

Admissions Process

The Admissions Committee is led by the Admissions Department and includes the Director of Admissions, the Executive Director and members of the staff and faculty. Its mission is to admit students who show potential to succeed in the curriculum and in a massage therapy career.

It is important that individuals who apply to the program become familiar with massage by receiving bodywork and learning about its techniques and qualities. The Admissions Committee suggests that applicants receive several professional massages and that they consider taking one or more introductory massage or other bodywork-related classes before applying. Practicing nonprofessional massage with friends or loved ones is important.

Potential students should reflect on their reasons for applying to the program, and research whether massage therapy is a profession that fits their skills and career goals. PMTI conducts information sessions to familiarize prospective students with the Professional Training Program several times a year. Anyone interested in enrolling in the program is strongly encouraged to attend. Please contact PMTI for information session dates and times.

The Admissions Committee uses specific criteria to evaluate each applicant's ability to successfully complete the program. PMTI will give greater consideration to applicants who have explored massage therapy or other health and touch modalities, and who are able to discuss massage therapy with awareness and sensitivity.

Massage therapy training is physically demanding and requires movement, exertion, and mental and emotional focus. Some medical limitations and conditions may preclude participation in this program, and certain conditions may be contraindicated for giving or receiving massage. PMTI reserves the right to determine whether applicants and students have physical, mental or emotional conditions that would interfere with participation in the program. Consult your authorized health care provider or PMTI for further information. PMTI has graduated students who have had visual or hearing impairments, and will make reasonable accommodations in accordance with the Americans with Disabilities Act.

Please note: Criminal convictions may affect a student's ability to receive professional credentials. It is the student's responsibility to check the state regulations of any jurisdiction in which they may wish to practice.

** If literacy in English is determined to be an issue during the interview process, PMTI will formally assess the applicant's comprehension skills through the Wonderlic Verbal Basic Skills Test.*

Application Procedure

To apply for the program, complete an application online via PMTI's web site at www.pmti.org/apply -- or request a

copy of the application from the Admissions Department by phone at any time. An application is considered valid when the applicant has accurately and fully completed materials in the packet and returned them with the application fee of \$100*.

**This fee is charged to cover the cost of processing the student's application and is in no way related to the cost of or payment of tuition. This application fee shall be refundable if the student chooses not to enroll in the program or if the student withdraws from the program within seven calendar days after signing an Enrollment Agreement.*

The Director of Admissions screens all applications for completeness. The Admissions Committee then reviews applications and invites qualified applicants for personal interviews. PMTI notifies applicants promptly when they have been accepted into the program. Applicants may call to consult with the Director of Admissions at any time during the application process.

Professional Training Program Requirements

- Applicants must be at least 18 years of age or older
- High school diploma, GED, or college transcript
- Demonstrated literacy in English (*see below left**)
- Physical ability to give and receive massage on a weekly basis (as determined by student's authorized health care provider)

The Applicant must provide the following required materials:

- Completed Application form, including proof of age
- **Education documentation (transcript or GED)**
- Written statement of purpose for application
- Two personal references
- Massage Journal describing a recent massage, received as part of the application process from a PMTI graduate or an AMTA or ABMP professional member/practitioner
- Medical/health history form
- Application fee (\$100)

***The Applicant must complete a required interview with an Admissions Committee member and be accepted by the full Committee.**

Suggested Guidelines for Success in the PTP

- 18-month students should have the ability to devote about 20 hours each week to classes and study
- 9-month students should have the ability to devote about 35-40 hours each week to classes and study
- A flexible schedule allowing weekend, day and evening commitments in addition to regular weekly classes
- Necessary financial resources, or, eligibility for Federal Financial Aid.

Due Dates

Class sizes are limited and the program sometimes receives applications from more individuals than can be included in a start. Prospective students are encouraged to apply early. Candidates should be prepared to begin the application process at least four weeks prior to the start of the program, to ensure that they have enough time to complete all of the steps involved and, if accepted, to prepare for enrollment.

Tuition and Financial Information: 18-Month Program

The total cost of tuition payable to PMTI is \$12,900.00. If tuition is financed, \$764.45 is charged as interest at 5% per annum. An additional \$100.00 is paid as an application fee, bringing the total cost of the base program to \$13,764.45. Fees for materials and activities associated with the program are estimated below and were calculated in compliance with the Maryland Higher Education Commission regulations and are subject to change. Tuition fees cover student liability insurance and all classroom resources, including handouts.

