



Myotherapy Center of Oklahoma LLC



Catalog Effective

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Myotherapy Center of Oklahoma

24778 190th St Purcell, OK 73080

405-274-9986

Myotherapycenter.com

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Welcome to the Myotherapy Center of Oklahoma

Welcome to Myotherapy Center of Oklahoma

I am Barbara Boyer, owner and operator of Myotherapy Center for 23 years in Purcell, Oklahoma. Prior to moving to Oklahoma, I owned and operated Basic Bodyworks for 7 years in Crete, Nebraska. I have built my massage business with a loyal following and have maintained a minimum of 6 month waiting list for several years. Over the last ten years I have noticed an increase in our public demand for therapy. In the small town of Purcell, we have 3 massage therapists, and we are all booked weeks and months ahead. With the automation of many jobs, I feel there is a need for the trade schools to offer more career opportunities. I feel the need to open a school where I can pass on my knowledge accumulated from countless hours of continuing education classes and 28 years of clinical experience. I would like to share my experience with people who have the desire to offer a much-needed service to help others while creating a successful business in the health field. I have the clientele and resources to support this undertaking. I have been given an opportunity to work with incredible Physicians, Nurses, and Emergency Medical Technicians who will serve as instructors for a portion of the course work. It is our desire to provide you with a complete and thorough education that will enable you to pursue your dream of becoming a valued member of the Massage Therapy community.

In 2025 the Myotherapy Center of Oklahoma is adding an Equine Massage Therapy program. The program is intended to meet the needs of equine owners to help provided care of their own animals. This program is led by an instructor that has been in the Equine industry for over 50 years both in competing in multiple disciplines and providing equine massage therapy.

Sincerely,

Barbara R. Boyer, LMT

Mission Statement

Myotherapy Center of Oklahoma is dedicated to training professionals to serve the community. Our goal is to give you a foundation that you can take with you in creating your vision for your practice. Our curriculum is intended to prepare you for a successful career and give you an overall view of our industry so that you can find your path to your future while giving you an opportunity in a variety of different modalities. Myotherapy Center of Oklahoma encourages a high ethical standard and expectations for our students and staff. Our goal is for you to carry those standards into your successful career.

Why Massage Therapy?

According to the United States Department of Labor, Bureau of Labor Statistics, the employment of massage therapists is projected to grow 22 percent from the 2014 to 2024, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new opening for massage therapists.

What Do Massage Therapists Do?

Massage therapists treat clients by using touch to manipulate the soft-tissue muscles of the body. Through the power of their touch, massage therapists relieve chronic pain, which helps to rehabilitate injuries, improve blood circulation, relieve stress, promote relaxation, and aid in the overall wellness of the client.

Where Do Massage Therapists Work?

Today massage therapists work in spas, wellness centers, medical and chiropractic facilities, offices, fitness centers, and even cruise ships and resorts. There is a growing trend to see clients in the privacy of either the client or therapist's home. Another option that has gained popularity recently is fully self-contained mobile massage units that cater to the client at their home or place of business. As you can see it can be very versatile, and you can choose where you want to work.

Why Come to Myotherapy Center of Oklahoma?

Myotherapy Center of Oklahoma is dedicated to training professionals to serve our community. Our goal is to give you the foundation that you can take with you in creating your vision for your practice. Our curriculum is intended to prepare you for a successful career while providing you with an overall view of our industry so that you can find your path to your future and give you opportunities in a variety of different modalities. Myotherapy Center of Oklahoma encourages high ethical standards and expectations for the students and staff. Our goal for you is to carry on those standards into your successful career.

Admissions

The Admissions Department is available to visit with students and their families concerning class schedules, start dates, and financial aid during normal business hours. You may contact this department by phone or email.

Phone: 405-274-9986

Email: myocenterok@gmail.com

Myotherapy Center of Oklahoma does not discriminate against race, age, creed, color, gender, religion, or national origin. Nor does it discriminate based on mental or physical handicap. However, students must be mentally and physically capable of receiving and giving massages on a regular basis to successfully complete this program. The school encourages all students who may have a concern regarding physical or mental issues to visit the school and allow the school to evaluate individual circumstances.

Requirements

Applicants must provide proof of identification from two of the following: a state issued driver's license, birth certificate, social security card, or passport. Applicants must have a high school diploma and transcript or high school equivalency. Post-secondary education is not required for enrollment. Applicants must be at least 18 years of age. Failure to meet these requirements may prevent a graduate from obtaining employment, and therefore, could be deemed as barriers to admission to the school. Admission may still be granted to applicants who do not meet the above requirements, if the school determines the applicant can obtain employment upon graduation. Applicants may be required to provide substantial evidence that employment opportunities exist regardless of the above admission requirements. Myotherapy Center of Oklahoma will make this determination on a case-by-case basis. The applicant may be refused admission due to a felony conviction. Previous credits or work experience will be considered on a case-by-case applicant and approval or denial by a vote of the Board of Directors.

