



# Welcome

## IMTC ORIENTATION

# Thank you for joining IMTC

- ▶ We want to welcome you to IMTC. Integrated Massage Therapy College was founded in 2007 in Oklahoma City, OK. Massage therapy is our business and we want to make it your business. Our goal is to help anyone that wants massage therapy as a career to attain their goal and we will do this in an honest, straightforward way.
- ▶ Location
  - ▶ 14909 North Kelly Ave  
Edmond, Oklahoma 73013  
405-420-9513 / Fax 405-844-2204
- ▶ Instructor: Jami Parker
  - ▶ 405-501-2484
  - ▶ [jami@imtcollege.com](mailto:jami@imtcollege.com)

# Classroom Policies and Rules

- ▶ Cell phones are to be put away and silenced when at school. They are to never be taken into a treatment room. If you need to make a call on break, please take the call outside away from the building.
- ▶ It is your responsibility to clock in and clock out when on premises.
- ▶ When in the student clinic tipping is allowed. Cash only. Tips are not to be ran on credit cards. All students are given tip envelopes to set out for clients to tip you, it is your responsibility to keep up with your tips. There are aps out now that you may use such as: venmo and cash ap.



- ▶ Student payment plans

- ▶ If you have a payment plan set up. Your payment will be drafted each month on the date that was set at Enrollment. If you want to make any changes with your payment please contact Jami Parker, 405-501-2484 or [jami@imtcollege.com](mailto:jami@imtcollege.com)

- ▶ There will be late fees added if not paid on the draft date, so please communicate with us in a timely manner

- ▶ [Help@imtcollege.com](mailto:Help@imtcollege.com) is also available to students who need assistance with anything (may take up to 72 hours to reply & longer if there are holidays)

- ▶ Job searches

- ▶ Questions with licensing

- ▶ Tuition balances, just to name a few

- ▶ Always check your school catalog, it contains information about holidays, training, rules & conduct, cancellation & refund, and Graduate requirements

# Homework

- ▶ Homework will differ between courses and instructors. We work with everyone regarding their learning abilities and busy schedules.
  - ▶ Please communicate with your instructor if there is any assistance that you need with in the classroom.
- ▶ You must have 80% to pass each covered topic
- ▶ It is your responsibility to get with your instructor when you are absent, to check for what information that was missed or what clinical hours need to be made up.
- ▶ Clinical massages are a requirement

# MBLEx

<https://www.fsmtb.org/mblex/>

- ▶ MBLEx is the national exam that massage students with less than 750 hours of education will take and pass to be able to get their massage license.
- ▶ They have a content outline to help when studying.
  - ▶ <https://www.fsmtb.org/mblex/exam-content/>
- ▶ They have a study guide available for purchase
  - ▶ <https://www.fsmtb.org/mblex/study-guide/order/>
- ▶ When you are ready to take the exam, they have the application online
  - ▶ <https://www.fsmtb.org/mblex/application-requirements/>
  - ▶ <https://www.fsmtb.org/mblex/application-process/>
- ▶ All License, Insurance, & exam costs & fees are the sole responsibility of the student

# Student Information Release Policy

- ▶ The school does release certain information regarding a student's attendance, grades, completion status, and personal data to employers if the student requests job placement assistance. The school requires that each student put in writing the requested information.
- ▶ Please note ALL tuition needs to be paid and students account at a zero balance before release of records.
- ▶ For any reason that a Graduate needs any additional copies of their transcript there is a \$10.00 fee per copy, for example:
  - ▶ Lost original documents
  - ▶ MBLEx
  - ▶ Out of State licensing requirements (some states require it to be sent directly from the school)

# Integrated Massage Therapy College

Massage Makes Life Pleasant

