

Massage Therapist Student Handbook



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Dear Massage Therapist Student:

Welcome to the Boston Reed College Massage Therapist Training Program! Included in the Student Handbook is everything you need to know to make your experience as a Boston Reed Student successful. Please take the time to read through all materials. Below is a listing of what is included and a brief explanation.

Boston Reed College Contact Information: If you have questions, comments or need to notify us of your absence from class or your externship, call our toll-free student line at **(800) 201-1141 and choose option 3**. Leave a message, including your full name (spell your name), class location and a phone number where you can be reached including area code. Our representatives check messages between 9am & 5pm on weekdays. If calling to report an absence, do *not* expect a return call. *Be aware* of the attendance policy as stated in the student guidelines included in this handbook. Also, please make Boston Reed College aware immediately of any change of address or telephone number.

Student Guidelines: PLEASE READ AND KEEP WITH YOU FOR REFERENCE. You are responsible for knowing and complying with the Boston Reed College Student Guidelines including attendance requirements and student conduct.

Study Guide: This lists the weekly assignments and textbook subjects to be covered.

Boston Reed College Student Web Page: You can find information and forms you will need for this course by visiting www.bostonreedcollege.com/students .

Boston Reed College Marketplace: The Boston Reed College Marketplace is an online student store where you can purchase items to enhance your learning experience. Please visit it at www.bostonreedcollege.com

Externship Questionnaire: In order to make pre-arrangements for your externship, it is necessary for you to return by mail or fax the enclosed externship questionnaire within 10 DAYS of the start of the program. This questionnaire signifies your commitment to complete the externship component of the program. Changes to this schedule will be made *only* in case of emergency. Boston Reed College *will not* remind you to return this questionnaire and, if not returned, you will not be scheduled for an externship. More information regarding the externship along with the dress code requirements can be found in the student guidelines.

All About Externships: This three-page information sheet explains everything you need to know about your externship. Prior to beginning your externship, you will need to supply Boston Reed College with several pre-requisites which include verification of CPR for healthcare providers, a physical exam, TB screening (completed within the last year) a resume and proof of computer proficiency. Please see the information sheet for details about these requirements. They must be turned into Boston Reed College by Monday of the **10th WEEK** of your program. Also, enclosed is an externship checklist and sample physical exam form you can use. These prerequisites are **mandatory** for you to begin your externship. . **Please keep a copy for your records.**

Externship Resource Booklet: Please keep track of this document. It will **serve as proof** of your training at the end of the program and will be turned into Boston Reed College to receive Certification of completion. Your instructor will check off the different skills listed as they are as being taught and practiced in class. Your instructor should check off each skill at least once. However, the book is then primarily used for you externship and your preceptor will check off skills as you perform them at the site, log hours worked and evaluate your performance at the end of the program. It is essential that this booklet be complete and turned into Boston Reed College upon completion of you externship in order for you to receive certificate of completion. **Please keep a copy for your records.**

Document Request Form: The Document Request Form will be used to request your transcript from us.

Electronic Confirmation: Read and sign the form that is attached to the end of this Student Handbook. The form must be signed and brought to your second week of class and given to the instructor. **Please keep a copy for your records.**

Enjoy the program!

Sincerely

Dana Bernard
Massage Therapist Program Director

Student Guidelines

It is the responsibility of each student to read and abide by these guidelines. These guidelines apply to both the classroom and the externship.

Program Completion Requirements:

To obtain a certificate of completion, students must pass both the classroom and the externship portions of the program.

Classroom Requirements:

To pass the classroom portion, students must achieve a minimum score of 80% or better on the written and skills portions of the midterm and final examinations. Those passing scores will then be averaged to create an overall course percentage. The Program Instructor does have up to 5% throughout the course to award for attendance, class participation, attitude and quizzes, if given. The Program Instructor has sole discretion as to how the 5% will be awarded. Students who fail any portion of midterm or final examinations may re-take that portion within ten (10) days of testing. All requests for re-examination should be directed to your Program Instructor. If a student misses any examination without giving prior notice to the instructor that will be considered the students first failed attempt at the examination and the second attempt can then be scheduled.