Enrollment Procedures

Applicants may apply at any time prior to enrollment.

Admissions Interview (This is optional but strongly recommended).

Two forms of identification: Driver's license, birth certificate, social security card, and/or passport, and completed application.

Following the successful submission or completion of the above items, applicants will be notified by telephone if their application has been accepted for admission to Myotherapy Center of Oklahoma. The student will be notified when their course is to begin as well as the orientation schedule for the class start period.

Registration period begins when the date the application is dated and ends on the registration deadline. The registration deadline is 7 days preceding the first day of classroom instruction. All fees and payments, with the exception of the \$100.00 non-refundable application fee, remitted to the school by a prospective student shall be refunded if the applicant is not admitted, does not enroll in the school, does not begin the program, withdraws prior to the start of the program, or is dismissed prior to the start of the program.

Purpose and Institutional Objectives

Myotherapy Center of Oklahoma was founded to address a growing nationwide concern: as Americans are becoming more health conscious and receiving regular massage therapy, how do we meet the demands of the public at large in inviting and training qualified individuals to enter the profession massage therapists. The programs at Myotherapy Center of Oklahoma are designed for those individuals who seek to help others through the power of meaningful touch and achieve a career in the massage therapy profession. As massage therapy continues to grow in demand, many other professionals are also adding massage therapy to their chosen professions. With this in mind, Myotherapy Center of Oklahoma is committed to being a change leader in the training of new therapists, providing continuing education for the existing therapist, and to work with the public to increase awareness of the benefits of massage therapy. Myotherapy Center of Oklahoma is dedicated to their desire to provide extensive training to the massage therapy profession as well as to assist our graduates in becoming gainfully employed upon the successful completion of our program.

School Licensure

Myotherapy Center of Oklahoma is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS)

Description of School Facilities

Myotherapy Center of Oklahoma is located at 24778 190th St Purcell, OK 73080. It is conveniently located 40 minutes south of Oklahoma City and 20 minutes south of Norman just a few miles off Interstate 35. We have a brand-new facility situated in a peaceful and serene country setting. We have a newly constructed facility consisting of a spacious classroom and 4 well-equipped treatment rooms. Our enrollment is limited to 6 students to ensure optimal instruction and individualized guidance at all times. We realize that each student is different and strive to ensure that each one receives what they need to successfully complete our program with the knowledge and skills needed and to do so in a state-of-the-art facility. In addition, the Equine Massage Therapy program, following the initial online core classes, the MTCO center has an adjacent barn for the hands-on portion of the program.

Program

Massage Therapy

Program Description and Objectives: The Myotherapy Center of Oklahoma massage therapy program consists of 28 hours per week of on campus training. The program consists of eleven courses for a total of 800 hours of training. The massage therapy program is taught in a logical and orderly way to ensure that each student progresses through the program simultaneously. Upon successful completion of the course, the students will have a thorough understanding of the major muscle groups of the body, be able to identify the origin, insertion, and action of all major muscle groups, name anatomical structures in all body systems, define and discuss basic physiology, and define and discuss common pathologies of the body. In addition, students will be able to perform full 60- and 90-minute massage sessions, learn different massage techniques and modalities, and will be prepared to take the MBLEx state licensing examination.

Total Program Length: 800 hours (28-weeks)

The Massage Therapy program meets Monday through Thursday 3:15-7:45

Students are given 15 minutes for dinner each weeknight and 15minutes for lunch on Saturdays.

Required Courses

<u>Course#</u>	<u>Hours</u>	<u>Course Description</u>
MT100	54 hours	Foundation, History, and Elements of Massage
MT200	63 hours	Clinical Reasoning, Assessment and Treatment Planning
MT300	42 hours	Business Ethics, Laws, Boundaries, and Regulations
MT400	52 hours	Professional Practices
MT500	78 hours	Anatomy and Physiology

MT600	40 hours	Pathology and Contraindications in Massage
MT700	62 hours	Kinesiology
MT800	40 hours	Soft Tissue Manipulations
MT900	39 hours	Modalities
MT1000	65 hours	Client Assessment and Developing Treatment Plans
MT1100	265 hours	Clinical Work

A detailed description of each course can be found, beginning on page 19.

