRMT Certification where all the information comes together.

**Cost, Fees & Tuition Refund Policy**

***Tuition & Fees:***

<u>Application Fee</u>	\$100.00	Non-refundable
<u>Tuition Total</u>	\$8,250.00	This is the total tuition cost of the 5 Term system, with each Term costing \$1,650.00. *The tuition fees could change according to the cost of doing business (inflation).*
<u>Academic Term Fees</u>	\$1,650.00	
<u>Tuition Deposit</u>	\$550.00	Payable upon admission. This is 1/3 of the academic Term fee with the remainder of the academic fee to be paid in full by the first day of class.
<u>Balance of Total Tuition</u>	\$7,700.00	After the first payment.
<u>Late Payment Fee</u>	\$25.00	Academic fees must be paid in full within the first seven calendar days of the each Term.
<u>Returned Check Fee</u>	\$25.00	

***Other Required Costs:***

Textbooks	\$350.00 (est. cost)
Certification Exam:	\$175.00
Professional Liability Insurance	\$25.00 - \$100.00
Intern Clinic Uniform	\$35.00 (est. cost)
Oil and Linens	Provided by M.T. Wellness

### **Refund Policy & Percent Chart**

Upon admission to M. T. Wellness – Masters Center Training for Certification in MRMT, the Intern enters into a contractual agreement with the Masters Center, known as the **Intern Enrollment Agreement Contract**. This contract mutually binds and protects both the Institute and the Intern by incorporating assurances and conditions. The assurances and conditions are listed in the Intern Enrollment Agreement contract.

An Intern using any type of public or third party funding must have all arrangements completed prior to the last date of registration of the course.

Should the Intern withdraw from the Masters Center, terminate, or require a leave of absence, consult with the Administration office prior to withdrawing to determine the refund or balance due the Institute. See the Refund Schedule Chart below and refer to the Withdrawal section of this document as well as the M.T. Wellness – Masters Center Training for Certification in MRMT Handbook and the Intern Enrollment Agreement contract. It is important that the Intern follow the proper withdrawal procedures in order to be eligible for any refunds.

### **Tuition Payment & Refund Schedule Chart**

The tuition payment and refund schedule chart below is for four Terms of instructional and general fees and are refundable in accordance with the following schedule:

#### **Withdrawal percentage chart:**

1. An Intern who starts class and officially withdraws before the second week is completed will be obligated to pay for twenty-five percent (25%) of the tuition plus the registration fee.
2. An Intern who starts class and officially withdraws before the third week is completed will be obligated to pay for fifty percent (50%) of the tuition plus the registration fee.
3. An Intern who starts class and officially withdraws before the fourth week is completed will be obligated to pay one hundred percent (100%) of the tuition plus the registration fee.

Tuition refunds to the Intern are made within 30 days of the date of withdrawal. Any additional tuition or fees due from the Intern must be paid to the Masters Center within 30 days of the date of withdrawal. Tuition Refunds will be made to the Intern, unless the Masters Center has been legally ordered to make the payment to a court or a designated individual.

Please check with the Administration Office for these deadlines. Textbooks are separate from and not included in the refund policy.

### **Late Payment of Fees**

Interns who have not paid their fees prior to the fee payment deadline will be charged a late payment penalty of \$25.00. Fees, including any late fees, must be paid in full within the first seven calendar days of the beginning of each academic Term. Refer to your Masters Center

Training Calendar and Intern Enrollment Agreement Contract for specific dates.

### **Attendance**

Attendance records will be kept for each Intern, and each Intern will be expected to arrive on time. The attendance and lateness policy is as follows:

Definitions: **Late Arrival (Tardy)** - an Intern is marked "late" if he/she arrives after roll has been taken at the beginning of class.

**Absence** - a Intern is marked "absent" if he/she does not attend, or leaves without instructor approval before class is dismissed.