Externship:

See “All About Externships” located in your student handbook.

Dress Code:

Students must wear clothing authorized by Boston Reed College and the site of the externship. Be prepared to wear a uniform. Students also are expected to dress in a neat, clean and professional manner every day. Violation of the dress code may result in a grade reduction, probations or dismissal from school. See Externship Resource Booklet for guidelines.

Rules of Student Conduct:

Be courteous and respectful to all persons at all times, including but not limited to fellow students and instructors, clients and Boston Reed College personnel. Be on time for all classroom and externship assignments; give advance notice to Boston Reed College and your externship department manager of any absence or late arrival. Be conscientious and diligent in the performance of all classroom and skills assignments and conduct yourself as a professional at all times regardless of the circumstances. Students are expected to avoid behaviors that could be perceived as sexual harassment including but not limited to unwelcome touching, language or pictures of a sexual nature.

Policy on Dishonesty:

Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to instructors, externship site staff or Boston Reed College personnel. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a failing grade of a “0” for the assignment in question.
3. Issue a failing grade for the course.
4. Refer the student to the Massage Therapist Training Program Director for disciplinary action, which may include dismissal from the program.

Attendance:

Students attending classes that meet twice a week will be allowed a maximum of four absences (three excused absences one un-excused absence) for the duration of the course, which includes both classroom and externship days. Students attending Saturday classes are allowed a total of two absences (one excused and one unexcused.) An un-excused absence is any absence for which the student has not contacted the Boston Reed College Student Line at (800) 201-1141 – option 3, in advance of the class that is missed. More than the allowed number of absences may result in the student being dismissed from the program. Students will be required to make-up any work that is missed in the classroom as a result of an absence. All externship time missed will be made up with assignment of additional hours. In addition to making up assigned work, the student will be required to complete additional work assigned at the instructor's discretion. Unexcused tardiness (late more than 10 minutes without giving prior notice) will be tracked and three unexcused tardies will count as one absence.

Change of Address:

The student is responsible for making Boston Reed College aware of all changes of address, phone numbers and contact information.

Grounds for Dismissal:

Boston Reed College and/or any instructor may permanently dismiss any student who:

1. Exhibits disruptive behavior and/or a lack of a common courtesy and respect for the instructor and/or fellow students. Disruptive behavior is any behavior that negatively impacts the instructor's ability to teach and/or the student's ability to learn. This applies in both classroom and during externships and includes intoxication with alcohol or drugs.
2. Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
3. Uses profanity with an instructor, fellow student, externship site employee or any Boston Reed College employee.
4. Positive drug test.
5. Have more than one unexcused absence, and/or more than three excused absences or fails to meet financial obligations. There is a \$20.00 service charge for all returned checks.
6. Fails to abide by any or all of the terms of the registration agreement.
7. Host sites have the right to dismiss students for any reason without recourse. Boston Reed will request and evaluation from the host site and determine if the student is eligible to continue in the program.

Procedure for Dismissal:

The Instructor will notify the Massage Therapist Program Director if a student is not meeting the requirements of the Student Guidelines. The Massage Therapist Program Director may contact the student by telephone or in writing to obtain further information. The Massage Therapist Program Director will then present information to the Boston Reed College School Board, who will render a decision. The student will be notified of the decision in writing.

Student Grievance Procedure:

1. The student is advised to attempt **first** to resolve the issue with the instructor.
2. If that is unsuccessful, the student should put the grievance in writing and submit it by mail or facsimile, to the Massage Therapist Training Program.

Boston Reed College

2799 Napa Valley Corporate Drive
Napa, CA 94558
Phone: 800-201-1141
Fax: 707-307-5017

3. The Massage Therapist Training Director will convene the “School Board” consisting of:
 - a. Program Director
 - b. President/General Manager
 - c. Externship Coordinator, if applicable

The “School Board” will take the matter under consideration and notify the student of the result within five business days.

