

PROFESSIONAL  
TRAINING  
PROGRAM



# Program Catalog

## 2022 - 2023

*Celebrating educational excellence since 1976*

8701 Georgia Avenue, Suite 700  
Silver Spring, MD 20910

(202) 686-7046 / [www.PMTI.org](http://www.PMTI.org)



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Director of Education:  
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Registrar:  
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### Potomac Massage Training Institute

8701 Georgia Avenue, Suite 700, Silver Spring, MD 20910

Phone: (202) 686-7046

[www.PMTI.org](http://www.PMTI.org)

Potomac Massage Training Institute (PMTI) is a nonprofit, tax-exempt school, established in 1976.

Published August 1, 2022

PMTI is an institution accredited by:



Commission on Massage Therapy Accreditation (COMTA)  
900 Commonwealth Place, Suites 200-331  
Virginia Beach, VA 23464 • (202) 888-6790

PMTI is approved by:



Maryland Higher Education Commission  
6 North Liberty Street, 10th Floor  
Baltimore, MD 21201 • (410) 767-3301

## What Is Massage Therapy?

**M**assage is an ancient healing art form, which can be traced to roots on the African continent. The ancient Hindus, Egyptians, and Greeks used forms of massage to relieve joint pain and address circulatory issues. The Chinese have written records of massage treatments dating back some 3000 years. In the late 1800s, massage began to evolve into a stand-alone method for treating individuals, in the form that is more commonly known as Swedish massage. The aim of Swedish massage is to increase oxygen levels in the blood and to release toxins from muscle tissue.

Today the term “massage therapy” refers to the physical manipulation of muscles, ligaments and connective tissue. It usually includes Swedish massage and deep tissue massage techniques. Massage therapy can reduce stress, relieve fatigue, soothe tension, facilitate relaxation, and promote a sense of well-being, all of which increase efficient body functioning.

Massage therapy does not involve the diagnosis of disease or prescription for treatment of disease. However, massage therapists are trained to recognize certain conditions for which massage is contraindicated and to refer clients to medical doctors or other health care professionals when appropriate.

The potential applications of massage therapy are endless.

**From the  
AMERICAN MASSAGE THERAPY ASSOCIATION (AMTA)**

*Massage therapy requires a balance of academic and technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Nearly everyone has the innate resources to touch another with care and confidence.*

*However, it takes a sincere desire to help others, along with a commitment to the time, energy, and focus necessary for the training process in order to become a solid practitioner.*

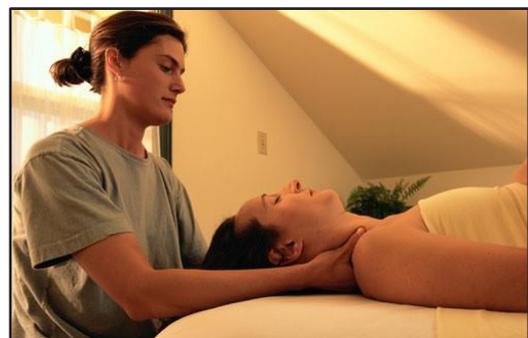
*The field of massage therapy is growing rapidly in response to the public’s expanding interest in forms of health care that promote well-being and a higher quality of life.*

Massage therapy is given to babies, the elderly, the healthy and the infirm. Studies have increasingly shown its therapeutic and mood-enhancing effects. In sports, massage therapy is also used to enhance performance and to assist in injury prevention and repair.

As medical professionals become more knowledgeable about the efficacy and benefits of massage, they are increasingly integrating massage therapy services into patient care.

Health insurance companies, realizing the cost savings of massage, may cover sessions with a massage therapist when they are a prescribed aspect of treatment.

The Potomac Massage Training Institute (PMTI) is committed to further establishing massage therapy as an integral part of the maintenance of good health and as a complementary practice to other therapeutic processes. We are further committed to educating the finest, most professional massage therapists in a caring, comprehensive and motivated way.



**“To learn the art of healing touch...  
What an incredible journey... What a beautiful gift  
we have been entrusted with.”  
— Kathleen Thompson, PMTI Graduate**

## PMTI: A Prestigious Past

PMTI was established in 1976, and soon became a 501(c)(3) non-profit organization. The school provides career training in the art and science of massage therapy. PMTI has graduated over 3,500 students in massage therapy and is one of the few remaining non-profit massage schools in the country. As a school with a proud and distinguished history, and a diverse and talented staff, PMTI is dedicated to offering the highest quality curriculum. We pride ourselves in an ability to maintain a philosophy of education that emphasizes professionalism and, at the same time, focuses on integrating mind, body and spirit and the individual experience of each student.

Our Professional Training Program is carefully designed to prepare graduates for professional practice. Graduates of our program are able to tailor each massage therapy session to the individual needs of their clients. This client-centered approach is stressed throughout the program at PMTI and is an aspect of our training that allows our students and graduates to utilize their massage skills with sensitivity and compassion. Additionally, we pride ourselves on the continuing emphasis of proper body dynamics, teaching our students to perform bodywork with less effort and greater self-care. We believe that graduates should be able to perform massage for as long as they would like without work-related injury.

### OUR LEADERSHIP HISTORY

Kevin Andreae, founder of PMTI, was Executive Director from 1976 to 1982. Kevin's philosophy of massage therapy is what we still teach today—client-centered therapy that incorporates mind, body, and spirit into the work.

Kerrith McKechnie was Executive Director from 1982 to 1986. She loved teaching and is known for establishing and maintaining a nurturing learning environment for instructors and students alike.

Kathryn Hansman-Spice was Executive Director from 1986 to 1991. With her guidance, PMTI created outreach programs in the community through student fieldwork projects. During her tenure, PMTI also instituted the student clinic. She brought attention to the inseparable bond between a massage therapy school and its community, a concept that is still very much a part of PMTI today.

Rosie Gowdey served PMTI as Executive Director from 1991 to 2001. Rosie oversaw PMTI's move to Albemarle Street. Working with the school's staff and the Board of Directors, she spearheaded the process for formal accreditation of PMTI's Professional Training Program with COMTA. Under her leadership, PMTI continued to be actively involved in the expanding role of massage therapy and in its growing acceptance as an important component of health care.

Demara Stamler was PMTI's Executive Director from 2002 to 2008. She joined the staff in 1997 as an instructor and became the Director of Education in 2000. During her tenure, Demara focused her efforts on articulating with local colleges and moving PMTI in the direction of research. She currently provides valuable consulting services to PMTI's staff and faculty, as well as a menu of continuing education and community workshop offerings that enrich our community.

Tam Gelman has served as PMTI's Executive Director since 2011. Tam has been a member of PMTI's Board of Directors since 2003, serving two terms as the Board's Treasurer and one term as the Board's Acting Co-Chair. She works collaboratively with the staff and faculty to maintain PMTI's tradition of excellence, enrich the student experience, enhance PMTI's connection to the greater metropolitan community, and to increase the number of post-graduate educational opportunities for licensed massage therapists.

## PMTI: Today and Tomorrow

### OUR PTP MISSION

The Professional Training Program of PMTI, located in Silver Spring, Maryland, nurtures the talents of future generations of massage practitioners, emphasizing proper body dynamics for self-care, supportive therapeutic presence, and critical thinking skills for client-centered effectiveness, honoring ethical and conscious relationships with clients and professionals while embodying the values of our rich and historic non-profit culture.

### OUR VISION

PMTI champions optimal health, weaving our tradition of leadership and community service with integrity, passion, and purpose while fostering new paths of wellness and prosperity for the future. We cultivate and sustain dedicated and caring practitioners, ethical and inspiring educators, and empowered clients within a thriving community.

### OUR PHILOSOPHY

PMTI has developed a system of teaching bodywork that supports the unique inner health and growth of each individual by recognizing the unity of body, mind, and spirit. We believe that massage and bodywork are vital to body awareness and healing. PMTI teach students to be aware of the entire body and to engage each client in the process of holistic healing.

The curriculum and teaching methods blend scientific principles and massage therapy techniques while



promoting the sensitive use of touch. Students are trained to interact and consult with other health care professionals, while maintaining their focus on the client's goals and well-being. Our classes are serious and structured, but we also place equal emphasis on the personal development of our students. The program emphasizes the unity of art and science in massage therapy.

### OUR FACILITIES

PMTI's three classrooms (measuring 700, 446, and 438 square feet respectively) are equipped with massage tables, full-scale skeletons, anatomy charts, study tables, and seating, including stools for clinical practice. Classroom equipment also includes a sound systems, overhead video projectors, video recorders, video monitors, and dry erase boards. The school also has a supply of small-scale skeletons, full-size bone replicas, and other equipment for anatomy study. Additionally, PMTI provides a lounge and small library for students to use. The lounge area provides students with space for dining, networking and studying.

The library area contains reference materials and computers with Internet access. PMTI also has private rooms that are available to students for private tutoring and for meetings with their instructors.

PMTI's student clinic is conducted in five fully equipped treatment rooms. In supervised fieldwork activities, students choose to travel to a variety of sites within a 10-mile radius of our campus (see *Fieldwork Site Addendum*). Massage tables or chairs are provided at these sites which are selected by our Fieldwork Team prior to the start of the segment.

