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Peachtree City, GA 30269
678-723-8990**

www.ptcsom.com

The mission of The Peachtree City School of Massage is to provide individualized, high quality and affordable certification in Massage Therapy. We welcome individuals of all backgrounds to gain knowledge through energetic lecture and practical application of Swedish massage. We seek Community involvement and education to foster growth and career longevity for our Massage Profession.

**Massage Certification
Continuing Education**

2024-2025

Table of Contents

General Information

Institution Objectives 5

Nondiscrimination Policy 5

History 5

Facilities and Equipment 5

Accreditation Status 5

Legal Control 5

Veterans Benefits 38 USC 3679(e)6

Admissions

Admission Requirements7

Admission policies and procedures7

Program of Study

Massage Therapy Certification Program Description8

Clock Hour Description9

Public Clinic9

License Requirements

Georgia Board of Massage Therapy9

Georgia State Licensing Requirements10

Academic Policies

Grade Average10

Transfer Credit Policy11

Satisfactory Academic Progress Policy11

Minimum Standards11

Evaluations11

Academic Monitoring11

Non-Credit Remedial Courses11

Leave of Absence11

Appeal Procedure12

Student To Teacher Ratio12

Attendance12

Tardiness Policy12

Make up Work12

Program Cancellation Policy 12

Re-admittance Policy12

Graduation Requirements12

Graduate Placement Assistance13

Certification13

Student Records, Privacy & Access Policy13

Student Grievance Process13

Rules & Regulations

Classroom and Clinic Behavior Policy14

Termination by Institution14

Zero-Tolerance Policy14

Dress Code Policy15

Disciplinary Notices15

Chromebook Care15

Internet Acceptable Usage Policy16

Financial Information

Cost of Attendance16

Tuition Financial Options16

Collection Policy16

Refund Policy17

Debts Owed17

Legal and Collection Fees17

Staff Directory

Faculty 17

School Holidays17

Contact Information17

Class Schedule17

Academic Calendar17

PTCSOM Policies

Photo Disclosure18

Resources18

Guest WiFi18

First Aid18

Inclement Weather Closure Policy18

Community Property18

Massage Tables18

Community Events18

Tips 18

Course Descriptions 19

Required Textbooks20

Instructional Methods20

Tips for Students21

Additional Study Aids21

Notes from Georgia Board of Massage Therapy22

Notes from American Massage Therapy Association25

General Information

Institution Objectives

The Peachtree City School of Massage provides individualized, high quality and affordable certification in Massage Therapy for those in the southern arc of Georgia. Established in 2013 by Kathy Cearley LMT, the school helps students gain knowledge through energetic lectures and practical application of Swedish massage. Achieving accreditation with COMTA will allow the institution to better promote student success, academic quality and excellence.

Institutional Integrity

Validation of Quality Standards

Trust in the Educational Institution

Improved Student Performance

The Basis for Fund Raising

Edge in the Job Market

Nondiscrimination Policy

Peachtree City School of Massage is committed to the principle of equal employment and educational opportunities for all. Peachtree City School of Massage does not permit discrimination on the basis of race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity, age or disability in the administration of any educational program or activity, including participation in, or receiving the benefits of, admission to, or employment in, such programs or activities. Qualified persons with disabilities will not be excluded from employment or participation in educational programs. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education. For students seeking special accommodations, Peachtree City School of Massage shall provide a special accommodation request form for review by management. All accommodations shall be reviewed for ADA compliance.

History

In 2013, Peachtree City School of Massage was established as a small private institution to provide Massage Certification instruction to the Southern Eastern arc of Georgia.

Facilities and Equipment

Peachtree City School of Massage is located at 500 Westpark Drive, Suite 340 Peachtree City, GA. Our facility consists of 4,000 square feet of classroom and administration space, clinics, supply rooms, and library space. The space has ample equipment and visual aids required to teach massage therapy. Equipment and materials are updated and added as needed.

Accreditation Status

PTCSOM is accredited by the Commission on Massage Therapy Accreditation (COMTA). Our program is authorized by the following regulators: The Nonpublic Postsecondary Education Commission, The National Certification Board for Therapeutic Massage & Bodywork and The Georgia Secretary of State.

Legal Control

Peachtree City School of Massage is owned by Kathy Cearley and operated under the umbrella S-Corp of Aspen Massage, Inc. Peachtree City School of Massage is a private institution incorporated under the laws of the state of Georgia.

Veterans Benefits 38 USC 3679(e)

Students Utilizing Chapter 31 (Veterans Readiness and Employment) and Chapter 33 (Post-9/11 GI Bill®):

1. Veterans using Chapter 31, Veterans Readiness and Employment, or Chapter 33, Post-9/11 GI Bill® benefits can attend Peachtree City School of Massage for a term provided the student submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - a. The date on which payment from VA is made to Peachtree City School of Massage; 90 days after the date Peachtree City School of Massage certifies tuition and fees following the receipt of the certificate of eligibility.
2. Peachtree City School of Massage will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, and will not require eligible veteran students to borrow additional funds because of the individual's inability to meet his or her financial obligations to Peachtree City School of Massage due to the delayed disbursement funding from VA under Chapter 31 or 33.
3. Peachtree City School of Massage requires the following information in order to process Veterans Benefits under Chapter 31, Veterans Readiness and Employment, or Chapter 33, Post-9/11 GI Bill®:
 - a. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of the term for which benefits are being requested;
 - b. Submit a written request to the Peachtree City School of Massage Certifying Official (SCO) to use such entitlement.
 - c. Provide additional information necessary for proper certification of enrollment by the Peachtree City School of Massage School Certifying Official (SCO).
4. Students are required to pay any balance due for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement by the established payment deadline for the term. Balances not paid by the stated deadline may be imposed additional fees.

Attendance

100% attendance is expected. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for GI Bill® benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Policy. In any absence the student needs to approach the instructor for any work or time that needs to be made up. Attendance is graded as an employment skill; therefore absences are counted against the grading scale. Lack of attendance can lead to early dismissal of the program.

