



*....a life evolving experience!*

2024  
CATALOG  
Volume 29

Central Florida School of Massage Therapy, Inc.  
450 North Lakemont Avenue, Suite A  
Winter Park, FL 32792

407-673-6776 (phone)  
407-673-2364 (FAX)

[www.massagetherapy.cc](http://www.massagetherapy.cc)

[admissions@massagetherapy.cc](mailto:admissions@massagetherapy.cc)

# 2024 Catalog

## Volume 29

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#### OUR MISSION

*The Central Florida School of Massage Therapy, Inc. and its faculty provide a comprehensive education in the art and science of Massage Therapy, balancing professional expertise with personal growth in a supportive environment.*

### ***Dear Prospective Student,***

Thank you for considering the Central Florida School of Massage Therapy, Inc. as the educational component of your plan to become a licensed massage therapist. The staff and faculty of the Central Florida School of Massage Therapy, Inc. feel very strongly that the quality of a massage therapist is the ultimate judgment of a massage school rather than the number in any graduating class. Our student rate for passing the National Exam far exceeds both the Florida and national average.

We believe our attention to detail and support of each student help every one of our students to reach the highest level of skill possible. We want the students in a class to feel comfortable with each other and to develop skills as individuals and as a team. So each of our classes begins together and graduates together. We feel the heart and soul of the massage therapy profession is caring; we encourage this in our students so they not only care for each other and their clients but themselves as well. The faculty spends time with each student to be sure he/she works efficiently and safely so he/she can enjoy a long, healthy career. We seek to instill a love of the profession, a respect for other practitioners and a real desire to provide a helpful service to their clients.

This school catalog reflects our commitment to quality in education. We feel strongly that this goal can only be met by providing a healthy learning environment, a well-planned curriculum, an efficient professional staff, and a dedicated and experienced faculty. Our Basic Professional Massage Therapy Program includes 525 hours of instruction in Massage Theory and Technique, Anatomy and Physiology, Hydrotherapy, Allied Modalities, Florida State Statutes/Rules and Risk Management courses. As a part of clinical training, students gain real-life practical experience in the School's student massage clinic and are encouraged to volunteer at local athletic and community events.

The massage therapy profession is now recognized as one of the fastest growing and interesting fields to enter as reported by the Bureau of Labor for the US. Much research is being done and the public is become more educated to the effects of massage treatment. More insurance companies are recognizing and paying for massage treatments. Well trained therapists are being sought after by more and more types of employers each year.

Choosing the best school for your professional training as a massage therapist is the most important step toward achieving your career and life goals in the healing arts. Your skills as a therapist will always reflect the institution where you first developed them. Your efforts in this endeavor, including the time and energy you are devoting to this choice, will produce rewarding results.

If you are drawn to a meaningful career in massage therapy, we believe you will find that our Professional Massage Therapy Program offers the unique balance of the art and science you are seeking. We will support you in your quest for the knowledge, skill, understanding, and confidence that are necessary for a successful and rewarding career as a professional massage therapist.

Our greatest sense of accomplishment is hearing from our graduates, their employers, or their clients that our graduates are accomplishing what they set out to do when they joined us.

We look forward to working with you as you take the first step towards your new career in health care.

***The Staff and Faculty of Central Florida School of Massage, Inc..***

## ***Corporate Facts***

The Central Florida School of Massage Therapy, Inc. is owned and operated by the Central Florida School of Massage Therapy, Inc., a privately held Florida Corporation. Michael McGillicuddy is the Sole Owner and President of the Corporation. Corporate headquarters are located at 450 N. Lakemont Avenue, Suite A, Winter Park, FL 32792.

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### ***Administration***

Michael McGillicuddy, LMT, BCTMB, CKTI  
School Owner and Director

Lindsey Manz, BA, LMT, CKTP  
School Administrator  
Admissions Advisor  
Financial Director  
VA Certifying Official

Patricia Swanson  
Office Administrator

Mary Siegel, LMT, CKTP  
Director of Education

Paula Costantini, LMT  
Clinic Receptionist

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### ***Central Florida School of Massage Therapy, Inc. Advisory Board***

The CENTRAL FLORIDA SCHOOL OF MASSAGE THERAPY, INC. Advisory Board includes medical, business, and licensed massage therapist representation. The Board's role is to advise the school regarding issues of policy and direction for the school in order to meet the challenge of educating the future leaders of the Massage Therapy profession.

David Kent, LMT, CNMT  
Licensed Massage Therapist and Educator

Thryv  
Web Host

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# ***Central Florida School of Massage Therapy, Inc.***

## ***Philosophy, Objectives and Goals***

### ***Our Philosophy***

The Central Florida School of Massage Therapy, Inc. is dedicated to providing quality in education. The main focus of the highly qualified and experienced faculty and staff is to provide the learning environment needed to educate students to the highest state, national, and professional standards of massage therapy.

It is our belief that a massage therapist's education is never over. Mastery of the various skills available to the professional massage therapist develops with years of practice and continued learning. This School presents a variety of Continuing Education Courses to assist students and graduates in this evolutionary learning process. With time and experience, a massage therapist gains confidence, develops his/her individual style, and continues to improve his/her ability to assess and provide services to meet each of their client's needs.

The Central Florida School of Massage Therapy, Inc. offers a healthy learning environment and provides a qualified and dedicated faculty and staff who recognize the individual needs of each student. We work to create a supportive and caring environment for learning so that our graduates will bring this same approach into their practices. We believe that caring is one of the most important things a therapist does.

The School is committed to developing community awareness and appreciation of the massage therapy profession through volunteer community activities, local sporting events and local health fairs. Our Student Clinic serves to introduce massage therapy to people in the local community who might not otherwise have the opportunity for this experience.

### ***Statement of Institutional History***

The Central Florida School of Massage Therapy, Inc. has been located here at 450 N. Lakemont Avenue, Suite A in Winter Park, Florida since its beginning in 1996. Michael McGillicuddy is the founder and owner of the school. From the first day, the School has focused only on producing quality massage therapists. Both Day and Night classes have been available. Michael is continually working with employers of Massage Therapists to determine what skills are being sought so that the school can provide its students with the needed skills. No matter what changes are made, the focus continues to be graduating Massage Therapists who are skilled in massage and care about themselves, their fellow workers and, above all, their clients.