### OUR GRADS SAY...

**"I have been amazed at how much more advanced my training was for my massage skills as well as the practical business knowledge that PMTI gave me. I have been very impressed with how many PMTI graduates pass the national exam compared to other schools and how widespread PMTI's good reputation is with employers around the metropolitan area."**

**— Charlly Enroth, PMTI Graduate**

## Program Overview

PMTI's Professional Training Program (PTP) is designed for individuals who want to become licensed massage therapists (as defined by the Bureau of Labor Statistics Occupational Outlook Handbook), as well as individuals who want to use massage skills within their current professions. Graduates may be able to practice in a wide variety of settings, including private practice, sports and fitness venues, health care and medical environments, corporate settings, spas, health clubs and salons. PMTI's training program emphasizes a client-centered approach to massage therapy, in which students learn to tailor each session to the specific needs and goals of the individual, rather than providing the same "formula" massage to each client. Further information on the licensing requirements of local jurisdictions is located on page 21 of this catalog. PMTI's PTP currently has a maximum enrollment of 31 students.

The PTP can be completed in either a 9-month, or 18-month time period. Both programs have identical content and total 622 clock hours each. Lecture and laboratory classes comprise the bulk of the in-class experience.

The 18-month program of study is offered in three (3) 20-week teaching segments with one lecture and one laboratory class taught weekly. The 9-month program is offered in three (3) 10-week teaching segments with two lecture and two laboratory classes each. In addition to lecture and laboratory classes, the curriculum also includes required clinic, fieldwork and weekend courses. These are designed to broaden the student's experiences in order to prepare them to practice on the general public. Graduates are well prepared to sit for the Massage and Bodywork Licensing Examination (MBLEx) of the Federation of State Massage Therapy Boards (FSMTB), on which PMTI students and graduates continue to achieve pass rates that are far above local and national averages. PMTI's average pass rate for first-time test takers during the last ten years has been in excess of 90%, while state and national averages are currently in the mid to high 60's respectively.

All classes are designed to encourage student participation and discussion. Laboratory classes are typically limited to 14 students per classroom, with a minimum student-teacher ratio of ten to one. Lecture classes have a maximum of 20 students per classroom, with a minimum student-teacher ratio of twenty to one.

PMTI has found through experience that its delivery methodology provides each student with the opportunity to integrate their massage education with their own personal development. At PMTI, students not only learn massage as a skill, they become a massage therapist. Our approach gives the student time to learn the wide variety of skills that an effective therapist needs, and to integrate the principles of mindful practice in an environment of support and ongoing supervision. The coursework is both extensive and comprehensive. PMTI students learn to treat each client as an individual as they learn to address each client's therapeutic needs.

## Educational Objectives

PMTI has established the following educational objectives. Each student will be able to:

- Identify and describe the structure and function of the human body, with emphasis on the musculoskeletal system and its relation to massage therapy practice and the effects of stress on each system.
- Demonstrate knowledge of Swedish massage theory and techniques including effleurage, petrissage, friction, tapotement, and vibration.
- Identify the benefits, contraindications, and limitations of Swedish and deep tissue massage.
- Demonstrate skill in deep tissue work with a major focus on the kinesiology of specific muscle groups.
- Utilize proper body dynamics and other self-care techniques to promote ease in working with clients and to avoid injury and physical stress.
- Use appropriate verbal and listening skills to establish a supportive environment and respond to a client's personal concerns that may arise during a massage therapy session.
- Describe their own approach to personal health, general well-being, and wellness concepts in order to discuss healthy choices with clients.
- Discuss other body/mind approaches to health, wellness, and stress reduction in order to refer clients, when advisable, to other health care practitioners.
- Effectively organize and lead a presentation to educate the public about the benefits of massage therapy for health promotion.
- Describe the business, professional, and legal requirements, as well as ethical principles regarding establishment of a massage therapy practice.

## Summary of Professional Training Program Hours

Students can complete the Professional Training Program in either a nine or eighteen month schedule. Both formats have identical content and total 622 clock hours each. Lecture and laboratory classes comprise the bulk of the in-class experience.

The 18-month program of study is offered in three (3) 20-week teaching segments with one lecture and one laboratory class taught weekly. The 9-month program is offered in three (3) 10-week teaching segments with two lecture and two laboratory classes each. In addition to lecture and laboratory classes, the curriculum also includes required clinic, fieldwork and weekend courses.

Regardless of the schedule chosen, the PTP is a continuous program of study offered in three teaching segments and totaling 622 clock hours. In the entire program, Lecture classes total 227.5 hours; Laboratory classes total 322.5 hours; and Clinic and Fieldwork hours total 72 hours combined. Students in the 18-month program are required to attend regular weekly classes for a minimum of seven hours a week for 60 weeks. Students in the 9-month program are required to attend regular weekly classes for a minimum of fourteen hours for 30 weeks. All classes are to be attended in accordance with the schedule designated for each segment of the PTP. Students in the 18-month program may typically enroll in one of three sections, attending two times a week in a morning or evening format, or alternatively, or two classes scheduled in an all-day format during a single weekday. Students in the 9-month program are required to attend four classes scheduled in a two (2) day all-day format that meets on Tuesday and Thursday. Each regular weekly class is three and one half hours long. The first class of the week is the lecture class, followed by the laboratory class. Additional calendar/section information is found on pages 10 & 11.

At the beginning of each segment, students will schedule additional required weekend classes. Typically these begin at 10:00 a.m. and end at 5:00 p.m. with a one hour lunch break. Students will be advised of the upcoming calendar for subsequent segments before the current segment ends. Students will also choose from a variety of fieldwork and clinic opportunities to fulfill the required hours for those courses.

Segment 1		Segment 2		Segment 3	
<b>Lecture Courses (and Hours)</b>					
Basic Anatomy and Physiology	44	Muscular-Skeletal Anatomy / Kinesiology	35	Case Report Research Project	10.5
Body Systems Pathology and Massage	21	Muscular-Skeletal Pathology Lecture	31.5	Business Practices and Ethics	10.5
Introduction to Fieldwork I	1.5	Eastern Energy Lecture	6	Topics in Wellness Care	14.0
Communication, Ethics and Boundaries	6	Psychological and Ethics Perspectives	6	Clinical Scenarios	6.0
Medical Terminology	3				
Research Literacy	6				
SOAP Charting	3				
New Student Orientation	3.5				
Introduction to Energy Systems	6				
<b>Laboratory Courses (Hours)</b>					
Basic Swedish Massage Techniques	73.5	Deep Tissue Practicum	73.5	Biodynamic Craniosacral Technique	17.5
New Student Body Awareness	3.5	Basic Seated / Intro to Fieldwork II	6	Clinical Applications and Integration	70.0
Body Dynamics	6	Movement Perspectives in	6	Myofascial Technique	17.5
Supervised Inter-level Practical (2)	7	Bodywork		Advanced Seated Techniques	6.0
		Polarity Therapy I	6	Special Interest Modalities	18.0
		Spa and Hydrotherapy I	6	Polarity Therapy II	
		Intro to Stretching I	6	Spa and Hydrotherapy II	
		Supervised Inter-level Practical (2)	7	Intro to Stretching II	
				Shiatsu Practical	
				Intro to Trager	
				Supervised Inter-level Practical (2)	7.0
<b>Clinic/Fieldwork (Hours)</b>					
Clinic Orientation	4	Clinic Observations	4	Clinic Observations	4.0
Clinic Observations	8	Clinic Sessions	20	Clinic Sessions	20.0
Fieldwork Assignments	4	Fieldwork Assignments	8		
<b>Total Hours - Segment 1</b>	<b>200</b>	<b>Total Hours - Segment 2</b>	<b>221</b>	<b>Total Hours - Segment 3</b>	<b>201</b>

### Total Program Hours = 622

\* Class credit is measured and reflected on transcripts in clock hours. One clock hour = 50 minutes of class time during a continuous 60 minute period. Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to other private career schools or collegiate institutions.

## Course Descriptions for the Professional Training Program

The Professional Training Program is divided into three segments. Each segment consists of lecture, laboratory, fieldwork, and clinic courses. Students are required to complete all Segment One coursework before proceeding to Segment Two, and to complete all Segment Two coursework before proceeding to Segment Three. Should a student fail to progress in the program, the student will be disenrolled and reenrolled by the Admissions Department should they choose to continue their massage therapy education.

### **SEGMENT ONE: LECTURE COURSES**

#### **New Student Orientation – 3.5 hours**

Students will meet their Segment 1 instructors, who will explain the policies, procedures and expectations for the program. Students will also explore the importance of time management for successful learning, and will complete time management exercises.

#### **Basic Anatomy and Physiology – 44.0 hours**

Students are given an introduction to the 11 systems of the body. Knowledge of anatomical organization and physiological principles provide students with the necessary foundation required for the more involved information taught in advanced courses

#### **Body Systems Pathology and Massage – 21.0 hours**

This course relates pathologies of the 11 body systems to the effects and benefits of massage, and explores how massage impacts the body.

#### **Introduction to Energy Systems – 6.0 hours**

This course is an introduction to the principles and theory of energy bodywork. Students will develop a basic understanding of energy-based techniques, and will explore in more depth the basic principles of Reiki and the chakra system. Students will also experience energy balancing exercises, both alone and with a partner.

#### **Introduction to Fieldwork – 1.5 hours**

The Fieldwork Supervisors and Coordinators will present the fieldwork objectives to the students and teach the fundamentals of communication through touch.

