



Jeremiah W. (Jay) Nixon
Governor
State of Missouri

Jane A. Rackers, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
Financial Institutions
and Professional Registration
John M. Huff, Director

BOARD OF THERAPEUTIC MASSAGE
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335
Telephone: 573/522-6277
Fax: 573/751-0735
800-735-2966 TTY Relay Missouri
800-735-2466 Voice Relay Missouri
massagether@pr.mo.gov

Loree V. Kessler, MPA
Executive Director

Meeting Notice
Missouri Board of Therapeutic Massage
July 16, 2012 – 11:30 A.M.
Conference Call Access Number – 573-526-5904
Toll Free Number – 866-630-9352
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the Board of Therapeutic Massage, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102 or by calling (573) 522-6277 to ensure available accommodations. The text telephone for the deaf or hard of hearing is 800/735-2966 or 800/735-2466 for Voice Relay Missouri.

Except to the extent disclosure is otherwise required by law, the Missouri Board of Therapeutic Massage is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14), and Chapter 324.001.8 and 324.001.9 RSMo.

The Board may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

Anyone requiring additional detail regarding the telephone conference call should contact the Missouri Board of Therapeutic Massage, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102 or by calling Loree Kessler, Executive Director at (573) 522-6277. The TTY number for Relay Missouri is 800/735-2966 or 800/735-2466 for Voice Relay Missouri.

Please see attached agenda for this meeting.

Meeting Notice
Missouri Board of Therapeutic Massage
July 16, 2012 – 11:30 A.M.
Conference Call Access Number – 573-526-5904
Toll Free Number – 866-630-9352
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

Call to Order	Renate Brodecker, Chairperson
Roll Call	Executive Director
1. Approval of Agenda	
2. Approval of Open Minutes	
<ul style="list-style-type: none"> • June 4, 2012 Conference Call • June 19, 2012 Mail Ballot 	
3. NCBTMB Clarification	
Mentorship Application Review	
4. Mirra Greenway	
Meeting Schedule – Face to Face Meeting August 13, 2012 @ 9:00AM	

Motions to Close

Section 610.021 subsections (14), 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal action, causes of action or litigation and any confidential or privileged communication between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings.

OPEN SESSION MINUTES
Missouri Board of Therapeutic Massage
June 4, 2012 – 11:30 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

At 11:30 a.m., the Missouri Board of Therapeutic Massage conference call meeting was called to order by Renate Brodecker, Chairperson, at the Missouri Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri.

Board members present:

Renate Brodecker, Chairperson
Dawn Standley, Vice Chairperson
Carl Nelson
Brandy Mouser

Staff present:

Loree Kessler, Executive Director
Jeanette Wilde, Processing Licensure Supervisor
Greg Roach, Processing Technician II
Greg Mitchell, Counsel

Ms. Brodecker indicated she would be voting in open and closed session.

A motion was made by Ms. Mouser and seconded by Mr. Nelson to approve the open session agenda. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

A motion was made by Ms. Mouser and seconded by Mr. Nelson to approve the open session minutes of the April 30 conference call and May 3 mail ballot. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

Edward Sternberg – Mentorship Application

Applicant needs to use accurate terminology relating to reflexology and products that are used for facial and full body massage.

Federation Disciplinary Database

The executive director provided an update regarding the recent Federation subcommittee meeting regarding the development of a national database for disciplinary and licensure information. The executive director is serving as a member of that subcommittee.

Meeting Schedule

The board tentatively scheduled a conference call meeting for July 16th at 11:30 a.m.

At 11:45 a.m., a motion was made by Mr. Nelson and seconded by Ms. Mouser to convene in closed session pursuant to section 610.021 subsections (14), 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other

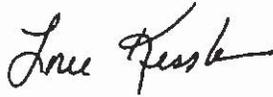
Missouri Board of Therapeutic Massage
Open Session Minutes
June 4, 2012
Page 1

information pertaining to the license or applicant, section 610.021 subsection (1) RSMo for the purpose of discussing general legal action, causes or action or litigation, and any confidential or privilege communication between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meeting under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

At 12:35 p.m., a motion was made by Ms. Standley and seconded by Ms. Mouser to convene in open session. Board members voting aye: Mr. Nelson, Ms. Standley, Ms. Mouser, and Ms. Brodecker. Motion carried unanimously.