4. Any problem at the externship site should be reported to the externship coordinator immediately.

Graduation:

You must return the completed Externship Resource Booklet to Boston Reed to receive your certificate of completion. See inside cover of the Externship Resource Booklet for instructions.

Externship Questionnaire

Massage Therapist

*** This information will be used to match you with an externship site.*
Due within 10 days of the beginning of the program - Please print clearly

Name _____

Program location _____

Preferred city for externship _____ Preferred site _____

Telephone number at work () _____ home () _____

Are you a Kaiser Employee? Yes No If yes, where: _____

Are you bilingual? Yes No If yes, which languages: _____

Are you pregnant? Yes No If yes, due date _____

“Eligible” students who commit to a full-time externship (five business days a week) will be placed in an externship no later than 90 days from the end of the classroom portion of any course. Eligible students who commit to a part-time externship (2-4 business days per week) will be placed in an externship no later than 180 days from the end of the classroom portion of any course. Students may be required to travel 60 miles in one direction to an externship site. **An eligible student is** one who has all prerequisites on file with Boston Reed College and has successfully completed the classroom portion of the course. Any student that has not turned in the necessary documents in a timely fashion or **has not paid full tuition** may have placement delayed beyond the 90 days mentioned above. Prerequisites are as follows: externship questionnaire, CPR for the healthcare provider, proof of a current physical examination, tuberculosis screening, a resume and proof of computer proficiency. Any externship not approved by Boston Reed College will not count toward completion requirements. We do not guarantee externship placement if you are not available at least two business days per week (8:30 a.m. to 5:00 p.m. Monday through Friday). Evening and weekend externships may be available on a very limited basis. Evening and weekend externships are harder to locate and will take longer to schedule and may require you to travel to a site out of your immediate area.

If you have a location for your externship in mind (i.e. with your employer), please include the name, address, phone and fax number of the location, as well as the name of the person who would act as your preceptor. Please note this in the comment section below.

I am committed to attend my required externship:

Circle One 5x/week 4x/week 3x/week 2x/week 1x/week

ON (Circle all that apply) Mon Tues Wed Thu Fri

8 hours per day (8:30am - 5pm) for a total of 120 hours. (Traveling up to 60 miles may be necessary)

All externships must be approved by Boston Reed College.

Other comments or needs:

For more information about externships see the externship resource booklet and student handbook.

Student signature: _____ **Date:** _____

Return to: Boston Reed College 2799 Napa Valley Corporate Drive Napa, CA 94558 Fax: (707) 307-5017

Please retain a copy for your records

Externship Checklist—Due Week 10

Please read the “All About Externships” information and Student Guidelines on clinical externships for a detailed description of this important part of your training.

Name: _____

Address: _____

Daytime Phone: _____

Program Location: _____ Weekday Saturday

Step One: Turn in your completed questionnaire to Boston Reed within 10 days of the start of your program.

Date questionnaire sent: _____

Step Two: By week two, make arrangements to take a CPR class, have a physical exam and a TB test. Complete your resume.

Step Three: Submit checklist and prerequisites by Monday of the 10th week of your program. Complete this checklist and attach to the following:

- Completed physical exam form.
- TB test results, or if positive TB test in the past, submit a chest x-ray report (chest x-ray must be within the last two years)
- Copy of your CPR card for Healthcare Provider. Must include adult, infant, child two-person CPR and choking.
- Original copy of your resume (because we fax your resume to the clinical site, your resume should be a clear original and not faxed or photocopied)
- Proof of computer proficiency

Step Four: One week after mailing your prerequisites, call the Boston Reed Student Line at 800-201-1141, Ext 5032, to confirm that your paperwork has arrived.

Mail this application and other prerequisites forms to: Boston Reed College
Attn. Student Records
2799 Napa Valley Corporate Drive
Napa, CA. 94558

Retain a copy of all your paperwork, including this form for your records. If you do not submit the completed prerequisites on time, your externship may be delayed.