#### **Communication, Ethics and**

#### **Boundaries of Touch – 6.0 hours**

Students will learn and demonstrate an understanding of basic communication skills, the stumbling blocks to effective communication, active listening, and constructive feedback. Setting clear, appropriate personal boundaries for giving massage will be explored, as well as applying conflict resolution skills effectively in the therapist-client relationship. Students will also review and discuss professional Codes of Ethics for Massage Therapists.

#### **Medical Terminology – 3.0 hours**

This course is designed to provide a basic understanding of the language structure used among health care professionals based on its Latin and Greek roots. Students

are taught to recognize common prefixes, suffixes, and word roots in order to determine the meanings of frequently used medical terms.

#### **Research Literacy – 6.0 hours**

Students will discuss the value of research to the profession and explore different study designs that are used in massage therapy research. Students will practice locating research literature and will critically evaluate published articles. How to apply these skills to courses at PMTI that require research is discussed, including developing an outline for the case report project.

#### **SOAP Charting – 3.0 hours**

Students will gain an understanding of the importance of taking a thorough medical and social history with their clients and become proficient in tracking their progress by using the SOAP format.

### **SEGMENT ONE: LABORATORY COURSES**

#### **New Student Body Awareness – 3.5 hours**

Students will learn personal body awareness and practice how to move efficiently and comfortably in preparation for giving massage.

#### **Basic Swedish Massage Technique – 73.5 hours**

Students will learn the five basic techniques of Swedish massage, as well as ancillary strokes, and their appropriate application in giving a full body massage. Students will also learn to use their hands, forearms and elbows to begin to explore the deeper layers of muscle tissue in focused work.

#### **Body Dynamics – 6.0 hours**

Body dynamics are created by the support, alignment, and movement of the body. Students will learn and practice the fundamentals of proper and healthy body dynamics in order to give an efficient and effective massage.

#### **Supervised Inter-segment Practical (2) – 7.0 hours**

Supervised Inter-segment Practical provide the opportunity for students to work with instructors and partners from all three (3) segments to gain additional practice and receive feedback on the tools/techniques taught in weekly laboratory classes.

## **SEGMENT ONE: CLINIC**

### **Clinic Orientation – 4.0 hours**

The Clinic Orientation class will familiarize the student with the policies, procedures and practices of the student clinic. Students will review and understand student responsibilities related to their participation in the Student Clinic, both as an observer and as a practitioner. Activities simulating client intake and history taking will give students an opportunity to practice their information-collecting skills.

### **Clinic Observations – 8.0 hours**

Students in Segment 1 will observe the work of the Segments 2 and 3 students with their clinic clients. Students are asked to document their observations based on body dynamics, communication and awareness. After the sessions, students will also participate in the round table discussion with the instructor.

## **SEGMENT ONE: FIELDWORK**

### **Fieldwork Assignments Segment 1 – 4.0 hours**

Students will visit a nursing home to work with the residents as well as the staff. Students will learn to adapt massage from the classroom environment to a variety of populations and circumstances.

## **SEGMENT TWO: LECTURE COURSES**

### **Muscular-Skeletal Anatomy/Kinesiology – 35.0 hours**

This course looks at the body in regional segments. Students will learn about the bones, joints, ligaments, muscles, and other supporting anatomical structures associated with each region. Students will also gain an understanding of the origins and insertions of the muscles as well as basic kinesiology—the science of human movement.

### **Muscular Skeletal Pathology Lecture – 31.5 hours**

This course will provide a fundamental understanding of the indications, contraindications and effects of massage therapy as it relates to the muscular and skeletal systems and specific muscular-skeletal conditions.

### **Eastern Energy Lecture – 6.0 hours**

In this course, students will gain a basic understanding of various Eastern energy techniques, particularly the 12 meridians, their location, beginnings, endings and function. Students will also experience energy balancing exercises, both alone and with a partner.

### **Psychological Perspectives – 6.0 hours**

Students learn a basic understanding of psychological principles as they apply to bodywork. Topics include the body as the subconscious mind, dual relationships, transference, counter-transference, therapeutic relationships and boundaries, challenging clients, emotional releases and self-care.

## **SEGMENT TWO: LABORATORY COURSES**

### **Deep Tissue Practicum – 73.5 hours**

Deep tissue massage techniques engage muscle tissue through layering and specificity. This class will focus on deep tissue massage taught in specific anatomical segments. Body Dynamics will be explored as they apply to deep tissue work.

### **Basic Seated Massage Techniques – 6.0 hours**

Students will learn and practice the fundamentals of seated massage using a massage chair in order to prepare for Segment 2 fieldwork.

### **Movement Perspectives in Bodywork – 6.0 hours**

This course provides an overview of contemporary movement education systems, principles of healthy human movement, and principles of manual movement education. Students will explore specific movement practices for massage therapists to support themselves and their clients.

### **Polarity Therapy 1 – 6.0 hours**

This course provides an introduction to the holistic modality of Polarity Therapy. Students will explore differences between energetic and physical touch and learn ways to incorporate energetic principles into their bodywork treatment sessions.

### **Spa and Hydrotherapy 1 – 6.0 hours**

This course provides an introduction to spa modalities, including hydrotherapy techniques and dry scrubs. Students are taught to recognize possible indications and contraindications of these applications.

### **Intro to Stretching 1 – 6.0 hours**

Students will be given the theoretical basis behind a variety of stretching techniques and the physiological response they create in soft tissue. They will also explore how to incorporate stretching into their massage sessions.

### **Supervised Inter-segment Practical (2) – 7.0 hours**

Supervised Inter-segment Practical provide the opportunity for students to work with instructors and partners from all three (3) segments to gain additional practice and receive feedback on the tools and techniques taught in weekly laboratory classes.

## **SEGMENT TWO: CLINIC**

### **Clinic Sessions Segment 2 – 20.0 hours**

Students will attend five 4-hour classes, working in the student clinic as a student practitioner. During each class they will perform two Swedish massage sessions on paying clients under the close supervision of a staff massage therapist, and will participate in the round table discussion.

### **Clinic Observations Segment 2 – 4.0 hours**

As Segment 2 students begin to learn the tools and applications of deep tissue techniques, they will have the opportunity to watch these tools and skills put to use. They will gain insight into transitions from Swedish to deep tissue while using varied levels of pressure and intention.

## **SEGMENT TWO: FIELDWORK**

### **Fieldwork Assignment Segment 2 – 8.0 hours**

Students choose from a variety of community settings and give seated massage under the supervision of an instructor. Considerations for implementing a seated massage session in a public setting are experienced and reviewed.

## **SEGMENT THREE: LECTURE CLASSES**

### **Case Report Research Project – 10.5 in-class hours plus outside session hours.**

Students will conduct an in-depth study of a client's specific condition through multiple massage sessions, which culminates in a term paper, supervised and evaluated by course instructors. Client needs are assessed and a treatment plan is developed and implemented. The process involves student intake with client, research, treatment sessions, evaluation, and mentoring with a professional massage therapist. Students give an oral presentation of their written paper to the instructors and class.

### **Business Practices and Ethics – 10.5 hours**

Topics discussed will include a wide variety of aspects that affect the ethical and efficient operation of a massage practice. Experienced practitioners from the field will inform students on the following subjects: ethics, professionalism, establishing a business, marketing a practice, taxes and law, and psychological perspectives of client relationships.

### **Topics in Wellness Care Survey Course – 14.0 hours**

Classes may vary. Current topics include:

- Exercise Physiology - This course will provide a fundamental understanding of the effects of exercise as it relates to the body and massage therapy.
- Nutrition - Students will gain knowledge of the essential nutrients necessary for life and how they are utilized in the body.
- Integrated Health Care - The contribution of integrated health care to the conventional health care system is discussed. The role and scope of other professions, such as naturopathic medicine, chiropractic, acupuncture, and midwifery, are defined.
- Special Populations - Students will review, discuss and demonstrate their understanding of the efficacy, application, and contraindications of massage as it applies to specific populations.

### **Clinical Scenarios – 6.0 hours**

In this course, students will develop their critical thinking skills and treatment planning skills to work with clients presenting with conditions which would require modifying or approaching a massage session differently.

## **SEGMENT THREE: LABORATORY COURSES**

**Clinical Applications and Integration – 70.0 hours** Students will learn how to incorporate Swedish massage techniques with deep tissue, providing a sense of completeness and integration based on client-centered principles.

### **Myofascial Technique – 17.5 hours**

Students are introduced to fascial anatomy and function. They will explore how to develop a listening contact with the tissue, and practice assessment/observation techniques.

### **Biodynamic Craniosacral Technique – 17.5 hours**

Students are introduced to craniosacral anatomy and motions. They will explore how to develop a listening contact with the craniosacral system anywhere in the body and learn how to facilitate a stillpoint. Students will practice assessment of craniosacral motion across joints and will learn to recognize and engage a pattern of strain to facilitate a state of balanced tension.

### **Advanced Seated Techniques – 6.0 hours**

This course builds on the techniques and principles of seated massage taught in the basic seated massage course in Segment 2. Elements needed to develop a seated massage practice will also be discussed.

### **Special Interest Modalities – 18.0 hours**

Building on the topics presented during the Segment 2 weekend courses, students can choose courses for further training in energy techniques, spa and hydrotherapy techniques, stretching, movement modalities, and polarity therapy.