The student will incur additional costs for the purchase of necessary books, supplies, and equipment. The student may purchase required books, supplies and equipment from PMTI or on the open market*. Required books, supplies, equipment and related program costs are estimated as outlined below:

1. **Textbooks:** \$496.74 if purchased individually at PMTI

Segment 1-

<i>Educated Heart: Professional Boundaries for MTs & Bodyworkers</i> , 4th Edition, McIntosh	\$65.00
<i>A Massage Therapist's Guide to Pathology</i> , 6th Edition, Werner	\$76.99
<i>Essentials of Human Anatomy & Physiology</i> , 12th Edition, Marieb	\$ 186.00
<i>Discovery: A Practical Handbook for the Professional Training Program</i>	\$21.00
<i>Muscle & Skeletal Folded Chart</i>	\$10.50

Segment 2-

<i>Trail Guide to the Body</i> , 5th Edition, Biel	\$ 64.95
<i>The Anatomy Coloring Book</i> , Kapit & Elson, 4th Edition	\$25.55

Segment 3-

<i>Massage Therapist's Guide to Business</i> , Allen	\$46.75
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2. **Massage Table** for use outside of school: \$400-\$700 new

3. **Sheets and Massage Oil:** approximately \$100

4. **Tutoring:** \$40 per hour (optional)

5. **Financing Fee** of 5% per annum, or \$765.45.

6. **Missed or Repeated Clinic Appointments:** \$45 each

7. **Clinic Polo Shirt:** \$35-40.

8. **Other fees associated with out of class requirements:**

- **Eight (8) Outside Professional Sessions:** \$50-80 per session (2 each in Segments 1 and 2; 4 in Segment 3)
- **Fee for Late Return of Massage Chair:** \$20/day
- **CPR/First Aid Classes:** \$15 to \$70

Note: Following graduation, students will be eligible to sit for the MBLEX for an approximate cost of \$195.00. Licensure fees in the state of MD are currently \$495.00 and are further disclosed on page 21. These costs are subject to change by the applicable jurisdiction and students should monitor the costs for the jurisdiction(s) in which they intend to seek licensure.

Tuition Payment Agreement

Tuition for the PTP shall be charged and paid as follows:

1. Application Fee (paid upon application).....	\$100.00
2. Cost of Tuition.....	\$12,900.00
3. First and Last Tuition Payment (\$716.67 and \$716.64) due upon Enrollment on or before the first day of class.....	\$1,433.31
4. Unpaid Principal of Cash Price	\$11,466.69
5. Annual Percentage Rate5.00%
6. Finance Charge.....	\$764.45
7. Total Contract Price (1+ 2+ 6).....	\$13,764.45
8. Total of Payments (4+6).....	\$12,231.14
9. Principal per Monthly Payment.....	\$716.67
10. Interest per Monthly Payment.....	\$47.78
11. Monthly Installment Payments.....	\$764.45

A tuition down payment in the amount of \$1,433.31 is required. This payment is due upon enrollment, or, on or prior to the first day of class. The down payment represents the student's first and last installment payments. The down payment amount due shall be reduced by \$50 if the student has already paid a registration fee. Payments 2 through 17 shall be made in 16 equal successive monthly installments in the amount of \$764.45 beginning on the 1st day of each month following enrollment.

Students may pay at the PMTI front desk in person or by phone, using cash, check, money order, Visa, MasterCard or Discover. An automatic payment option is available to credit cardholders.

All tuition and fees associated with the program must be paid in full prior to the issuance of any final academic transcript, record of attendance and/or certificate of completion.

**Non-refundable items include any supplies removed from PMTI's physical location, or non-essential supplies that have been ordered by PMTI at the student's request. These items include, but are not limited to, massage tables and stools, textbooks, oils/lotions/creams, sheets,*

Financial Assistance

While PMTI does not currently offer in-house financial aid, students who anticipate needing financial support are encouraged to seek additional sources of funding. PMTI's administration will work with students on a case-by-case basis to assist them in submitting documentation as needed. PMTI students have successfully secured funding from government agencies and personnel departments, such as:

- The Virginia Commission for the Visually Handicapped and the Departments of Rehabilitation Services for the District of Columbia, Maryland and Virginia have approved PMTI for training.
- PMTI is recognized by the Department of Education as an eligible institution for deferring student loans.