All About Externships

What is an externship?

An externship is an important step towards becoming a Massage Therapist. It will allow you to put into practice all that you have learned in the classroom. You will be working under the guidance of a preceptor to gain actual hands-on experience, BUT YOU ARE STILL CONSIDERED A BOSTON REED STUDENT. Your preceptor will be a massage therapist or instructor. Your preceptor will provide you with an orientation to the policies and workflow of their office. This is your chance to move from the role of a student into the role of a professional.

Prerequisites

Step One: Turn in your completed externship questionnaire within ten days of the start of your program.

Step Two: By week two, make arrangements to take a CPR class, have a physical exam and a TB test. Complete your resume.

Step Three: Submit externship checklist and prerequisites by Monday of the 10th week of your program. Attach to the following to the completed externship checklist:

- Completed physical exam form—must be signed by you and your health care provider.
- TB test results, or if positive TB test in the past, submit a chest x-ray report (chest x-ray must be within the last two years)
- A copy of your CPR card for Healthcare Provider—must include adult, infant, child two-person CPR and choking.
- Original copy of your resume (because we fax your resume to the site, your resume should be a clear original and not a faxed copy or photocopied) **Preferred method** is to submit your resume to: resumes@bostonreed.com
- Proof of computer proficiency.

Please submit all paperwork at the same—your cooperation is appreciated!

Physical with Tuberculosis (TB) Screening

Use your existing medical coverage to obtain this. Take the form provided in this Student Handbook on pages 12 and 13 to your physician or community clinic. Return completed form to Boston Reed via mail or fax (a physical and/or TB screening completed in the last year will qualify).

Resume

Your resume will be used to fax to sites interested in hosting you for your externship. A suggested format is listed below.

Potential externship hosts or employers will not read more than the first page of your resume. Try to keep resume to one page and no more than two.

Use large print for your name, address and telephone number.

Include sections for education, work experience, special skills.

Send us an original copy. Because we fax your resume to the externship site, your resume should be a clear original and not faxed or photocopied. Preferred method is to submit you resume to: resumes@bostonreed.com

Some sources for help:

Take the resume course at www.coursesonline.com

Check your computer word processing program for a resume template.

If you don't have a computer, try your local library or copy shop.

Check the yellow pages or want ads for resume services.

Check with your local Employment Development Department.

Consult your local library

Proof of Computer Proficiency

You can take a course anywhere in basic computer operations or you may have already, if not check with local adult school (course or sign off), www.coursesonline.com, or a letter from employer stating the student has basic computer operation skills.

CPR for Healthcare Provider Card

You need CPR for the health care professional (Community CPR is not enough). This includes: one and two-person adult, child and infant CPR and choking. Please see attached CPR Information Sheet. When arranging for a class, find out how and when you will receive your card. In some cases there may be a delay and this can hold up your externship. We recommend that you request a receipt when you attend the class. Here are some places to look for a class:

- Your local adult school or community college
- The American Red Cross
- The American Heart Association (local chapter)
- Your local fire department, hospitals and nursing homes

Externship Placement

Externships are held at a variety of settings such as spas, chiropractic offices and massage centers. If you are not available during regular business hours, it may take longer to find a placement for you and you may be required to travel outside your area. We do not guarantee placement for students who are not available at least two business days a week. Many of our host sites prefer students to be available full-time. Others allow short hours but prefer you be there at least three days a week. It is a good idea to start planning now for how you will fit your externship into your schedule. It can help to save up some vacation time, arrange for childcare, and secure transportation ahead of time.