### **Supervised Inter-segment Practical (2) – 7.0 hours**

Supervised Inter-segment Practical provide the opportunity for students to work with instructors and partners from all three (3) segments to gain additional practice and receive feedback on the tools and techniques taught in weekly laboratory classes.



## **SEGMENT THREE: CLINIC**

### **Clinic Sessions Segment 3 – 20.0 hours**

Segment 3 students will attend five 4-hours classes, working in the student clinic as a student practitioner. Their performance will include both Swedish and deep tissue work. Students are given more freedom in formulation of their sessions in Segment 3, under supervision of an instructor. In this way they begin to prepare for working independently as a massage therapist after graduation.

### **Clinic Observations Segment 3 – 4.0 hours**

Segment 3 students also have one more opportunity to watch others work and assess the integration of the work with body dynamics in order to formulate a more client-centered atmosphere.

## **OUT-OF-CLASS REQUIREMENTS**

### **Segment Three Independent Fieldwork**

Students design and implement an approved independent project and combine all they have learned in the preceding fieldwork and classroom sessions. This project will include the use of table massage, on-site seated massage, or a combination of both. Independent projects give the student an opportunity to incorporate philosophies, principles, and the many skills taught throughout the course at PMTI and to further develop confidence in presenting themselves to the community.

### **CPR and First Aid Course**

Students must complete a minimum of 3 hours each of CPR and First Aid training; these courses must meet American Red Cross or American Heart Association standards. Current certification is required at the time of graduation. Fees for these workshops are not included in tuition.

**Practice Massage Log Work** - 3 hours/week per Segment  
Each week students give a minimum of 2 practice sessions per laboratory class based on the work being learned in class, and must write “log” notes about these sessions. Each session, including client intake and record keeping, takes approximately 1½ hours. These sessions must be submitted on time for instructors to review, comment, and record of completion in a timely manner.

6 hours/week per Segment is required of students participating the 9-month program.

### **Professional Sessions**

In Segments 1 and 2, students are required to receive a minimum of two (2) professional sessions from a PMTI graduate or an AMTA or ABMP professional member/practitioner. The content of these sessions is based on the type of work being presented during the term. Four sessions are required in Segment 3. Each session, including a journal report, takes approximately 1½ hours. Journals must be submitted on time and will be reviewed by instructors. Fees for the professional massage are not included in tuition.

### **Study and Homework**

It is estimated that students enrolled in the 18-month program will spend approximately 15 to 20 hours a week on classes, study and homework each week. A 9-month student will need to invest 30-35 hours a week to complete these requirements. Actual time will vary, depending on individual learning styles and on the scope of material presented each week.

## Program Schedule and Dates: 9-Month Program

Students attend four regular weekly classes. The first class of each day is the Lecture or academic class, and the second class of each day is the Laboratory or practical class. Scheduling is:

- All-day sections: 1 morning class (9:30 am to 1:00 pm) and 1 afternoon class (2:00 to 5:30 pm)

**Morning and afternoon classes meet either Monday/Wednesday or Tuesday/Thursday, depending on the start date chosen. Remember, weekend classes, fieldwork and student clinic hours are additional and are scheduled in consultation with the student at the end of the previous segment.**

*The internal starting and ending dates of each segment are subject to change as needed to accommodate cancellations due to weather, illness, emergencies and/or holiday variations. Students will be advised of the upcoming calendar for subsequent segments before the current segment ends.*

### Calendar for 9-Month Program

#### July 2022 start (Tuesday/Thursday) *(this program is in progress)*

Segment 1:	Saturday, July 9, 2022
Segment 2:	Tuesday, October 18, 2022
Segment 3:	Tuesday, February 7, 2023
Projected Graduation:	Sunday, April 23, 2023

#### October 2022 start (Monday/Wednesday)

Segment 1:	Saturday, October 15, 2022
Segment 2:	Monday, February 6, 2023
Segment 3:	Monday, May 15, 2023
Projected Graduation:	Sunday, July 30, 2023

#### February 2022 start (Monday/Wednesday)

Segment 1:	Saturday, February 4, 2023
Segment 2:	Monday, May 15, 2023
Segment 3:	Monday, August 21, 2023
Projected Graduation:	Sunday, November 5, 2023

#### May 2023 start (Tuesday/Thursday)

Segment 1:	Saturday, May 13, 2023
Segment 2:	Tuesday, August 22, 2023
Segment 3:	Tuesday, November 28, 2023
Projected Graduation:	Sunday, February 18, 2024

#### August 2023 start (Tuesday/Thursday)

Segment 1:	Saturday, August 19, 2023
Segment 2:	Tuesday, November 28, 2023
Segment 3:	Tuesday, March 12, 2024
Projected Completion:	Sunday, May 26, 2024
Projected Graduation:	Sunday, June 2, 2024

#### November 2023 start (Monday/Wednesday)

Segment 1 - New Student Day:	Saturday, November 18, 2023
- Classes Start:	Monday, November 27, 2023
Segment 2:	Monday, March 11, 2024
Segment 3:	Monday, June 17, 2024
Projected Graduation:	Sunday, September 1, 2024

#### Scheduled Breaks for 9-Month Program:

August 15-21, 2022  
 September 26 – October 14, 2022  
 November 19-27, 2022  
 December 19, 2022 – January 2, 2023  
 January 16 – February 3, 2023  
 March 20-26, 2023  
 April 24 – May 12, 2023  
 July 1-9, 2023  
 July 31 – August 18, 2023  
 September 25 – October 1, 2023  
 November 6-26, 2023\*  
 \*(Segment 1: New Student Day Nov. 18)  
 December 23, 2023 – January 7, 2024  
 February 19 – March 8, 2024  
 April 15-21, 2024  
 May 27 – June 14, 2024  
 July 4-7, 2024  
 July 22-28, 2024  
 September 2-20, 2024  
*(one week at Memorial Day, Independence Day and Thanksgiving;  
 two at Christmas, three in February, and four in August)*

#### Standard Holidays Observed (Administrative Office Closed):

New Year's Day  
 Martin Luther King Jr Day  
 Presidents' Day  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Christmas Day

### Weather Policy

In the event of inclement weather, please check our website home page at [www.pmti.org](http://www.pmti.org). PMTI makes independent decisions about closing for weather-related conditions - our first priority is the safety of our students and staff. All missed classroom hours will be rescheduled by the Director of Education, taking into account the instructor and student schedules.

## Program Schedule and Dates: 18-Month Program

Students attend two regular weekly classes. The first class of the week is the Lecture or academic class, and the second class of the week is the Laboratory or practical class. Scheduling options are:

- All-day section: 1 morning class (9:30 am to 1:00 pm) and 1 afternoon class (2:00 to 5:30 pm)
- Evening section: 1 evening class twice weekly (6:30 to 10:00 pm)

Class days vary by segment and space availability. During Segment 1, the evening section meets Tuesday and Thursday. During Segments 2 & 3 (weeks 21-60), the evening section meets Monday and Thursday, and the All-day section meets Monday. Remember – weekend classes, fieldwork and student clinic hours are additional and are scheduled in consultation with the student at the end of the previous segment. The Director of Admissions will work with incoming candidates to place them in the section that best meets their individual needs.

*The internal starting and ending dates of each segment are subject to change as needed to accommodate cancellations due to weather, illness, emergencies and/or holiday variations. Students will be advised of the upcoming calendar for subsequent segments before the current segment ends.*

### Calendar for 18-Month Program

October 2022 start			Scheduled Breaks for 18-Month Program:
Segment 1	- New Student Day:	Saturday, October 1, 2022	
	- First All-Day Class:	Monday, October 3, 2022	September 12-30, 2022
	- First Evening Class:	Tuesday, October 4, 2022	November 19-27, 2022
Segment 2:		Monday, April 10, 2023	December 19, 2022 – January 2, 2023
Segment 3:		Monday, September 25, 2023	February 4-12, 2023
Projected Graduation		Sunday, March 3, 2024	March 20 – April 7, 2023
April 2023 start			July 1-9, 2023
Segment 1	- New Student Day:	Saturday, April 8, 2023	September 4-22, 2023
	- First All-Day Class:	Monday, April 10, 2023	November 18-26, 2023
	- First Evening Class:	Tuesday, April 11, 2023	December 23, 2023 – January 7, 2024
Segment 2:		Monday, September 25, 2023	March 4-22, 2024
Segment 3:		Monday, March 25, 2024	May 11-19, 2024
Projected Graduation		Sunday, August 25, 2024	July 1-7, 2024
September 2023 start			August 26 – September 13, 2024
Segment 1	- New Student Day:	Saturday, September 23, 2023	November 25 – December 1, 2024
	- First All-Day Class:	Monday, September 25, 2023	December 23, 2024 – January 5, 2025
	- First Evening Class:	Tuesday, September 26, 2023	February 24 – March 14, 2025
Segment 2:		Monday, March 25, 2024	May 24 – June 1, 2025
Segment 3:		Monday, September 16, 2024	June 28 – July 6, 2025
Projected Graduation:		Sunday, February 23, 2025	August 18 – September 5, 2025
March 2024 start			October 18-26, 2025
Segment 1	- New Student Day:	Saturday, March 23, 2024	November 22-30, 2025
	- First All-Day Class:	Monday, March 25, 2024	December 20, 2025 – January 4, 2026
	- First Evening Class:	Tuesday, March 26, 2024	<i>(one week at Memorial Day, Independence Day and Thanksgiving; two at Christmas, three in February, and four in August)</i>
Segment 2:		Monday, September 16, 2024	
Segment 3:		Monday, March 17, 2025	
Projected Graduation:		Sunday, August 17, 2025	
September 2024 start			
Segment 1	- New Student Day:	Saturday, September 14, 2024	
	- First All-Day Class:	Monday, September 16, 2024	
	- First Evening Class:	Tuesday, September 17, 2024	
Segment 2:		Monday, March 17, 2025	
Segment 3:		Monday, September 8, 2025	
Projected Graduation:		Sunday, February 22, 2026	

#### Standard Holidays Observed (Administrative Office Closed):

New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

### Weather Policy

In the event of inclement weather, please check our website home page at [www.pmti.org](http://www.pmti.org). PMTI makes independent decisions about closing for weather-related conditions - our first priority is the safety of our students and staff. All missed classroom hours will be rescheduled by the Director of Education, taking into account the instructor and student schedules.

