



# ADAMS INSTITUTE OF MANUAL THERAPIES

Approved by the Board of Career Colleges & Schools

Registration No. 2257

## COURSE CATALOG

**Therapeutic Massage Diploma Clock Hour Course (MBLEx Licensure Program)**

January 2024 Edition

130 Tri-County Parkway, Suite 400

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## Message from the Director

Welcome to the Adams Institute of Manual Therapies, and congratulations on your decision to join us in the wonderful world of manual therapies and holistic education! AIMT is passionate and dedicated in this journey to provide quality education with higher standards. We intend to support, nurture, and grow skilled, confident, and capable manual therapy clinicians. This work is important and so very rewarding. The AIMT difference falls squarely on the shoulders of our amazing instructional staff, and integrity of the education standards.

You will find a safe, friendly, professional learning environment that is student focused with individual attention given to each and every student, as well as, advanced level student interaction for guidance and additional support until you find yourself the advanced level student giving back. Human connection and understanding, self-growth, and philanthropy are important values within our AIMT family, with the greater goal of providing skilled therapists for holistic health options, therapeutic care, and better complementary alternatives to medicine when applicable.

The journey will not be a piece of cake. You will need to show up every day with dedication, both in and out of the classrooms. We make this same promise of dedication to you. Community, support, planning, flexibility, hard work, and safety will lead each and every one of us to achieve success. Welcome to the AIMT family!

Sincerely,

*Tracy Adams, LMT*

School Director

## History and Mission

The Adams Institute of Manual Therapies became the goal of Tracy Adams in 2019 after teaching for multiple massage programs in the Cincinnati area. She began researching programs across the country, and speaking with many experts, owners, program directors, and instructors, discovering common problems in many of the programs of both active and inactive schools. A common theme she observed was a great many of these programs were being ran by business groups with little to no manual therapy experts involved. Often, the only massage therapists in the schools were the instructors themselves. This was also the environment that she was accustomed to teaching in, and often, it was a real problem. Curriculums varied school to school, some better than others, but she found that the skill levels of the graduating students from schools not being led by medical massage therapists varied drastically and they seemed to have lower MBLEx pass rates and lower job placement rates. Sometimes students were placed with a single massage therapy instructor for the duration of their program length without administration being able to judge whether or not an instructor truly held the expertise to singlehandedly guide classes of students to pass the licensure exam and lead them to a successful career. Tuition rates continued to rise, and high skill level massage therapists grew more in demand every year. She believed there could be a better way.

While continuing to teach through the third school program, Tracy began writing curriculum for AIMT. The pandemic added a new level of exploring teaching and learning flexibility and fluidity that had not previously been explored. Her passion lies in the instruction, so she surrounded herself with experts in other areas necessary, and began the journey in the middle of a pandemic.

The Adams Institute for Manual Therapies offers varying levels of education and skill training with an honest integrity and a clear path of choices for students to achieve exactly the kind of career they want. Tracy and her team are also working hard to create a strong peer unity and a place where crowdsourcing information and research for the betterment of manual therapies can happen. AIMT is not only the place for your licensure path, it is your place to begin advanced level training, continuing your education, and a lifetime resource of support for our graduates, therapists, clinicians, and clients. Together we are stronger.