### ***Educational Objectives and Goals***

The Central Florida School of Massage Therapy, Inc.'s primary goal is to offer the quality education and experience needed to enable the School's graduate to demonstrate his/her:

- Knowledge, proficiency, and competence in massage therapy techniques, theory and practices, anatomy and physiology, pathology, hydrotherapy, risk management, business practices, assessment, referral and quality of touch.
- Personal skills in effective communication, self-awareness and understanding, focused intention and desire to educate others about the benefits of massage therapy.
- Professional standards of ethical behavior in the therapeutic setting, knowledge of laws and statutes governing massage therapy and practice, commitment to continued education, client-centered approach to massage therapy and solid business practices.
- Preparedness to pass the State licensure and National Certification Examination.
- Preparedness to establish a private practice or work with other health specialists for the benefit of society.

Students of the Central Florida School of Massage Therapy, Inc. will learn in an academic classroom setting for some classes, but the majority of their learning experience will be in a hands-on environment learning to perform entry-level massage work in Swedish massage and several allied modalities. This will prepare the graduate to gain employment as a Licensed Massage Therapist in the State of Florida at an entry-level. Our students have found employment with dentists, doctors, hospitals, chiropractors, spas, pain management offices, massage offices, as well as working for themselves.

## ***Licensing/Approval and Professional Affiliations***

The Central Florida School of Massage Therapy, Inc. is licensed by the Commission for Independent Education, Department of Education, 325 W. Gaines St., #1414, Tallahassee, FL 32399, 888-224-6684; [www.fldoe.org/cie](http://www.fldoe.org/cie). Additional information regarding CENTRAL FLORIDA SCHOOL OF MASSAGE THERAPY, INC. may be obtained by contacting the Commission.

We are approved by the Florida Board of Massage Therapy and the Florida Department of Health. Our students are recognized as being eligible to take the Massage & Bodywork Licensing Exam (MBLEx) administered by The Federation of State Massage Therapy Boards, which is required for licensing in Florida and most other states.

The Central Florida School of Massage Therapy, Inc.'s curriculum meets or exceeds guidelines set forth by the AMTA Commission on Massage Training Accreditation and the ABMP commission on education.

The Central Florida School of Massage Therapy, Inc. is an Associate member of the American Massage Therapy Association, Associated Bodywork and Massage Professionals, and the Florida State Massage Therapy Association.

## ***Massage & Bodywork Licensing Examination and State Licensing***

In the State of Florida, Massage Therapy is a licensed and regulated profession. Upon successful completion of an approved program such as ours, a candidate for licensure must apply for and pass the Massage & Bodywork Licensing Examination (MBLEx) administered by the Federation of State Massage Therapy Boards. Passing this exam demonstrates to the public, other health care providers and fellow massage therapists that the new therapist possesses an entry-level standard of education and/or experience in the massage profession. Passing the MBLEx exam is not a state certification or licensure and does not entitle the therapist to receive compensation. For further information about the Massage & Bodywork Licensing Examination contact the Federation of State Massage Therapy Boards, 7111 W. 151<sup>st</sup> Street, Suite 356, Overland Park, KS 66223; 888-703-7682 or 913-681-0380, or visit their website at [www.fsmtb.org](http://www.fsmtb.org).

The State of Florida (Department of Health, Board of Massage Therapy) uses the successful completion of this examination to grant a license to practice massage professionally. For further information about the Florida Licensure process, contact the Florida Department of Health; Board of Massage Therapy, 4052 Bald Cypress Way; Bin #C06; Tallahassee, FL, 32399-3256; (850) 488-0595 or visit the Board of Massage Therapy website at <http://floridasmassagetherapy.gov/>.

## ***Brief History of the Massage Profession***

Massage is an ancient healing art that has been practiced in many societies and cultures. The Greek physician Hippocrates, the Father of Modern Medicine, referred to massage a thousand years ago. During the 18th and 19th centuries massage grew in popularity in Europe. Pehr Henrik Ling (1776-1839) developed the Swedish system of massage, which was used throughout Europe. Dr. John Harvey Kellogg was a proponent of massage at his Battle Creek Sanitarium. A renewed interest in massage developed during the second half of the 20th century. Holistic practitioners as well as mainstream medical professionals recognize the need for a broad range of treatment modalities. The massage therapy profession is growing in response to an increasing demand and as result of many people's search for meaningful work.

According to a Seattle, Washington study published in JAMA in April, 2001, where 262 patients with chronic back pain were divided into 3 groups, it was found that massage might be an effective alternative to conventional medical care for persistent back pain. The first group received up to 10 massages in 10 weeks, the second received up to 10 Traditional Chinese Medicine acupuncture treatments in 10 weeks and the final group received self-care education for persistent back pain. The patients were assessed for symptoms and for dysfunction periodically. The study concluded that therapeutic massage was effective for persistent low back pain, apparently providing lasting benefits. The massage group also took the least medication and had the lowest costs of subsequent care.

Professional associations, such as the American Massage Therapy Association (AMTA), Associated Bodywork and Massage Professionals (ABMP) and the Florida State Massage Therapy Association (FSMTA), provide leadership, protect the rights of practitioners, promote ethical practices and educate the general public regarding the benefits of massage therapy. Each student is encouraged to learn more about the different professional associations.

## ***Diploma Program***

The Central Florida School of Massage Therapy, Inc.'s Diploma Program in Basic Massage Therapy offers comprehensive training in the theory and practice of massage therapy through classroom, clinical and school sponsored outside activities. The School's high academic standard integrates course work from four areas:

- Massage Theory and Technique
- Human Sciences
- Career Development
- Professional Ethics and Risk Management

Academic classes are limited to 24 students per instructor. Students have the option of taking additional course work through Continuing Education Courses offered at the school at various times of the year. Please check our website for offerings.

A Diploma is awarded for successful completion of the Massage Therapy program. Successful completion constitutes proper attendance, completion of all curriculum requirements including passing all courses, payment of tuition and/or any additional fees incurred, and return of all library books or materials on loan.