## Admissions Process

The Admissions Committee is staffed by 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 skill set 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](http://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 the application, submitted all required materials, 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.

### 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: 9-Month Program

The total cost of tuition payable to PMTI is \$12,900.00. If tuition is financed, \$430.00 is charged as interest at 5% per annum. An additional \$100.00 is paid as an application fee, bringing the total cost of the 9-month program to \$13,430. 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 &amp; 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 &amp; Physiology</i> , 12th Edition, Marieb .....	\$ 186.00
<i>Discovery: A Practical Handbook for the Professional Training Program</i> .....	\$21.00
<i>Muscle &amp; 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 \$430.00.

### 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 \$265.00. 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. Down Payment due upon Enrollment on or before the first day of class.....	\$1,433.36
4. Unpaid Principal of Cash Price .....	\$11,466.64
5. Annual Percentage Rate.....	5.00%
6. Finance Charge.....	\$430.00
7. Total Contract Price (1+ 2+ 6).....	\$13,430.00
8. Total of Payments (4+6).....	\$11,896.64
9. Principal per Monthly Payment.....	\$1,433.33
10. Interest per Monthly Payment.....	\$53.75
11. Monthly Installment Payments.....	\$1,487.08

A tuition down payment in the amount of \$1,433.36 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 9 shall be made in 8 equal successive monthly installments in the amount of \$1,487.08 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, and polo shirt.*

## 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.

## 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 &amp; 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 &amp; Physiology</i> , 12th Edition, Marieb .....	\$ 186.00
<i>Discovery: A Practical Handbook for the Professional Training Program</i> .....	\$21.00
<i>Muscle &amp; 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 \$265.00. 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 Rate .....	.5.00%
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, and polo shirt.*

## 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.

**Program Withdrawal and Refund Policy**

Students have the right to withdraw from the PTP thereby canceling their Enrollment Agreement. If a student chooses not to enroll in, or to withdraw from PMTI within seven (7) calendar days after signing an Enrollment Agreement, all payments made by the student or on behalf of the student will be refunded; if after the seven day cancellation period, PMTI will retain both the application and registration fees.

A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The official date of withdrawal or termination of enrollment shall be the student’s last day in class as determined by PMTI’s attendance records and documented by PMTI accordingly.

Any student withdrawing from the program prior to completion may receive a partial transcript and attendance records as soon as all monetary obligations are satisfied. Additional transcripts may be requested in writing, via email or by phone for a fee of \$15 each.

If the student chooses to withdraw from the program at any point in time after the seven day cancellation period, the refund policy below will be followed. Any and all refunds shall be based on the total contract price for the program and shall be paid net of any charges for books, supplies or equipment charged to the student’s account, as well as any accrued late fees for tuition, delinquent assignments or tutoring. Any interest due will be charged on a per diem basis. The minimum tuition refund that the school shall pay a student who withdraws or is dismissed following the seven day cancellation period, is as follows:

Proportion of program taught prior to date of withdrawal based on an average of 207 hours per segment.

<u>Program taught</u>	<u>Tuition refund</u>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

If PMTI cancels a class, segment, or section for any reason the student may request and shall receive a refund of deposits, fees and/or tuition paid. If any segment of the PTP is cancelled, the student’s obligations pursuant to the enrollment agreement shall be cancelled as well. Should PMTI’s PTP be discontinued, the school shall refund to any currently enrolled student any monies paid by the student for tuition or fees. Such refund shall be made in lieu of any clock hours the student may choose not to retain.

**Delinquency or Default**

All payments shall be due by the 1st day of each month, and all payments shall be considered delinquent on or after the 11th day of each month. A \$25 late charge shall be added to any payment made later than 10 days from the due date. Checks returned by the bank for insufficient funds incur a \$35 fee. Declined automatic payments are subject to a \$15 service charge.

Any student carrying a balance in excess of two installment payments is subject to dismissal from the PTP. PMTI may elect to place the student on probation. If the balance due is not paid within 30 days from the onset of the probation period, the student may be subject to dismissal. PMTI may declare the balance due and payable, along with all costs of collection including cost of suit and 15% of the amount in default as an attorney’s fee. Delinquent payments will first be pursued by office staff and may be turned over to a collection agent.



***Pursuant to regulations adhered to by the Maryland Higher Education Commission (MHEC), PMTI and/or its successors or assigns are subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant thereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder. Additionally, mandatory fees charged by PMTI shall be requested by the school and approved by the Secretary prior to implementation.***

**Program Performance**

Students and prospective students may obtain from the Maryland Higher Education Commission ([www.mhec.state.md.us](http://www.mhec.state.md.us)) information regarding the performance of PMTI’s Professional Training Program -- such as enrollment, completion and placement rates, and pass rates on licensing exams.

## Enrollment Policies and Procedures

### Segment 1

PMTI notifies applicants in writing and by telephone after the Admissions Committee makes its decisions. Accepted applicants will receive an Enrollment Agreement and a Medical Authorization form. A space in class is not guaranteed until the student returns the Enrollment Agreement with a minimum \$50.00 registration fee.

### Enrollment Agreement

The Enrollment Agreement is a contract between the school and the student and covers a student's continuous enrollment in the Professional Training Program. In order to register for class and reserve a place, the Agreement must be completed and returned to the Institute with a \$50 registration fee to be credited toward tuition, or the required tuition down payment described on page 12. A space in the program is not guaranteed until PMTI receives the student's Enrollment Agreement with a minimum \$50 registration fee. Should the student choose to withdraw from the PTP for any reason, this registration fee, as well as the application fee and any tuition paid by the student shall be fully refundable in the first seven (7) calendar days after signing an Enrollment Agreement.

### Medical Authorization

Students must have an authorized health care provider complete and return the Medical Authorization Form to notify PMTI of any contraindications or limitations the student may have to giving and receiving massage on a weekly basis. The completed form must be returned to PMTI before the first class.

### Mental and Physical Health Responsibility

Physical injury from receiving massage is rare. Complications can arise when massage therapy is contraindicated for specific medical or psychological conditions. It is essential that students inform PMTI of any conditions they have or develop, both prior to and during their enrollment. If there is any question about a medical or psychological condition, it is the student's responsibility to seek advice from an authorized health care provider, and to



inform PMTI in writing immediately of pertinent conditions, treatments and contraindications. PMTI reserves the right to question a student's ability to benefit from or proceed in the program, and to require mental or physical evaluation from an outside professional. Through this process of consultation and advisement, it may be determined that special considerations must be used, or that it would be medically inadvisable to undertake or continue a course in massage therapy.

### Photographs

Students will be asked to provide PMTI with a digital picture for their file; to facilitate this process, photographs will be taken as part of the registration process on New Student Day at the start of Segment 1.

### Segments 2 & 3

In order to continue for Segments 2 and/or 3 in the specific section (mornings, all day, or evenings) in which previously enrolled, students must submit a continuation form (due two weeks prior to the start date of the upcoming segment). Students must be current with tuition in order to register for the next segment.

Students who wish to switch to a different section for an upcoming segment should notify PMTI's Dean of Students and the Registrar in writing or via email. Accommodations will be made according to availability.

### Transfer Students & Testing In

Students who wish to test in or transfer into PMTI from other schools, candidates must first apply to the program. After the potential student has been accepted to PMTI, the Director of Education will evaluate the transcripts of the incoming student, along with course objectives and hours of the program content previously completed. Because of differences in course structure and content between massage therapy schools, transferring hours of training to PMTI requires individual evaluation by the Director of Education. Hours and course objectives will be carefully matched to PMTI's curriculum; when matching, credit will be granted. Part of this evaluation may include placement exams and/or skills assessment by a senior instructor (charged at \$40/hour). PMTI does not guarantee that all previous training hours will be accepted for transfer credit.

## Program Requirements and Policies

### Attendance

Attendance in each class and each course is essential due to the nature of PMTI's hands-on learning process. All of the elements of content, interaction, demonstration and practice within the program are important to the student's overall experience and success.

Regular and prompt attendance is a key to success, but a 10% cumulative absence tolerance in each segment is provided for unexpected emergency situations and illness.