The board tentatively scheduled a face to face meeting August 13, 2013 in Jefferson City.

At 12:38 p.m., a motion was made by Ms. Mouser and seconded by Ms. Standley to adjourn the conference call meeting. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.



Executive Director

Approved by Board on

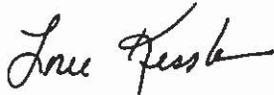
OPEN MINUTES
Missouri State Board of Therapeutic Massage
Division of Professional Registration
3605 Missouri Boulevard - Jefferson City, Missouri
June 19, 2012

On this date, a closed mail ballot was sent to the members of the Missouri Board of Therapeutic Massage pursuant to section 610.021(14) RSMo.

Mail Ballots Sent to:

Renate Brodecker, Chairperson
Brandy Mouser
Carl Nelson
Dawn Standley

The Missouri Board of Therapeutic Massage is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13) and (14), RSMo, and sections 324.001.85 and 324.001.9 RSMo.



Executive Director

Approved by Board on

Missouri Board of Therapeutic Massage
Open Minutes
June 19, 2012 Email Ballot
Page 1



April 23, 2012

Loree Kessler
Executive Director
Board of Therapeutic Massage
3605 Missouri Blvd.
PO Box 1335
Jefferson City, MO 65102-1335

Dear Ms. Kessler:

Thank you for contacting the National Certification Board of Therapeutic Massage & Bodywork. Your letter to Mike Williams dated April 9th was forwarded to my attention, and I want to address your questions, regarding changes we are implementing January 1, 2013.

- If a school is not an NCBTMB Assigned School we do have a different process that allows candidates to still take the National Certification Exam. That process is called Portfolio Review. Schools can determine when they feel students are best suited, and ready, to take one of our exams, but to assure graduation from a minimum 500 hour program, NCBTMB will not release an Official Score/Pass Report to state regulatory boards until we have received confirmation of the completion of this education requirement. Candidates will get a preliminary pass/fail report when they leave the Testing Center. The State of Missouri will be able to verify results through a secure portal as quickly as we have been provided proof of education (through an NCBTMB Assigned School or going through the Portfolio Review Process).
- The name, "Board Certification Credential" was determined based on feedback from within the massage profession and the confusion that surrounds Licensing and National Certification, as noted in your letter. The NCBTMB Board of Directors felt that a true separation was needed (and asked for) and feel this is a very distinct separation. NCBTMB offers the two current exams for part of licensing requirements in states that accept the NCETM and/or NCETMB. Board Certification is available once a practitioner has their license, at least 250 hours hands-on experience and want to continue on a professional development pathway. Board Certification is not available to newly licensed massage therapists.
- You are correct and we have been trying to make it more and more clear that National Certification is not mandatory. Again, we believe by splitting the two apart and not making National Certification available when you take the NCETM or NCETMB it will make it very clear that the only thing practitioners can use the passage of one of these two exams is to get their license (based on individual states acceptance).



I hope I have addressed all of your questions, but if you have any additional questions, I would be delighted to talk to you at your convenience. I can be reached directly at 937.474.4886 or at lohlmann@ncbtmb.org.

Regards,

Lori Ohlmann
Director of Outreach

Jeremiah W. (Jay) Nixon
Governor
State of Missouri

Jane A. Rackers, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
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Loree V. Kessler, MPA
Executive Director

April 9, 2012

MIKE WILLIAMS, CEO
NCBTMB
1901 S MEYERS RD STE 240
OAKBROOK TERRACE IL 60181

Dear Mr. Williams:

The Missouri Board of Therapeutic Massage reviewed your March 14th email to massage therapy regulators during its meeting on March 26, 2012. Clarification is needed regarding statements made in the email.

