

EMPLID: _____

APEMF

DATE: _____



PRE-ENROLLMENT MESSAGE AND ADDITIONAL INFORMATION

Pre-Enrollment Message

As a pre-entrance requirement for the Massage Therapy program at MTC, the applicant must have a massage given by a Licensed Massage Therapist. The applicant must complete this form and submit it along with the other entrance requirements.

Applicant's name: _____ Date of Massage: _____

Name of Licensed Massage Therapist: _____

LMT License Number: _____

Signature of Therapist: _____

Signature of Applicant: _____

Comments from applicant about the experience:

Manatee Technical College: East Campus | 5520 Lakewood Ranch Blvd. | Bradenton, FL 34211
Email: mtcalliedhealth@manateeschools.net Phone: 941-752-8100 Fax: 941-209-6212

Program Note: Classes that do not meet minimum enrollment requirements may be canceled or postponed.
All fees associated with this application process are non-refundable.

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PRE-ENROLLMENT MESSAGE AND ADDITIONAL INFORMATION

Questionnaire

Type or Print

Name _____ Date of Birth _____

Mailing Address _____

Phone Number _____ E-mail Address _____

ADDITIONAL INFORMATION:

What work experience do you have that relates to this profession? If you have no health experience, list other employment.

Employer

Duties

Employment Dates

Will you be working while you attend classes? If so, how many hours a week? _____

Please share your reason(s) for choosing a career in Massage Therapy (attach an additional page, if more space is needed).

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Have you ever been arrested and/or convicted of any misdemeanors or felonies? If yes, provide a brief statement (please note that additional documentation may be required for review). Being completely truthful is to your advantage.

Signed Statement:

I understand that admission to the Massage Therapy program is based on a complete application, satisfaction of basic qualifications and space availability. I also acknowledge that I have read and understand The Criminal Conviction Policy included in this packet. I affirm that the information provided on this application is the truth to the best of my knowledge and that any misrepresentation will be cause for immediate dismissal.

Signature of Applicant

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Program Information

COURSE CONTENT

The Massage Therapy program consists of 750 hours integrating classroom and practical massage training. The course encompasses basic health information, extensive anatomy and physiology, pathology, basic therapeutic massage and clinical practicum. Various allied modalities, as well as legal aspects, professional ethics, and business skills will be introduced during the program.

Massage Therapy is an academically challenging and physically demanding profession. Knowledge of the human body with the emphasis on the musculoskeletal and nervous systems is an important part of massage. Massage Therapy students need to be physically able and mentally willing to learn and perform massage therapy techniques in an academic and physical environment.

START DATE: August/Fall Term Only

PROGRAM SCHEDULE: The **Part-time Day** program is scheduled to meet Monday through Friday from 9:00 a.m.-1:00 p.m.

ACCEPTANCE

The Massage Therapy program is limited to 16 students; if you would like to secure a place in the next available class, please start the application process as soon as possible. Applicants are considered when all the required paperwork is completed and turned in.

All applicants will be informed, **by email** make sure you also look at your Dashboard, prior to the start of classes of their acceptance. If an applicant is not selected for the upcoming class, he/she must reapply in order to be considered for a later class.

INSURANCE

Students are strongly encouraged to carry accident insurance. A limited accident insurance plan is provided by the school district to cover students while attending lab/clinical. Manatee Technical College is not liable for medical expenses if a student is injured.

FINANCIAL AID Available for Those Who Qualify

You may qualify for scholarships or grants. To see if you qualify, you will want to contact the Financial Aid office. Information regarding scholarships and grants is available. Processing can take up to six weeks, so applicants should plan ahead. Contact info: 941-751-7900 Email: MTCFinancialAid@manateeschools.net

All students are encouraged to apply for financial aid early in the process. YOU MUST COMPLETE ALL FINANCIAL AID RESPONSIBILITIES.

The website to apply for the PELL grant using the FAFSA form is <https://studentaid.gov/> the **MTC school code is 015496**.

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TRANSFER STUDENTS

Students transferring from other programs within this institution must satisfy the same admissions criteria as for new students. Students applying for the Massage Therapy program should submit a copy of their transcript for review in order to ensure that the material taught meets the MTC program criteria requirements. If qualifications are met, advanced placement may be granted upon furnishing an official transcript from the previous institution and satisfaction of all policies for admission. The Florida Common Course Numbering System will be considered in determining the level of advanced placement for transfer students (5.6.1, 5.6.3). All copies of transcripts and requested syllabi will be placed in the student's admission file (5.6.4).