This amounts to a minimum 90% attendance rate. Tardiness is considered a form of absence. Students who arrive late to class or leave early will have time missed recorded (in 15 minute increments) as a partial absence. In all clinic and fieldwork classes, 100% attendance is required and only 10% of these hours will be permitted to be rescheduled without probation. When a student reaches 10% rescheduled hours in clinic and fieldwork, or is absent for 10% of any other course's total hours, they are put on probation and will be dismissed if absence exceeds 10%. In the event a student misses scheduled clinic or fieldwork hours, they are required to contact the clinic or fieldwork manager within one week of the absence to reschedule the hours missed. All clinic and fieldwork hours missed and subsequently rescheduled should be completed by the student prior to the end of each segment, if clinic and fieldwork have available openings; otherwise the student will be permitted to make up the missed sessions in the following segment. Regardless of absence tolerance levels, students are responsible for obtaining missed class work, notes and handouts, and for completing all required tests in a timely manner. If at any time a student has attended less than 90% of the elapsed hours, the student will be placed on probation. (Absence tolerances for every course are shown in an Addendum to this catalog.) The probation period will last until the beginning of the next segment, by which time attendance requirements must be brought within tolerance through tutoring. If a student fails to meet these minimum attendance standards, they will be dismissed. Attendance is monitored by instructors in each class and students are informed of any attendance deficiencies on a weekly basis. Formal student attendance reports are prepared by the Registrar and reported to the student at the midpoint and completion of each segment, or at other times based on any student's reasonable request.

If a student is unable to attend a class or course, and the absence results in a violation of the 90% attendance requirement, the student is immediately required to meet with the Dean of Students, the Director of Education and their assigned Lead Instructor to determine the student's requirements for completing the class or course. Opportunities for making up missed classes and courses within any segment of the program are dependent on whether the classes or courses missed are scheduled to occur again within the segment in question. When courses cannot be made up during the current segment, students will be able to attend missed classes or courses during the subsequent segment of the program.

Instructors are available to review missed content from lecture classes and/or practical assignments. Clinic and Fieldwork are scheduled in a manner that provides students ample opportunities to make up absences.

### **Grading**

Final numeric grades (scale of 0 to 100%) or grades of pass/fail/incomplete are given in each course. In courses where final grades are given (see Addendum), students must receive a minimum of 75%. Course syllabi are distributed on the first day of each segment. Syllabi are presented within a comprehensive overview of the segment, entitled the "Everyday Packet." Students are responsible for becoming familiar with the content of this packet. Final grades are based on homework assignments, written reports and/or exams. All grades are placed in the student's file. Records of academic achievement are prepared by the Registrar and reported to the student at the midpoint and completion of each segment. At the end of each segment, students are notified of final grades by email or regular mail. To proceed to the next segment in the Professional Training Program, academic and practical requirements of the student's current segment must be completed with a satisfactory grade and demonstration of competency for that segment of education.

### **Policy for Attendance, Late Assignments, and Incomplete or Failed Coursework**

PMTI's policy for progressing and graduating is based on the student's ability to demonstrate competency in required elements of each course. All coursework is due on the date assigned by the instructor or in the syllabus and is mandatory. Instructor requirements regarding deadlines may vary. Students are responsible for understanding each instructor's expectations at the beginning of the course. Students must make arrangements in advance if any assignment will be submitted late.

A student must submit a written request to their instructor prior to the end of the course requesting an incomplete in the class. Students who do not submit a written request for an incomplete in the course will receive a failing grade for the entire course. Students have until the start of the next segment to complete coursework, else the incomplete becomes a failure and the course must be repeated. If the Director of Education and the Registrar determine that due to a student's grade point average or excessive absences from class it is no longer viable for the student to make up the classes in order to successfully complete the segment or graduate from the PTP, PMTI shall notify the student in writing of the student's dismissal from the PTP with an effective date of no less than seven (7) days from the notice of dismissal. The student shall have an opportunity to discuss their dismissal with the Director of Education and the Dean of Students within seven (7) days of being notified in writing of the student's dismissal. The student's dismissal shall become effective following this seven (7) day period unless PMTI reverses its decision based on discussions with and information provided by the student.

## Graduation Requirements

In order to graduate from the Professional Training Program and receive a Certificate of Completion, students are required to:

- Achieve a minimum cumulative score of 75% in any lecture course that has a numerical grading standard;
- Achieve a "Pass" on all other lecture and laboratory classes including skills assessment;
- Attend at least 90% class hours within each segment;
- Attend 100% of all clinic and fieldwork hours at a minimum attendance rate of 90% with no more than 10% of the student's originally scheduled clock hours to be missed and made up;
- Hold a current certification in CPR and First Aid (at least 3 hours each in hands-on courses using American Red Cross or American Heart Association curricula) at the time of graduation (to be obtained outside of the PTP by the student at her or his expense); and
- Be paid in full.

Students who are scheduled to graduate and have not fulfilled all of the required coursework with a satisfactory grade may not be able to participate in graduation, and will not receive a certificate, or obtain completed transcripts until all course work has been completed. It is the student's responsibility to complete all required coursework by the agreed upon deadline or within 180 days, whichever occurs first.

### Student Records

PMTI guarantees the right of students to have access to their files. All grades, records and academic documents are placed in the student's file on a regular basis (every seven weeks). Other documents may be included, with student knowledge.

Students are entitled to their transcripts when all academic, administrative, and financial requirements are met. Official transcripts of coursework are given to graduates two weeks after graduation and will be permanently maintained by the school. One official and one unofficial transcript are provided to graduates free of charge; additional transcripts may be requested in writing, via email or by phone for a fee of \$15 each. Student records are considered confidential and will not be distributed to a third party without a written release from the student. All student transcripts and related attendance records and information will be kept as long as the school exists and can be obtained by contacting the Registrar at PMTI in writing, via email or by phone.

Students may view their student record during normal PMTI office hours. To view their file, a student needs to make a verbal or written request to the Registrar. Reasonable accommodations will be made for private viewing.

### Leave of Absence – 18 Mo Program

Students may request a leave of absence (LOA) in writing to the Dean of Students or Director of Education, but this absence is limited to 180 cumulative days. The Student's Enrollment Agreement will be amended to reflect a revised completion date. All other terms of the Enrollment Agreement shall remain unchanged. If a student fails to return to training by the end of the LOA, a refund due the student shall be based on the date of withdrawal or termination and paid within 60 days of the last scheduled day of the LOA. Any student requiring a period of leave longer than 180 days is formally dismissed from the

program. A student returning to the program after more than a 12-month period will be required to repeat the final exams relevant for the last segment of the program attended in order to demonstrate proficiency and readiness to proceed into the following segment.

### Leave of Absence – 9 Month Program

Students may request a leave of absence (LOA) in writing to the Dean of Students or the Executive Director, but this absence is limited to 90 cumulative days. The Student's Enrollment Agreement will be amended to reflect a revised completion date. All other terms of the Enrollment Agreement shall remain unchanged. If a student fails to return to training by the end of the LOA, a refund due the student shall be based on the date of withdrawal or termination and paid within 60 days of the last scheduled day of the LOA. Any student requiring a period of leave longer than 90 days is formally dismissed from the program. A student returning to the program after more than a 6-month period will be required to repeat the final exams relevant for the last segment of the program attended in order to demonstrate proficiency and readiness to proceed into the following segment.

### Continuation and Completion Policy

The student must reapply and be reaccepted by PMTI, and their enrollment shall be subject to any change in enrollment policies or tuition rates. A \$50 registration fee, to be applied to tuition, is due at time of enrollment. Any and all outstanding tuition and fees due must be paid in-full before a student will be accepted to return to the program. Additionally, all tuition and fees due must be paid before any withdrawing student receives a partial transcript or attendance record. Otherwise credit for prior courses taken in the PTP will be recognized by PMTI.

## Student Support

### Resolution of Issues and Grievance Procedures

Students who have concerns or questions regarding their educational experience at PMTI need to address them with their instructor. If concerns cannot be resolved with the instructor, the student should address their concerns or questions to the Dean of Students or Director of Education.

Any student wishing to appeal a disciplinary action may do so in writing within two (2) weeks of the notice. Appeals need to be addressed to the Executive Director, who will convene a review committee, which will review the case and make a recommendation of final status to the Executive Director. The review committee will consist of approximately three (3) members who have limited or no prior knowledge of the disciplinary action that was taken. If a complaint cannot be resolved using PMTI's process, a student may contact COMTA or any of the state agencies below to file a complaint. Procedures are available to students on request.

Commission on Massage Therapy Accreditation; (202) 888-6790  
900 Commonwealth Pl., Suites 200-331, Virginia Beach, VA 23464

Maryland Higher Education Commission; (410) 767-3300  
6 N. Liberty St., 10th Floor, Baltimore, MD 21202

Maryland Office of the Attorney General; (410) 528-8662

Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202

Maryland Board of Chiropractic and Massage Therapy Examiners  
4201 Patterson Ave., Suite 301, Baltimore, MD 21202; (410) 764-4738

**Tutoring**

An instructor may recommend that a student receive tutoring if there is unsatisfactory progress in academic and/or practical skills. Students, at their own expense, can arrange for private tutoring with a PMTI instructor for \$40 per hour.