Regarding changes effective January 1, 2013 item number two of the email indicates, "States will not receive formal notification until proof of graduate from a minimum NCBTMB Assigned School massage therapy program." If a school is not an "NCBTMB Assigned School" does that mean the licensure board will not be provided official results of the test? Missouri allows board approved mentors to provide a course of instruction in massage. Is it correct to presume the apprentices completing a mentorship will not be eligible to take the test, or s/he can take the test, however, the results will not be reported to Missouri? Will the results be reported to the exam candidate and will Missouri be able to verify the results through the current secure portal?

A second point of the email is a Board Certification credential will replace the National Certification credential. What prompted the change from National Certification to Board Certification? It is confusing for applicants and potential employers to discern the difference between national certification and state licensure. This confusion is further complicated by using the term "Board" as it relates to national certification.

Third, there are states that do not require national certification to obtain or renew a license. It would be helpful if NCBTMB included this information in any web detail listing states that accept the NCETM and the NCETMB. An indicator that the test is accepted, however, national certification is not mandatory.

Please review this request for clarification and refer to the appropriate staff person for a response as you deem appropriate.

Sincerely,

Loree Kessler
Executive Director

STATE OF MISSOURI
 MISSOURI BOARD OF THERAPEUTIC MASSAGE
 AGENDA ITEM SUMMARY

APPLICATION TYPE	APPLICATION RECEIVED
Mirra Greenway – Mentorship Application	7/5/12

APPLICANT NAME

SCHOOL NAME

<input type="checkbox"/> SECTION 1 – CRIMINAL HISTORY	Yes	No	Did Applicant Provide Documentation?	Yes	No
Did Applicant Disclose?			Did Applicant Provide Documentation?		

Recommendation: Deny _____ Probation _____ Suspension _____ Revocation _____ License _____

Terms of Suspension/Probation:

<input type="checkbox"/> SECTION 2 – EDUCATIONAL REVIEW	Yes	No
Is program approved by the Board?		
If school is not approved transcript must be approved?		
Instructor Review needed?		

CORE REQUIREMENTS	LIST ADDITIONAL HOURS REQUIRED
300 hours Massage Theory and Practice	
100 hours Anatomy and Physiology	
50 hours Business Practices, et al	
50 hours Ancillary Therapies	
CPR and First Aid	

Notes: Applicant has taken and passed the national exam. No new fingerprints on file since being licensed.

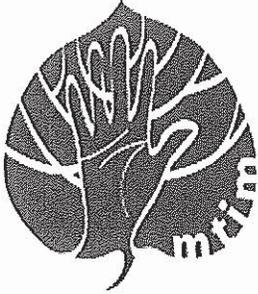
SECTION 3 - COMPLAINT / INVESTIGATIONS

Applicant licensed 4/6/01 on education and examination. Applicant has liability insurance up to date

And application and curriculum attached for review.

**GREENWAYS WELLNESS EDUCATION
500-HOUR MASSAGE THERAPY
APPRENTICESHIP
CERTIFIED MENTOR # _____**

000031 JUL -5 2



**2000 E Broadway, PMB # 121
Columbia, Mo. 65201
(573) 449-4929
Mtim1@hotmail.com**

Missouri Division of Professional Registration
State Board of Therapeutic Massage
PO Box 1335
3605 Missouri Boulevard
Jefferson City, MO 65102-1335
07/02/2012

Dear Honorable Board,

Enclosed please find my application for Certified Mentor, along with supporting materials and documentation. All apprentice information contains details for both approval to teach Sciences and without. This information will be edited to reflect your decision on my qualifications.

I was an owner/director of the Massage Therapy Institute of MO from 1993-2011, which was Certified to Operate by the Coordinating Board for Higher Education from 2001-1011. I also was approved as an instructor by your department, and you should have this documentation on my Instructor Review Sheet. I have been an active, in good-standing Licensed Massage Therapist in MO since 2001, which should also be in your files. At the time of this writing, I am awaiting inspection for my recent Change in Location for my Massage Business License. As my teaching hours exceed the yearly requirement, I have not enclosed documentation of my practice hours. These also are in excess of the requirement, and are available upon request, but numerous in print format.

I thank you for your review of this application, and look forward to continuing to serve as an educator in this profession.