Academics

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above, they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have GI Bill® education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Leave of Absence Policy. Any student who begins a period of leave of absence will be terminated from GI Bill® education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for GI Bill® education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the veteran education benefits and the education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

Admissions

Admission Requirements

Georgia State Licensing Requirements to Obtain Massage Therapy License

(a) No person may practice massage therapy in this state who is not a licensed massage therapist or the holder of a valid provisional permit issued by the division director pursuant to this chapter.

(b) Any applicant for a license as a massage therapist must submit a completed application upon a form and in such manner as the board prescribes, accompanied by applicable fees, and evidence satisfactory to the board that:

- (1) The applicant is at least 18 years of age;
- (2) The applicant has a high school diploma or its recognized equivalent;
- (3) The applicant is a citizen of the United States or a permanent resident of the United States;

(4) The applicant is of good moral character. For purposes of this paragraph, "good moral character" means professional integrity and a lack of any conviction for acts involving moral turpitude where the underlying conduct relates to the applicant's fitness to practice massage therapy;

(5) The applicant has satisfactory results from a fingerprint record check report conducted by the Georgia Crime Information Center and the Federal Bureau of Investigation, as determined by the board. Application for a license under this Code section shall constitute express consent and authorization for the board or its representative to perform a criminal background check. Each applicant who submits an application to the board for licensure by examination agrees to provide the board with any and all information necessary to run a criminal background check, including, but not limited to, classifiable sets of fingerprints. Such applicant shall be responsible for all fees associated with the performance of such background check;

(6) The applicant has completed successfully a board recognized massage therapy educational program consisting of a minimum of 500 hours of course and clinical work;

(7) The applicant has passed satisfactorily the National Certification Examination for Therapeutic Massage and Bodywork, the Massage and Bodywork Licensing Exam administered by the Federation of State Massage Therapy Boards, an equivalent test approved by the board, or an examination administered by another state, territory, or jurisdiction whose license requirements meet or exceed those of this state; and

(8) The applicant has and agrees to maintain continuously during the term of licensure liability insurance coverage for bodily injury, property damage, and professional liability in coverages and amounts of not less than \$1 million per occurrence, with not less than a minimum annual aggregate of \$3 million for all occurrences, as determined by the board.

Admission policies and procedures

A prospective student for the Peachtree City School of Massage certification program must:

1. Be 18 years old and a high school graduate, or have passed a high school equivalency exam.
2. Applicants must submit a high school diploma or transcript specifying date of graduation, GED copy
3. Schedule an admissions interview and tour with Student Relations Coordinator, Allison Garrett LMT
4. Bring key information to interview
 - a. Copy of driver's license or official photo ID
 - b. Transcripts from previous school.
5. Complete Admissions Forms
6. You will work with our Student Finance Department to create your own individual financial plan.
7. \$500 supply cost to guarantee spot in the massage program
8. Acceptance into the Program occurs after Interview

Veteran education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

Peachtree City School of Massage does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Program of Study

Massage Therapy Certification Program Description

Peachtree City School of Massage (PTCSOM) offers a two-part 6 Month (625 hour) curriculum designed to educate the student with the knowledge needed to take the State Licensing Exam. To practice massage in the state of Georgia, the therapist must receive a massage certification from a school that offers at least 500 hours of curriculum, the student then goes on to take an exam for state licensure. After passing this test, the applicant will then apply for state license, with proper background checks the application can be approved, then allowing the applicant to be a proper Georgia Licensed Massage Therapist.

Through this program we will examine professional massage therapy as a viable career choice for those interested. The scope of this course is “entry level”, as massage therapy progresses; continuing education courses are required throughout the life of the massage therapy career. This course demands respect for us, fellow classmates and clients. Massage therapy must be approached with an open heart and mind. Active hands-on participation are required throughout the whole program, it is expected to massage as well as be massaged.

All teachers are Georgia Licensed and approved through Peachtree City School of Massage. Records can be shared at request

Below is a sample list of occupations that may be achieved as a licensed Massage Therapist:

Independent Contractor

Mobile Massage

Franchise

Chiropractor Office

Wellness Center

Geriatric Facilities

On-Site Chair Massage

Fitness Centers

Spa and Resorts

Cruise Ship

The career is not without its physical demands and standards for employment. Individuals thinking about pursuing a career in beauty or wellness should possess or be able to:

- Stand in one place for long periods of time
- Ability to bend and stretch
- Demonstrate manual dexterity
- Repetitive motor skills (including small muscle control)
- Eye/hand coordination

- Not prone to psoriasis, dermatitis or other chronic skin diseases that may accompany open lesions
- Working with chemicals and skin care products
- Oral and written communication skills
- Effective interpersonal relationship skills
- Ability to instruct clients
- Ability to follow instructions
- Stamina for long workdays and flexible schedules
- Maintain customer-service/professional attitude

Course Name	Objectives	Clock Hours
Part 1 Massage Related Theory	Massage Procedures Lymphatic Drainage Clinical Techniques & Sports Massage Spa Services & Hydrotherapy	81
Part 1 Anatomy, Physiology & Kinesiology	Body Systems: Endocrine, Reproductive, Urinary, Skin, Respiratory & Circulatory Muscle Groups: Neck, Shoulder & Arm	80
Part 1 Pathology	Body Systems: Endocrine, Reproductive, Urinary, Skin, Respiratory & Circulatory Muscle Groups: Neck, Shoulder & Arm	20
Part 1 Massage Therapy Technique	Hands on Massage Labs	100
Part 2 Massage Related Theory	History & Requirements of Massage Effect & Benefits of Massage Eastern Modalities Reflexology	54
Part 2 Anatomy, Physiology & Kinesiology	Body Systems: Skeletal, Muscular & Nervous Muscle Groups: Trunk, Hip & Leg	80
Part 2 Pathology	Body Systems: Skeletal, Muscular & Nervous Muscle Groups: Trunk, Hip & Leg	20
Part 2 Business & Ethics	Professional Ethics for Massage Therapists & Business Practices	15
Part 2 Massage Therapy Technique	Hands on Massage Labs	100

Part 1-2 Massage Therapy Technique	Supervised Clinics	75
	Total	625

Clock Hour

One clock hour is defined as a unit of instruction which spans 60 minutes of real (clock) time and consists of a minimum of 50 minutes of classroom, lab and/or clinical instruction.