Myotherapy Center of Oklahoma School Calendar

Myotherapy Center of Oklahoma academic year is hereby defined as July 1- June 30.

For a class start schedule contact Myotherapy Center of Oklahoma. We observe the following holidays and are closed each day listed.

January 1st

Martin Luther King Day

Spring Break (week prior to Easter)

Memorial Day

Federally Recognized Independence Day

Labor Day

Thanksgiving Day and including Friday and Saturday following Thanksgiving.

Christmas Closed December 23rd through January 2nd.

Should Myotherapy Center of Oklahoma need to close for an additional day due to building issues, weather, or other unforeseen reasons, the students will be notified and make up days will be announced when class resumes.

Technology Requirements

Skill Requirements

- Sending and receiving emails
- Attaching and retrieving documents to emails
- Using search engines such as Google or Bing
- Navigating websites
- Ability to construct a document using Microsoft Word
- Saving and retrieving documents and files on your computer

Learning Requirements

- Good at written communication
- Self-motivated
- Organized
- Ability to study independently

Student Disclosure Information

Grading Systems

Grading for All Courses

Letter Grade	Description	Percentage	CGPA
A	Outstanding	89.5-100	4.0
B	Above Average	79.5-89.49	3.0
C	Average	69.5-79.49	2.0
F	Failure	Below 69.4	0.0
W	Withdrawn	N/A	N/A
I	Incomplete	N/A	N/A

W=Withdrawn. This grade is assigned if a student withdraws or is dismissed from a course. It is assigned for courses in which a student attended at least 1 day but less than 50% of a scheduled course. There is no impact on Grade Point Average. The grade is considered attempted but not earned when calculating maximum timeframe for determination of satisfactory academic progress. Please note that students who withdraw or are dismissed for a course in which they attended more than 50% of a scheduled course receive an earned grade. Any uncompleted work is assigned a grade of zero. Such grades are used in determining an overall grade for the course.

I=Incomplete. All coursework is due by the final day of each course. In rare, documentable emergency situations, a student may be granted an extension of up to 7 calendar days from the last scheduled day of a course to complete all course requirements. If the student fails to complete the necessary coursework within 7 calendar days, a grade of zero will be assigned for all missed assignments. This zero grade is averaged with a student's other grades to determine the final grade for the course.

Student Grade Report

At the completion of each course, the student will be notified of his/her final score and GPA for the course.

Successful Completion of All Programs

A student has successfully completed a course when he/she has earned a passing grade of “C” or better (a GPA of 2.0 or higher), and has successfully met the required attendance of 80% attended for the course.

Attendance Policy

Attendance is mandatory to complete the hours required by the state of Oklahoma. Regular and consistent attendance is expected of all students and is an essential component in academic success. When a student enrolls, the student agrees to accept responsibility for regularly attending each course. Without an approved leave of absence being in place, a full-day absence will be recorded if prior notice was not given to MTCO by the student about an upcoming absence. Leave of absence Requirements are provided below. Attendance information is recorded daily and kept as part of the student’s permanent academic record. At Myotherapy Center of Oklahoma, any student failing to meet the 80% attendance requirement is subject to disciplinary action, up to and including: being placed on attendance probation; failing a course; or dismissal for repeated violations.

Assignment and Class Make-Up Policy

Myotherapy Center of Oklahoma reserves the right to dismiss any student who incurs excessive absences. A student that misses an assigned test (written or practical) will receive a grade of zero unless the instructor deems the absence to be of a justifiable nature. If deemed justifiable in nature, the instructor will work directly with the student to make up the missed work in a timely fashion. There will be a \$50.00 fee per class for make-up work. A written request for a waiver of the \$50.00 may be submitted, allowances can be made for special circumstances.

Students of Myotherapy Center of Oklahoma are advised that if they are absent for ten (10) consecutive school days their enrollment will be terminated.

The leave of absence submitted to Myotherapy Center of Oklahoma shall not exceed 30 days in a 40-week period.

Leave of Absence

Myotherapy Center of Oklahoma will grant a leave of absence for specific reasons. A leave of absence may be granted for extenuating circumstances. To be considered for a leave of absence, the request must be submitted in writing and clearly state the dates for which the leave of absence is requested and an explanation of the absences.

The reasons include but are not limited to:

- Medical, including pregnancy.
- Family care, to include loss of family member, illness or injury.
- Military Duty
- Jury Duty
- Other special circumstances beyond the student's control

A student wishing to request a Leave of Absence should see the Director of Education, explain the reason for the request, and fill out a Leave of Absence form. Whenever possible, students should request a Leave of Absence at the end of a course. When the student is ready to return, they must return at the beginning of the next course. Leave of Absence requests must always be made in writing, unless an unforeseen circumstance prevents the student from providing a prior written request. In this type of scenario, Myotherapy Center of Oklahoma will document the situation and collect a written request from the student at a later date.