## ***Location and Facilities***

The Central Florida School of Massage Therapy, Inc. is centrally located at 450 N. Lakemont Avenue in beautiful Winter Park, Florida at the corner of Lakemont and Aloma Avenues. It is easily accessible from Interstate 4, Highway 417 (the Greenway), Highway 436, Highway 17-92 and Colonial Drive. It is also located on the Lynx (public transportation system) route. The school is close to facilities for dining and shopping.

The Central Florida School of Massage Therapy, Inc. occupies a 4,100 square-foot facility with 2 lecture rooms (one which converts into a clinic area), two private massage treatment rooms, bookstore, library, administrative office, and reception area. The school provides modern, up-to-date equipment and supplies appropriate for teaching such as massage tables and chairs; hydrotherapy and spa equipment; Smart TVs, DVD/LED projectors, overhead projectors; reading, audio, and video library; skeletons and anatomical charts. Our Student Clinic provides students with the supervised practical experience necessary to develop competent therapeutic skills with the general public. These skills help the student to gain the confidence necessary to become a successful massage therapist.

# ***Student Services***

## **Counseling Services**

Any student experiencing concerns which affect participation in the training program is encouraged to speak directly with the faculty or staff member most involved. If the concern is not resolved, the student should request a meeting with the Director of Education, whose responsibility it is to see that each concern is heard and acted upon. Referrals for psychological or counseling services are available when personal problems are affecting performance.

## **Housing/Child Care Arrangements**

The school does not offer dormitories or housing facilities. Students commute daily to school. The school maintains no child care facilities. The school is on the Orlando Transit Authority (Lynx) bus route and centrally located for easy accessibility. Restaurants and shopping facilities are within walking distance of the school. We recommend *Winter Park Village Apartments* at 2000 Village Lane, Winter Park, FL 32792. Their phone number is 407-671-4343 or toll free 1-800-898-1086.

## **Educational Records**

The school maintains student records in fireproof filing cabinets located in a secure area in the Admissions and Records Office. These records are confidential and are kept permanently. These permanent records are available by request during regular business hours. No information will be disseminated to a third party without express written permission of the student. One official student transcript is provided free of charge with the diploma upon successful course completion. An official transcript will be provided upon receipt of written request and a \$25.00 transcript fee. A duplicate diploma may be obtained by written request from the student and a fee of \$25.00. Again, records are confidential and will not be released to a third party without written permission from the student.

## **Tutoring Services**

Both peer and professional tutoring programs are available. The professional tutoring program is accompanied with a nominal fee at the discretion of the instructor. In order to benefit from this assistance, students must have a genuine desire to become competent massage therapists, and they must apply themselves diligently to the course work and clinical experience.

## **Comprehensive Review**

The School offers a Comprehensive Review at the end of each 6 month period designed to help the graduating students study for the MBLEx. This 6-session, 30-hour review typically takes place on three consecutive weekends, with five hours of instruction each on Saturday and Sunday. The cost of the review is included in tuition and is \$250 for others who wish to attend.

## **Continuing Education Courses**

At various times throughout the year, the Central Florida School of Massage Therapy, Inc. also provides Continuing Education in various therapeutic disciplines. Continuing Education courses are offered according to instructor and space availability. Please contact the school to receive our current schedule of CEU offerings. Information can be found in the "file" section of our group facebook page at <https://www.facebook.com/groups/1636732379903350/> or on our website at [www.massagetherapy.cc](http://www.massagetherapy.cc).

## **Bookstore**

The School's Bookstore stocks textbooks, massage oils and lotions, aromatherapy oils, clothing, anatomical charts, and other supplies basic to the profession. Bookstore hours are Monday – Friday, from 9:00 a.m. to 6:00 p.m. Bookstore hours will vary for night students and will be made available upon request. Massage tables and chairs can be ordered from the vendors for a discounted price.

## **Library**

The School maintains a modest reading, video and audio library for the use of students and faculty. Library hours are variable, depending upon the needs of the students and faculty.

## **Community Service**

The Central Florida School of Massage Therapy, Inc. enjoys an excellent reputation within the community due in part to the volunteer service of our faculty and students. Our Student Clinic and volunteer work are well recognized in the community, providing a needed service and enhancing the education of our students and the general public. Students gain hands-on-experience, educate the public about the massage therapy profession and the benefits of massage and begin to build an individual client base.



# ***Basic Massage Therapy Diploma Program 525 Clock Hours***

## ***Academic Calendar***

*\*Class times and Orientation dates or times may be adjusted to meet program requirements.*

### **Day Classes**

**DAY** classes are Monday - Friday; 9:00 am - 2:30 pm

**Spring Session** – begins Monday, the third week in March each year

**Fall Session** – begins Monday, the third week in September each year

### **Night Classes**

**NIGHT** classes are Monday - Wednesday; 6:30 - 10:30 pm

**Spring Session** – begins Monday, the third week in March each year

**Fall Session** – begins Monday, the third week in September each year

### **Orientation is mandatory for all students.**

#### **Day Orientation – 9:00am to 2:00pm**

**Spring Day** - Wednesday the second week of every March

**Fall Day** - Wednesday the second week of every September










#### **Night Orientation – 6:30pm to 10:00pm**

**Spring Night** - Wednesday the second week of every March

**Fall Night** - Wednesday the second week of every September

### **Holidays Observed\***

The Central Florida School of Massage Therapy, Inc. observes the following holidays and breaks and the school will be closed:

-  New Year's Day - Closed
-  Spring Break - Last week of February and first 2 weeks of March\*\*
-  Memorial Day - Closed
-  Independence Day - Closed, see each academic calendar for each year
-  Summer Break - Last week of August and first 2 weeks of September\*\*
-  Labor Day - Closed
-  Thanksgiving - Closed Thursday and Friday
-  Winter Break - See each academic calendar for each year
-  Christmas - Closed

\* During our breaks, classes are suspended but the school remains open except on major holidays.

\*\* Some classes may meet days that others do not in order to meet the required hours; each class is provided with a complete academic calendar.

## ***School Hours***

The Central Florida School of Massage Therapy, Inc. administrative office hours are from 9:00 a.m. to 6:00 p.m. Monday through Friday. Our day class hours are from 9:00 a.m. to 2:30 p.m., Monday through Friday. Night class hours are from 6:30 p.m. to 10:30 p.m., Monday through Wednesday. For the Day Classes, lunch is 11:00 to 11:30 am on Monday, Tuesday, Thursday and Friday and 12:00 to 12:30 pm on Wednesdays. There is no meal break for the Night class.