Boston Reed will arrange an externship site for you unless you have a site in mind. Please notify Boston Reed if you have found your site. All sites must be approved by Boston Reed. For students who **have their prerequisites in** and are available during regular business hours, placement begins immediately following completion of the course. Only those students who commit to working full time at 40 hours/week Monday through Friday, from 8:30 a.m. to 5:30 p.m., and willing to travel 60 to a site will be placed within a 90 day period from the last day of class. We cannot guarantee that you will be placed at a particular site. **We match the needs of the site with each student's availability, grades, attendance records and location.** Once we have made arrangements for your externship you are expected to complete the hours at the assigned site without schedule changes. If absence occurs the hours must be made up to meet the 120 hour requirement.

If you have a request for a particular site or if you plan to do your externship with your employer, you must gain prior approval from Boston Reed. To gain approval call or fax Boston Reed with the name of the facility, the address, the full name of your preceptor, the telephone number, the fax number, your projected start date and your schedule. Any hours you complete prior to obtaining approval from Boston Reed, will not be covered under our liability or malpractice insurance and will not count towards the 120 required hours.

The Interview

Some of the sites prefer to interview students prior to the externship. This gives them a chance to see if you will be a good fit for their particular office. We recommend that you go to the interview in your uniform following the Boston Reed dress code, and wear your Boston Reed nametag. Take your externship resource booklet and a small note pad with a pen. This shows them that you are serious about learning the role of the Massage Therapist. During the interview confirm your start date, work hours and the name of your preceptor. Be prepared to ask a few questions about the type of location it is and what their expectations are. Show enthusiasm for learning. **Be prepared to be asked questions about how to conduct a consultation or basis massage techniques.** After your interview, call Boston Reed to confirm your start date and schedule.

Successful Externing

Treat the externship like a job. Show up on time and in uniform. Review the dress code. Take your externship resource booklet with you as well as a pen and small pad of paper. Anytime you either observe or perform a skill, have that skill signed off on the skills checklist in your booklet. Have your hours signed off regularly. When you are nearing completion of the required 120 hours, ask your preceptor to fill out the evaluation form in the back of your booklet. Remember that students are often judged more strictly than employees. Even if you see employees wasting time or dressed casually, do not follow their lead. Instead, ask if there is anything you can do to help. It is OK to help with cleaning or filing if the flow of clients is slow.

Many of our students are hired either by their externship site or by word of mouth from a preceptor who felt the student did an exceptional job. This is your chance to make a good impression on your fellow medical professionals. Ask for a letter of recommendation upon completion.

Note: If you are going to be absent from your externship for any reason, you must call the site and the Boston Reed student line prior to the scheduled day. Work missed due to absences must be made up.

Sometimes students are asked to discontinue an externship. The most common reasons are not being on time, not showing up on scheduled days, lack of initiative, or failure to follow procedures after repeated instructions. Students are also dismissed for poor attitude or for developing inappropriate relations with coworkers or supervisors. *Remember you are a professional—your behavior should reflect this!* If a site manager calls us about a student, we often ask the student to leave the site immediately. If you are having a problem at your externship site, you must notify Boston Reed immediately.

If you are assigned to an externship, and do not follow through with the arrangements, or if you are asked to discontinue an externship and are deemed eligible to continue, you will be responsible for locating your own externship. Boston Reed must also approve this externship.

Please remember that we are guests in the facility. Make a good impression so that they will be happy to take Boston Reed students in the future. Just think, one day soon, perhaps you will be working in an office and arranging for a Boston Reed student to do an externship with you!

Special Considerations

Remember that client information is confidential. Do not open or read a file you are not directly responsible for. Do not discuss clients with anyone but the appropriate staff.

Physical Examination Form Massage Therapist

Student Name: _____ Sex: M F Birth date: _____

Program Location: _____ Weekday Saturday

Have you had a serious illness, injury or surgery? Yes No If yes, please describe:

TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER

1. Current complaints/disabilities pertinent to the student's participation in training program.

2. Medications used: Prescription and over-the-counter (use back if necessary)

Name

Indication

Frequency

3. Significant medical history, accidents, deformities, surgeries, back problems, communicable diseases:

4. Examination Comments and findings:

The above named has neither communicable nor disabling disease nor health condition that would create a hazard to himself, visitors, classmates or patients at this time. He/she is able to perform the physical activities required for the training.