If the student does not resume attendance at the institution on or before the end of the approved Leave of Absence, Myotherapy Center of Oklahoma must treat the student as a withdrawal and the date that the Leave of Absence was approved should be considered the last date of attendance for refund purposes. Students of Myotherapy Center of Oklahoma are advised that if they are absent for ten (10) consecutive school days their enrollment will be terminated. The total number of maximum days a student may be on a leave of absence cannot exceed 30 days in a 40-week period.

Tardy Policy

Students are required to attend courses regularly, which includes being on time daily; being present for the entire class time; and returning from scheduled breaks on time.

Tardiness is arriving late to class, leaving class early, or missing more than 5 minutes and up to 15 minutes of class instruction. Tardiness will be documented by the instructor. A "Tardy" may also be noted as "Late," "Left Early," or "Missing from Class." Three (3) tardy in the same class count as one absence and will be factored into the 80% attendance requirement.

Students' Rights, Privileges, and Responsibilities

Each and every student at Myotherapy Center of Oklahoma has the right to be treated in a fair, professional manner, free of judgment and discrimination. It is therefore the responsibility of each student and employee of Myotherapy Center of Oklahoma to treat each other in a fair and courteous manner so that our school remains a positive learning environment for all our students, guests, and employees. Other responsibilities will be listed under the Student Conduct section.

Complaint/Grievance Policy

In the event a situation should arise involving a disagreement or dispute between students, or a student and employee of Myotherapy Center of Oklahoma, the following procedure applies:

1. A student may request an individual meeting with the student or staff member with whom the problem exists. If no resolution is found, student is to move on to step 2.
2. Present the issue in writing to the Director of Education. If no resolution is found, student is to move to step 3.
3. Request a meeting with the Board of Directors. A written statement of the problem is prepared by the student and submitted to the board for review. If a student wishes, he/she may request the presence of another appropriate party to assist in the resolution of the problem.

All grievances are responded to within 10 days of their submission. All copies of dispute documentation will be retained in the student files for future reference.

If, after the student has gone through the above steps and still feels that his/her grievance has not be resolved, the student may contact.

Oklahoma Board of Private Vocational Schools (OBPVS)
3700 N. Classen Blvd. Suite 250
Oklahoma City, OK 73118
405-528-3370

Probation, Dismissal, and Re-admission

Academic Probation

If a student fails to meet a 2.0 GPA for a course, he/she will receive an F for the course and be placed on Academic Probation. The failed course must be re-taken. Upon successful completion of the course taken the second time, the Academic Probation designation will be removed. Any student that fails the same course twice is subject to dismissal by Myotherapy Center of Oklahoma

Attendance Probation

If a student fails to meet the required 80% of attendance for a course, he/she will be placed on Attendance Probation. If the student meets the academic standards to pass the course (a 2.0 GPA or higher), the student will be allowed to move to the next course and provided that he/she meets the stated attendance policy for the next course, the Attendance Probation will be removed. If a student fails to meet the required attendance policy for a second course in a

row, the student will fail the course, regardless of academic performance and will have to repeat the course. If, while repeating a course, the student fails to meet the attendance requirements, the student is subject to dismissal by Myotherapy Center of Oklahoma LLC.

All students are strongly encouraged and expected to be in school each day. Probationary periods can last from 4-8 weeks in length, or longer, and repeat policy violators are subject to dismissal from Myotherapy Center of Oklahoma LLC under each probation status.

Re-Entry

All students that choose to re-enroll to finish their program must re-enter at the beginning of a new course. The satisfactory academic progress that a student left the program with is the status they re-enroll in.

Re-entry from a Dismissal Status

A student that was dismissed can only be re-admitted to school after a formal appeal has been submitted in writing and the school administrators have met to discuss the reasons for the dismissal. This process may require the dismissed student to appear in front of the school administrators to ensure that the previous enrollment issues and/or challenges have been addressed.

Re-entry from a Withdrawn Status

A student who wishes to re-enter a program must first meet with the school administrator to discuss the reason for the initial withdrawal, and to determine if a return to school is right for the student. The student will also need to meet with the financial institution that secured their loan to ensure that you are eligible to receive financing to finish the program. For a student that was otherwise in good academic standing, a student may re-enter the program once per academic year. Re-entry is provided when all the above has been completed, and space is available. For students that re-enter the program within 180 days of their last date of attendance, their original tuition is honored. Charges for students who re-enter beyond 180 days are subject to any increase in tuition. A student who wishes to re-enter after one calendar year is subject to re-taking the entire program and must pay the current tuition rate.

