



## **Caldwell Community College and Technical Institute**

# **Massage Therapy Orientation Guide**

In this guide and admissions packet you will find information including costs, requirements, and details on how to prepare for class.

Caldwell Campus  
2855 Hickory Blvd, Hudson, NC 28638 828-726-2242

Watauga Campus  
460 Community College Drive, Boone, NC 28601 828-297-3811

Amy Swink  
Director, Health Services  
Program Coordinator, Massage Therapy  
aswink@cccti.edu  
828-726-2341

## TABLE OF CONTENTS

Health Services Overview	3
Program Overview	4
FAQs	5
Course Length, Attendance Policy, Outcomes and Grading Scale	6
Dress Code, Hygiene, Use of Electronics, Safety	7
Class, Lab, and Clinical Participation and Requirements	8
Bookstore Policy, WIOA and Scholarship Policy	9
The Learning Resource Center, Computer Usage Policy	9
Massage Therapy Course Costs	10
Textbooks	11
Registration Requirements	12
Program Specific Documents (required to be returned prior to registration)	13-22
COVID Clinical Acknowledgement Form	13
Health Services Clinical Guidelines for Exposure Incidents Form	14
Hepatitis B Vaccination Status, Intent, or Declination Form	15
Certification of Fitness Form	16
Professional Standards Acknowledgement Form	17
Massage Therapy Technical Standards	18, 19
Reading Proficiency and Assessment	20
Reading Test Request and Score Forms	21,22

# **MASSAGE THERAPY (MTH-3021)**

## **Health Services Overview**

**Welcome to Massage Therapy at Caldwell Community College!** You are embarking on a path leading to a rewarding career, congratulations!

Students seeking a career in Massage Therapy should possess the following qualities to be successful:

- The emotional maturity and stability to approach highly stressful human situations in a calm and rational manner
- The ability to make clinical judgement using critical thinking skills
- The ability to adhere to ethical standards of conduct, as well as applicable state and federal laws
- The ability to provide effective written, oral, nonverbal communication with clients, their families, colleagues, health care providers, and the public.

Aptitude required for this work includes good physical stamina, endurance and body conditions that would not be adversely affected. Examples of the physical demands associated with health services include, but are not limited to the following:

- Strength and Endurance - Frequently  
Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling
- Balance and Coordination- Frequently  
Stooping, Kneeling, Reaching, Manual Dexterity and Tactile Sensitivity
- Communication- Frequently  
Talking, Hearing, Seeing, Communicating verbally and in writing

Massage Therapy students should be dependable, goal-oriented, and ready-to-learn, as most subjects in this program will require additional homework outside of the classroom setting. Please allow two (2) hours of study time per subject covered with each course.

### **Internet and Computer Access**

This class utilizes Moodle, the college's online learning system, in a variety of ways. You will need to have access to an internet connection and a device, such as a computer, laptop, Chromebook, or tablet. The college does have a limited number of Chromebooks available to students on a first-come-first-served basis through the college library. You may learn more about that by emailing "Chromebook Loan" to <https://www.cccti.edu/library>.

### **Disability Services**

Should you need accommodations for any of these factors due to a physical or learning disability, please contact Disability Services. Students enrolled in any program or offering at CCC&TI who plan to request accommodations because of a disability should contact Disability Services as soon as possible each semester.

**Go to [cccti.edu](https://www.cccti.edu) homepage, scroll to bottom, listed on left side of webpage**

Caldwell Community College and Technical Institute is dedicated to equality of opportunity for its staff and students. CCC&TI does not discriminate against race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

## MASSAGE THERAPY (MTH-3021)

This course is designed to prepare the student for the certification examination required for the North Carolina licensure application process. Through class work and practical hands-on training, students obtain a solid foundation for professional practice as a Massage Therapist. Upon successful completion of the course, the student is eligible to sit for the MBLEx exam and apply for state licensure in North Carolina.

- In order to begin the application process, please complete all forms in their entirety. Due to limited space, only 16 students are accepted into each program. Therefore, it is very important to complete all components of the admission process and return the packet in a timely manner to the reception desk at:

Continuing Education Department  
*Attention: Amy Swink, Director Health Services*  
2855 Hickory Boulevard, Hudson, NC 28638 Office: E Building, Room 341  
OR  
460 Community College Drive, Boone, NC 28607, Reception Desk

Completed packets and interviews are accepted on a first come, first serve basis. **Incomplete packets will not be accepted.** For specific packet questions, please call 828.726-2341.

### **Competitive Admissions:**

Students, who successfully complete Massage Therapy training at CCC&TI and become Licensed Massage and Bodywork Therapists will receive three (3) points toward admission into the Physical Therapy Assistant program at CCC&TI

### **Educational Pathway Example:**

Massage Therapy training > Licensure by examination > Licensed Massage and Bodywork Therapist > Physical Therapy Assistant

### **Estimated Hourly Earnings:**

According to the Bureau of Labor Statistics website [www.bls.gov](http://www.bls.gov). The most current national hourly wage range is \$11.75 – \$ 37.31 with a median of \$22.55 for employees. The average annual wage is \$24,450 - \$77,600 with a median of \$46,910 (based on full time employment). Self-employed massage therapist salaries vary. Job outlook for 2021-31 is 20% (much faster than average). \*May 2021 You may find additional information at [ONetOnline.org](http://ONetOnline.org).