Instructors will keep attendance records for all classes. Attendance record will be evaluated weekly. Each Intern will be allowed **one Late Arrival (Tardy)** and one **excused Absence** (class) per course without penalty, if the instructor has been notified; otherwise it will affect the grade in that class. Leaving class without instructor dismissal from class will also count as Absent hours. The State Medical Board of Ohio requires and defines "clock hours" as "sixty minutes with a minimum of fifty of those minutes spent on instruction".

M.T. Wellness curriculum for the Masters Center Training for Certification in MRMT© is 522 hours. If an Intern is **absent for more than 5 hours per Term**, he/she will face disciplinary action and may not be allowed to graduate. Additionally, if an Intern **misses more than two consecutive classes**, he/she may face disciplinary action and may not be allowed to graduate.

### **Make-up Work**

Whenever a Intern is absent from class, **make-up work** must be performed, regardless of whether or not the Intern has exceeded the maximum number hours/days of absences. See the Intern Handbook for descriptions of make-up work and procedures for completing make-up work. Make up course work requirements **must be completed within a two (2) week period from the date of the missed classes**

Interns are responsible for all information covered in any class or portion of a class missed, whether excused or unexcused. Arrangements must be made with the individual instructor to obtain material and/or skills given in any missed classes. Lecture classes can be arranged to be recorded ahead of time if necessary. Classes can be made up with the instructor(s) direction as to time and place. If class(s) have to be made up the Intern may be responsible for payment to the instructor(s) time and inconvenience.

### **Class Cancellation**

When **weather or other conditions** (civil emergency, building damage or mechanical problem, etc.) make it unsafe or impossible for a significant number of Interns, faculty or staff to travel to or enter the Institute facility or other location where Institute-related activities are scheduled to occur, the Institute Director will decide whether or not classes and/or activities shall be canceled. An announcement of the closure of the Institute or the cancellation of a class or an event shall be **emailed** to the Interns. **It is the Intern's responsibility to check their email.**

### **Leave of Absence**

A voluntary leave of absence is not to exceed **two weeks** and may only be granted one per academic Term. Interns must be in good financial standing. Any tuition changes will apply when the Intern returns to the Masters Center and the Intern must begin at the beginning of the Term in which they left. This may require a waiting period of twelve (12) months or until such course is again offered by the Masters Center.

A leave of absence may be applied for the case of prolonged Intern illness or accident, death in the family, or other circumstances that make it impractical to complete the course as scheduled. Leave of absences are granted at the discretion of the Director and the request should be made in writing. The written request should have documentation of the valid reason. Upon receipt of the request the Director will develop with the Intern a plan for course of action: 1) the length of time, 2) effective date, 3) and course make up plans if applicable. The failure to return at the time specified in the plan will result in the Intern being dismissed from the Training. See the M.T. Wellness – Masters Center Training for Certification in MRMT Handbook for further information about the Leave Of Absence policy.

### **Withdrawal Procedure & Refund Policy**

For the purpose of refunding tuition, the withdrawal date shall be the Intern's last date of attendance and participation in an academic activity.

1. If an Intern chooses to withdraw from the Training and cancel the Intern Enrollment Agreement within five (5) calendar days of signing the contract, all monies will be refunded, including the non-refundable application fee. Refund will be made within thirty days of receipt of the Intern's written cancellation. If the Intern has already started classes, this provision does not apply.
2. If the Intern is already in the Training, then refer to the M.T. Wellness – Masters Center Training for Certification in MRMT Handbook and the Intern Enrollment Agreement. Also, refer to the Withdrawal Percentage Chart as to the possible refund to be received or balance due to the Masters Center.
3. Schedule a meeting with Director prior to withdrawing to determine the balance due to either M. T. Wellness- Masters Center Training for Certification in MRMT or the Intern.