Public Clinic

Peachtree City School of Massage opens the classroom up to public client appointments on Fridays, per Georgia Massage Therapy Board educational requirements, students must complete 50 public clinic hours. Public clinic is managed by Allison Garret, Student Relations and is graded based on Professionalism (Attendance, Attire, Attitude {are you connecting with your clients & working well with other therapist}) These 75 clinic hours are included in the 625 program hours and must be completed before graduation. If these hours have not been completed by graduation date, student then must still participate in clinic and will not receive certificate until hours are completed.

License Requirements

GEORGIA BOARD OF MASSAGE THERAPY

237 Coliseum Drive

Macon, Georgia 31217

Phone (404) 424-9966

sos.ga.gov/georgia-board-massage-therapy

Georgia State Licensing Requirements to Obtain Massage Therapy License

(a) No person may practice massage therapy in this state who is not a licensed massage therapist or the holder of a valid provisional permit issued by the division director pursuant to this chapter.

(b) Any applicant for a license as a massage therapist must submit a completed application upon a form and in such manner as the board prescribes, accompanied by applicable fees, and evidence satisfactory to the board that:

- (1) The applicant is at least 18 years of age;
- (2) The applicant has a high school diploma or its recognized equivalent;
- (3) The applicant is a citizen of the United States or a permanent resident of the United States;
- (4) The applicant is of good moral character. For purposes of this paragraph, "good moral character" means professional integrity and a lack of any conviction for acts involving moral turpitude where the underlying conduct relates to the applicant's fitness to practice massage therapy;
- (5) The applicant has satisfactory results from a fingerprint record check report conducted by the Georgia Crime Information Center and the Federal Bureau of Investigation, as determined by the board. Application for a license under this Code section shall constitute express consent and authorization for the board or its representative to perform a criminal background check. Each applicant who submits an application to the board for licensure by examination agrees to provide the board with any and all information necessary to run a criminal background check, including, but not limited to, classifiable sets of fingerprints. Such applicant shall be responsible for all fees associated with the performance of such background check;
- (6) The applicant has completed successfully a board recognized massage therapy educational program consisting of a minimum of 500 hours of course and clinical work;
- (7) The applicant has passed satisfactorily the National Certification Examination for Therapeutic Massage and Bodywork, the Massage and Bodywork Licensing Exam administered by the Federation of State Massage Therapy Boards, an equivalent test approved by the board, or an examination administered by another state, territory, or jurisdiction whose license requirements meet or exceed those of this state; and
- (8) The applicant has and agrees to maintain continuously during the term of licensure liability insurance coverage for bodily injury, property damage, and professional liability in coverages and amounts of not less than \$1 million per occurrence, with not less than a minimum annual aggregate of \$3 million for all occurrences, as determined by the board.

Legal recognition of massage therapy and clearly stated requirements are critical to advancing the profession—and protecting the health and safety of massage consumers.

Learn about the massage therapy regulation and license requirements for each state so you can practice legally.

[State Regulations](#) | [AMTA \(amtamassage.org\)](http://amtamassage.org).

local municipal ordinances may apply in the absence of state law.

Academic Policies

GRADE AVERAGE

Tools used to establish the academic average of a student include tests, essays, projects, study guides workbooks and other standard assessment tools. Students are assigned academic learning and a minimum required number of practical applications. Academic learning is evaluated after each unit of study. Practical

assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Students shall be allowed to repeat a grading requirement a maximum of two times. If a student is unable to pass after the third attempt, the course must be retaken and could result in a \$20 after-hours instructor fee. Students must maintain a written grade average of 80%. Students must make up any failed or missed tests and incomplete assignments on the next day of attendance. Numerical grades are considered according to the following scale:

Grading:

- Daily Assignments 40%
- Lab Rubrics 40%
- Assessment Assignments (Projects/Test) 20%

Performance Standards

A=100-90 B=89-80 C=79-70 F=69-0

Transfer Credit Policy

Official Transcript of previous credit must be provided before enrollment for evaluation and will be granted at the discretion of the school director.

1. Request official transcripts from recent program to be sent directly to PTCSOM. These transcripts will document the courses you've completed and the grades you've earned.
2. Last day of attendance of previous program must have been in the last 12 months.
3. PTCSOM will evaluate your transcripts to determine which courses are eligible for transfer credit.
4. PTCSOM has a transfer cap of 125 clock hours

Satisfactory Academic Progress Policy

Students must maintain what is always termed "satisfactory academic progress" (SAP). The policy complies with the guidelines established by the Commission on Massage Therapy Accreditation (COMTA) and the federal regulations established by the United States Department of Education.

Minimum Standards

The Institute's SAP policy requires that every student maintains a grade average of at least 80% *and* attends at least 90% of scheduled classes. The grade average standard ensures that every student is grasping the material intellectually to prepare them for success upon graduation. The attendance average standard assures the student is present to get the knowledge he or she needs to succeed. It also makes certain that a student completes the program in the allotted time.

Evaluations

SAP is evaluated **every 6 weeks** by the academic department at critical “benchmarks” in a student’s timeline toward graduation. These evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students are progressing and moving toward achievement of their goals.

Academic Monitoring

If a student fails to meet the minimum SAP requirements during an academic evaluation, the student shall be given written notice of placement on a 40-day monitoring status. The student will have 40 days, respectively to meet the Institutes’ minimum requirements. If at the next scheduled academic evaluation, the student has not met the minimum requirement, the student may be subjected to dismissal from the Institute. A student who has been placed on probation may reestablish SAP by meeting minimum attendance and academic requirements by the end of the probationary period.

Non-Credit Remedial Courses

The institution does not offer non-credit remedial programs. Course incompletes and repetitions are not considered by the Institute because the policy requires courses must be re-taken until a passing grade is achieved.

Leave of Absence: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days after such determination. This appeal must be in writing to Student Relations, with documentation, explaining any extenuating circumstances that may have influenced his or her academic progress for that period (such as transferring from one program to another, death of a family member, and illness or injury of the student etc.). If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. This appeal will be fully documented in the student’s file, along with the student’s statement of how the situation has been remedied that caused the failing evaluation.