### **Employment Opportunities:**

- Chiropractic offices
- Home care agencies or Hospice
- Hospitals, Medical and Dental offices
- Retirement homes
- Self-employment
- Spas

## MASSAGE THERAPY (MTH-3021)

### FAQs

- Is massage therapy training required to become licensed in North Carolina?  
*Yes. The North Carolina Board of Massage and Bodywork Therapy (NCBMBT) requires an applicant to successfully complete a state approved training program consisting of a minimum 500 in-class training hours.*
  
- Once I complete the course, how do I become licensed?  
  
*1. You are required to apply for and pass the Massage and Bodywork Licensing Examination (MBLEx) given by the Federation of State Massage Boards ([www.fsmtb.org](http://www.fsmtb.org)) to be considered for licensure in North Carolina.*
  - What paperwork is required for the MBLEx?  
*A completed online application and fee payment is required.*
  
  - Should I send transcripts to the Federation of State Massage Therapy Boards (FSMTB) to apply to sit for the exam?  
*No, CCC&TI will provide education records to FSTMB; however, you must submit them to the NC Board of Massage & Bodywork Therapy when you apply for state licensure.*
  
  - What is the MBLEx application processing time?  
*Once your application is received, you will be notified by email within seven days. You will receive your Notice to Schedule; you will be allowed 90 days in which to schedule and take the exam.*
  
  - How much does the MBLEx cost?  
*\$265*
  
- 2. You must also apply for licensure from the North Carolina Board of Massage and Bodywork Therapy ([www.bmbt.org](http://www.bmbt.org)) and pay the licensure and background check fees.*
  - Where do I get that application?  
*[www.bmbt.org](http://www.bmbt.org) > Therapists > Application Process*
  
  - How much does the application cost?  
*An application may be purchased online (Visa, MasterCard or Discover) for \$20.00. To obtain the online application you must complete the "Online Application Request". Upon receipt of the online request and the fee, an online application will be created specifically for the requesting individual. The login and password information as well as the detailed instructions for the application process will be sent to the email address included in the request. You will be able to login to this application as much as you want until you have completed or uploaded all the required information.*
  
  - How much is the licensure and background fees?  
*\$190.00*

For additional information, go to: [www.cccti.edu](http://www.cccti.edu) > Attending CCC&TI > Corporate and Continuing Education or E-mail [aswink@cccti.edu](mailto:aswink@cccti.edu)

# MASSAGE THERAPY (MTH-3021)

## COURSE DESCRIPTION

This course is designed to prepare the student for the certification examination required for the North Carolina licensure application process. Through class work and practical “hands-on” training, students obtain a solid foundation for professional practice as an entry level Massage Therapist. Upon successful completion of the course, the student is eligible to sit for the certification exam and apply for state licensure in North Carolina.

## COURSE LENGTH

- 660 Hours

## COURSE OUTCOMES

CCC&TI challenges students to be learners who assume responsibility for being a part of a community of scholars. Student's presence and participation in the classroom is an important component of this challenge. It is each individual student's responsibility to be accountable for their actions, their study habits, and their performance. Therefore, each student is expected to adhere to the following:

## ATTENDANCE

- This is a 660 hour-seated class and each student is expected to attend class/lab/clinical for the entire required hours.
- Being absent more than ten-percent of the class hours will result in dismissal from the program. Three incidents tardy equal one absence. A tardy is being late from 1 to 59 minutes or leaving early from 1-15 minutes. Arriving more than one hour late to class or leaving class more than one hour early will equal a full day absence. There are no “excused” absences. It is the student’s responsibility to keep up with any absences or incidents of tardy separate from the program coordinator.
- If possible, notify your instructor in the event of an emergency and you must miss class/lab/clinical prior to the beginning of your assigned class/lab/clinical time.
- If student has an emergency and misses any time during clinical, that time cannot be made-up, but the work must be made-up.
- Students are expected to be ready to start class at the class assigned start time and remain for the entire class time.
- Adhere to break time(s) as set by instructor.
- It is the student’s responsibility to communicate with their instructors to make-up any missed work (book, laboratory, skills, exams, etc.) Some classes do allow make-up work, but hours cannot be made up.
- Transportation costs to and from class, clinicals and other required trips/sites are the sole responsibility of the student.
- **A trip to Raleigh for a Board Meeting is required of all Massage Therapy students.** All efforts will be made to provide a bus large enough for transporting the entire class. *However, it is the responsibility of the student to provide reliable transportation to and from the meeting if a bus cannot be obtained.*

## COURSE GRADING SYSTEM

Grading scale:

90-100 = A	Satisfactory is 70 - 100
80-89 = B	
70-79 = C	Unsatisfactory is 70 or below

\*Students are required to maintain a grade of C or above to satisfactorily complete the course.