## ***Diploma Program Courses***

Students, instructors and curriculum are the core of any successful educational program. Our School offers a curriculum that will provide a student with a well-rounded education. The definition of "clock hours" is fifty minutes of instruction and ten minutes of break for each 60 minutes of class. The Day Program runs 22 weeks and the Night Program runs 44 weeks not including holidays and breaks. The curriculum for 525 clock hours of instruction in the required subjects includes:

### **Anatomy and Physiology AP 100 - 150 hours**

This part of the curriculum is supported in the classes of Anatomy and Physiology (A&P) and Musculoskeletal Anatomy (MSA). The study of Anatomy and Physiology is an essential part of the student's massage therapy training. The student will learn the structures and functions of each body system and the mechanisms that control these functions. This knowledge will greatly enhance the student's ability to use appropriate precaution in the practice of massage and re-enforce understanding of the physiological effects of massage therapy.

Musculoskeletal instruction and the practical application of palpatory anatomy skills learned in TM100 will enable the student to become familiar with the anatomical nomenclature and turn the classroom into a hands-on learning experience. The student will learn anatomical terminology and the names and locations of major bones and muscles. This new language is gradually assimilated through classroom reinforcement and hands-on experience until it becomes second nature.

### **Clinical Practicum CP 100 - 125 hours**

This part of the curriculum provides hands on training for students in Swedish, deep tissue and integrated massage. The students will learn to apply basic massage therapy techniques in a classroom setting. Students will practice on instructors and fellow students to attain necessary hands on skills required to succeed in the massage therapy profession.

The student must maintain a practicum notebook documenting the results of 10 massage sessions, which will have been completed outside of scheduled class hours. These notebooks are reviewed weekly and will provide a forum for discussing the student's experiences with clients prior to completion of the program and will supplement the Documentation training received in class and in the clinic.

Appropriate professional draping skills are enforced to ensure that a student's or a client's comfort and privacy are maintained. There is no classroom nudity or behavior that could cause fellow students or clients any embarrassment. Universal precaution measures will be taught and practiced.

### **Basic Massage Theory and History BM 100 - 100 hours**

This part of the curriculum provides comprehensive academic training in the history of massage and practical training in the theory and techniques of massage therapy. An emphasis is placed on proper body mechanics and the indications and contraindications of massage. This class will focus on Swedish massage and introduce deep-tissue and integrated massage techniques. It also incorporates the understanding of how massage effects the 11 systems of the body as learned in A & P, Pathology and MSA. Students will learn to document their treatments in a professional manner. Palpations skills will also be developed here as well as in Palpation class. Students will demonstrate their skills on instructors or fellow students and will receive constructive feedback.

The class on body mechanics will show the student how to use the proper movements for health and a long career.

### **Allied Modalities AM 100 – 98 hours**

These classes include the following related massage modalities: Successful Student, Aromatherapy, Chair Massage, Energetics, Spa, Introduction to Craniosacral Therapy, Introduction to Lymphatic Drainage, Introduction to Traditional Chinese Medicine, Pathology, Reflexology, Shiatsu, and Tai Chi. The courses offered may vary according to the availability of faculty but the hourly allotment remains the same.

Pathology will introduce the student to selected human diseases and disorders found in the 11 systems of the body. Instruction will cover the signs, symptoms, causative agents, and patho-physiology, of common ailments that confront massage therapists in their practice and it will reinforce contraindications for massage therapy.

The student is introduced to Kinesiology (the study of movement) through Tai Chi and that study is reinforced in A&P, MSA, and through Sports Massage, Therapeutic Stretching and Shiatsu.

### **Hydrotherapy HY 100 - 16 hours**

This course discusses the theory and practice of Hydrotherapy, the scientific application of water in all three of its physical forms for the purposes of therapy and rehabilitation. Students will learn and practice the correct application of hot, cold and contrast techniques using ice packs, hot packs and paraffin.

### **Business Practices BP 100 - 15 hours**

The principles of organizing a business are explored. This course offers guidelines for building a successful massage therapy practice and discusses some of the skills a massage therapist needs to have to run his/her own business. Students are also assisted to write a resume, design a business plan, create a business card and brochure, and to develop an introduction for themselves so they are comfortable interviewing for a job.

### **Florida Laws & Rules FL 100 - 10 hours**

The student will become familiar with Florida Statute Chapter 480 that defines and regulates the practice of massage therapy, as well as local ordinances of interest.

### **Professional Ethics PE 100 - 6 hours**

The student will explore the ethical codes of massage practice as outlined by miscellaneous professional associations, Florida Law and will compare them to personal and moral beliefs.

### **HIV/AIDS Education HA 100 - 3 hours**

This class will discuss the Epidemiology of HIV infection. Students will learn how the immune system works and how HIV affects it. Students will also discuss "opportunistic infections" and how these infections are spread, identified and controlled. The concepts of universal precautions and personal hygiene are discussed.

### **Medical Errors and Omissions ME 100 - 2 hours**

In this class we identify and discuss areas where errors and omissions in the medical profession can lend themselves to potential problems and how to prevent these occurrences. These areas include practice details, workplace safety and communications with our clients/patients or colleagues.

*Course numbering system consists of an alpha-numeric identifier which is an abbreviation of the course name followed by 100.*

### **Student Clinic**

Students are required to participate in the School Clinic. These hours are provided outside of the class schedule. Students choose either Thursday or Friday evening for ten weeks of clinical experience. Five hours of clinic work will be spent weekly becoming familiar with clinic administrative procedures, which will introduce students to the skills necessary for successful management of their own business. This time compliments the Business class. The clinic experience provides the student with the opportunity to work directly with the general public in a safe environment under the direct supervision of an instructor. The student will receive constructive feedback from the Clinic Supervisor and/or Clinic Director and the client. We believe the practical experience and feedback received will help the students develop their massage skills and be better prepared to enter the massage profession with confidence.