**Student Conduct****Standards of Conduct**

Students are expected to demonstrate a commitment to the educational process by being in class on time and by keeping up with the class assignments. Students need to be attentive in class and should not behave in any way that disturbs the learning process. Lewd or lascivious conduct is grounds for immediate dismissal from the program. Inappropriate interactions and behavior, dishonesty, plagiarism, violence and violation of PMTI's written policies will not be tolerated and can result in probation, suspension and dismissal.

**Professional Ethics**

PMTI supports the American Massage Therapy Association's Code of Ethics and the National Certification Board for Therapeutic Massage and Bodywork Standards of Practice. Accordingly, students are expected to represent themselves as "students in basic massage therapy training" at all times until they graduate. Under no circumstances may students charge a fee or accept payment or gifts for any massage work performed. Students who do not abide by these policies not only disregard school policy, but also violate massage laws in DC, Maryland, and Virginia. PMTI reserves the right to suspend and/or dismiss a student who disregards these school policies. Sexual massage, or massage which is promoted with sexual overtones, is also grounds for dismissal.

**Grooming and Dress Code**

Students must be clean and well-groomed with short fingernails while attending classes. Students are required to wear a PMTI polo shirt with loose-fitting, well-kept slacks or skirt and appropriate undergarments for all Fieldwork and Clinic assignments, whether filling a requirement or working extra time. Students may wear jeans for Clinic, so long as they are neat, hemmed to an appropriate length, neither too loose nor too tight, with no holes or frayed areas. Those who do not meet these dress code or grooming requirements will be suspended from classroom, Fieldwork or Clinic activities until the condition is remedied.

**Disciplinary Policies**

PMTI tries to resolve student concerns and problems early and informally. Therefore, a student may receive a Student Status Notice and may be required to confer with the instructor and/or Student Services when grades, attire/grooming, conduct, attendance and/or payment of fees, become a problem.

PMTI reserves the right to place on probation, suspend or dismiss any student enrolled in the program. Any student against whom disciplinary action is taken will be notified in writing, and must meet with the instructor and/or Dean of Students to discuss the reasons and circumstances for the action.

Under probation, a student continues in the program until the beginning of the next segment under specified conditions, and is monitored by the instructor, the Dean of Students and the Executive Director. Grounds for probation include: non-payment of fees; unsatisfactory progress or performance in lecture or laboratory classes, repeated absence and attendance problems; non-participation; distracting or unprofessional behavior; noncooperation or inattention in class, clinic or fieldwork; inappropriate grooming, attire or personal habits; or failure to comply with required activities set forth in a Student Status Notice.

A student who is suspended is automatically removed from class for a period of time (case dependent), and may return only after fulfilling stated conditions. Grounds for suspension include: unprofessional conduct or dress in class or school-related activities; absences in excess of 10%; nonpayment of tuition or fees; incomplete paperwork for enrollment in the program; or blatant disregard of PMTI's Respect for the School Community (see Addendum). Absences while a student is suspended will be recorded in the student's attendance record.

In each case, specific corrective measures to be made by the student to return to a non-disciplinary status and the length of time of any suspension will be determined by the instructor and Dean of Students, in consultation with the Director of Education and Executive Director. Students will be informed of these decisions in writing. If a student is suspended for more than 180 days, the student will be withdrawn from the program and refunded, and must reapply.

Failure to complete the requirements of probation will result in suspension; failure to complete the requirements for suspension will result in dismissal. Additional grounds for immediate dismissal include: charging fees for class-related work; misrepresentation of student status; sexual misconduct; giving or receiving massage while infectious or under the influence of illegal drugs/alcohol; blatant and deliberate plagiarism, or violating the AMTA's Professional Code of Ethics (see Addendum). A student who is dismissed for any of these reasons is automatically withdrawn from the program and may reapply to the program after a minimum of one year.

**Non-Discrimination Policy**

PMTI actively seeks to cultivate a diverse community among its students, faculty, staff and community. PMTI does not discriminate on the basis of race, color, gender identification, age, sexual orientation, religion, national or ethnic origin or disability. PMTI adheres to all federal, state and local laws and regulations in the administration of its educational policies, admissions policies, hiring policies or any school-administered programs. PMTI is an equal opportunity employer and educational institution.

## PMTI Administrative Staff and Faculty

*Note: All PMTI faculty are licensed in the field of massage therapy, often in multiple jurisdictions, and meet all of the licensure requirements of the Maryland Higher Education Commission.*

### **Clio Berney, LMT**

#### **Clinic Manager, Lead Instructor Segments One, Instructor for CPR & 1<sup>st</sup> Aid**

Clio Berney joined our instructional team upon graduating in 2012. She is certified in Myofascial Release Technique, Pregnancy Massage, Active Isolated Stretching, Manual Lymph Drainage and Biodynamic Craniosacral Therapy. Clio is also a Practical Lead Instructor in Segments One and Three.

### **Linda Baron, LMT**

#### **Dean of Students/Alumni Services Coordinator Teaching Assistant Segment 1**

### **Bethann Brennan, LMT Registrar**

### **Jennifer Brennan, LMT**

#### **Continuing Education & Workshops Manager**

### **Shannon Cannedy, LMT**

#### **Clinic Instructor/Reception**

After graduating from PMTI in 2005, Shannon stayed on by working as a practitioner in the PMTI Graduate Clinic until 2008. When she started her own private practice in 2011, she began working in conjunction with an acupuncture clinic, taking on clients with sensitive health issues, which lead her to add Oncology Massage and Manual Lymph Drainage. She continued her education by studying Pregnancy Massage, Ayurveda, and Shiatsu techniques. Most recently, she has become a Reiki practitioner. Shannon loves to stay involved at PMTI, currently as a Student Clinic Instructor.



### **Molly Farwell Gavin, LMT Lead Instructor Segment 3**

Molly is a licensed massage therapist (LMT), certified practitioner of Integrative Reflexology(R), and 2017 graduate of PMTI. Prior to beginning her studies in massage, she came from a background in immigration legal work and advocacy. Molly is fluent in English and Spanish. Her training includes over 100 hours of study and practice in trauma-informed client services within and beyond the bodywork field. She is also a Yoga-alliance registered teacher.

### **Tamera Gelman**

#### **Executive Director, Admissions Coordinator**

Tam attended Middle Tennessee State University and enjoyed a long term career as a commercial mortgage banker and broker prior to becoming a massage therapist. Since graduating from PMTI in 2002, Tam has been an instructor and administrator for the school. Tam first volunteered as PMTI's real estate consultant in 2002 to help orchestrate the school's relocation to Wisconsin Avenue in DC, and she has served in this same role in relocating PMTI to Silver Spring in 2014. Joining the Board of Directors in 2003, Tam has twice served as Board Treasurer and as the Board's Co-Chair. Tam served as the school's Acting Co-Director on two occasions before assuming her current position in 2011.

### **Diane Kendal**

#### **Front Desk Management, Reception**

### **Alison Kennedy, LMT**

#### **Teaching Assistant Segment 3**

### **Tricia Kull, LMT**

#### **Lead Instructor Segment 2**

### **Susan Landau, LMT, NCTMB**

#### **Fieldwork Manager**

Susan has a B.S. from the University of Maryland, College Park, MBA studies at Florida Atlantic University, and is a PMTI Graduate, where she is now the Fieldwork Manager. She brings with her a background in Recreational Programming for Community Centers and Forensic Institutes. Susan is a Certified Infant Massage Instructor and has advanced training in Seated Massage. She also runs SEL & ASSOCIATES, her seated massage business in the Tri-State area, while maintaining a private practice in Frederick, MD.

**Peter Langsdorf, LMT****Lead Instructor Segments 1 and 3**

Peter is an LMT specializing in Swedish, Deep Tissue, and Neuromuscular Therapy techniques. He was a teaching assistant in Segments One and Three following graduation from PMTI and prior to becoming a Lead Instructor in Basic Anatomy and Physiology, Pathology for Massage Therapists, and the Medical Terminology and SOAP Charting. Peter shifted his focus to massage therapy after a career spent in litigation support (as a paralegal) and Federal recordkeeping.

**Jimmy Li, LMT****Teaching Assistant Segment 1****Kobie Nichols, LMT****Intern Segment 2****Mary Maruca, LMT****Lead Instructor Segment 3****Alicia Meyer, LMT****Intern Segment 2****Michael Oliwa****Marketing Director, IT Coordinator**

Michael started early in the advertising world as a photo assistant in his father's studio on Madison Avenue in the late 70's. While studying art and design, he began working for ad agencies and publications, following his creative direction to specialize in corporate identity, graphic design, and illustration. In the 1990's he had his own graphic design agency, first in Bethesda and later in Silver Spring. Michael later moved back to the corporate world, before coming on board at PMTI. Michael also serves as PMTI's IT Coordinator.

**Ross Pastel, LMT****Lead Instructor Segment 2**

Ross has a B.A. from Harvard University and a Ph.D. in Neural and Endocrine Regulation from the Massachusetts Institute of Technology. After 26 years in the U.S. Army as an officer and research scientist, he retired as a Lieutenant Colonel. He graduated from PMTI in 2016 and stayed on to intern, then teach Basic Anatomy and Physiology, and Body Systems Pathology for Massage. He also co-leads Case Report (with Tam Gelman) and teaches the Research Literacy workshop. He is currently pursuing certification in the Trager Approach, Zero Balancing, and Upledger CranioSacral Therapy. Other continuing education pursuits include Feldenkrais, Neuromuscular Therapy, Bowen Technique, and FlexAware.