## MASSAGE THERAPY (MTH-3021)

### DRESS CODE AND HYGIENE

- Dress in the required uniform for class/lab/and clinical each day of class. This includes black scrubs for Massage Therapy with black closed-toe closed-heel non-skid shoes, and black or gray socks. Uniforms should be laundered, pressed, and in good repair and appropriate in length (not dragging the floor, etc.). Your CCC&TI ID badge worn left chest, and CCC&TI patch pinned to right chest.
- Fingernails must be the natural nail, short, clean, and no polish. No artificial nails.
- Hair must be up and off the collar during lab and clinical.
- Practice good personal hygiene and be free from body odor. **Avoid wearing all perfumes and colognes, or essential oils in class. Avoid strong fragrances such as fabric softeners or detergents. Avoid smoking immediately prior to class.**
- Do not wear jewelry that will scratch or rip skin. No bracelets, wrist watches, or rings allowed.
- Visible body jewelry must be removed or covered with discreet band aids. One pair of stud-style earrings are permitted in the ear lobe.
- Explicit or tattoos with possibly offensive content must be covered up while in the clinical setting. If you have a question about a tattoo, please reach out to the Program Coordinator.

### USE OF ELECTRONIC DEVICES

- Cell phones and other electronic devices are not permitted in the classroom, laboratory, or clinical settings.
- Cell phones will be turned off during class time and stored in backpacks and/or pocketbooks during class and lab time. You may check your phone during breaks.
- If you must use your phone, quietly exit the room. Overuse of this privilege could result in being asked to leave the class for the rest of the day.
- Students may not share any class/clinic/college information on social media. This includes photos of classmates and instructors.

Students should abstain from posting any embarrassing, threatening, or harassing statements on any social media. Remember future employers may check social media prior to hiring potential employees.

### SAFETY

All students in this course will comply with all general safety rules, which apply to the type of activity in progress in each class. Violations of course safety rules could result in grade penalties and/or other appropriate disciplinary action such as dismissal from the course.

## **MASSAGE THERAPY (MTH-3021)**

### **CLASS / LAB / CLINICAL PARTICIPATION & STUDENT EXPECTATION POLICY**

Caldwell Community College and Technical Institute challenges students to be learners who assume responsibility for being a part of a community of scholars. Student's presence and participation in the classroom is an important component of this challenge. Furthermore, as a part of its mission, CCC&TI offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork.

- Students will not disclose confidential information about the college, its employees, its students or any client, patient, or resident at any clinical site. Unauthorized disclosure of confidential information may result in immediate dismissal from the massage therapy program.
- Students will abide by all the policies of CCC&TI, the Massage Therapy Handbook, and all the policies of the clinical facility assigned. Failure to abide by these policies may result in immediate dismissal from the program.
- Students will adhere to parking regulations at CCC&TI as well as clinical sites.
- Students will maintain the dignity and rights of classmates, instructors, and clinic visitors
- Students will communicate appropriately and effectively with clients, their instructors, fellow classmates, and other care team professionals in the clinical setting.
- Students may be required to have a criminal background check and/or drug screen at some clinical sites.
- Suspected use of alcohol, illegal drugs or being under the influence of drugs which impacts a student's ability to function in a normal capacity will be addressed by and is subject to class dismissal per college policy.
- The use of profanity and tobacco products in the class/lab/clinical setting is prohibited.
- Students must bring required materials and equipment to each class/lab/clinical session.
- Students must maintain proper, professional, and respectful conduct/behavior in the classroom/lab/clinical settings. Disruptive, disrespectful, or insubordinate behavior is prohibited.
- Cheating, copying, or sharing information (questions) on any exam, test, or quiz will result in a grade of zero (0) for that exam, test or quiz and the student will be referred to Student Services.
- Any open displays of prejudice, harassment, or discriminate against any person or persons because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin will not be tolerated and appropriate action will be taken.
- Students will work towards performing all skills correctly and safely in the class/lab/clinical setting. It is the student's responsibility to ask for guidance from the instructor in all situations that the student is not trained to handle and in all situations in which the student feels uncertain of his/her abilities.
- Student is expected to act responsibly and take the consequences for his/her action or inaction as appropriate.
- Food and drinks are not permitted in the classroom.

### **CLASSROOM ETIQUETTE & STUDENT HANDBOOK**

Students are expected to adhere to all college policies and procedures outlined in the CCC&TI Student Handbook and College Catalog which are available on the college's website or in Student Services. These policies and procedures include information regarding the student code of conduct, grievance procedures, disciplinary procedures, academic integrity, and emergency preparedness procedures.

Student handbook and college catalog are available online at the following web addresses:

<http://www.cccti.edu/Catalog/Default.asp>

<http://www.cccti.edu/Documents/CurrentEditions/StudentHandbook.pdf>



## MESSAGE THERAPY (MTH-3021)

### BOOKSTORE REFUND POLICY

While your textbooks are not required to be purchased at the bookstore, you should be aware of the refund policy. The bookstore does not recommend buying **any** Continuing Education class materials earlier than 14 days before class starts, as class schedules may change.

- Cash & Credit: 14 days from date of purchase with receipt.
- Check: Wait 7 days for check to clear the bank, 7 days after that to refund with receipt.