Probation Appeal Procedures

Within 5 business days of the student receiving notification of the probationary status, students may appeal the decision directly by submitting a written appeal to the Director of Education. The appeal must explain the circumstances that a student believes would have a bearing on the removal of the probationary status.

Appeals must be well documented. Along with proper documentation, the appeal must contain information about how the situation has either changed or been remedied to ensure the student does not continue to be placed on probationary status. If the appeal is not granted by the Director of Education, the student may submit a request for review to the President of Myotherapy Center of Oklahoma.

Satisfactory Academic Progress

All students must meet established minimum standards of attendance and achievement with regard to Grade Point Average and successful course completion while enrolled at Myotherapy Center of Oklahoma.

Cumulative Grade Point Average

At all times, students must maintain a 2.0 Cumulative Grade Point Average or higher. If a student fails a course, he/she is required to re-take the course, with the highest grade used for Cumulative Grade Point Average calculations. If, upon re-taking a course, a student fails the same course a second time, he/she will be dismissed for unsatisfactory academic progress.

Academic Progress will be assessed at two times in the program: the midpoint and the end of the scheduled program. If the student fails to have met Satisfactory Academic Progress at either of these two points, the student will be dismissed from the program. In either of the above scenarios, the student who violates either Maximum Time Frame or Cumulative Grade Point Average will be ineligible for re-admittance for a period of one year. If he/she decides to re-enroll after the one year has ended, he/she will be required to sit for the entire program length again. Please see appeal procedures in this catalog for more information about the process for appealing an academic decision, such as Satisfactory Academic Progress.

Dismissal for Reasons Other Than Unsatisfactory Academic Progress

Student Conduct

Standards of Behavior

All students of Myotherapy Center of Oklahoma must adhere to high standards and conduct so as to not interfere with the learning process of another student and the classroom presentation by the instructor or the progress of the class in general. In addition, Myotherapy Center of Oklahoma does conduct business during class times and the students' behavior must not

interfere with Myotherapy Center of Oklahoma normal business practices. Any student whose conduct interferes with the mission of the school is subject to suspension and/or dismissal. Reasons for suspension and/or dismissal include, but are not limited to:

- Breach of school policies
- Carrying a weapon
- Academic fraud or cheating
- Disorderly conduct which in any way interferes with the learning process of any student or instructor.
- Disorderly conduct which interferes with the normal business operations of Myotherapy Center of Oklahoma
- Disorderly conduct which interferes with the normal business of our office building
- Entering the campus under the influence of alcohol or drugs of any kind
- Excessive absences or tardiness
- Failure to conform to the rules and policies of the school.
- Falsifying any school record
- Instigation, or participation in rebellious or aggressive activities against the administration or the students
- Physical or verbal threats
- Putting client or student safety in jeopardy
- Refusal to follow reasonable instruction from a member of the administration.
- Theft
- Unsatisfactory Academic Progress
- Vandalism of campus, student, or building
- Solicitation which reflects unfavorably upon the school

Myotherapy Center of Oklahoma reserves the right, in the exercise of its judgment, to suspend and/or dismiss a student for any of the above reasons. A student dismissed for unsatisfactory conduct may be readmitted to the program following an appeal by the dismissed student, at the sole discretion of the administration.

Classroom and Clinic Conduct

Safety is stressed for both the client and therapist, and is an important component of our training. Proper care and maintenance of equipment is expected at all times. Students are required to clean up after themselves and maintain a neat and orderly campus environment. Homework and studying outside of normal class hours is required and students are expected to be prepared for class each day.

Scholastic Honesty

Cheating, in any form, is not acceptable. Any student found cheating is subject to a zero on the work they cheated on and may be subject to suspension and/or dismissal from the program. If

a student is assessed a zero for work that was plagiarized or cheated on, no make-up work is accepted for that assignment.

Drug and Alcohol Abuse Prevention Policy

Myotherapy Center of Oklahoma abides by the Federal Drug Free Workspace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

Sexual Harassment

Sexual harassment is defined as any sexual advance, request for sexual favors, and other verbal or physical conduct where submission to or rejection of such advances, requests or conduct affects a benefit such as terms of employment or for the purposes for continuation of education, or, when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work or education by creating an intimidating, hostile, humiliating, or sexually offensive environment.