## ***Admission Policies and Procedures***

Registration applications are accepted any time during administrative hours or via U. S. Mail. **Classes are scheduled to begin in March and September of each year.** Both Day and Night classes are available. The Central Florida School of Massage Therapy, Inc. does not discriminate on the basis of age, race, religion, gender, ethnic origin or sexual preference. It is essential that all students have a fundamental knowledge of the English language for course work and the licensing examination. Applicants must be 18 years of age and a high school graduate or a recipient of a GED at the time of enrollment. A completed application package must be brought or mailed to the school prior to the orientation dates listed on page 9.

Please call to schedule an interview after mailing in the completed application package. The Admissions Advisor will review the application for completeness. Students will meet with the Admissions Advisor in person (or be contacted by telephone if out-of-the-area). The Admissions Advisor will clarify any questions regarding the application and will explain the program offered in complete detail, as well as cover the school's expectations regarding payment of tuition, any additional fees that may be incurred, attendance policies, grading and academic progress policies, student services, student conduct and cancellation and withdrawal procedures. Students are encouraged to ask any questions regarding the training program, course work, and school policies.

As part of the interview process, the student is asked about any physical limitation which would keep him/her from practicing massage. He/she is also required to fill out the Florida State Massage Therapist License Application at which time they can determine if they will meet the State requirements for licensure such as lack of a criminal record and certain physical or psychological conditions.

After being accepted, the student must submit the tuition down payment prior to Orientation. Students must complete and sign the Enrollment Agreement, which states the amount of tuition and payment schedule. This agreement is required by The Department of Education, Commission for Independent Education.

### ***Required Documentation for Program Entrance***

- ✓ **Submit an application, together with \$100.00 registration fee.**
- ✓ **Bring your Driver's License and Social Security Card for us to copy.**  
Required identification for your student file and submission for your exam and licensure.
- ✓ **Submit a Personal Information Sheet (see back of application form).**  
Answer the 7 questions located on the application form. These answers tell us about the applicant's interest in the massage field, past experiences and other relevant information. This information is used by the Director of Education to determine qualifications and acceptance into the program.
- ✓ **Submit two passport-sized (2"x2") color photos.**
- ✓ **Have an official copy of your GED, high school or college transcript sent to CENTRAL FLORIDA SCHOOL OF MASSAGE THERAPY, INC..**  
Applicants will need to contact the Registrar's office of the educational institution attended and request an official transcript be mailed to CENTRAL FLORIDA SCHOOL OF MASSAGE THERAPY, INC..
- ✓ **Submit two letters of recommendation mailed to CENTRAL FLORIDA SCHOOL OF MASSAGE THERAPY, INC. from sources other than family members.**  
One should come from a professional associate or employer and one from a health care professional whom the applicant knows.
- ✓ **Submit a Physician's Physical Examination Report.**  
Report should state past medical history and current physical and medical condition, noting any conditions that might affect the ability to successfully complete the massage therapy program. A form is included in the Enrollment Package.
- ✓ **Submit documentation of two massages received from school owner, Michael McGillicuddy, and your Basic Massage Instructor.** Forms are included in the Enrollment Package.
- ✓ **Schedule an appointment with the School Administrator for an interview.**

## ***Tuition and Fees - Financing Your Future***

The Central Florida School of Massage Therapy, Inc. relies solely on tuition and student fees for the resources needed to maintain and develop a quality training program and educational facility. The student will need to have a realistic plan for payment of all tuition, fees and other optional expenses related to the Diploma Program. A specific financial plan will allow the student to avoid concern about finances and concentrate all his/her attention to the learning opportunities provided by the School.

The Central Florida School of Massage Therapy, Inc. also accepts most credit cards. If a student is unable to pay tuition in full, the School offers an interest free payment plan. Students must provide a \$1,000 down payment and make **monthly** payments, **due** on the **1<sup>st</sup>, 15<sup>th</sup> or 20<sup>th</sup> day** of each **month**. Payments are considered delinquent after the 5<sup>th</sup> day. **Failure to pay tuition is grounds for dismissal from the program.**

***Tuition rates and other related expenses are as follows:***

### **Basic Massage Therapy Diploma Program—525 Clock Hours**

Registration Fee	100.00 (non-refundable)
Book Fee	500.00
Tuition ( <i>Includes Review Class</i> )	<u>11,500.00</u>
<b>Total Investment:</b>	<b>\$12,100.00</b>

*Payment plans and alternative financing options are available. Please call us at 407-673-6776 for details.*

### **Optional expenses (Approximate Expense)**

- Massage Table \$600 - 800.00  
(If eligible, student is gifted a new table or chair upon graduation)
- Professional Associations (Student Rate)
  - American Massage Therapy Association (AMTA) \$ FREE
  - Florida State Massage Therapy Association (FSMTA) \$ 65.00

### **Planning for Future Expenses**

**In addition to completing the massage therapy training**, there are other financial considerations students will need to be prepared to make before they can practice as a licensed massage therapist in the State of Florida.

- Massage & Bodywork Licensing Examination (MBLEx) \$ 265.00
- Department of Health (Massage Therapist License) \$155.00
- Electronic Fingerprinting, Photo and Background Check \$ 80.00 - \$120.00
- Applicable Occupational Licenses \$ 30.00 - \$150.00
- Professional Association Student Membership (Upgrade to Professional) call for current dues rate
- Start-up costs for business overhead depending upon situation

*Note: The fees listed are current. However, they are subject to change at any time without prior notice.*

## ***Cancellation Policies***

**The Central Florida School of Massage Therapy, Inc. would offer the enrolled student a 100 % tuition refund if the program were cancelled.**

# *Financial Policies*

## **Delinquent Account Fees**

Late payment of monthly installment payments will result in an assessment of a \$39.00 late payment fee. Returned checks will be assessed a \$39.00 returned check fee. No personal checks will be accepted from a student who has two (2) returned checks. Payments are due on the first or fifteenth (per Enrollment Agreement) of the month and considered late after five days.

Students will be notified in writing if payment is not received by the end of the month and may be suspended for non-payment of tuition. If non-payment continues until the end of the subsequent month, the student will be notified in writing of his/her dismissal. The School's goal is to provide outstanding training in the massage therapy field. All efforts will be made to assist students in resolving any financial problems. However, **it is the student's responsibility to fulfill the financial agreement.**

## **Refund Policy**

In the event a student fails to enter the program, withdraws or is dismissed prior to the completion of the program, any refunds, less the non-refundable registration fee of \$100, will be made according to the following refund schedule.