### WIOA, SPONSORSHIPS AND SCHOLARSHIPS

If you are receiving financial assistance or sponsorship through an external partner such as WIOA or a work scholarship, you will need documentation from the partner stating what expenses they are covering. This will be placed on your account through our Business Office.

1. You or the WIOA office must deliver your voucher to the business office prior to your bookstore visit.
2. You *may* charge your books **two (2)** business days before the class starts.
3. Bookstore employees normally must call the business office while you are in the store for your money to be put in your account.
4. Credit cards: Visa or MasterCard cardholder must be present with photo ID. Bookstore cannot take someone else's card unless they are in the store and provide photo ID.
5. Checks: You may use someone else's check, but a bookstore employee must write your driver's license # on the check.

### THE LEARNING RESOURCE CENTER (LRC) and Writing Center

Caldwell campus: Second floor E building

Watauga campus: W460

### COMPUTER USAGE POLICY

At times, this class may meet in the computer lab in order to utilize the equipment in the lab. During the times the class meets in the computer lab, students are **NOT ALLOWED** to check personal email (unless related to job search or resume completion) or access Facebook, Myspace, Twitter, etc. or access any website other than what the instructors permits. Any student caught misusing the computers or visiting sites that are not permitted, will be asked to leave the class. Students are expected to adhere to the Computer Usage Policy outlined in the Students Handbook.

**MASSAGE THERAPY  
(MTH-3021)**

<b>MASSAGE THERAPY COURSE COSTS</b>	
Registration	\$180.00
Campus Access fee	\$ 1.00
CPR Card	\$ 5.00
Malpractice Ins.	\$ 16.00
Student Accident Insurance	\$ 1.00
ABMP Exam Coach Online Resource	\$ 68.00
<b>Sub-Total</b>	<b>\$271.00</b>
<b><u>MUST BE PURCHASED AT COLLEGE BOOKSTORE &amp; LRC</u></b>	
College ID Take Correct Change (Hudson Bldg. E in Library) (Watauga W450 Bldg.)	\$ 2.50
<b>Sub-Total</b>	<b>\$ 2.50</b>
<b><u>REQUIRED PURCHASES FOR CLASS (estimates)</u></b>	
<b>Uniform:</b> Black Scrubs (2 sets). No capri-style pants. If skirt, knee-length & black tights required.	\$120.00
<b>Shoes:</b> Black closed toe & heel, non-skid shoes. Lace up, athletic preferred. Arch support suggested.	\$ 60.00
<b>Flannel Massage Sheets:</b> Natural or Ivory color required. (2 sets)	\$ 36.00
<b>Background Check:</b> Non-Certified Criminal Background Check (Clerk of Court's Office)	\$ 2.50
<b>Required Textbooks:</b> See list on page 11	\$387.88
<b>Massage Table</b> *Do not purchase until discussed in class	\$550.00
<b>Lotions/Oils and Holster</b> *Do not purchase until discussed in class	\$ 30.00
<b>Total for Course and Estimated Supply Costs</b>	<b>\$1,186.38</b>
<b><u>ADDITIONAL FEES FOR REQUIRED LICENSURE</u></b>	
<b>MBLEx Licensure Exam</b> – (Paid to the Federation of State Massage Boards)	\$265.00
<b>Licensure Fees</b> – (Paid to the NC Board of Massage & Bodywork Therapy)	
Application fee	\$ 20.00
License Fee	\$150.00
SBI Background Check Fee	\$40.00
<b>Total Fees Required for Exam &amp; First Licensure to Practice</b>	<b>\$475.00</b>
<b>Approximate Cost to complete Massage Therapy Program and obtain first Licensure</b>	<b>\$1934.88</b>

**NOTE:**

1. Prices are estimates and subject to change. For scrubs and shoes, you may want to visit Outfitters (828-394-4420) in Hudson or Boone Drug on Deerfield (828-264-3055)
2. Wait to purchase a massage table and lotions/oils and holster until the instructor reviews the tools of the trade in class.