Sincerely,

Mirra Greenway, BS, LMT, NCTMB

enc:

ENCLOSURE LIST:

Application for Licensure as a Certified Mentor with Fee
Current Massage Therapist License/photo
College transcript
Verification of teaching hours exceeding 450/year
Resume with continuing education credits
Copies of specific teaching CEU's

Apprentice Information Packet:

Application Form
Apprentice Enrollment & Tuition Agreement
Apprentice Program Course Descriptions
Apprentice sample transcript
Required Textbook List
Apprentice Information Catalog

PROFESSIONAL EXPERIENCE - LIST ALL EMPLOYERS IN THE PAST FIVE YEARS

BEGIN WITH THE MOST RECENT EMPLOYMENT, USING ADDITIONAL SHEETS IF NECESSARY

A. NAME AND ADDRESS OF EMPLOYER
 (SEE RESUME - ENCLOSED)

NATURE OF BUSINESS

FROM		TO		IMMEDIATE SUPERVISOR'S NAME AND ADDRESS
MON.	YR.	MON.	YR.	
				TITLE OF APPLICANT'S POSITION
				LENGTH OF EXPERIENCE IN THIS POSITION (YEARS, MONTHS)

REASON FOR LEAVING

B. NAME AND ADDRESS OF EMPLOYER

NATURE OF BUSINESS

FROM		TO		IMMEDIATE SUPERVISOR'S NAME AND ADDRESS
MON.	YR.	MON.	YR.	
				TITLE OF APPLICANT'S POSITION
				LENGTH OF EXPERIENCE IN THIS POSITION (YEARS, MONTHS)

REASON FOR LEAVING

C. NAME AND ADDRESS OF EMPLOYER

NATURE OF BUSINESS

FROM		TO		IMMEDIATE SUPERVISOR'S NAME AND ADDRESS
MON.	YR.	MON.	YR.	
				TITLE OF APPLICANT'S POSITION
				LENGTH OF EXPERIENCE IN THIS POSITION (YEARS, MONTHS)

REASON FOR LEAVING

D. NAME AND ADDRESS OF EMPLOYER

NATURE OF BUSINESS

FROM		TO		IMMEDIATE SUPERVISOR'S NAME AND ADDRESS
MON.	YR.	MON.	YR.	
				TITLE OF APPLICANT'S POSITION
				LENGTH OF EXPERIENCE IN THIS POSITION (YEARS, MONTHS)

REASON FOR LEAVING

E. NAME AND ADDRESS OF EMPLOYER

NATURE OF BUSINESS

FROM		TO		IMMEDIATE SUPERVISOR'S NAME AND ADDRESS
MON.	YR.	MON.	YR.	
				TITLE OF APPLICANT'S POSITION
				LENGTH OF EXPERIENCE IN THIS POSITION (YEARS, MONTHS)

REASON FOR LEAVING

The applicant must answer the following questions. If any of the questions are answered yes, the applicant must provide an explanation.

1. Have you ever been issued a professional license, certification, registration, or permit by any State, United States Territory, or commonwealth or District of Columbia? If yes, please list the state, territory, or commonwealth or District of Columbia, type of license with license number, status of license, and your name as it appears on the license.

NCBTMB / CERTIFICATION / (0676)003014-00 / ACTIVE / MIRRA GREENWAY
MISSOURI / MASSAGE THERAPIST / 2001007661 / ACTIVE / MIRRA GREENWAY
MISSOURI / MASSAGE BUSINESS LICENSE / 2006005678 / ACTIVE / GREENWAY MASSAGE, LLC
FLORIDA / MASSAGE THERAPIST / MA 65864 / ACTIVE / MIRRA MARY GREENWAY

2. Have you ever been denied a professional license, certification, registration, or permit? If yes, explain.

3. Have you ever had any professional license, certification, registration, or permit revoked, suspended, placed on probation, or otherwise subject to any type of disciplinary action, or voluntarily surrendered under threat of investigation or disciplinary action? If yes, explain.

4. Are you presently being investigated or is any disciplinary action pending against any professional license, certification, registration or permit you hold? If yes, explain fully in a separate notarized statement.

5. Have you ever, in a criminal prosecution, been found guilty, pled guilty or received a suspended imposition of sentence for violation of any laws of a State or in the United States?