The resulting acceptance of this appeal will include a plan to monitor academic work and attendance to assure the student stays with the SAP minimums. The re-entering student will enter with the same progress status as when they left.

Student To Teacher Ratio

Direct supervision of a minimum of one (1) instructor for every twenty (20) students in attendance. In applications where more than 20 students are in attendance, instructional assistance and/or multiple teachers are provided.

Attendance

90% attendance is required per course. In any absence the student needs to approach the instructor for any work or time that needs to be made up. Attendance is graded as an employment skill; therefore, absences are counted against the grading scale. Lack of attendance can lead to early dismissal of the program.

Tardiness Policy To encourage punctuality and professional behavior, PTCSOM enforces a strict tardiness policy. - Any student arriving after the class start time is considered tardy. - 3 late arrivals or 3 early departures will be considered an absence. - Excessive tardiness is unprofessional and can affect a student's success post-graduation.

Make up Work

Tests must be made up after school on the next day in attendance. Second missed test could result in a \$20 after hours instructor fee. All communication regarding attendance, tests or clinics must be emailed to Allie, massageme@ptcsom.com

Program Cancellation Policy

If the program ceases to offer instruction after students have enrolled and instruction has begun, the PTCSOM will provide students with a pro-rata refund of tuition

Re-admittance Policy

Students are allowed to readmit at the same place in the program next term under the following conditions, with the approval of Student Relations, previous financial obligations have been met and they must pay a non-refundable re-enrollment fee of \$100

Graduation Requirements

1. Successfully complete the designated work assignments for the course in which he/she is enrolled
2. GPA equivalent of 80%
3. Complete 625 clock hours, includes 75 Clinic hours.
4. Ensure all financial obligations have been met
5. PTCSOM will award an official Certificate of Completion to successful graduates.

Completion of program includes all education requirements as well as all financial obligations to be met.

Graduate Placement Assistance

The primary goal of Peachtree City School of Massage is to see that all students are successfully employed using their Massage Therapy License. To accomplish this, the school provides placement assistance upon graduation without an additional charge. This assistance is not given as an inducement to enroll, and no guarantee or representation of placement is made or implied.

Certification:

Once certified, graduate is financially responsible for:

Fingerprint background check (Cost Varies)

Georgia State Licensing Massage Therapy Board fee \$125 (Service charge may apply)

Student Records, Privacy & Access Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974 requires that students be advised of their rights concerning educational records, such as letters of recommendation. FERPA gives important rights, including:

1. The right of students to inspect their student records,
2. The right to challenge incorrect information in those records, and
3. The right to keep student records private.

Because FERPA gives students these rights, PTCSOM cannot require you to waive these rights. Academic and financial records will always be kept on the Institute property. Students and their parents or guardians (if the student is a dependent minor) will be provided access to their records upon request. Requests for review of a student's records will be honored within three business days of the request. During a review a member of the staff will always be present. No information about the student will be given out over the phone. No information will be given to any third party, individual or agency unless the student has authorized the release of information to that individual/agency by filling out a release of information form. Please note: COMTA reserves the right to inspect student records for any accreditation purposes.

Student Grievance Process

We do not anticipate any concerns that cannot be easily resolved, but in the event that a problem occurs, the following guidelines should be used in this order.

- 1) Submit a formal complaint in writing within 30 days of incident to Allie Garrett, Student Relations at massageme@ptcsom.com
- 2) Allie Garrett, Student Relations will issue a response in writing within 3 days after receiving the complaint
- 3) If student is not pleased with the final decision rendered by PTCSOM then they may file an appeal with

Nonpublic Postsecondary Education Commission

2082 East Exchange Place

Suite 220

Tucker, GA 30084

Contact phone: 770-414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

or

Commission on Massage Therapy Accreditation (COMTA)

900 Commonwealth Place

Suite 200-331

Virginia Beach, VA 23464

(202) 888-6790

office info@comta.org / www.comta.org

Rules and Regulations

Classroom and Clinic Behavior Policy1. Supplies: - Students must bring required supplies to class every day. - Failure to do so will result in a disciplinary notice, and a second offense will lead to suspension. - Students are responsible for their own supplies and must replace lost or stolen items at their own cost.2. Conduct: - Professional behavior is expected at all times. - Visitors are not allowed in the classroom. - Profanity, gossip, and verbal abuse will not be tolerated and could lead to removal from campus

3. Duties: - Each student is required to participate in cleanup duties, including cleaning workstations. - Students must keep their work areas clean and organized, and dirty linen should be placed in hampers.4. Compliance: - All students must follow instructions given by instructors or other staff members. - Refusal to accept an assigned client from any supervising instructor will result in suspension for the day.

5. Smoking: - The campus is smoke-free, including the use of vapes, except in designated outdoor areas.

Termination by Institution

Peachtree City School of Massage Reserves the Right to **terminate** any Student for the following:

1. Any destruction of school supplies or property
2. Theft or plagiarism
3. Failure to meet required attendance
4. Failure to meet required financial obligations to Peachtree City School of Massage
5. Conduct that is considered to be inappropriate or detrimental to themselves, others or the school
6. Cheating on an exam
7. Accepting money for massage while a student
8. Attending class under the influence of alcohol or drugs
9. Failure to comply with school policies
10. Failure to participate in class
11. Failure to progress academically and/or technically
12. Poor sexual conduct

13. Inappropriate dress

14. Acceptance of tips in or out of class.

Zero-Tolerance Policy

You have a right to pursue your studies in a safe, appropriate environment. PTCSOM maintains a high level of expectation of the behavior of its students and its employees. There is no negotiation on any point that could put a student or a staff member in harm's way while carrying out their responsibilities.

PTCSOM has a ZERO TOLERANCE policy for:

- any illegal drugs or alcohol while on premises; Students who are suspected to be under the influence of drugs or alcohol will be immediately removed from the premises.
- sexual or other physical harassment and/or abuse, bullying, inappropriate and/or aggressive touching of another student or staff member. This policy extends to posts on any social media platform.
- theft or vandalism of any other student's or staff member's property

Zero Tolerance means that there will be no discussion, no second chances, no excuses for breaking this policy. Any student or staff member found to have broken this policy will be terminated immediately.