Complaints relating to sexual harassment incidents are addressed on an Incident Report Form and directed to the Director of Education or to the direct supervisor for immediate action. A thorough investigation will be initiated, and appropriate consequences will be enforced.

Clinical Training

Students are scheduled for 265 hours of clinical time and are required to complete this course to graduate. During clinic time, all school rules apply to clinic hours and students are not paid for clinic time. Students are required and expected to remain professional at all times while participating in clinic.

Dress Code

Proper personal hygiene is a must prior to attending class. The school's black scrubs uniform is to be clean and worn at all times during class, this includes both classroom sessions and clinical/lab work. Shoes are to be closed toe and worn with socks. Hair is to be neatly groomed, and no caps are permitted. Nails are to be kept cut short and we ask that you refrain from using cologne or perfume as it may offend others.

Telephones

Use of cellular telephones in the classroom is prohibited as it disrupts the education process.

Tuition, Fees, and Supplies

Massage Therapy Program

Cost for 800-hour Massage Therapy course is \$11,417.00.

Application Fee	\$100.00
Tuition	\$11,000.00
Total Due to MTCO	<u>\$11,100.00</u>
Estimated Cost of Books & Supplies*	\$ 317.00
*Books and supplies are acquired by students.	
<u>Total Cost</u>	<u>\$11,417.00</u>

Make-Up Fee

There will be a \$50.00 fee per class for make-up work. A written request for a waiver of the \$50.00 may be submitted, allowances can be made for special circumstances. See page 10 for make-up work explanation and requirements.

Books & Supplies *

All license fees, insurance, exam costs and fees are the responsibility of the student.

Student must provide the following supplies:

Textbooks	\$ 148.00
Introduction to Massage 3 rd Ed, Mary Beth Braun & Stephanie Simonson	
Essential Sciences for Therapeutic Massage	
Personal Scrubs (2 sets)	\$100.00
Sheets (2) twin flat, (2) twin fitted	\$ 44.00
Hand towels, one dozen for draping	\$ 25.00
Estimated on all materials	\$317.00

*A laptop computer will be beneficial but not required.

**Supplies and textbooks may be purchased wherever student choose. Current prices listed are approximate when purchased through Amazon. Prices will vary on whether textbooks are new, used, or E-books.*

Refund Policy and Cancellations

Three -day cancellation: all monies paid by applicant shall be refunded if requested within three days after signing and enrollment agreement and making initial payment.

Other cancellations: An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$150.

First Week

A student who enters the school and begins training but withdraws or is dismissed within the first week of training shall be entitled to a refund of contracted cost of tuition for the program less the maximum allowed per OAC 565:10-11(4). MTCO will return \$350.00, if total tuition was paid. If student is using tuition assistance through MTCO, 90% will be refunded minus \$150.00.

After First Week

Myotherapy Center of Oklahoma shall return 75% of the tuition minus \$150.00 if tuition was paid in full. If a student enters the school but withdraws or is dismissed after the first week but within the first 25% of the program. If the student is using MTCO tuition assistance Student shall receive 75% of moneys paid minus \$150.00.

After completing 25% of the program

Myotherapy Center of Oklahoma shall return 50% of the contracted cost of tuition for the course minus \$150.00. If a student enters the school but withdraws or is dismissed after completing over 25% of the program but within 50% of the program. If the student is using MTCO tuition assistance the student shall receive 50% of moneys paid minus \$150.00

After completing 50% of the program.

After the student completed 50% no refund will be issued after 50% of the program is completed. Refunds will be paid within 30 days of withdraw or Termination/dismissal.

Miscellaneous Refunds

1. If the school closes or discontinues the Massage Therapy course, the full amount of tuition and fees paid by the student will be refunded to all enrolled students.
2. All other refunds will be paid within 30 days of the student's last day of attendance.

3. Special Cases

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.

4. Rejection

Students whose application is rejected by the school shall be entitled to a full refund of all monies paid minus a \$25.00 non-refundable fee.

Curriculum

The educational objective of our 800-hour Massage Therapy Program, 535 classroom hours and 265 clinical hours, is to provide an elite introduction to massage therapy and prepare our students to successfully complete their MBLEx. After successfully completing our program students will be allowed to apply for their massage license. The Myotherapy Center of Oklahoma Massage Therapy Program is taught in a linear fashion, meaning that the successful completion of each course is the prerequisite to taking the next course.

Massage Therapy Diploma Program Curriculum

MT100 Foundation, History, and Elements of Massage

The student will learn about the history and evolution of massage as well as the benefits and effects of massage. The student will also be introduced to massage contraindications, body mechanics and principal core concepts for massage and body work. The equipment used in massage will be introduced and explained as well as the massage strokes. The students will learn aspects of the body systems and orientation of the human body and muscular system and massage application.