# ACADEMIC CALENDAR 2024

2024 WINTER TERM Monday, January 2 <sup>nd</sup> – Saturday, March 23 <sup>rd</sup>	
<b>Winter 12 Week Term</b>	<b>Module A - 6 Weeks:</b> Monday, 01/02/24 – Saturday, 02/10/24
Monday, January 2, 2024 – Saturday, March 23, 2024	<b>Module B - 6 Weeks:</b> Monday, 02/12/24 – Saturday, 03/23/24
<b>Final Exams are given the 6<sup>th</sup> week of modules</b>	
Holidays: 01/15/24 with a class make-up date on Friday, 01/19/24	
02/19/24 with a class make-up date on Friday, 02/23/24	*Registration begins November 20, 2023
2024 SPRING TERM Monday, March 25 <sup>th</sup> – Saturday, June 15 <sup>th</sup>	
<b>Spring 12 Week Term</b>	<b>Module A - 6 Weeks:</b> Monday, 03/25/24 – Saturday, 05/04/24
Monday, March 25, 2024 – Saturday, June 15, 2024	<b>Module B - 6 Weeks:</b> Monday, 05/06/24 – Saturday, 06/15/24
<b>Final Exams are given the 6<sup>th</sup> week of modules</b>	
Holidays: 05/27/24 with a class make-up date on Friday, 05/31/24	
*Registration begins February 12, 2024	
2024 SUMMER TERM Monday, June 24 <sup>th</sup> – Saturday, September 14 <sup>th</sup>	
<b>Summer 12 Week Term</b>	<b>Module A - 6 Weeks:</b> Monday, 06/24/24 – Saturday, 08/03/24
Monday, June 24, 2024 – Saturday, September 14, 2024	<b>Module B - 6 Weeks:</b> Monday, 08/05/24 – Saturday, 09/14/24
<b>Final Exams are given the 6<sup>th</sup> week of modules</b>	
Holidays: 07/04/24 with a class make-up date on Friday, 07/05/24	
09/02/24 with a class make-up date on Friday, 09/06/24	*Registration begins May 13, 2024
2024 FALL TERM Monday, September 16 <sup>th</sup> – Saturday, December 14 <sup>th</sup>	
<b>Fall 12 Week Term</b>	<b>Module A - 6 Weeks:</b> Monday, 09/16/24 – Saturday, 10/26/24
Monday, September 16, 2024 – Saturday, December 14, 2024	<b>Module B - 6 Weeks:</b> Monday, 10/28/24 – Saturday, 12/14/24
<b>Final Exams are given the 6<sup>th</sup> week of modules</b>	
*Registration begins August 5, 2024	
2024 VACATION BREAKS	
Summer Break June 17, 2024 – June 22, 2024	
Thanksgiving Break November 25, 2024 – November 30, 2024	
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# ACADEMIC CALENDAR 2025

2025 WINTER TERM Monday, January 6 <sup>nd</sup> – Saturday, March 29 <sup>th</sup>	
<b>Winter 12 Week Term</b> Monday, January 6, 2025 – Saturday, March 29, 2025  Holidays: 01/20/25 with a class make-up date on Friday, 01/24/25 02/17/25 with a class make-up date on Friday, 02/21/25	<b>Module A - 6 Weeks:</b> Monday, 01/06/25 – Saturday, 02/15/25  <b>Module B - 6 Weeks:</b> Tuesday, 02/18/25 – Saturday, 03/29/25  <p style="text-align: center;"><b>Final Exams are given the 6<sup>th</sup> week of modules</b></p> *Registration begins November 11, 2024
2025 SPRING TERM Monday, March 31 <sup>st</sup> – Saturday, June 21 <sup>st</sup>	
<b>Spring 12 Week Term</b> Monday, March 31, 2025 – Saturday, June 21, 2025  Holidays: 05/26/25 with a class make-up date on Friday, 05/30/25	<b>Module A - 6 Weeks:</b> Monday, 03/31/25 – Saturday, 05/10/25  <b>Module B - 6 Weeks:</b> Monday, 05/12/25 – Saturday, 06/21/25  <p style="text-align: center;"><b>Final Exams are given the 6<sup>th</sup> week of modules</b></p> *Registration begins February 18, 2025
2025 SUMMER TERM Monday, June 30 <sup>th</sup> – Saturday, September 13 <sup>th</sup>	
<b>Summer 12 Week Term</b> Monday, June 30, 2025 – Saturday, September 13, 2025  Holidays: 06/19/25 with a class make-up date on Friday, 06/20/25 09/01/25 with a class make-up date on Friday, 09/05/25	<b>Module A - 6 Weeks:</b> Monday, 06/30/25 – Saturday, 08/02/25  <b>Module B - 6 Weeks:</b> Monday, 08/04/24 – Saturday, 09/13/25  <p style="text-align: center;"><b>Final Exams are given the 6<sup>th</sup> week of modules</b></p> *Registration begins May 19, 2025
2025 FALL TERM Monday, September 15 <sup>th</sup> – Saturday, December 20 <sup>th</sup>	
<b>Fall 12 Week Term</b> Monday, September 15, 2025 - Saturday, December 20, 2025	<b>Module A - 6 Weeks:</b> Monday, 09/15/25 – Saturday, 11/01/25  <b>Module B - 6 Weeks:</b> Monday, 11/03/25 – Saturday, 12/20/25  <p style="text-align: center;"><b>Final Exams are given the 6<sup>th</sup> week of modules</b></p> *Registration begins August 11, 2025
2025 VACATION BREAKS	
<b>Summer Break</b> June 23, 2025 – June 28, 2025	
<b>Thanksgiving Break</b> November 24, 2025 – November 29, 2025	
<b>Holiday Break</b> December 22, 2025 – January 3, 2026	
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## **State Licenses & Approvals**