**MASSAGE THERAPY  
(MTH-3021)**

**TEXTBOOKS**

<b>Massage Therapy Required Book List</b>			
<b>*Indicates Optional Texts</b> (recommended reading, but not required for class) Check the edition number carefully.			
Massage Therapy Principles & Practice, <b>7<sup>th</sup> Ed.</b>	Susan Salvo	<b>9780323878159</b>	\$ 102.00
Applied Anatomy & Physiology for Manual Therapists <b>2<sup>nd</sup> ed</b>	Pat Archer & Lisa A. Nelson	<b>9780998266367</b>	\$82.00
Review Guide, Applied Anatomy & Physiology for Manual Therapists, <b>2<sup>nd</sup> ed.</b>	Pat Archer & Lisa A. Nelson	<b>9780998266374</b>	\$35.99
Mosby's Pathology for Massage Professionals, <b>5<sup>th</sup> Ed.</b>	Susan Salvo	<b>9780323765213</b>	\$84.99
Trail Guide to the Body <b>6<sup>th</sup> ed.</b>	Andrew Biel	<b>9780998785066</b>	\$96.99
Trail Guide to the Body Student Workbook, <b>6<sup>th</sup> ed.</b>	Andrew Biel	<b>9780991466672</b>	\$32.95
Trail Guide to Movement, <b>2<sup>nd</sup> ed.</b>	Andrew Biel	<b>9780998785059</b>	\$55.95
<b>Total for REQUIRED textbooks:</b>			<b>\$387.88</b>
<b>OPTIONAL Recommended Resources</b>			
*Trail Guide to the Body App Bundle (6 <sup>th</sup> Ed.)	Andrew Biel	Apple Store or Google Play	\$19.99
*The Ethics of Touch (3 <sup>rd</sup> Ed.)	B. Benjamin & C. Sohnen-Moe	9781882908448	\$38.95
*Business Mastery (5 <sup>th</sup> Ed.)	C. Sohnen-Moe	978-1-8829080-5-9	\$43.95
*The Psychology of the Body (E-textbook)	E. Greene & B. Goodrich-Dunn	978-1-284-20992-1	\$51.97

1. You will need the first three books on the list on first day of class. The order of need is subject to changed based upon scheduling.
2. Each subject utilizes the online resources that come with the textbook.
3. Optional recommended resources are not required for success in the program.

**MASSAGE THERAPY  
(MTH-3021)**

**MASSAGE THERAPY REGISTRATION REQUIREMENTS**

All items below must be submitted to: **Caldwell Community College & Technical Institute  
2855 Hickory Blvd. Hudson, NC 28638, Attention: Amy Swink, H-149 \***

Once your packet is received the coordinator will call you to schedule an interview, which is required **prior** to registration.

- \_\_\_\_\_ 1. **Photo ID** (government issued; current, name must match social security card)
- \_\_\_\_\_ 2. **Social Security Card** (signed; name must match photo ID)
- \_\_\_\_\_ 3. Copy of **High School Diploma OR High School Equivalency OR College Diploma OR Transcripts**
- \_\_\_\_\_ 4. **Immunization Documentation:** *Questions regarding immunizations should be directed to your healthcare provider for his/her recommendation of need, based upon age, health concerns and current CDC guidelines. If there are special considerations, the provider must document the need on letterhead or office stamp for validation.*
  - DPT (3-5 doses), or Tetanus Booster or Tdap within past 10 years
  - Measles, Mumps, Rubella (MMR) (2 doses/ positive blood titer)
  - Influenza (flu) (1 dose annually during flu season)
  - Varicella (chicken pox) (2 doses or blood titer= $\geq$ 1.09)
  - Tuberculin Skin Test (TST) - current, negative, or documentation of (negative) chest x-ray
  - Hepatitis B - (3 shots **OR** Positive Hepatitis B titer **OR** Declination)
  - Covid vaccination may be required by clinical facilities\*
- \_\_\_\_\_ 5. Copy of **Receipt for Professional Massage** within the last 3 months.
- \_\_\_\_\_ 6. Signed **Covid Vaccine Massage Therapy Clinical Acknowledgement** form
- \_\_\_\_\_ 7. Signed **Health Services Clinical Guidelines for Exposure Incidents** form
- \_\_\_\_\_ 8. Signed **Hepatitis B / Declination** form
- \_\_\_\_\_ 9. Copy of **Non-Certified Criminal Background Check** – cover the last year
- \_\_\_\_\_ 10. Completed **Certification of Fitness** form to attend Massage class
- \_\_\_\_\_ 11. Signed **Acknowledgement of Professional Standards** form
- \_\_\_\_\_ 12. Initialed **Massage Therapy Technical Standards** 2-page form (pgs. 19, 20)
- \_\_\_\_\_ 13. Copy of your **Reading Placement Test Score** form (*provided by the testing center or pg.22*)

**Completed packets are accepted on a first come, first serve basis.** Incomplete packets will not be accepted and interviews will not be scheduled without complete packet. For specific packet questions, please email Ms. Swink [aswink@cccti.edu](mailto:aswink@cccti.edu) or call 828.726.2341 and leave a voicemail with your contact information.



## COVID Vaccine Massage Therapy Clinical Acknowledgment (MTH-3021)

Health Services students who participate in clinical rotations are **required to meet all onboarding requirements** of the assigned clinical agency including submitting a record of their immunizations against communicable diseases.

In order to ensure the safety of their patients and staff, many healthcare facilities are now mandating that employees, school faculty and students who are entering their institutions document proof of vaccination for COVID. While Caldwell Community College and Technical Institute does not currently require COVID vaccination, Health Sciences students **may be required** by the clinical sites to produce documentation of vaccination against COVID 19. **Failure to do so may result in a student being declined a clinical spot by the clinical agency.** It is the student's responsibility to request any medical or religious exemptions from the clinical agency.