ACCREDITATION

Manatee Technical College functions under the Manatee County District School System. The school is an accredited member of the Council on Occupational Education. Governing agencies for this program include the Florida State Department of Education and the Florida Board of Massage.

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Florida Board of Massage Background Information

Criminal Background Information: Florida Board of Massage

You may be required to appear before The Florida Board of Massage or you may be referred to the Professionals Resource Network (PRN) for an evaluation of competency to practice if you have a criminal conviction, previous appearance or discipline before a licensing board or regulating agency, drug or alcohol addiction or impairment, any discrepancy in the application information, participation in an impaired practitioner program, or any other reason deemed necessary by the Board staff or chair. Appearances before the Board and PRN referrals are determined on an individual basis.

The application contains the following criminal history background question:

Have you been convicted of, or entered a plea of guilty, nolo contendere, or no contest, to a crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if the court withheld adjudication so that you would not have a record of conviction. Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question.

If you answer yes to this question, you will need to provide the following WITH the application for licensure: completion of a criminal history form on which you will be asked to provide all relevant details, and certified documentation from the Clerk of the Court in reference to the arrest/charges.

Additional Background Information: Florida Board of Massage

In addition, the Florida Board of Massage application for licensure includes the following questions:

In the last 5 years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program?

In the last 5 years, have you been treated for or had a recurrence of a diagnosed mental disorder or impairment?

In the last 5 years, have you been treated for or had a recurrence of a diagnosed physical impairment?

In the last 5 years, have you been treated for or had a recurrence of a diagnosed addictive disorder?

If you answer yes to any of the questions above, you will need to submit with your licensure application a complete description of all treatments and diagnoses received including all medications prescribed and physicians/counselors seen. You will also need to submit a statement from your treating physician or counselor for each condition including all diagnoses.



PRE-ENROLLMENT MESSAGE AND ADDITIONAL INFORMATION

NATIONAL CERTIFICATION BOARD FOR THERAPEUTIC MASSAGE AND BODYWORK

CRIMINAL CONVICTION POLICY

Massage therapists are placed in a position of trust with their clients. These therapists have unsupervised, physical contact with their clients. A violation of this trust is in opposite to the standards of NCBTMB.

Below is a three-tiered review system for NCBTMB certification applicants convicted of felonies or misdemeanors.

Unreviewable Denial of Certification

Convictions of certain crimes present an unreasonable risk to clients. Therefore, any NCBTMB applicant convicted of any felony crime set forth below shall be denied certification in all cases.

1. Felonies involving sexual or physical abuse.
2. Serious crimes of violence against persons, including but not limited to, murder, attempted murder, manslaughter (not including involuntary manslaughter) kidnapping, arson, rape, and assault or battery with a dangerous weapon.
3. Crimes involving prostitution.
4. Felonies in which applicants are currently on work release, on supervised probation or on parole.

Reviewable Denial of Certification

1. Any applicant who has convictions falling into the following categories shall be denied certification except for circumstances where the applicant can show by clear and convincing evidence that their certification will not endanger public safety.
2. Crimes involving illegal drugs and/or controlled substances, including unlawful possession or distribution or intent to distribute unlawfully, all substances set forth in Schedules I through V of the Uniform Controlled Substances Act, as amended.
3. All other crimes regarding sexual misconduct.
4. Serious crimes against property, such as grand larceny, burglary, embezzlement or fraud.

Possible Denial of Certification

Applicants with felony or misdemeanor convictions that do not include any of the conditions set forth above may be denied certification after careful consideration of the following factors:

1. The seriousness of the crime;
2. Whether the crime was violent in nature;
3. Whether the applicant has multiple convictions;
4. Whether the crime involved a minor, the elderly or a person of diminished capacity;
5. How much time has elapsed since the crime was committed;
6. Whether the crime relates to patient care;
7. Whether the applicant was truthful and not misleading in explaining the terms and circumstances of their felony or misdemeanor conviction.



PRE-ENROLLMENT MESSAGE AND ADDITIONAL INFORMATION

Background Information Policy

Criminal Background

On your Massage Therapy Application form you will be asked if you have ever been arrested and or convicted of a crime, except for minor traffic violations not related to the use of drugs or alcohol; if you have, you must answer yes. You must submit a self-explanation as to why you are answering yes to this question on a separate sheet of paper. You will need to include any final disposition records for all offenses.

Criminal Background Check Directions

Due to the externship/clinical requirement of each of the Allied Health programs, Manatee Technical College requires all Allied Health students to be cleared with a level two, FBI live-scan fingerprinting background check **prior to enrollment**. "All For Life" is the company we use to complete this process.