Dress Code Policy

PTCSOM maintains a standard of dress which is designed to teach future professionals successful dress practices they will need in their prospective careers.

All Students of PTCSOM must follow these requirements:

1. Students will be required to wear a school shirt and solid black scrub pants that are assigned to them.
2. Uniforms must be maintained clean, stain and wrinkle-free, and not torn or unaltered from the original condition it was received. Students who do not maintain their uniform to this standard will be issued another at the student's expense.
3. Shoes are to be professional in appearance. Clean, comfortable closed-toe sneakers, loafers, and similar shoes are appropriate. Shoes deemed unprofessional include open-toe shoes, sandals, boots, or shoes resembling slippers.
4. Apparel considered unprofessional and not approved includes denim jeans, or denim material, sweatpants, exercise pants, hats, revealing or other unprofessional clothing as determined by the Program staff.
5. Accessories may be worn to accentuate hairstyles, dependent that hair is professionally displayed and not to cover the entirety of the head. Students are expected to maintain a professional appearance that is reflective of Industry standards.
6. PTCSOM requires its administrators and faculty to reasonably accommodate the religious needs, observances, and practices of their employees and students upon written request. An individual's request for reasonable religious accommodations is justified unless PTCSOM's operations would suffer unduly by granting the individual's request. Requests for reasonable accommodation include, but are not limited to, requests to wear a religious head-covering. The prohibition against hats and head-coverings does not extend to religious head-coverings, including the hijab. Individuals may not be discriminated against because of their religious beliefs or practices, or because they lack religious beliefs or practices.

PTCSOM reserves the right to enforce a standard of professional dress, including personal grooming (hair, skin, and nail care) and hygiene for all staff and students. Students that do not follow this required standard of dress, within reasonable expectations, will be dismissed from the building until the appropriate standards can be met.

All students are expected to be dressed as if they were going to their beauty or wellness career position every day. You must always be aware of your professional appearance, including your hair, nails and makeup. Excellent personal hygiene is required.

Disciplinary Notices 1st Notice: Verbal Warning that will be documented with an email to the student

2nd Notice: Written Warning that will be documented in the student file

3rd Notice: Termination from the program

Chromebook Care

Students are responsible for the general care of PTCSOM Chromebooks. Chromebooks that are broken, or fail to work properly, must be reported to Student Relations. DO NOT TAKE PROGRAM-OWNED CHROMEBOOKS OFF CAMPUS.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food & drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, floors, etc.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- After use plug Chromebook into charger, located in Resource room.

Internet Acceptable Usage Policy The student accepts and agrees to abide by the policy and responsibilities as specified below. Further, with this educational opportunity also comes responsibility, and the student concurs that:

- PTCSOM's internet connection is to be used only for curriculum-related research and educational activities that are consistent with the mission of the program.

- The use of PTCSOM's internet connection is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. I understand that suspected misuses will be confidentially reported to the appropriate Program Director. I understand that violations of this privilege could result in disciplinary action up to dismissal from the program.

- It is my responsibility to ensure that I do not send, print, request, or store fraudulent, harassing, threatening, racist, sexist, offensive, or obscene messages and/or materials.
- I concur that it is my responsibility to avoid the knowing or inadvertent spread of computer viruses.
- PTCSOM has the right to review any materials stored on any system provided and to edit and remove any materials. I hereby waive any right which I may otherwise have in and to such materials.

Financial Information

Cost of Attendance

Program can be completed in a minimum of 6 months, 625 clock hours.

Day hours Mon. – Thurs. 8am – 2pm

Clinic Fridays

Massage Therapy Program **Total Cost \$10,000.00**

- Application Fee

- Books & Supplies
- Tuition

\$1000.00 required before beginning class for professional fees and supplies listed above.

Tuition Financial Options

Peachtree City School of Massage does not offer government tuition options, but we do offer tuition option plans to make a payment plan to manage your educational investment.

Collection Policy

Collection procedures must reflect good taste and sound, ethical business practices.

Payments will be made at the office of Peachtree City School of Massage

1. Monthly payments directed to school can be made by cash, check or credit card
2. Students making direct payments to the school must pay their payment on or before the date that is agreed upon in initial contract. If the payment is not received by this agreed upon date there will be a \$25 late fee.
3. There will be a \$50 non-sufficient fund charge on any returned payments.
4. Student must be up to date on payments to progress into the second half of their program.
5. Accounts 90 days late, payment plan with school is voided and tuition balance, late fees and collections fees will be referred to DCI collection agency

Refund Policy

Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal will be recognized on the date that the cancellation or withdrawal forms are signed by applicant or student. Refunds are applicable under the following conditions:

1. If a student cancels his/her enrollment and requests money back in writing within three (3) business days of the signing of an enrollment agreement. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
2. If a student cancels his/her enrollment in writing after the three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less the \$100 application fee.
3. Tuition will be refunded at a prorated amount, based on percentage of paid module completed, should the student withdraw before 50% completion of the program.
4. Refund process begins when student formally withdraws in writing from the massage program by signing withdrawal form, refund will be paid within forty five (45) business days of signing withdrawal form.
5. For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

Debts Owed

If student withdraws from the program, there may still be a debt owed to Peachtree City School of Massage depending on the student's payment plan. Balance will be due 30 days from withdrawal date.

Legal and Collection Fees

The School shall be entitled to recover any attorney or collection agency fees and interest associated with the collection of delinquent account of the student.

Staff Directory

Kathy Golden Cearley Educational Director LMT Since 2007

Allison Garrett Student Relations LMT Since 2007

Michael Cook Kinesiology Instructor LMT Since 2021

School Holidays:

Memorial Day

July 4th (Week Break)

Labor Day

Thanksgiving (3 days)

Winter (Dec. 23rd-Jan. 1st)

****Holidays subject to change**

Contact Information

Peachtree City School of Massage

500 Westpark Drive

Suite 340

Peachtree City, GA 30269

678-723-8990

www.ptcsom.com

Academic Calendar 2025-2026

September 24, 2025

January 5, 2026

March 30, 2026

June 23, 2026

September 23, 2026

Class Schedule

8am-11am: Lecture

11am-11:30am: Break

11:30-am-2pm: Lab

PTCSOM Policies

Photo Disclosure

In the enrollment agreement, each student either agreed or disagreed to the following statement.