- In order to receive a refund, for any reason, **the student/applicant must withdraw in writing, via certified mail or in person to the School Administrator or Director of Education and should have an exit interview.**
- If student elects to withdraw within 3 business days after making their application and tuition payment, student will receive a full refund of any tuition paid.
- If student cancels or fails to enter school prior to the first class, a full refund will be granted.
- If student withdraws within the first week of class, a full refund of tuition minus the cost of books (\$500.00) will be granted.
- If the student withdraws after attendance has begun, but prior to 50% completion of the program, a pro rata refund (computed on the number of hours completed to the total program hours) **minus** the cost of books (\$500.00) will be granted.
- If the student withdraws after completing 50% or more of the program, a refund will **not** be granted.
- The termination date for refund computation purposes is the last date of attendance by the student unless earlier written notice is received.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.

In the case of prolonged illness, accident, death in the family or other mitigating circumstances that would make it impossible for the student to complete the course, the student and school will negotiate a reasonable settlement. The last date of actual attendance by the student will be considered the termination date unless earlier written notice is received. Refunds are made directly to the student within thirty (30) business days. Students receiving VA benefits will conceivably be required to meet dissimilar standards.

## **Alternative Financing**

### **VA Educational Benefits**

Central Florida School of Massage Therapy, Inc. is approved for Veterans educational benefits. To apply for benefits visit [www.gibill.va.gov](http://www.gibill.va.gov). Please contact the education toll free line at 1-888-442-4551 with any additional questions.

### **CENTRAL FLORIDA SCHOOL OF MASSAGE THERAPY, INC. Educational Financial Services**

The Central Florida School of Massage Therapy, Inc. offers two and three year payment plans to help students pay for massage therapy school costs. To be eligible for either plan, students must provide a down payment of \$500 and make 24 or 36 monthly payments. To opt for the two or three year simple interest payment option, students sign an Enrollment Agreement and authorization form for automatic monthly payment deductions. Payments are automatically debited from your checking account. There are no pre-payment penalties or credit checks.

### **Other Options**

Ask the Admissions Advisor for details on current programs.

## ***Performance Level Policy***

Progress in each course of the curriculum will be assessed by regular examinations given throughout the program. The following scale will determine the grade received on any written examination:

A	90 - 100%
B	80 - 89%
C	70 - 79%
F	69% and below
I	Incomplete

In Anatomy & Physiology, Musculoskeletal Anatomy, Pathology, and Massage Theory and Technique, there will be two exams by week 6, the student must have an average score of 70% or greater; failure to do so will require a meeting with the Administrator and the Director of Education and 30 days academic probation. A 3<sup>rd</sup> exam will be given by week 10; if the student's average for the 3 tests is not 70% or greater, the student will be required to have mandatory tutoring sessions either with a peer or paid professional. By week 14, there will be a 4<sup>th</sup> exam given. If the student has not brought his/her average up to 70% or above, the student must withdraw and may re-enroll in the next semester.

In the event that a student is absent on a test date without an acceptable reason for the absence, the student will take the exam on the next day of school. The highest attainable test score on that quiz, test or exam will be 70%.

The 98 classroom hours of Allied Modalities will have one written exam with a practical exam for all hands-on classes or one written exam and all assignments completed to pass non-hands-on classes. The HIV/Aids and Florida Law hours must be completed in the classroom not as make-up and students must pass the final exams to receive credit. The same grading scale shown above is used.

Students must pass all course work, practical examinations and clinic performance with at least a 70% (C) average to receive a diploma from the school. Even though all the students will be graded according to the above scale for all classes, the transcript will reflect only Pass or Fail.

"Incomplete" or "I" will be given to any student who does not completely fulfill the requirements of a course. An "I" must be completed with a passing grade by one week before the end of the program. No student attending the night class will be allowed to proceed to the second half of the program with an incomplete grade. Failure to complete the required work for a given course within a specified time will result in a grade of "F". All required courses must be successfully completed in order to graduate.

## ***Attendance Policy***

### **Class Attendance**

**Students are required to attend all scheduled classes, from date of enrollment to graduation.** Any interruption of course time is discouraged. Students are required to call the school prior to any absence. More than three consecutive days of unexcused absence or a total of five days a month will be considered excessive and may result in one month's probation. If attendance does not improve during the probationary period, the student may be dismissed. Unexcused irregular attendance will be reviewed by the School Administrator and Director of Education. The decision as to what constitutes an acceptable absence is assessed on a case-by-case basis. They include, but are not limited to, death in the immediate family, illness in immediate family where no other arrangement may be obtained to care for the family member, personal illness or severe injury.

### **Tardiness Policy**

Tardiness is highly discouraged as it is a distraction to the other students in the class and shows the student's general lack of respect for the classroom. A student having four consecutive days or seven days per month of unexcused tardiness will be considered excessive and will result in one month probation. If the tardiness does not improve during the probationary period, the student may be dismissed. Any tardiness of 15 or more minutes is considered to be one hour of class time missed, and the student must make up that hour.

### **Make-up Policy**

All tests, assignments, course material and clinical work missed during the program, for any reason, **must be made-up within two weeks of date absent.** The class/classes missed must be made up according to the total number of hours missed. The student must **make individual arrangements with the instructor for missed classes.** Any time not completed in a satisfactory manner will result in holding the Diploma until such time as all make-up hours are completed. Any questions or special arrangements for completing make-up work need to be addressed with the School Administrator. Veterans or dependents must complete the program within SAA approved number of program hours.

## **Clinic Absence**

Clinic attendance is mandatory for Central Florida School of Massage Therapy, Inc. students. If clinic has to be missed it is the sole responsibility of the student to call clients and reschedule their appointment at a time and place convenient for you both.

## **Leave of Absence**

A leave of absence up to 30 days may be granted in case of illness or family emergency and is approved on an individual case basis. The Director of Education must approve all leaves of absence in advance. All class hours missed must be made up prior to the end of the program. If the student cannot return by the end of the program, they must withdraw from the program with a written notice via certified mail or in person to the Director of Education. Any refund of tuition will be made in accordance with the Refund Policy. VA educational benefits will be terminated.