The **range is \$70-\$90 payable directly to All For Life (there is a \$3.00 charge for credit card payments)**. You may pay with cash, check, money order, deferral, credit or debit cards (Discover Card is NOT accepted).

Criminal Background Ineligibility

If a conviction falls under the "Unreviewable Deniable Certification" category of the Criminal Conviction Policy stated by the National Certification Board for Therapeutic Massage and Bodywork, you will not be considered for admission to the Massage Therapy program at MTC. All others will be reviewed on an individual basis. If admitted, the student will sign a form acknowledging that there could be problems obtaining licensure in the state of Florida due to their background; licensure is mandatory to practice massage therapy in Florida

Manatee Technical College Allied Health Program Admission and Retention Policy

Admission to the health programs at Manatee Technical College-East requires basic skills and aptitudes necessary for potential success in the chosen field. In addition to the application requirements, applicants must also meet the following conditions for admission.

I. Health Risks

To ensure that the applicants career choice will not pose a detriment to his/her physical or mental well-being or be a safety risk factor for the student and/or the patient, each applicant's Medical History questionnaire will be thoroughly evaluated by the Admissions Committee.

- A. A medical release will be necessary for certain medications and physical conditions. These conditions that require a release include, but are not limited to, the following:



PRE-ENROLLMENT MESSAGE AND ADDITIONAL INFORMATION

1. Back problems
 2. Pregnancy
 3. Seizure activity
 4. Cardiac problems
 5. Hypertension
 6. Uncontrolled endocrine problems
 7. Neuromuscular disorders
- B. Students taking any medication that may affect their ability to function optimally while in the clinical/lab/practicum/externship setting placing themselves or their patient(s) at risk will be required to take a medical leave of absence until they are no longer under the influence of the prescribed medication. Student will be readmitted during the next available course/clinical rotation.
- C. Students with medical problems must assume all personal liability for their health.
- D. Please note: students must be able to lift a minimum amount of weight in order to participate in labs/clinicals (weight limit varies with program-generally 25-50 lbs).
- E. Most programs/professions require students to stand for long periods of time without a break; manual dexterity (handling small pills or surgical instruments, phlebotomy skills, etc.); and the ability to hear (blood pressure, etc.). If you have any concerns about your ability to perform a particular skill required for program completion, please discuss this with the program director and/or counselor prior to admission.

II. Due to Chemical Impairment

Applicants who have undergone therapy for chemical abuse (including alcohol and drug abuse) will be denied admission or continuation in the program until one full year of stability is documented.

- A. Any applicant who has been treated or received counseling for drug addiction or abuse, or excessive alcohol use must:
1. Submit documentation of treatment from the treating agency or physician.
 2. Submit a letter of recommendation from the agency or physician granting approval for admission to the program based on the program requirements.
 3. Agree to pre-admission and subsequent drug/alcohol screening (at the students expense), which must be negative in order to enter or continue in the program. Refusal of screening will result in denial of admission or withdrawal from the program, as applicable.
- B. Students who show evidence of chemical impairment, or who are admitted to a facility for alcohol or drug treatment while a student in the program, will be withdrawn. Re-admission into the program will follow guidelines set forth under chemical impairment.



PRE-ENROLLMENT MESSAGE AND ADDITIONAL INFORMATION

III. Mental or Emotional Illness/Instability

Applicants who have been institutionalized or received treatment for emotional or mental illness/ instability will be denied admission or continuation in the program until at least one year of stability is documented by a physician or therapist.

- A. Any applicant who has ever been treated for mental or emotional illness/instability must:
 - 1. Submit documentation of treatment from the treating agency, physician, or therapist.
 - 2. Submit a letter of recommendation from the treating agency, physician, or therapist granting approval for program admission. Documentation must include the applicant's ability to handle stress, level of neuromuscular function, and appropriateness of affect. If the student is on any narcotic medication, they may have to take a leave of absence during their clinical rotation if there is any indication that the student and/or patient(s) under the student's care may be compromised or placed at risk.
 - 3. Agree to follow-up visits with documentation during the course of training, as required.
- B. Students who are admitted to a facility for treatment of emotional or mental illness/instability or who show evidence of unstable behavior that may place themselves or others at risk while in the program will be withdrawn. Re-admission will be considered based on documentation of stability from physician or therapist.

IV. Criminal Background

Please refer to Senate Bill 1986, Section 456.0635 of the Florida Statutes for additional information regarding guidelines given to the various health care boards regarding licensure, certification or registration.

V. Falsification of Information

Failure of an applicant to reveal information or the falsification of information related to chemical impairment, mental instability, arrests, or health risks will be cause for denial of admission to or immediate withdrawal from the program.