54 hours

MT200 Clinical Reasoning and Assessment

The students will learn how clinicians collect cues and process the information received from the client and how to process the information to clearly understand the clients' issues. We will teach how to use critical thinking in the assessment of the client and to use the information to create a treatment plan.

63 hours

MT300 Business Ethics, Laws, Boundaries, and Regulations

In MT300 the setting up and running a massage practice and the financial responsibilities that go along with running a successful practice will be covered. The student will be instructed on Oklahoma laws, federal laws, and tax laws as they relate to the massage industry. Business promotion, marketing, and success strategies will be covered. The student will receive instruction on ethical behavior, professional boundaries, communicating in a professional manner, confidentiality, and sexual misconduct.

42 hours

MT400 Professional Practices

The student will learn proper and safe use of equipment and supplies in MT400. Sanitation and cleanliness as well as safety practices for the facility, client, and therapist will be taught. Therapist hygiene, body mechanics, personal protective equipment, self-care and injury prevention will be covered. The student will learn to communicate with the client in a safe and appropriate manner and the correct way to use draping.

52 hours

MT500 Anatomy and Physiology

Students will learn several body systems to include circulatory, immune, respiratory, reproductive, integumentary, urinary, lymphatic, digestive, and endocrine systems. Students will also learn muscular, skeletal, and nervous systems. Tissue injury and repair and the concepts of energetic anatomy will be taught in MT500.

78 hours

MT600 Pathology and Contraindications in Massage

The science of the causes and effects of diseases, the study of organs, tissues, body fluids, cell, and molecules will be taught. Students will learn how to document and adapt sessions for clients with common pathologies and for special populations. Students will learn how to address and identify areas of caution and special applications. Classes of medication as well as CPR and First Aid will be taught in MT600.

40 hours

MT700 Kinesiology

The study of the principles of mechanics and anatomy in relation to human movement will be covered in MT700. This will include joint structure, range of motion, components and

characteristics of muscles and their movement. The student will receive instruction on locations of muscle attachments, insertions, actions, and fiber direction. The students will learn assessment of client movement as well. Contraindications and safety in movement will be covered.

62 hours

MT800 Soft Tissue Manipulations

Physical and psychological effects and benefits of soft tissue manipulations will be covered in MT800 as well as the benefit of touch to special populations. The students will learn stroke techniques and sequence of application. Hydrotherapy will be covered in MT800.

40 hours

MT900 Modalities

Types of massage will be taught to the student in MT900

Sports Massage, Basic Chair Massage, Trigger Point Massage, Neuromuscular Massage, Lymphatic Drainage Massage, Deep Tissue Massage, Equipment Massage, Cranial Sacral Massage, Myofascial Massage, and Shiatsu. Acupuncture, Acupressure, and Cupping techniques will be taught as well.

39 hours

MT1000 Client Assessment and Developing Treatment Plans

The student will learn all aspects of client assessment and how to develop a treatment plan. Client consultation and evaluation, written data and health history, and client assessment will be taught. Students will learn range of motion assessment, to rule out contraindications, to evaluate the client's response to previous treatments and to formulate a treatment plan.

65 hours

MT1100 Clinical Work

Students will perform hands on work in a clinical setting. Clinical work will include demonstrating on clients the skills and knowledge acquired in the classrooms. Clinical hours will be on premise as well as in traveling to special venues which will be utilizing chair massage techniques.

265 hours

Career Services

Our staff is committed to assisting each student with the successful transition from student to massage therapist. Myotherapy Center of Oklahoma is committed to maintaining an open job board and to assist the students and employers to fill open positions with our talented graduates. Myotherapy Center of Oklahoma will host campus career fairs and have employers as guest speakers from time to time.

At this time Myotherapy Center of Oklahoma is Witnessing tremendous growth with employment opportunities in various field of massage therapy.

Equine Massage Therapy Program

All policies and procedures (such as grading and student conduct) are the same as the 800-Hr massage therapy program

Why Equine Massage Therapy?

Massage therapy for equine athletes offers various benefits that enhance their performance and overall well-being. At MTCO you will learn muscle relaxation techniques, how to improve circulation, use massage to alleviate pain, muscle soreness, and improve your horse's range of motion. Massage offers calming effects, aiding in stress reduction which is beneficial for competitive horses. For horses recovering from injury, massage therapy can be an integral part of their rehabilitation program, aiding in recovery and restoring function.