Allow any PTCSOM photos that have student's image in them to be publicly used in any promotional opportunities as in website, brochures, signage or billboards without obtaining any further compensation.

Resources

Textbooks and teaching resources are updated within adequate time that these updated resources are made available.

Guest WiFi

Guest Wifi: PTCSOMPassword: 1150echo

First Aid

A First Aid kit is available for emergencies or aid in the lounge area, in the left cabinet directly below the microwave.

Inclement Weather Closure Policy

Students should refer to the Fayette County Public Schools website (fcboe.org) for updates on inclement weather closures. PTCSOM will also notify students about any closures through their preferred method of communication.

Community Property

The break room is community property for all students and staff, please be considerate with noise level, cleanliness and other's property. It is advised to label all property since the refrigerator will be cleaned out every Friday.

Massage Tables

PTCSOM believes in cleanliness and health safety for everyone. Since our massage tables are shared with classmates and clients, it is important that each student should clean tables before and after each use as instructed in class.

Community Events

Through the course, PTCSOM includes community events that the students are expected to attend. Failure to attend community events counts against attendance.

Tips

DO NOT under any circumstances accept tips in the Public Clinic or anywhere else while a student at PTCSOM! There are great consequences for everyone involved. If a client offers a tip directly, please share with them the laws below. If a client leaves a tip on the table when you return, PLEASE-report the tip to the front office to go into the clinic money, all money raised by the clinic goes back into massage supplies and equipment for us to grow with our curriculum and clinic. The consequences of receiving tips:

1. \$500 fine to the student who receives the tip
2. \$1,500 fine to PTCSOM, even if we were not aware that the tip was given

Course Descriptions

Peachtree City School of Massage

Course Syllabus

Course Title: Part 1: Swedish Foundations and Adaptive Massage Course Hours: 275 Hours

Class Schedule: Monday-Thursday 8am-2pm

Part 1 focuses on the fundamental principles of Swedish massage and adaptive techniques. Students will learn about human anatomy, physiology, and the basics of Swedish massage. The curriculum covers topics such as deep tissue massage, sports massage, and therapeutic massage. Students will also learn about client assessment and treatment planning. Additionally, students will be introduced to adaptive massage techniques, which are designed to cater to various client needs and conditions. This part provides a broad foundation for their future studies and prepares them to handle diverse client scenarios.

Pre-requisite: None

Topics
Massage Techniques
Ergonomics & Body Mechanics
Preparations for Massage
Research & Effect of Massage Profession
Body Terminology
Chemistry & Cells
Massage Career
Assessment & Planning
Lymphatic & Immunity
Digestive & Urinary
Adaptive Massage
Reproductive & Endocrine
Cardiovascular
Pathology
Muscles of the Upper Body

Peachtree City School of Massage

Course Syllabus

Course Title: Part 2: Professional Standards and Complementary Bodywork **Course Hours: 275 Hours**

Class Schedule: Monday-Thursday 8am-2pm

Part 2, students will delve deep into professional standards and complementary bodywork techniques. The curriculum includes both theoretical and practical components, ensuring that students gain a solid understanding of the body's structure and functions. Practical clinic sessions allow students to refine their skills and gain confidence in their abilities. This aims to prepare students for real-world scenarios and equip them with the expertise needed to excel in their careers.

Pre-requisite: None

Topics
Therapeutic Massage Profession
Ethics, Profession & Legalities
Wellness & Self Care
Massage Medical Terminology
Business for Career
Indications & Contraindications
Hygiene, Sanitation & Safety
Membranes & Integumentary
Respiratory
Nervous
Neuromuscular & Myofascial
Skeletal Muscle
Complementary Bodywork
Pathology
Muscles of the Lower Body

Required Textbooks:

- *Trail Guide to the Body*, 6th Edition, Andrew Biel
- *Applied Anatomy & Physiology for Manual Therapists 2nd Edition*
- *Mosby's Fundamentals of Therapeutic Massage 8th Edition*

Instructional Methods:

- Lectures and Discussions
- Demonstrations
- Test and quizzes
- In class activities
- Out of class activities
- Presentations
- Writing assignments

Tips for Students:

1. Breathe

Stress happens, especially during learning experiences. Breathing supports relaxation and besides keeping us alive, makes it possible for us to learn.

1. Be Receptive

Palpation is more than just locating a structure. It is about exploring its placement, shape, texture and the relationship it has with surrounding structures. Try closing the eyes and allow the hands and fingers to experience the contours, temperature and structure of your partner's body. This brings awareness and allows your hands to "see".

1. Soft and Sensitive

Reaching different structures at various levels of palpation is not accomplished through pressure, but rather through intention. A slow soft hand can move deeper into the tissue and reach structures more easily.

1. Sculpting, Rolling and Strumming

Make full hand contact and sculpting (making contact with all sides and edges of bone or muscle) can help you define its shape and the relationship with surrounding structures. Rolling your fingers or thumb across rather than along the surface of a bone can help outline a structure's shape. When ascertaining the direction of a muscle's fibers or its tensile state, try strumming the muscle.

1. Reading Aloud

Just like learning a new language, hearing the words as you read out loud increases learning and retention.

1. Consult with Student Partners

Fellow classmates are guinea pigs who are happy to share. Inquire about your pressure, depth and palpation skills in general.

1. Self-Palpation

Palpating yourself can make it easier to locate structures on others. Besides, your body is the one cheat sheet you can bring along during tests and quizzes.

Additional Study Aids:

1. The Anatomy Coloring Book

When you color to learn with The Anatomy Coloring Book, you make visual associations with key terminology, and assimilate information while engaging in kinesthetic learning. Studying anatomy is made easy and fun!

1. Trail Guide to the Body Flashcards

Flashcards are a powerful way to learn and memorize anatomical structures - especially when they have images identical to those in the textbook. Repetition aids retention!

Define the Georgia scope of practice for massage therapy

Massage therapist means a person who administers massage or massage therapy for compensation.