The Masters Center Training Administration may grant re-admission upon the Intern's written request and approval. It would be to the Intern's advantage to submit for re-admission request as far in advance as possible, as re-admission is based upon the current availability of space. Should circumstances prevent an Intern from returning to the center, the policy as stated in the Percentage Refund Chart would apply.

### **Grading**

Interns will be graded based on performance. Grades provide specific feedback that clearly informs the Intern of their progress in fulfilling course requirements. Grades are based upon specific objectives for each course, which is listed in the course syllabus and explained in the course introduction.

Interns will be given written and practical exams and projects. To pass, Interns must **maintain an average of 75% or above in each course**. Each Intern will receive four Term grade reports. These reports will include information based upon class participation, test scores, projects and other information relevant to the Intern's progress. **If you do not have a 75% accumulative grade point average in all of your academic courses you will not be able to graduate.** For Interns that re-take a course, the grade in the re-taken course will replace the previous grade for the same course. See the M.T. Wellness – Masters Center Training for Certification in MRMT Handbook for further details.

<b><u>GRADE</u></b>	<b><u>% VALUE</u></b>	<b><u>DESCRIPTION</u></b>
<i>A</i>	<i>100-95%</i>	<i>Excellent</i>
<i>B</i>	<i>94-85%</i>	<i>Good</i>
<i>C</i>	<i>84-75%</i>	<i>Average</i>
<i>D</i>	<i>74-70%</i>	<i>Poor</i>
<i>F</i>	<i>69% or below</i>	<i>Failing</i>
<i>W</i>	<i>0</i>	<i>Withdraw</i>
<i>I</i>	<i>0</i>	<i>Incomplete</i>

### **Intern Conduct**

Since M.T. Wellness – Masters Center Training for Certification in MRMT prepares Interns for a career in the medical community, it is imperative that Interns conduct themselves in a professional manner in regards to attendance, dress, ethics, respect of personal property, respect of Institute property, demonstrate academic honesty, work in a professional and responsible manner while in attendance at the Masters Center, and do not engage in any sexual activity, innuendo or sexual harassment while on the Masters Center premises. **Intern Standards of Conduct** is outlined in the M.T. Wellness – Masters Center Training for Certification in MRMT Handbook.

### **Intern Complaint / Grievances**

If an Intern believes that he/she has been treated unfairly or inappropriately by any member of the Masters Center community, the Intern may use the following **complaint procedure**. All individuals involved in a complaint procedure are expected to communicate with temperance and mutual respect in a responsible, honest, and direct manner. All efforts will be made to conduct the complaint procedure with the highest possible level of confidentiality. The steps in the complaint procedure are:

1. Speak to the person with whom you have your concern, complaint to resolve the situation. If you have reason to fear repercussions from approaching the person directly, or if the two of you are unable to come to a resolution, proceed to Step 2.
2. Use the Complaint Form (see in Appendix) to notify the Director of your concern. The Director will meet with all involved individuals and help them come to a resolution. If the individuals are unable to come to a mutually agreeable resolution, the Director shall make a final decision, which may include conditions with which all involved individuals will be required to comply

In the event that a **grievance** should arise, an attempt should be made by the parties involved to come to an understanding through verbal communication. There will be informal, open communication between all people associated with the Masters Center and the involved party(s). Staff and instructors are available by appointment during regular office hours to confidentially discuss any Intern's suggestions or concerns. The Director can also be scheduled for Intern appointments and will act as a mediator if needed. Should this prove unsuccessful, the Intern has a right to file said grievance in writing and have the same brought before the M.T. Wellness – Masters Center Training for Certification in MRMT Administration. All decisions made by the Institute Director will be final. An Intern may file a complaint with the Institute Director at M. T. Wellness – Masters Center Training for Certification in MRMT, 1151 Bethel Road, Suite 303, Columbus, Ohio 43220.

## Disciplinary Actions

### Grounds for Disciplinary Action

1. Failure to comply with policy on Satisfactory Academic Progress
2. Failure to make up-to-date payment of tuition and fees
3. Failure to comply with Standards of Conduct
4. Failure to comply with any Masters Center policy or procedure.