Examiner Name (please print): _____ **Phone:** _____

Examiner Signature: _____ **Date:** _____

I give permission to release a copy of this form to affiliating clinical facility.

Student Signature: _____ **Date:** _____

Boston Reed College 2799 Napa Valley Corporate Drive Napa, CA 94558 (800) 201-1141 Fax (707) 307-5017

Physical Examination Form Continued:

Student Name: _____

**Required Tuberculosis Screening (PPD)
To Be Completed by Physician or Nurse Practitioner**

	Date Administered	Initials	Date and Result in Millimeters
Test One			
Chest x-ray (if positive PPD, otherwise, NA)	Please attach results		

**Immunization History
To Be Completed by Physician or Nurse Practitioner
Recommended but not required. Please attach lab results.**

Immunization	Date Completed	Initials	Other
MMR			
Hepatitis B (3-part series)			
Varicella			History: <input type="checkbox"/> Yes <input type="checkbox"/> No
Hepatitis C Titer			Result:



CPR Information Sheet

Some externship sites require American Heart Association (AHA) approved CPR programs. The AHA course, *CPR for the Health Care Provider*, offers all the training necessary to be prepared in the field.

The American Red Cross and other private CPR programs also offer courses that will meet the same standards. Please be sure to ask specifically if the class offers the following components:

- 1 man CPR and 2 man CPR for Adults, Children and Infants using Mouth to Mouth, Mouth to Mask and Bag Valve Mask techniques.
- Training for Automated External Defibrillator (AED)
- Obstructed Airway Training for Adults, Children and Infants.
- Chain of Survival

Boston Reed College will accept any program or combination of programs that cover this basic core curriculum. We must have a copy of your card as proof of completion to be eligible for externship.

Massage Therapist Study Guide

MODULE / ASSIGNMENT	THEORY	LAB
1 Theory and Practice of Therapeutic Massage (TPT) Chapters 1, 2, 3, and 5 (pp 87-95) Anatomical Positions, Terms and Meanings	<ul style="list-style-type: none"> ✓ Brief overview of History ✓ Brief overview of Licensing ✓ Professional ethics and a successful practice ✓ Understanding the organ system 	Demonstrate muscle testing Role-play A client with a serious medical problem would not benefit. A client that would benefit from a particular exercise
2 TPT Chapters 4 Overview, 5 (pp 71-86) Cells and Tissues, 6, and 7	<ul style="list-style-type: none"> ✓ Human Anatomy, Physiology Overview ✓ Cells and Tissues ✓ Benefits of massage ✓ Supplies and equipment 	Discuss stud understanding about what they've learned Discuss HIV/AIDS and other diseases Organizing your supplies and the layout of your equipment
3 TPT Chapters 5 (pp 96-110) The skin, 8, and 9	<ul style="list-style-type: none"> ✓ Understanding the skin ✓ Safety and Sanitized ✓ Consultation 	Word review Show proper cleaning and safety techniques Role-play w/each stud being the therapist
4 TPT Chapters 5 (pp 111-199) The Skeletal System The Muscular System 10, 11	<ul style="list-style-type: none"> ✓ Skeletal system ✓ Muscular system ✓ 6 Major massage movements ✓ Hand exercises 	Have students demonstrate strokes and name the muscles being massaged Practice hand exercises on each other
5 TPT Chapters 5 (pp 200-233) The Circulatory System The Lymph-Vascular and Immune System and 12	<ul style="list-style-type: none"> ✓ Circulatory system ✓ Lymph and immune system ✓ Preparing a client for a massage session 	Practice skills for complete body massage
6 TPT Chapters 5 (pp234-260)The Nervous System, continue 12	<ul style="list-style-type: none"> ✓ Nervous system ✓ 4 parts to a therapeutic procedure ✓ Explain any after effects of massage 	Continue to practice skills for complete body massage
7	✓ Midterm Review	
8	✓ Midterm	