## **Withdrawal**

Any student who withdraws prior to the start of the program must withdraw in person or by certified mail. If the student has started the program, the last day of actual attendance will be considered the termination date for the purpose of a refund. To withdraw, the student must have an exit interview with the Director and will be requested to sign a statement for his/her file indicating the reason for and date of withdrawal. Any student who fails to successfully complete any probationary period due to unexcused absences or tardiness will be dismissed and considered withdrawn from the program.

## **Program Re-Entry**

Any student who is dismissed for any reason wishing to re-enter the program must schedule an interview with the Director of Education. Re-Entry procedures are established on a case by case basis.

## ***Standards of Conduct***

*The Central Florida School of Massage Therapy, Inc. reserves the right to revise these standards at its sole discretion, and as so revised, these new standards shall then be applicable to all students whenever enrolled. Students shall follow all School rules and procedures and behave in a manner that reflects well upon the massage therapy profession. Failure to comply with these standards will result in disciplinary action as outlined in this catalog and the Student Handbook.*

### **Satisfactory conduct includes but is not limited to:**

1. Compliance with the Central Florida School of Massage Therapy, Inc.'s policies as described in the Student Handbook with regard to:
  - Student appearance and personal hygiene.
  - Substance and alcohol abuse, whether on campus or at School sponsored activities.
  - Client/Patient confidentiality.
  - Infectious conditions.
  - Draping and nudity in the classroom and clinic.
  - Student's receiving compensation for massage or bodywork.
2. Abstention from:
  - Sexual activity on school premises or any massage therapy setting.
  - Sexual, verbal or physical harassment.
  - Accepting payment in any form for massage.
3. Fulfillment of all Student Expectations as outlined in the Student Handbook.
4. Compliance with Attendance and Tardiness Policies.
5. Academic honesty with regard to examinations or homework assignments.
6. Refraining from engaging in any form of verbal, physical or emotional abuse, harassment, intimidation of or threat of violence toward the School's faculty, staff or any student.
7. Respecting other's personal property. Students must obtain permission from the School's faculty, staff or other students before taking or using other's property.



8. Maintaining a professional and responsible demeanor when working with clinic clients.
9. Refrain from representing yourself as a School's graduate prior to graduation or as a "Licensed Therapist" before passing the examination and obtaining a license.

## ***Policy Relating to Termination***

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory progress.
- Failure to comply with the school's attendance policy.
- Failure to comply with the school's Standards of Conduct Policy as listed in this catalog or in the Student Handbook.
- Fails to meet all financial obligations to the school.
- Violation of any of the conditions as set forth in the Enrollment Agreement

## ***School Policies***

**Each Student is personally responsible for all information contained in this catalog and in the Student Handbook.** Both publications should be read carefully. If a student has any questions regarding the school's policies and procedures, he/she should please contact the Director's Office. The school will make every effort to answer these questions. Failure to read and understand these policies and procedures does not relieve a student of his/her responsibility or the consequences. Any policy changes will be kept on file in the Director's office and will be posted in the school library and will be distributed to all enrolled students.

Students are encouraged to make constructive suggestions to the faculty and the Director's Office regarding policies and procedures and academic curriculum. The Central Florida School of Massage Therapy, Inc. is committed to providing the best education available and recognizes that student input should be taken into consideration in the academic and policy decision-making process. The School asks that the students take time to make their concerns heard whether in person, through an instructor, or the course evaluations.

### **Substance Abuse**

The primary focus of the Central Florida School of Massage Therapy, Inc. is to provide a healthy learning environment and promote the enhancement of health and well-being. Any abuse of alcohol or controlled substances (illegal or legal drugs) is inconsistent with our overall intent. The School has an obligation to comply with federal, state and local legislation regarding the use and abuse of alcohol and illegal drugs.

All enrolled students are prohibited from using, abusing, possessing, exchanging, selling and/or distribution of any controlled substances and using alcohol while on the school campus or school sponsored activities. Students are also prohibited from coming to school, working in the Clinic or engaging in any other school sponsored activities while under the influence of alcohol or illegal drugs. Any student who is observed violating this policy will be reported to the Director and be will subject to immediate expulsion from the program.

### **Disciplinary Procedures**

The Central Florida School of Massage Therapy, Inc. reserves the right to revise these Disciplinary Procedures at its sole discretion, and as so revised, these Disciplinary Procedures shall be then applicable to all current students, whenever enrolled. All current students will be notified of any changes in writing. All proceedings shall follow due process and be conducted in good faith and in a fair and reasonable manner, which allows the student a reasonable and meaningful opportunity to be heard. A student may request an appeal in writing from the Director of Education for a reevaluation of any disciplinary action recommended. Please follow the procedures outlined in the Student Handbook.

### **Complaint Policy**

Student concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be submitted in writing to the School Administrator. Written response will be given within 10 working days. If the complaint is still unresolved, the student may file a complaint with the Commission at [www.fldoe.org/cie](http://www.fldoe.org/cie), by fax at (850) 245-3238, or by writing to the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399- 0400.

## **Dress/Hygiene Policy**

The Central Florida School of Massage Therapy, Inc. considers the classroom as a serious learning environment. The school requires that students dress in a comfortable but appropriate manner – no bare midriffs, no exposed cleavage, no exposed armpits. The school requires that students wear the shirt provided by the school and slacks or walking shorts and shoes with closed toes while working in the school's Clinic. Good personal hygiene is mandatory.

## **Universal Precautions Policy**

Massage therapy requires hands-on techniques. The student must abide by standard practice safeguards to prevent the spread of infectious conditions. The Central Florida School of Massage Therapy, Inc. informs our students about infectious illnesses and skin conditions and routinely practices safeguards to protect themselves and others from the spread of disease. Faculty and Clinic Supervisors will answer questions regarding any infectious conditions encountered during the course of training. See the Student Handbook for more details.