By signing this form, I acknowledge that I understand that in order to participate in clinical education I may be required to document vaccination status against COVID. **Inability to complete clinical requirements for my program will result in failure to progress and dismissal from the program.**

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Printed name of student

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Student Signature

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Date

**MASSAGE THERAPY  
(MTH-3021)**

**Caldwell Community College and Technical Institute  
Health Services Clinical Guidelines for Exposure Incidents**

Health Services students are at risk for exposure to blood and body fluids that may be contaminated with the Hepatitis B virus, the Hepatitis C virus, the Human Immunodeficiency virus (HIV) and other potentially harmful or contagious pathogens while in the lab and/or clinical setting. Information about bloodborne pathogens and how to protect oneself and others from exposure is taught before the student's first clinical experience. It is imperative that students always follow standard precautions when working with patients/clients in any type of lab and/or clinical setting. **In the event of exposure to blood or body fluids, it is the responsibility of the student to arrange and pay for initial and post-exposure medical follow-up and care.** Following exposure to blood or bodily fluids, the student should take the following steps immediately:

1. Clean area thoroughly depending on the are exposed.
  - a. Skin exposure with blood – wash the area with antimicrobial soap and water for at least 15 seconds.
  - b. Contaminated needle stick or contaminated puncture or cut with sharp object – wash the area with antimicrobial soap and water for at least 15 seconds.
  - c. Eye exposure – rinse/flush eye with 1000 mL of water, sterile saline, or eye irrigating solution for at least 15 minutes.
  - d. Mucus membranes (mouth or nose) – rinse/flush the area with water or sterile saline.
2. Report exposure to your lab/clinical instructor, preceptor/supervisor immediately after taking the above preventive measures. If lab/clinical instructor/preceptor/supervisor is not a CCC&TI faculty member, then report the exposure to the lab/clinical coordinator of the student's health services program. The lab/clinical coordinator will assist the student in completing a CCC&TI accident report.
3. Determine the nature of the exposure and determine if there was exposure to body fluids or blood. Assess the integrity of the skin exposed to body fluids or blood.
4. Follow the agency policy for occupational exposure, testing, or post-exposure medications as indicated. If the clinical agency does not provide baseline testing and/or prophylaxis the student will need to call their primary care provider immediately.
5. Further testing, medical follow-up, and post-exposure medications will be with the student's primary care physician or local health department at the student's expense.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

**Caldwell Community College and Technical Institute  
Continuing Education and Workforce Development  
(MTH-3021)**

**HEPATITIS B VACCINATION STATUS, INTENT, OR DECLINATION FORM**

I understand that close personal contact with individuals may increase my risk of acquiring the hepatitis B virus (HBV) infection.

**By initialing and signing this form** where appropriate, I acknowledge that I have read the information provided regarding HBV and have had adequate opportunities to ask questions regarding the material, and I agree to its content.

Select one statement below to initial and then print and sign your name, date this document, and return to your instructor.

- \_\_\_\_\_ **I decline the hepatitis B vaccination at this time.**  
Initials I understand that I continue to be at risk for contracting this disease but hold Caldwell Community College and Technical Institute harmless should I contract the disease. Should I decide to receive the HBV vaccination series while participating in a health course through CCE, I will notify my instructor and clinical supervisor and will provide documentation of the vaccine(s) when given.
- \_\_\_\_\_ **I have previously received the series.**  
Initials I will present proof of immunization.
- \_\_\_\_\_ **I am currently receiving the series.**  
Initials I will submit proof of immunization at the time received.
- \_\_\_\_\_ **I am immune to hepatitis B.**  
Initials Antibody testing (titer) has revealed immunity. I have attached documentation of the test.

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**CERTIFICATION OF FITNESS TO ATTEND MASSAGE SCHOOL  
(MTH-3021)**

This form must be signed by a licensed physician, nurse practitioner, or physician's assistant attesting to the student's physical and mental well-being. This statement of good health is also required as part of the application to take the licensure examination, upon successful completion of the massage therapy program.

While using proper body mechanics, massage therapy students learning techniques and performing techniques with clients, must be able to stand for long periods of time, squat, stoop, kneel, reach, lift, carry, push, pull, and always maintaining balance. Motor coordination is necessary for their safety and the safety of their clients. They must have manual dexterity and tactile sensitivity, as well as good communication skills. They must have the mental health and emotional capacity to approach highly stressful and sensitive human situations in a calm and rational manner, as well as the ability to make clinical judgements using critical thinking, and the ability to recognize and adhere to ethical standards of conduct.

I have examined student, \_\_\_\_\_, on the date of \_\_\_\_\_ and certify that in my professional judgment, this student is in good mental and physical health, and is capable of performing all physical requirements of the Massage Therapy Training Program at Caldwell Community College and Technical Institute, with the following restrictions:

\_\_\_\_\_ None

\_\_\_\_\_ Restrictions are specifically listed below:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**Signature or Clinic Stamp REQUIRED:**

_____ Signature of Physician/Physician's Assistant/Nurse Practitioner		_____ Date	
_____ Print Name of Physician/Physician's Assistant/Nurse Practitioner		_____ Area Code/Phone Number	
_____ Office Address	_____ City	_____ State	_____ ZIP Code