Legend

Text = (TPT) Milady's Theory and Practice of Therapeutic Massage / by Mark F. Beck – 4th Edition
 2006 Delmar Learning ISBN: 1-4018-8030-4

Workbook (MTW) Milady's Theory and Practice of Therapeutic Massage / by Mark F. Beck -4th Edition
 2006 Delmar Learning ISBN: 1-4018-8031-2

MODULE / ASSIGNMENT	THEORY	LAB
9 TPT Chapter 5 (pp 261-268) The Endocrine System	✓ Endocrine system	Continue to practice skills for complete body massage
10 TPT Chapter 5 (pp 269-273) The Respiratory System, 13, and 14	✓ Respiratory system ✓ Therapeutic Procedure ✓ Hydrotherapy	Continue to practice skills for complete body massage
11 TPT Chapters 5 (pp 274-278) The Digestive System, and 15	✓ Structure and functions of the digestive system ✓ Massage in the Spa Setting	Continue to practice skills for complete body massage
12 TPT Chapter 5 (pp 279-282) The Excretory System, 16	✓ Excretory system ✓ Healing and convalescence ✓ Athletic/sports massage ✓ Injuries and massage	Continue to practice skills for complete body massage
13 TPT Chapter 5 (pp 283-292) Human reproductive, 17, 18	✓ Reproductive system ✓ Define medical massage ✓ Prenatal massage ✓ Muscle Energy Technique ✓ Benefits of exercise ✓ Personal fitness plan	Continue to practice skills for complete body massage
14 TPT Chapter 19	✓ Advantages and disadvantages of operating your own business ✓ Importance of Marketing	Continue to practice skills for complete body massage
15	✓ Final Review	
16	✓ Final	

Legend

Text =(TPT) Theory and Practice of Therapeutic Massage / by Mark F. Beck – 4th edition.

2006 Delmar Learning ISBN: 1-4018-8030-4

Workbook (TPW) Theory and Practice of Therapeutic Massage / by Mark F. Beck -4th edition.

2006 Delmar Learning ISBN: 1-4018-8031-2

BOSTON REED COLLEGE
2799 Napa Valley Corporate Drive
Napa, CA 94558
Phone: 800-201-1141
Fax: 707-307-5017

ATTN: STUDENT RECORDS

Document Request Form

PERSONAL INFORMATION

Name: _____ Social Security # _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Form(s) Requested: Expect to receive within 15 business days
(Currently No Charge)

- | | |
|---|---|
| <input type="radio"/> Copy of CPR Card | <input type="radio"/> Copy of X-Ray |
| <input type="radio"/> Copy of Resume | <input type="radio"/> Copy of Student Transcripts
(Not an Official Transcript) |
| <input type="radio"/> Copy of TB Test | <input type="radio"/> Copy of Physical |
| <input type="radio"/> Payment Receipt | <input type="radio"/> Copy of Course Completion
(For <i>Student Sponsors</i> ONLY) |
| <input type="radio"/> Proof for Tuition Reimbursement | |

\$5.00 Charge for:

- Original Transcript for Another Institution: (Verification of Course Completion)

Please indicate exact name and address: _____

\$20.00 Charge for:

- Duplicate Certificate of Completion--Course: _____

Please send check or money order to Boston Reed or fill out credit card information.

(Circle One)

Discover/Visa / MasterCard # _____

Expiration Date: _____ Amount \$ _____

Name on card _____

Billing address (if different from above): _____

City _____ State _____ Zip _____

For Office Use Only:

Credit Card Authorization # _____ Initials _____

Date Received _____ Date Sent _____

The Marketplace is open!

One-stop shopping for all your back to school needs.

www.BostonReedCollege.com



Visit us on-line and choose from a wide variety of selected items to suit all of your back to school needs!