The Adams Institute of Manual Therapies is licensed and approved by the Ohio Board of Career Colleges and Schools (OBCCS), registration number 2257, and the Medical Board of Ohio, license number 90.000107.

## **Professional Memberships & Associations**

The Adams Institute of Manual Therapies is a member of the following organizations & associations:

- Associated Bodywork & Massage Professionals (ABMP)
- American Massage Therapy Association (AMTA)
- Ohio-Michigan Association of Career Colleges (OMACCS)

## Therapeutic Massage Diploma Clock Hour Course (MBLEx Licensure Program)

The Therapeutic Massage Diploma Program provides a foundation in anatomy, physiology, myology, kinesiology, palpation, pathology, and client assessment as the basis for training in fundamental massage techniques. Swedish Relaxation Therapy, including TrP (trigger point therapy), hot stone massage, chair massage, basic spa treatments, and CAM (complementary alternative medicine) therapies, along with an introduction to Medical Massage, including introductions to myofascial therapies, neuromuscular therapies, craniosacral therapy, and clinical assessments for the understanding and treatment of acute, subacute, and chronic pain situations. Extensive clinical practice is supervised by Licensed Massage Therapists who will provide a variety of learning opportunities and viewpoints with the goal of well trained, confident therapists able to utilize critical thinking and problem solving skills at varying levels of treatment. Courses covering business practices, professional history, ethics, standards of care, professional practice, including Ohio law and HIPPA understanding, and treatment planning will prepare the program graduate for employment in the field. All courses are in person and on campus, although in the event there is a need for temporary shut down for quarantine purposes, all classes are flexible to temporarily move to online platforms as to not interrupt instruction.

Morning classes meet from 8 a.m. to 12:30 p.m. Monday through Thursday.

Afternoon classes meet from 1:00 p.m. to 5:30 p.m. Monday through Thursday.

Evening classes meet from 6:00 p.m. to 10:00 p.m. Tuesday, Wednesday, Thursday, and from 9:00 a.m. to 5:00 p.m. Saturday.

Courses are designed to be offered any module following prerequisite requirements.

The curriculum meets or exceeds the standards set by the Ohio State Medical Board, and students will sit for the Massage & Bodywork Licensing Examination (MBLEx).

This program has specific academic requirements for admission (please see Admissions).

<b>COURSE NUMBER AND TITLE</b>	<b>Clock Hours</b>
MMT 104 Anatomy and Physiology for the Manual Therapist-Chemistry, Function, System & Structure	60
MMT 106 Anatomy and Physiology for the Manual Therapist-Neurology	60
MMT 108 Anatomy and Physiology for the Manual Therapist-Circulatory	60
MMT 110 Ethics, Business, & Professional Practice	60
MMT 120 Swedish I	60
MMT 125 Swedish II	60



MMT 130	Myology & Palpation	60
MMT 135	Kinesiology & Assessment	60
MMT 140	Pathology	60
MMT 145	Pathological Assessment	60
MMT 175	Intro to Advanced Therapies I	60
MMT 180	Intro to Advanced Therapies II	60
MMT 290	Capstone Science & Clinical Massage	90
MMT 295	Capstone Practical & Clinic Massage	90
	Total Clock Hours Required	900

Information regarding the program costs, graduation rate, MBLEx pass rate, career placement, and career opportunities is available through our website at <http://www.AIMTMassage.com>.