Enrollment Procedures

Applicants can register for the course by calling (405) 274-9986. The student will be notified when their course is to begin as well as the schedule for the class. Online books will be E-mailed 2 weeks prior to in person course and must be completed.

High School or equivalences are not required.

Equine Massage Therapy

Program Description and Objectives: The Myotherapy Center of Oklahoma equine massage therapy program consists of poxily 16 hours (2-weeks). The program consists of six courses for a total of 16 hours of training. Applicants with technological questions should call or Speake to Myotherapy Center. Upon successful completion of the course, the students will have a thorough understanding of equine anatomy, medical terminology, skeleton, fascia, movement and application of massage.

Required Courses

Course#	Hours	Course Description
ET100	2 hours	Equine Anatomy self-study on line
ET200	1 hours	Medical Terminology self-study on line
ET300	1 hours	Skeleton self-study on line
ET400	1 hours	Fascia self-study on line
ET500	1 hours	Movement self-study online
ET600	10 hours	Application of Massage will be on site in person 5hr approx. Each day All equine will be provided

Tuition Fees – Equine Massage Therapy

Cost for 16-hour Massage Therapy course is	<u>\$1000.00</u>
Application Fee	<u>\$100.00</u>
<hr/>	
Initial tuition /books & payment	
	<u>\$400.00</u>
Balance of tuition subject to refund under specified conditions.	
Remaining/Balance Payment	<u>\$500.00</u>
Total Cost	<u>\$1,000.00</u>

\$500.00 is due when submitting the application.

Full total cost of \$1000.00 must be paid in full on or before first class

No refund will be issued after 50% of the Program is completed.

Refunds will be paid within 30 days of withdrawal or Termination/Dismissals.

Refund and Cancellation Policies

This policy applies to both school-determined and student driven enrollment terminations unless good faith rationale is provided to the OBPVS to permit handling by the school in a different manner. These policies apply to student actions (cancellations or withdrawals) and to student dismissals by MTCO.

A 3-day cancellation- all monies paid will be refunded after an Enrollment agreement is signed and before classes commence.

If a student withdraws or is dismissed after the 3-day cancellation period but before the first day of class, all tuition and fees will be refunded, except for a application fee not to exceed \$100.00

Refunds for students who withdraw after the commencement of classes will be calculated on a prorated basis, determined by the number of clock hours completed versus the total number of clock hours in the program.

No refunds will be issued after 50%of the program is completed. Refunds will be paid within 30 days of withdrawal or termination/dismissal

Miscellaneous Refunds

If the school closes or discontinues the Equine Therapy program, the full amount of tuition and fees paid by the student will be refunded to all enrolled students.

Special Cases

In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both. Books shall not be refunded.

Grading Systems

This course will be a pass/Fail class, meaning you will simply earn credit depending on whether you did satisfactory work in the class and lab work.

Equine Massage Therapy Curriculum **(All courses are on-line except ET600 Hands on)**

ET100 Anatomy

Functional Anatomy for equine athletes.

2 hours

ET200 Medical Terminology

Language used within the course to describe anatomical conditions and treatments.

1 hours

ET300 Skeleton

A framework of bones and cartilage that supports and protects soft tissue and internal organs of the body.

1 hours

ET400 Fascia

A framework of connective tissues that surrounds and supports every part of the body.

1 hours

ET500 Movement

Kinesiology meaning the study of movement.

1 hours

ET600 Application for Massage

Covering several different massage modalities.

10 hours

Ownership and Faculty Information

Myotherapy Center of Oklahoma LLC, owned by Barbara Boyer, is a Limited liable corporation registered with the state of Oklahoma

Faculty for Programs

Barbara Boyer, LMT	Director, Authorized Administrative Officer, and Instructor LMT and equine 1991-Present Equine Instructor, Director of Education
Dean Boyer	Administrative Director
Kayla Dendy	Equine Instructor Esq.2002 – Present Equisage Equine Sports Massage CESMT.2022 LMT .2023 – Present New Mexico State B.S. Animal Science
Leah M. Olson	Assistant Administrator
Kevin May	Anatomy Instructor

Myotherapy Center of Oklahoma maintains a student to instructor ratio of no greater than 10 students to any instructor, in both lecture and bodywork (lab) classrooms.
For Myotherapy Equine program the ratio is no greater than 3 students to one instructor in both lecture and bodywork and class room.

Chief School Officer

Barbara Boyer will serve as Chief of Operations Officer and will be responsible for daily operation of the school. Barbara will also meet regularly with the board of directors.

For the equine course horses will be provided by Myotherapy Center, classroom and barn with hands on instruction will be at 24778 190th St Purcell Oklahoma