**A SIGNED COPY OF THIS ACKNOWLEDGEMENT MUST BE ON FILE FOR ALL  
MESSAGE THERAPY STUDENTS  
(MTH-3021)**

**PROFESSIONAL STANDARDS ACKNOWLEDGEMENT**

This college must comply with the North Carolina Board of Massage and Bodywork Therapy criteria. Students are required to obtain a satisfactory criminal background check. The cost for background checks are the responsibility of the student. Students with unsatisfactory findings may not be allowed to participate in the clinical components of the program. Inability to participate in the clinical component will result in failure of program progression and termination from the program. Any dispute concerning unsatisfactory background findings will be between the student and the party providing the service. The North Carolina Board of Massage and Bodywork Therapy will also require a background check and requires that any of the following be reported and explained during the licensure application process as per section .0201(23)(A-Q) of the Rules and Regulations of the Board:

- (A) charged with, arrested for, convicted of, or plead guilty or no contest to a violation of any law;
- (B) had a driver's license canceled, suspended or revoked;
- (C) pending charges in any state or jurisdiction;
- (D) violated any federal or state statute or rule which relates to massage and bodywork therapy or any other healthcare profession;
- (E) obtained or attempted to obtain compensation by fraud or deceit;
- (F) involved in a civil suit related to your practice of massage and bodywork therapy or other healthcare profession;
- (G) had any judgments entered against you;
- (H) expelled, fired, asked to resign or otherwise suspended from any educational institution;
- (I) fired, asked to resign or otherwise suspended from employment;
- (J) denied a massage therapy license or a license for any other healthcare profession;
- (K) had a license revoked or suspended;
- (L) have any formal disciplinary charges pending or action taken by any massage or bodywork therapy licensing board or medical board;
- (M) been diagnosed with a mental illness;
- (N) been diagnosed as being dependent on alcohol or drugs;
- (O) abused alcohol or drugs;
- (P) been evaluated or treated for mental health or substance abuse issues;
- (Q) used any drug or alcohol to the extent it adversely affected your professional competence or employment

Message I have read and understand the policy for required criminal background checks/drug screens as it relates to my eligibility for progression to clinical in the Massage Therapy program at CCC&TI. No guarantee has been made to me regarding clinical site(s), dates, times, etc., or successful licensure by the North Carolina Board of Massage and Bodywork Therapy. I hold my instructor and CCC&TI harmless in all the matters.

**Print Name:** \_\_\_\_\_ **Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Massage Therapy Technical Standards – Page 1

Please read and initial in each area signifying you have read and understand the technical standard. If you have questions or concerns, please ask before signing. By initialing this document, you are agreeing to maintain these standards.

**Criterion: Cognitive  
Standard:**

- A) Ability to measure, calculate, reason, analyze, integrate and synthesize information.
  - 1) Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.
  - 2) Example: Apply broad class concepts to unique client situations.
  - 3) Example: Concentrate to correctly perform therapeutic massage procedures within their scope of practice and document appropriately.
  - 4) Example: Make correct judgments on seeking consultation or supervision in a timely manner.
  - 5) Example: Respond appropriately to constructive feedback.

\_\_\_\_\_ I understand and agree that I meet and will observe the standard as described above.

**Criterion: Communication  
Standard:**

- A) Appropriate interpersonal interaction with other students, faculty, staff, patients, family and other professionals.
  - 1) Example: Establish and maintain a professional relationship with clients and colleagues.
  - 2) Example: Demonstrate appropriate impulse control and professional level of maturity.
- B) Effective communication with others, both verbally and in writing.
  - 1) Example: Effective communication with others, both verbally and in writing. Students must demonstrate proficiency in English (per Section .500 – Standards of Professional Conduct of the Practice Act and Rules of the Board of Massage and Bodywork Therapy).
  - 2) Example: Explain procedures and treatments, document actions, record client responses to treatment in a professional manner.
  - 3) Example: Convey information in a clear, professional and timely manner.
  - 4) Example: Listen and respond to others in an accepting and respectful manner.

\_\_\_\_\_ I understand and agree that I meet and will observe the standard as described above.

**Criterion: Motor Skills  
Standard:**

- A) Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
  - 1) Example: Participate, within reasonable limits, to safely assist a patient in moving; for example, assisting patients with crutches, walker, or a cane or transferring patients from an exam table to a wheelchair (support clients weighing 125 – 350 lbs. as they move onto and off of massage tables and chairs).
  - 2) Example: Manipulate equipment to perform treatments (lift and carry 40-50 lbs.).
- B) Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.
  - 1) Example: Participate completely in classroom activities.
  - 2) Example: Participate fully in required activities in clinical setting including extended periods standing, lifting equipment and performing techniques that are reflective of the general practice of massage therapy, such as lifting client's limbs and moving them through range of motion exercises, both passive and active, and/or stretching and traction.

\_\_\_\_\_ I understand and agree that I meet and will observe the standard as described above.