## GRADUATION REQUIREMENTS

- \* Successful completion of 837 clock hours
- \* Achieving a 75% or higher grade for each class
- \* New or renewed CPR Certification
- \* Sit for the MBLEx
- \* Successfully treat 50 clients under the supervision of the Clinic Instructor
- \* Complete successful treatments on a Licensed Massage Therapist, one Swedish Relaxation & one Therapeutic Medical Massage
- \* Zero balance owed to tuition schedule

## ADMISSION REQUIREMENTS, PROTOCOLS, TRANSCRIPTS, & CREDIT TRANSFERS

### **Admissions Meeting**

Applicants must meet with an AIMT representative before enrolling. This is an explanatory meeting where the representative can advise the potential student on admission requirements, assist with completing the admissions application, discuss the best educational path for the applicant, and assist in understanding the required enrollment agreement necessary for acceptance in to a program. Applicants will also tour the school at this time.

### **AIMT Admissions Requirements**

Applicants must provide proof of graduation from a legitimate high school program, or must have earned a General Education Development (GED) certificate. Prospective students who completed secondary education outside of the United States, home schooled applicants, and other special circumstances may request an admissions test (Wonderlic equivalent) and/or investigative interview with an administrator to determine if the applicant is a good fit and possesses the ability to be successful in AIMT programs. Applicants must be able to communicate effectively in English, if English was not the first language spoken in their home.

AIMT does not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability. AIMT also forbids any form of harassment, sexual or otherwise, by its employees toward other employees, job applicants, students, or prospective

students. Any persons who feel they've been discriminated against or harassed may file a complaint with administration.

*The State Medical Board of Ohio requires background checks for every person applying to be a licensed massage therapist. Arrests, charges, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the ability to obtain federal, state, and other financial aid. Prospective students should review the explanatory statement and disqualifying offense list on the board's website at [www.med.ohio.gov/The-Board/Disqualifying-Criminal-Convictions](http://www.med.ohio.gov/The-Board/Disqualifying-Criminal-Convictions). AIMT highly recommends discussing your history or any reason for limitation during your admissions interview for proper guidance.*

## **Credit Transfers**

AIMT cannot accept credit transfers from other schools.

## **Accreditation**

AIMT is not accredited at this time, but may consider acquiring accreditation in the future.

## **Transcripts**

AIMT will provide an official transcript to all graduating students who have fulfilled all obligations to the school. Additional copies may be purchased with written request and received within ten business days.

# TUITION, FEES, FINANCIAL ASSISTANCE, REFUND & CANCELLATION POLICY

## Tuition

12 month Therapeutic Massage Diploma Clock Hour Program  
\$16,500.00

## Fees

Registration fee	\$100.00	Book <b>Bundle</b> * (required books)	\$350.00
Replacement ID's	\$10.00	Sheet Set/Face cradle cover/Cream	
<b>Kit</b> * (optional)	\$125.00	Table <b>Package</b> w/stool &	
Additional transcripts	\$10.00	<b>Bundle + Kit + Package</b> (includes 2 t	
bolster* (optional)	\$450.00	*T shirt included in all bundles, kits, &	
Diploma reprint	\$50.00	packages	
shirts)(optional)	\$850.00		
Additional t shirt	\$30.00*		
Massage & Bodywork Licensing Fee (MBLEx)			\$265.00 (one exam included in tuition)
Ohio State Medical Board Licensing Fee			\$150.00
Background check for licensure			\$70.00
Student liability insurance			Free through AMTA
Professional liability insurance			Varies typically from \$169.00 - \$250.00

## Financial Assistance

Monthly & quarterly payment plans available. Financing and scholarships available to those who qualify. Your admissions representative will cover this in your meeting.