Massage therapy means the application of a system of structured touch, pressure, movement, and holding to the soft tissue of the body in which the primary intent is to enhance or restore health and well-being. The term includes complementary methods, including without limitation the external application of water, superficial heat, superficial cold, lubricants, salt scrubs, or other topical preparations and the use of commercially available electromechanical devices which do not require the use of transcutaneous electrodes and which mimic or enhance the actions possible by the hands; the term also includes determining whether massage therapy is appropriate or contraindicated, or whether referral to another health care provider is appropriate. Massage therapy shall not include the use of ultrasound, fluidotherapy, laser, and other methods of deep thermal modalities.

-Georgia Board of Massage Therapy

Explanation of why it is necessary to obtain a Georgia license for massage therapy

The practice of massage therapy is declared to be an activity affecting the public interest and involving the health, safety, and welfare of the public. Such practice by a person who is not licensed to practice in this state is declared to be a public nuisance, harmful to the public health, safety, and welfare. Any citizen of this state, the board, or the appropriate prosecuting attorney where such practice is carried on by such unlicensed person may, on behalf of the public, bring an action to restrain and enjoin such unlicensed practice in the superior court of the county where such unlicensed person resides or works.

-Georgia Board of Massage Therapy

Why a therapist should have a good understanding of anatomy, physiology and pathology

The general assembly acknowledges that the practice of massage therapy affects the public health, safety, and welfare. Massage therapists must have knowledge of anatomy and physiology and an understanding of the relationship between the structure and function of the tissue being treated and the total function of the body. Massage is therapeutic and regulations are necessary to protect the public from unqualified practitioners. It is in the interest of the public to set standards of qualifications, education, training and experience for those who seek to practice massage therapy; to promote high standards of professional performance for those licensed to practice massage therapy' and to protect the public from unprofessional conduct by persons licensed to practice massage therapy.

-Georgia Board of Massage Therapy

Professional Conduct

- Represent professional qualifications truthfully and accurately, including education and professional affiliations, and provide only those services that the practitioner is qualified by education, experience, and skill to perform within recognized professional standards for the practice of massage therapy.
- Accurately inform clients, other health care practitioners, and the public about the scope and limitations of the practice of massage therapy, including the limitations of and contraindications for massage therapy.
- Refer clients to appropriate health professionals when treatment needed by the client is beyond the scope of massage therapy practice according to recognized professional

standards.

- Perform massage therapy only after the client has given written informed and voluntary consent that is signed by the client or, if the client is a minor, signed by the client's guardian, parent, or authorized third party.
- Immediately comply with the client's expressed request to refuse, modify, or terminate the performance of massage therapy, regardless of any prior consent.
- Provide draping and treatment consistent with client safety, comfort, and privacy in compliance with recognized professional standards of massage therapy practice.
- Refuse to treat any person or part of the body if such treatment is not lawful, does not comply with recognized professional standards of massage therapy practice, or is not in the best interest of the client.
- Not violate client boundaries regarding privacy, disclosure of personal information, physical exposure, nudity, or sexual activity.
- Not accept any gifts, compensation, or benefits that are intended to influence a referral, decision, or treatment that is not within recognized professional standards of massage therapy practice, including treatment that is not in the best interest of the client.

Unprofessional Conduct

- Practicing massage therapy without a valid license or with an expired license

- Failing to comply with requirements for professional continuing education
- Performing any act which knowingly aids, assists, procures, advises or encourages an unlicensed person to practice message therapy.
- Failing to display a massage therapist's license certificate issued by the Board, or a photocopy thereof, in an appropriate and public manner easily and readily available for public view at each location the licensee practices
- Violation of any Order issued by the Georgia Board of Massage Therapy
- Failing to maintain appropriate records and to safeguard the confidentiality of records regarding clients, their treatment, their personal information, and client referral to other medical or health professionals, unless disclosure or release of such confidential information is requested by the client in writing or is required by law.
- Falsifying, altering, destroying, or changing records in contemplation of an investigation by the board, a governmental office, regulating agency, or lawsuit filed by a patient.
- Using improper or unfair measures or false information to draw patronage from the practice of another massage therapy licensee.
- Initiating or engaging or in any sexual conduct, sexual activities, or sexualizing behavior involving a client or pertaining to the practice of massage therapy.
- Knowingly making misleading, deceptive, untrue or fraudulent representations in an application for licensure, reinstatement, or licensure renewal filed with the board, in a document pertaining to the practice of massage therapy, the filing of any insurance claim, or in any document in connection therewith.
- Discriminating against clients on the basis of gender, age, race, national origin, religion, disability, or sexual preference.

Getting ready for Massage Therapy School

Now that you have committed to a career in Massage Therapy, here is a checklist of items to consider **before your first day of class:**

- Get a massage! Make sure you experience a professional massage before you begin your program so you understand what your work may be like when you graduate.
- Practice your commute before the first day of class so you're familiar with the travel time and route. Feeling comfortable with your commute will make your first day less stressful.
- If you have children, be sure to have several child care options in place.
- Do you need to complete a health history form before your massage program begins? Ask your school.
- Talk to your school's Financial Services department before your orientation. They can help you understand all of your options in regard to tuition. Ask them about any grant or scholarship opportunities. Your local library can help you with this too.
- Make sure you have all necessary supplies before you start school-textbooks, sheets, massage table, or anything else your school requires you to have prior to beginning your massage program. Ask your school for the supply list ahead of time.
- Is there a study group you can join? If not, start your own! Improve your grades and make new friends. Many classes start a Facebook group to keep in touch outside of class. Find out if there is one at your school.
- Attend a local amta chapter meeting. Meet as many massage therapists as you can! All students are welcome at chapter meetings. To find your state's chapter, visit www.amtamassage.org/chapters
- Ask questions! Your school is here to help you become a successful massage therapist, from beginning to end. If you have questions, ask away! If you have concerns, make sure they are addressed before orientation.

- Get involved! Consider all possibilities on campus and with professional organizations.