## **Freedom of Information Policy and Student Records**

Each student has the right to inspect and review his/her educational records. Educational records are defined as any files, documents or other materials maintained by the Central Florida School of Massage Therapy, Inc., Inc. which contain information directly related to the student. These include but are not limited to records of attendance and educational performance. Educational records for the purpose of disclosure to anyone other than the student do not include records made by a physician, psychiatrist, psychologist, or other recognized professional in connection with treatment of student. These are not available to anyone other than the providers and/or the student.

To challenge and potentially correct the accuracy of the contents of his/her educational records, the student must provide a written statement that the records are incorrect. This statement must include specific evidence proving its accuracy. The statement must be sent by a traceable form of mail to Administrator, Central Florida School of Massage Therapy, Inc. The Administrator will investigate the situation and make a decision. The Central Florida School of Massage Therapy, Inc. reserves the right to release a student's educational records under the following conditions:

- With the student's written, signed and dated consent;
- To Central Florida School of Massage Therapy, Inc. officials with a legitimate educational interest;
- To officials of other schools to which the student seeks admittance;
- In connection with a Financial Aid application;
- To state and local authorities; and/or
- When necessary to protect the health or safety of the student and/or others;
- In compliance with judicial order or a lawfully issued subpoena.

The Central Florida School of Massage Therapy, Inc. retains documentation of all individuals requesting and receiving access to the records. If The Central Florida School of Massage Therapy, Inc. compiles and makes public directories of student information, the school will provide students with notice of the information to be released, as well as provide the student with the time and opportunity to block inclusion of any information.

## ***Transfer of Credits***

At this time the Central Florida School of Massage Therapy, Inc. is not accepting transfer of credits from other institutions. In addition, The Central Florida School of Massage Therapy, Inc. makes no guarantee that hours awarded at the Central Florida School of Massage Therapy, Inc. may be transferred to another institution. It is solely the applicant's responsibility to confirm whether hours awarded at The Central Florida School of Massage Therapy, Inc. will be eligible for transfer to another institution.

## ***Placement/Referral Service***

Potential employers, volunteer opportunities and clients frequently call the Central Florida School of Massage Therapy, Inc. for massage therapy referrals. Although the School cannot guarantee employment, the School sends out job notifications via email to alumni. As part of the Business Practices class, students will be assisted in writing a resume and developing interview skills.

## ***Administration and Faculty***

**Michael McGillicuddy, LMT, BCTMB, CKTI**  
School Owner and Director

**Lindsey Manz, BA, LMT, CKTP**  
School Administrator  
Admissions Advisor  
Financial Director  
VA Certifying Official

**Patricia Swanson**  
Office Administrator

**Mary Siegel, LMT, CKTP**  
Director of Education

**Paula Costantini, LMT**  
Clinic Receptionist

**Michael McGillicuddy, LMT, CSMT, BCTMB, CKTI, Administrator and Instructor: Deep Tissue Massage, Therapeutic Stretching, Sports Massage and Chair Massage.**

Michael received his Associate's Degree from Brevard Community College. He received his diploma in Massage Therapy from the Florida School of Massage in 1984. He is an AMTA-certified sports massage therapist. He is a Past President for the Florida State Massage Therapy Association and is the former State Sports Massage Coordinator for the Florida State Massage Therapy Association. Michael was responsible for bringing the Peaceful Touch Program from Sweden to the State Convention in 2005. He is very interested in introducing this program to the US. Michael celebrated his 30th year as a massage therapist in 2014 and he maintains a private practice in Winter Park. Michael continues to educate himself in the new areas of massage such as Spa, Craniosacral Therapy, Stone Massage and Lymphatic Drainage so that he can adjust our curriculum to be sure we are providing what employers are looking for as well as what is required for Certification. Michael brings to his school a love of massage and a desire to share his knowledge and skills with his students.

### **Instructors:**

### **Class:**

**Brian Eitnrear, LMT**  
Massage Therapy Diploma -  
Florida College of Natural Health

Basic Massage, Clinic Supervisor

**Stephanie Griggs, LMT**  
Massage Therapy Diploma –  
Central Florida School of Massage Therapy, Inc.

Anatomy & Physiology

**Tim Huppler, LMT**  
Massage Therapy Diploma-  
Central Florida School of Massage Therapy, Inc.

Musculoskeletal Anatomy, Integrative Massage

**Luke Jefferson, LMT**  
Massage Therapy Diploma –  
Central Florida School of Massage Therapy, Inc.

Musculoskeletal Anatomy, Business, FL Laws

**Amy Lester, LMT**  
Massage Therapy Diploma-  
Central Florida School of Massage Therapy, Inc.  
Masters of Education-UCF  
Bachelor of Arts-UCF

Craniosacral, Lymphatics

**Kim McCauley, PhD, LMT**  
Massage Therapy Diploma-  
Central Florida School of Massage Therapy, Inc.  
PhD-Miami University  
MA, BA-USF

Energetics

**Kim Roberts, AP, LMT**  
Massage Therapy Diploma-  
Reece Institute, Oviedo, FL  
Diploma of Acupuncture-  
Florida School of Acupuncture

Traditional Chinese Medicine, Shiatsu, Anatomy & Physiology

**Jennifer Runde, LMT**  
Bachelor of Science-  
Southern Illinois University  
Massage Therapy Diploma-  
Central Florida School of Massage Therapy, Inc.

Aromatherapy, Reflexology, Movement

**Mary Siegel, LMT**  
Masters in Counseling-  
Fordham University  
Massage Therapy Diploma-  
Central Florida School of Massage Therapy, Inc.

Successful Student, Basic Massage, Clinic Supervisor,  
Ethics, Medical Errors, HIV/AIDS

**Jennifer Skeens, LMT**  
Massage Therapy Diploma-  
Central Florida School of Massage Therapy, Inc.

Pathology, Spa, Hydrotherapy

*As the teaching body of the Central Florida School of Massage Therapy, Inc., we believe in a cooperative learning process between teachers, students, staff members and clients. In blending traditional and non-traditional approaches to massage therapy, health, education and personal growth, we empower others and ourselves towards a "holistic" approach to life.*

*We recognize that the foundation of trust and safety necessary in the classroom is also necessary among ourselves. We are committed to our growth as a staff. We are willing to refine our skills, take risks, supervise, advise and support each other. We are committed to the present and future success of the Central Florida School of Massage Therapy, Inc.*