### Types of Disciplinary Action

1. **Warning:** A warning consists of a written notice to an Intern that he/she may face more serious disciplinary action if he/she fails to fulfill specific requirements for maintaining compliance with specific Masters Center policies and procedures.
2. **Probation:** Probation indicates that an Intern may continue in the Masters Center Training only under certain conditions. The length of the probationary period depends upon the portion of the Training that the Intern has completed, as follow:

Percentage of Training Weeks Completed based on 522 Hours	Duration of Probationary Period
25% or less	Until 50% of Training is completed
26% to 50%	Until 75% of Training is completed
51% to 100%	Until 100% of the Training is completed

**These percentages are based on the 522- hour Training**

3. **Dismissal:** Dismissal indicates that an Intern must discontinue all participation in the Training. An Intern who fails to meet the conditions of probation may be dismissed.

### Procedure

Whenever an Intern is facing possible disciplinary action, the Director will meet with the Intern, inform him/her of the concern or apparent violation, listen to the Intern's description of special circumstances and his/her side of the story, and make a determination.

### Appeals

A warning may not be appealed. Probation or dismissal may be appealed. The Intern wishing to file an appeal must provide the Director, within 10 days of his/her receipt of notification of probation or dismissal, with a written explanation of the reasons for the appeal. The Director will review the request, and she/he may interview the Intern and/or any instructor or administrative staff person who can provide helpful information. The Director will review all related information and decide that either the original determination of probation or dismissal will stand or that the original determination shall be changed to probation, a warning or no disciplinary action. The Director will give his/her final decision within two (2) weeks of his/her receipt of the written request for an appeal.

## **Dismissal**

Intern **dismissal** is viewed as the last recourse at M.T. Wellness – Masters Center Training for Certification in MRMT and the Masters Center reserves the right to dismiss any Intern prior to completion of the Training in violation of the Masters Center rules and policies as outlined in the M.T. Wellness – Masters Center Training for Certification in MRMT Handbook. An Intern may be dismissed for but not limited to, the following reasons:

1. Poor academic progress.
2. Recurring attendance problems such as: excessive tardiness or excessive absences.
3. Failure to fulfill the terms and conditions of the enrollment contract.
4. Consistent failure to make scheduled tuition payments.
5. Being under the influence of illegal drugs or alcohol while on the Masters Center property or at Masters Center sponsored activities.
6. Consuming or being in possession of any illegal drugs or alcohol while on the Masters Center property or participating in any off campus Masters Center sponsored activity.
7. Sexual Harassment or sexual misconduct.
8. Discrimination towards another Intern.
9. For cheating or presenting work of another as his/her own.
10. For any behavior in a manner that is detrimental to the reputation of the Masters Center.

## **Dismissal, Reapplication after Dismissal**

When an Intern is dismissed from the Masters Center, a written notice will be sent to the Intern notifying them of their dismissal and whether or not the Intern may re-apply to the Training and how much time must elapse before such a reapplication will be considered. There may also be conditions that the Intern will be required to meet before a reapplication will be considered. If an Intern reapplies for admission to the Masters Center Training, and if the Intern is re-admitted, a determination will be made at that time of the course and Masters Center Training requirements and the financial obligations that the Intern must fulfill.

## **Reinstatement & Payment Policy**

Interns may re-apply for Masters Center admission after withdrawal from the Training. If granted, readmission will be contingent on specific policies and may require contact between the Intern and the M. T. Wellness – Masters Center Training for Certification in MRMT defining expected class attendance, grade performance, conduct, etc. See the M.T. Wellness – Masters Center Training for Certification in MRMT Handbook for more information.

All current application and admission procedures must be followed as if the Intern were a new applicant. Full tuition, at the current rate, must be paid for all courses required for Masters Center Training completion.