## Refund Policies, Grievances, & Appeals

A full refund of monies shall be returned to an applicant cancelling enrollment within five (5) business days of signing the enrollment agreement. After five (5) days, the application and registration fees will be non-refundable. Refunds will be made within 30 days of cancellation. Additionally, AIMT reserves the right to delay and/or cancel a program start when the number of enrolled for that start is too small to economically begin that class. Students may accept the new start date or have all monies refunded. Books may be returned for refund if they are “like new” and without damage or markings. No refunds will be given for special order items, such as t shirts and school ID’s.

Quarterly refunds will be based on percentage of attended classes, up to 40% of the classes. Any scheduled days off within the calendar quarter will be excluded when calculating refund percentage. Once students have attended 41% of classes, no refund will be issued for that quarter. AIMT’s refund policy will follow the guidelines as established in the OH Administrative Rule 3332-1-10 and refunds will be issued within thirty days of student’s withdrawal.

1. A student who starts class and withdraws before the academic term is fifteen percent complete will be obligated for twenty-five percent of the tuition and refundable fees plus the registration fee.
2. A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

If a student has any concern, complaints, or grievances with their classes or instructors, the student is encouraged first to speak with the instructor. If the issue is not resolved, the student should make an appointment with the administration office. Every effort will be made at every level to achieve resolution. A student may also direct any complaint to the Ohio State Board of Career Colleges and Schools, 30 East Broad St., Suite 2481, Columbus, Ohio, 43215, Phone 877-275-4219.

Students wishing to appeal a decision made by AIMT may do so in writing within two days of the incident or circumstances at issue. Any mitigating circumstances should be included in the written statement for consideration and directed to the administration office. Students will be notified of the decision in writing within one week.

## **STUDENT RESOURCES & SERVICES**

AIMT's student services coordinator is available to students during most regular business hours. Guidance, tutoring, resume assistance, and placement resources are available. AIMT provides a resource room, also available regular business hours, for assistance with internet, computers, printers, books, periodicals, and other materials for research. AIMT provides services to all current students and graduates.

## ACADEMIC POLICIES & INFORMATION

Individual class policies and information can be found within individual class syllabus.

Every class must be passed with a percentage grade of at least 75%. The grading scale is as follows.

95 to 100: A (4.0) 85 to 94: B (3.0) 75 to 84: C (2.0) 0 to 74: Fail

An incomplete will be given to any student not fulfilling any class grade requirement by the end of the quarter. If the student has successfully set an academic plan with Administration and class instructors, and completes required class work and achieved necessary exam/quiz scores before the end of the fourth week of the following term, the student may have a grade substituted for the incomplete. Failure to comply will result in a failing grade.

A student not passing any class must repeat that class the next time it is offered at the current enrollment cost. A successful completion will replace the former and the student may progress through the program.

All course classes must be successfully completed within 150% of original enrolled schedule of completion.

Students wishing to re-enroll after an earlier withdrawal, by choice or academic failure, must meet with administration and provide a personal academic plan for success.

AIMT reserves the right to terminate a student's enrollment if the student has failed to maintain satisfactory academic progress, to comply with AIMT rules & regulations as published in this catalog, the class syllabi, and the academic agreement, or has failed to meet their financial obligations. Any refund due to the student or other agency will be calculated according to the Refund Policy.

AIMT employees may not reproduce copyright protected written materials or works unless they are considered within public domain or meet the criteria established by the Fair Use Act, stating, copyrighted works may be reproduced for instructional purposes only without permission **IF** all of the following criteria apply.

- Spontaneity: There is not enough time to gain copyright consent.
- Single use: The work is copied for one time use in class.
- Length: Length limitations apply, and a few pages may be copied, whereas whole chapters may not.

Employees may not copy or use AIMT curricula outside of employment as it is AIMT property.