Success for New Massage Therapy Students

Now that you are starting your Massage Therapy program, here is a checklist of items to consider as you begin your studies:

- Identify your goals and priorities. What do you want to get out of school? What do you need to do to achieve your goals?
- Plan your weekly schedule including class times, work schedule and personal time (get a planner or download an app on your smartphone). Remember, the habits you develop as a student will help you once you begin your career.
- Familiarize yourself with your student handbook. Share any questions or concerns with your school's administration early on.
- Understand your instructors' expectations and ask for clarification if needed. This will help tremendously throughout your education so there are fewer misunderstandings.
- Determine your learning style—are you a visual, auditory, or kinesthetic learner? Once you determine your style, you can apply appropriate study methods for success in school.
- What are your areas of need? Is anatomy a challenge for you? If so, an anatomy coloring book is a great tool to help reinforce what you learn in class.
- Aim for 100% class attendance, develop good study habits, don't cram, and be sure to actively participate in class. Form a study group to help you through the more challenging times. If you are struggling, ask for help.
- Learn how to cope with stress. Keep a journal, practice relaxation techniques, get regular massages, and most important—breathe!

- Take care of your health-physical and mental-to be the best you can be! Take advantage of your school's subscription to *Massage Therapy Journal*. Each issue includes sections that focus on body mechanics and self-care.
- Be sure to get plenty of rest and drink lots of water.
- Find a mentor and expand your understanding of the profession while building your network of massage therapists. Participate in amta's mentoring program.
- Get involved! Consider all possibilities on campus and with professional organizations.
-



- Learn something new every day!

Hygiene: It's Personal

Developing good hygiene habits early in your career is essential for the health of you, your clients and your massage practice.

- **Working with your hands works up quite a sweat!** Keep deodorant on hand and reapply as needed, or pack a spare clean shirt and change halfway through your work day.
- **Many people are sensitive to scents.** Use unscented lotions, deodorants, soaps, hair products and laundry detergents whenever possible, and do not wear any perfume, cologne or fragrance oil to work.
- **long hair should be pulled back** or kept out of your face so it doesn't distract you or your client while performing a massage. Wear a sweat band as needed so you don't drip sweat on your client.
- **Keep your nails trimmed short**, well-groomed and unpolished. Keep nail files handy; trim hangnails and smooth any rough edges on fingers (calluses). No fake nails! Fake nails harbor all sorts of bacteria and germs.
- **Make sure to completely cover any open cuts** or wounds on your hands or forearms. You may choose to wear gloves during the massage. This will minimize the transmission of any infectious bacteria. Inform your client of any wound dressings you are wearing.
- **Make sure your breath is fresh.** Keep a toothbrush and toothpaste on hand, use mouthwash or mints throughout the day. Avoid gum, as popping and chewing gum can distract your client during a massage session.
- **Dress comfortably yet professionally.** Make sure your clothes fit properly, are in good repair and that you're wearing short sleeves.
- **Remove jewelry and piercings** except for post earrings. These are a huge source of bacteria as well as a safety factor.
- **Wash your hands regularly** throughout the day, before and after each client session and before and after you touch your computer or phone.

- **If you're sick, stay home!** Give the same advice to your clients, too. Have portable tissue packs and cough drops on hand in case you need to turn a client away as a "get well soon" gift.



Hygiene: For Your Treatment Room

A clean, organized practice is memorable to clients and keeps them coming back for more!

- **Use fresh linens** with each client, every time. This includes towels, base and top sheets, blankets, and face cradle covers. Have a covered hamper or bin in your treatment room for used linens and make sure to wash your hands after touching used linens and before touching clean ones.
- **Wash all your linens** in hot water and dry them thoroughly on high heat. Check the dryer as soon as you can after the cycle finishes. If linens are still damp to the touch, set the dryer for another cycle. Do not let them sit damp in the dryer.
- **Sanitize your massage table** and let it air dry. Disinfect doorknobs, face cradle, and other commonly touched surfaces in your treatment room between each client. Don't forget about your pens, stereo, light dimmers or switches, and coat or clothing hooks, too.
- **Sanitize all chairs or stools** and any other surface that the client has sat on. Many clients sit down on a chair unclothed to get dressed.
- **Keep all linen, oil and lotion bottles, face cradles and other sanitized equipment off the floor.**
- **Don't keep food or beverages** in your treatment room.
- **Sanitize lotion bottles and dispensers after every client session.** These items get touched a lot in the course of a massage session and need the same hygienic care as any other item in your treatment room.
- **Consider investing in an air purifier** for your treatment room to improve the indoor air quality for both you and your clients. Open your treatment room door periodically throughout the day to allow fresh air to circulate.
- **Empty your treatment room trash can** at least once a day. Don't forget to change the trash bag or liner, too.
- **Clean the floor and walls of your treatment room** at least once a week. Keep

an alcohol based solution on hand in case something spills on the floor. Dust artwork, vent covers, corners and baseboards to make sure any hair and dust is removed. Lift garbage cans and other moveable items to clean under them, not around them.



Communicating with Clients

Good communication is critical to building a strong client base. Having clear communication channels in place will help you support your clients, develop your abilities and grow your business!

Here are some tips to help you strengthen this essential skill:

Thoroughly explain your services, policies and procedures prior to giving the massage.

Be an active listener. Your client needs your full attention so you can best understand what they are communicating. Ask questions, but be careful not to interrupt.

Take your time when you are speaking, so you are conveying information clearly and effectively. Massage therapy may be new to some of your clients. Be sure to ask if your client has had a massage before and what that experience was like.

Be careful about using clinical terminology when speaking with a client. This may be confusing to someone who is not familiar with massage therapy.

Discuss client history to determine if your client has conditions that contraindicate use of massage or specific modalities.

Be perceptive. Be mindful of your client's reactions. This will help to build trust and understand your client's physical and emotional boundaries.

Develop and propose treatment plans that will be the most advantageous to the client's health and healing. Explain how massage can improve personal health.

Provide guidance and information about postural improvement techniques as well as stretching and relaxation. Share the importance of self-care. Find relevant articles in **amta's Massage Therapy Journal (mtj)**.

Find a mentor and expand your understanding of the profession while building your network of massage therapists. Participate in **amta's** mentoring program. A mentor can help guide you to develop good communication strategies.



Thank your client and help them set up their next appointment