**Jackie Prince, LMT****Lead Instructor Segment 1****Brenda Rayner, LMT****Director of Education, Lead Instructor Segment 2**

Brenda joined our staff as Office Manager in October 2017, with a career background in entrepreneurship, human resources and accounting. A 2002 graduate of PMTI, Brenda has been a longstanding member of the Segment Two faculty, serving as both an academic and practical instructor. She has been a member of the Board of Directors since 2010, and currently serves as Assistant Treasurer. During the last several years, Brenda has continued to develop experience in massage therapy education through involvement with ABMP, AMTA, and AFMTE, participating in the development of two major projects in our field, ELAP/The CORE Blueprint for Entry-level Therapists, and more recently the Core Competencies for Massage Therapy Instructors.

**AnaElle Rene, LMT****Teaching Assistant Segment 3****Bob Schleichert, RMP****Lead Instructor Segment 1**

Bob graduated from PMTI in 2004 and has additional training in Reiki, Compassionate Touch, Couples Massage, Massage for Low Back Pain and Carpal Tunnel Syndrome. He has taught in multiple segments of the Professional Training Program. Bob is currently a lead instructor in Segment 1 practical, as well as the Fieldwork program and PMTI's community workshops. Bob maintains a private practice in Maryland.

**Stella Sutkiewicz, LMT****Lead Instructor Segment 2****Brenda Tracey, LMT****Lead Instructor, Segment 1****Elissa Webber, LMT****Lead Instructor Segment 2, Clinic Instructor**

A July 2013 graduate of PMTI, Elissa has two degrees from Florida State University and worked as a librarian for over 20 years before attending PMTI. She currently lives in Silver Spring with her husband and college age sons, where she also has a private massage therapy practice. Elissa has pursued continuing education in Alchemical Alignment, Shiatsu, Seva Stress Release and Hellerwork.

## General Information

### Program Accreditation: COMTA

PMTI's Professional Training Program is accredited by the Commission on Massage Therapy Accreditation (COMTA). COMTA is an accrediting agency specific to massage therapy in the U.S. and is recognized by the US Department of Education. PMTI is the oldest COMTA-accredited massage therapy training program in the greater Washington, DC area.

#### COMTA

900 Commonwealth Place, Suites 200-331  
Virginia Beach, VA 23464  
(202) 888-6790 [www.comta.org](http://www.comta.org).

### Licensing Exams (MBLEx)

To become a licensed therapist upon graduation,



candidates must pass the Massage and Bodywork Licensing Exam (MBLEx), offered by the Federation of State Massage Therapy Boards. All three local jurisdictions, and most other states, accept this examination for licensing purposes. Our students' first time pass rate is over 20 percentage points higher than the national averages on the MBLEx. There is currently a fee of \$265.00 to apply for the exam. In addition, PMTI is an NCBTMB continuing education Approved Provider. For more information, visit [www.fsmtb.org](http://www.fsmtb.org) or [www.ncbtmb.org](http://www.ncbtmb.org).

### Professional Associations:

*American Massage Therapy Association (AMTA)* Founded in 1943, AMTA is an association of massage and bodywork practitioners. Member benefits include professional liability insurance, legislative support, active local chapters, an annual convention, continuing education hours, Massage Therapy Journal, and the Massage Therapy Career Guide five-volume set. AMTA offers a discounted student rate for those enrolled at PMTI.

### *Associated Bodywork and Massage Professionals (ABMP)*

Founded in 1987, ABMP is an organization of massage, bodywork and aesthetician practitioners. Member

benefits include professional liability insurance, the bi-monthly Massage and Bodywork Magazine, and the Successful Business Handbook. PMTI provides student memberships to ABMP for all enrolled students.

### Student Body

Students at PMTI come from a variety of backgrounds and life experiences. The age range has been 19 to 72 years, with an average age of approximately 34. The ratio of women to men is approximately 3 to 1. Educational backgrounds range from recent high school graduates to M.D.s and Ph.D.s. There have been a number of visually impaired and learning disabled students who have successfully completed the program.

### Local Licensing Laws and Regulations

Licensing for practicing massage therapy varies greatly around the country.

Graduation from PMTI's Professional Training Program does not guarantee the ability to obtain a license in massage therapy in any particular state, county, or city. Some states have different or more extensive educational requirements than PMTI, and some counties and/or states conduct criminal history and background checks. Check with local governments in advance of your enrollment at PMTI if you have specific questions about the area in which you hope to practice. For information on state regulations, visit [www.amtamassage.org](http://www.amtamassage.org) or [www.abmp.com](http://www.abmp.com).

The District of Columbia, Virginia and Maryland each have their own licensure or certification laws. DC and Virginia both require a completed certificate from a 500-hour school, such as PMTI, as well as successful passage of the Massage and Bodywork Licensing Exam (MBLEx).

Maryland requires a completed certificate from a 600-hour accredited institution, such as PMTI, and successful passage of both the MBLEx and a state jurisprudence exam. Approximate costs for licensure in Maryland currently are as follows: an application fee of \$150.00, a license fee of \$200.00 and the jurisprudence exam fee of \$100.00. These costs are subject to change by the applicable jurisdiction and students should monitor the cost for the jurisdiction(s) for which they intend to seek licensure. Maryland also requires 60 college credits (24 in health sciences) to be a Licensed Massage Therapist. Graduates who want to practice in Maryland but do not have the college credits required for licensure can qualify as Registered Massage Practitioners, but are not permitted to practice in health care settings. Local county and city laws may also apply in Virginia and Maryland, Therapists must meet any zoning requirements of local jurisdictions.

### Housing

PMTI is not a residential school. Students in search of housing can check with student housing services at American, Georgetown, and George Washington Universities. The suburban areas of Silver Spring and Takoma Park, MD are convenient to the school.

### Professional Placement and Referrals

PMTI receives numerous employment opportunities for massage therapists. These include spas, health clubs, offices and businesses, private practice, salons, athletic facilities, chiropractic offices, and more. Graduates have access to job opportunities and volunteer opportunities through the PMTI Alumni Website. PLEASE NOTE: PMTI makes no guarantee of employment, nor does it guarantee that specific salaries can be attained upon completion of the PTP. PMTI does, however, maintain a registry of job opportunities and provides consultation to alumni and students in their employment searches through the Student and Alumni Services Department.



### Other Programs and Services

#### Introductory Workshops

Individuals interested in massage, bodywork or holistic health can benefit from our introductory classes. These classes have no prerequisites and are recommended for anyone who is considering the PTP. In addition, these classes provide a good way to experience PMTI's philosophy and teaching style. Introductory classes are not part of and cannot apply as credit toward the PTP. For more information about PMTI workshops, please visit [www.pmti.org](http://www.pmti.org).

#### Student and Graduate Clinic

PMTI's Student Clinic is staffed by intermediate and advanced students who practice their skills with clients from the general public, under supervision. Clients pay a reduced fee which covers clinic costs. The professional learning environment enables students to experience

realistic practice situations to prepare for the transition to a professional practice. PMTI also operates a Graduate Clinic, where recent graduates with greater experience, knowledge, and independence provide massage therapy at a reduced fee.

#### Location and Access

PMTI is located at 8701 Georgia Avenue, Suite 700, Silver Spring, MD 20910. The school is located in the heart of Silver Spring, between Cameron and Fenwick Streets.

#### By Metro

Take the Red Line Metro to the Silver Spring station. At street level, walk north two blocks on Colesville Road, turn left and walk two blocks on Georgia Avenue. PMTI is on the right side of the street at 8701 Georgia Avenue.

#### By Car

From DC: travel north on 16th Street, NW and turn right onto Spring Street. Continuing on Spring Street, cross over Georgia Avenue, following the bend and turn right onto Cameron Street. Travel two blocks and turn right onto Georgia Avenue. PMTI's building entrance will be on your right.

From the Beltway: take the Georgia Avenue/Rt. 97 exit towards DC (southbound). Travel one mile and turn left onto Spring Street. Follow the bend and turn right onto Cameron Street. Travel two blocks and turn right onto Georgia Avenue. PMTI's building entrance will be on your right.

#### Parking

There is metered parking on Georgia Avenue as well as on Cameron and Fenwick Streets. There are also large public parking facilities across the street on Cameron and Fenwick, as well as another facility located at the rear of the building on Fenton Street. The Fenton Street garage can be accessed from Fenton Street, or by using the alleyway on the north side of the office building.

#### Accessing PMTI's Suite

PMTI is located in a secure building. The main door is locked after hours and on Saturday afternoon and Sunday. To enter during these times, use the phone at the door to request access to PMTI. Or, call ahead and secure a password from our staff.

#### PMTI Office Hours

PMTI administrative offices are open throughout the week. Generally, our office hours are: Monday through Thursday from 9:00 a.m. to 7:00 p.m. The office closes at 5:00 p.m. on Friday. Office hours on Saturdays are based on the schedule for weekend classes and clinic.

## OUR GRADS SAY...

"I can't imagine attending another school in this area. I'm so grateful for the outstanding faculty and peers that I've met through this program — it's given me an extremely strong foundation for my new career."

— Kate Grisard, PMTI Graduate