All students are expected to attend all regularly scheduled classes in which they are enrolled, both on campus and when necessary online. Students are expected to notify the school if an absence or tardiness situation is unavoidable and indicate the reason. A loss of participation points may happen with each event affecting a student's grade point average (GPA). Class absences & tardiness beyond 20% of the total class meetings may result in removal from the class roster. Clock hour make-up and missed work, labs, quizzes, and/or test make up opportunities are the responsibility of the student and protocol may be found on the individual class syllabus. Documentation of mitigating circumstances, including serious illness, death of a family member, court proceedings, jury duty, or military duty, may be submitted to administration for review before any final decision is made by AIMT, and appeals opportunity would apply.

AIMT does not have a leave of absence policy. Any leave, whether personal or for academic reasons, will be treated as a withdrawal and applicable refund protocols and re-admission policies would apply.

Any student who retakes a previously failed class will be charged the current fee schedule.

Graduates may return anytime and re-take or audit any previously completed class if space is available, at no charge. Student may be required to purchase new textbooks, materials, or pay any lab fees associated with that class.

Students are not permitted to bring children or pets with them to class. Pets that are fully trained, certified, & documented according to the ada.gov statutes may not be included.

## **CONDUCT, SAFETY, & PRIVACY**

Students are expected to conduct themselves in an ethical and professional manner. Plagiarism, cheating, sharing test questions/answers with other students/classes, completing another student's assignments, etc., will not be tolerated, and could have consequences that may include class failure and/or termination from the school. Behavioral conduct unbecoming staff or student, such as, dishonesty, harassment, theft, damage to school property, damage to another's property on school premises, verbal or physical abuse to an AIMT employee or student on or off the premises, and intentional disruption or obstruction of any school proceeding, may have consequences up to and including class failure and/or termination from the school.

AIMT will follow all safety protocols set forth from the CDC and the State of Ohio regarding infectious disease and the current pandemic.

AIMT has a zero on campus drug and alcohol policy. AIMT will support any student and/or employee seeking treatment for drug or alcohol abuse.

AIMT is a smoke free campus, outside of specific designated smoking areas. If smoking areas are not well kept, they may be removed temporarily or permanently. This includes any vape device. Persons with a strong smell of smoke may be asked to leave and return after removing the smell for hands on activities and labs.



AIMT's dress code is as follows, any type AIMT shirt that may be purchased from the front desk (t-shirt included with tuition cost), any neutral color professional bottom allowing for full coverage and mobility, and professional full coverage anti-slip shoe. Any yoga pant or stretch legging must be covered past the gluteals and may be subject to AIMT approval. No rips, tears, stains, or holes should be visible in shirts, bottoms, or shoes. Jewelry is to be modest and limited. Rings and watches are not permitted during hands on activities, labs, and clinic. Perfumes and colognes are not permitted during hands on activities, labs, and clinic. Fingernails must be short in length and filed appropriately for hands on activities, labs, and clinic. Breath, teeth, and hair should be clean at all times during hands on activities, labs, and clinic. Appropriate appearance and cleanliness is expected at all times, and you may be asked to leave and return prepared if not appropriate and clean. If circumstances prohibit you from adhering to the above, please discuss with administration in the event additional support options may be available

## ADA & FERPA

Persons having any physical or mental impairment as defined by the American Disabilities Act may be provided appropriate accommodations upon receiving specific documentation from a health care practitioner within the last three years for placement in the student's file, and AIMT can provide accommodations reasonably. AIMT will make every effort to support every student's needs.

Family Educational Rights & Privacy Act protects the privacy of a student's educational records. Written consent is required for release of any portion of a student's educational records.

## ADMINISTRATION, STAFF, & INSTRUCTORS

Owner/ School Director.....Tracy Adams, LMT

Student Services Coordinator.....Becki Walker

Admissions.....Tracy Adams, Becki Walker

Massage Instructor..... Lamar Wilkinson, LMT, MES

Massage & A&P Instructor..... Tisa McGraw, LMT, LPN

Massage & A&P Instructor.....Tracy Adams, LMT