## Massage Therapy Technical Standards – Page 2

### Criterion: Professional Conduct

#### Standard:

- A) Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
  - 1) Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
  - 2) Example: Maintain mature, sensitive and effective relationships with clients, colleagues, faculty, staff and other professionals.
  - 3) Example: Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.
- B) Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
  - 1) Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
- C) Incorporate professional standards of practice into all activities.
  - 1) Example: Maintain client and classmate confidentiality at all times. Report any concerns to my instructor of the day and the program coordinator immediately.
  - 2) Example: Engage in client care and be able to deliver care to all client populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults.
  - 3) Example: Work effectively with a team in an academic or professional setting.
  - 4) Example: Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.
  - 5) Example: Refrain from using profane or inappropriate communications.
- D) Demonstrate integrity and accountability in clinical and academic settings.
  - 1) Example: Complete all assignments in a timely manner while adhering to the CCC&TI code of ethics.
  - 2) Example: Respond appropriately to constructive feedback.
  - 3) Example: Take all tests and final examinations as scheduled.
- E) Present self in a professional manner in clinical and academic settings.
  - 1) Example: Attend clinical following uniform policy, including appropriate hygiene with no detectable scents or odors.
  - 2) Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.
- F) Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.
  - 1) Example: Use online learning management system to collect course information.
  - 2) Example: Utilize the internet to collect current information from appropriate sources to provide appropriate client care.
  - 3) Example: Communicate via e-mail in a professional and ethical manner.

\_\_\_\_\_ I understand and agree that I meet and will observe the standard as described above.

### Criterion: Sensory

#### Standard:

- A) Hearing sufficient to assess health needs.
  - 1) Example: Be able to efficiently complete a client interview.
  - 2) Example: Be able to communicate with client during treatment process.
- B) Vision sufficient for assessment necessary to deliver therapeutic massage care.
  - 1. Example: Observe a patient accurately, at a distance and close at hand.
  - 2. Example: Accurately interpret non-verbal communications.
  - 3. Example: See a change in skin color.
- C) Sense of touch sufficient to perform therapeutic massage treatment and to detect movement.
  - 1. Example: Pulse detection for client safety. Palpate muscles.

\_\_\_\_\_ I understand and agree that I meet and will observe the standard as described above.

**Caldwell Community College and Technical Institute  
Continuing Education and Workforce Development  
(MTH-3021)**

**Reading Proficiency Requirement and Assessment Information**

The North Carolina Board of Massage and Bodywork Therapy requires proof of English proficiency to be licensed. The Continuing Education department accepts proof of successful completion of one of the following within the previous two years: a College English class, SAT (300), Enhanced ACT (16), CASAS (239), or a completed college degree within five years of class.

Should you not have one of the items listed, you will be required to take a CASAS reading assessment. The assessment will take approximately 75 minutes. If you test and score below the required score for your program, you will be allowed to retest once. If you still fail to place above the necessary score for your program, you will have the opportunity to attend reading improvement classes before testing again and should discuss these classes with a Transitional Studies advisor. Once you have successfully completed the assessment, you will have the information that you will need to proceed further. **Student must make an appointment on either campus and provide a Photo ID before testing.**

The Caldwell campus testing center is in the John A. Forlines Building (F bldg.), 1<sup>st</sup> Floor, Room 153 and their number is 828-726-2719.

The Watauga campus testing center is in Student Services, Building W460 Room 109 and their number is 828-297-3811.

**Please take this page and the following two forms to your testing center appointment (pages 20 and 21).** Upon completion of your assessment, they will complete the form on page 21 and return it to you, allowing you to register for the Massage Therapy class. They will also send a copy or notify the coordinator of your testing status.

**Instructor Request for CASAS Level D Reading Test  
(MTH-3021)  
Caldwell or Watauga Campus  
Standing Request – Part 1 of 2**

1. **Instructor/Coordinator:** Amy Swink                      **Phone:** 828-726-2341                      **Email:** aswink@cccti.edu
2. **Course title, prefix, and section number:** Massage Therapy, MTH-3021-xxx
3. **Test:** CASAS Level D
4. **No aids are allowed** unless they have previous accommodations on file and supply those to you.
5. **75 minutes** is allowed for taking this test. **Scantron is not required.**
6. **Sessions allowed for this test:** 1 per test, may test twice before seeking assistance from Transitional Studies.
7. **Testing start date:** As requested by student with schedule appointment.
8. **Please send an email to aswink@cccti.edu at the Hudson Caldwell campus denoting Pass/Not Passed status.**
9. **Please complete the Ready to Register form and give it to the student upon receiving a PASS score so that they may register for the course while on campus.**

**Thank you,  
Amy Swink**

**Massage Therapy Reading Assessment and Registration Form – Part 2 of 2  
(MTH-3021)**

**Testing Administrator**, please complete this form and return to student so they may register for class.  
Thank you!

**Student**, please schedule your interview with **Amy Swink, 828-726-2341** prior to registration.

**A. Reading Assessment:** (choose one)

\_\_\_ College English class, \_\_\_ SAT (300), \_\_\_ Enhanced ACT (16), \_\_\_ CASAS (239),

\_\_\_ completed college degree within five years of class

**OR**

**CASAS Level D Assessment from Testing Center:**

**Student Name:** \_\_\_\_\_

**Date of Test:** \_\_\_\_\_

**This student PASSED the CASAS Level D:** (signature of testing personnel): \_\_\_\_\_