Back to School Supplies
Medical Assisting Tools
Pharmacy Tech Tools
Vocational Nursing
Assorted Essentials
Resource Books

****Featured Item****

Rolling Backpack

Hand selected for its superior quality as well as durability. Perfect for carting around those heavy books. For the "Back to School" months our rolling backpack that is regularly offered for the low price of \$24.99 will now be featured for only \$19.99.



Referral Rewards are here!

Win a Mexican Riviera Cruise!



If Boston Reed has helped you get your career in gear, tell a friend! You help your friend to gain a valuable education and you can **earn a \$25.00 VISA Gift Card** for yourself as well as a chance to win a **Mexican Riviera Cruise!**

How It Works

Your Student ID number is the key.

When you enroll for a class you are issued a Boston Reed Student ID number. You will find it in your confirmation letter. This is the number you will use to keep track of your referrals and when you can redeem your reward. When you tell your friend about Boston Reed, give the friend your Student ID number. Your friend will put this number on their course application form. When you and friend are both 60% through the classroom portion of the course and have both paid fees in full, you have earned your \$25.00 VISA gift card and your entry into the annual drawing for a Las Vegas Getaway! Details on how to redeem your reward will be posted at a later date.

Tell a friend. Reward yourself!

Official Rules

There is no limit to the number of rewards you can redeem or entries you can place into the drawing for the Las Vegas Getaway. Referrals received prior to August 1, 2005 are not eligible for the program. Only Boston Reed College students and alumni are eligible to participate in this program. Referral Rewards program may be discontinued without notice. Annual drawing for the Las Vegas Getaway will occur on August 1st of each year. If August 1st falls on a weekend, the drawing will be held on the next business day. Winners will be notified by mail and must take the trip within one calendar year from notification. Getaway locations for future annual drawings are subject to change. This prize cannot be exchanged for cash value. Participant has one calendar year from eligibility to redeem reward. Eligible referrals are for those courses valued at \$895 greater and the student being referred should be a first time customer. Referral Reward cannot be used toward tuition owed or transferred to another individual. Once redeemed please allow 6-8 weeks for your reward to be mailed to you. **NOTICE: The names of students or alumni redeeming rewards may be posted on our website for purposes of advertising this program. We reserve the right to amend or modify the Referral Rewards Program at any time and in any way.**

Boston Reed College Massage Therapist

CONFIRMATION FORM (Please read and initial each line, then give this form to your instructor the first day of class):

Student Hand Book:

I understand that it is my responsibility to download and print my Student Hand Book and bring it to class with me.

Initial _____

Resource Booklet

I have viewed and downloaded the Externship Resource Booklet. I have stapled it together, placed my name on it and I will bring my Resource Booklet to my Massage Therapist class and my externship site every day.

Initial _____

I understand that it is my responsibility to have my Resource Booklet signed off at the appropriate times. Should I miss getting a skill signed off it is my responsibility to follow up with my instructor/preceptor. If my instructor does not remember or have a written form that I have completed a task that needs to be signed off I understand that it is my responsibility to reschedule with my instructor to get the task signed off. I understand that it is my responsibility to have my preceptor sign off my skills before the last day of my externship. All skills must be witnessed by an authorized person such as the instructor, or preceptor.

Initial _____

I understand that if at the end of the class semester I realize that my Externship Resource Book is not complete I must notify Boston Reed. I understand that not having a completed Externship Resource Booklet will delay the receipt of my certificate of completion. I may need to schedule with a different class in a different town or I may need to wait for the next semester and schedule time with the instructor to perform the skill(s).

Initial _____

Forms/Handouts

I understand that it is my responsibility to obtain access to a computer, download, and bring all handouts to class. I realize that I will be held accountable to be prepared for each class and to plan ahead (not wait for the last minute to retrieve needed handouts) for possible set backs.

Initial _____

I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will indemnify and hold harmless Boston Reed, its Board of Directors, Instructors, Employees, clinical affiliates, the _____ Adult School and that other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained by me.

Date: _____ Class Location: _____

Student's Printed Name: _____

Student's Signature: _____

Date Received _____ Date Sent _____