6. Have you ever been a party in a civil suit that is medically related?

7. Have you ever been restricted or disciplined in any way for unethical behavior or unprofessional conduct?

8. Do you have a medical condition which in any way impairs or limits your ability to perform the duties of a massage therapist with reasonable skill and safety?

I, the below named applicant, being duly sworn, hereby affirm under penalties of perjury that I am the applicant referred to in the preceding application for licensure as a Certified Mentor in the State of Missouri, and that all statements and enclosures are true and accurate to the best of my knowledge, information and belief.

I submit in consideration this application as required by the Missouri law governing Certified Mentors and subject to the rules and regulations of the Missouri State Board of Therapeutic Massage. I subscribe and agree to abide by all applicable laws and rules regarding the Certified Mentors. I hereby certify that I have familiarized myself with sections 324.240-324.275 RSMo, known as the Massage Therapy Practice Act and applicable rules promulgated by the Missouri State Board of Therapeutic Massage.

Enclosed is the application fee which is not refundable. I understand that the Board may require further information or evidence that it deems reasonable and proper.

Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications.

MUST BE SIGNED IN PRESENCE OF NOTARY	SIGNATURE OF APPLICANT <i>Melba Mary Greenway</i>		DATE 7-2-12
	NOTARY PUBLIC EMBOSSEER OR BLACK INK RUBBER STAMP SEAL	STATE OF <i>Missouri</i>	COUNTY (OR CITY OF ST. LOUIS) <i>Boone</i>
	SUBSCRIBED AND SWORN BEFORE ME, THIS 2 nd DAY OF <i>July</i> YEAR 2012		USE RUBBER STAMP IN CLEAR AREA BELOW.
	NOTARY PUBLIC SIGNATURE <i>Diane S. Sublett</i>	MY COMMISSION EXPIRES <i>April 10, 2014</i>	DIANE S. SUBLETT NOTARY PUBLIC - NOTARY SEAL STATE OF MISSOURI BOONE COUNTY MY COMMISSION EXPIRES: APRIL 10, 2014 COMMISSION #10463970
	NOTARY PUBLIC NAME (TYPED OR PRINTED) <i>Diane S. Sublett</i>		

000032 JUL-5 2013



State of Missouri

Department of Insurance, Financial Institutions and Professional Registration

Division of Professional Registration

Missouri Board of Therapeutic Massage

Massage Therapist

VALID THROUGH JANUARY 31, 2013
ORIGINAL CERTIFICATE/LICENSE NO. 2001007661

MIRRA GREENWAY



Loree Feasle
EXECUTIVE DIRECTOR

Jane A. Rackus
DIVISION DIRECTOR

Mirra Greenway, BS, LMT, NCTMB
2000E Broadway, PMB # 121, Columbia, MO 65201
573-268-2151
greenwaymassage@hotmail.com

Education, Licenses, and Certifications

1986 B.S. General Studies (Business, Sociology, Psychology), GPA 3.58, University of Missouri-Columbia
1994-present National Certification in Therapeutic Massage and Body Work; Certification # 4678/003014-00
2001-present Missouri State Board Therapeutic Massage; Missouri State License # 2001007661
2003 Certificate of Completion 500-hour program Massage Therapy Institute of MO
2006 Certificate of Completion 600-hour program Massage Therapy Institute of MO
2007-present NCBTMB Approved Provider for Continuing Education #450530-07
2008 Intuit Services, QuickBooks Level I Accounting
2011-present Florida Department of Health, Massage Therapist License #MA 65864
2012-present Florida Department of Health, Massage CE Provider #50-14115

Software Experience

Microsoft Office Suite; QuickBooks Premier Pro/Online Edition; GoDaddy, Intuit & Smart-Flex website design;
Gramercy One/Spa-Booker online scheduling; Millennium, Type 40 wpm

Professional Experience

- 2011-12 Season: Longboat Key Club, Island House Spa: **Spa and Beach Therapist/Trainer**
Provide massage services to members/guests including, Swedish, Deep Tissue, and Spa Treatments
Develop service protocols and present in-service trainings to therapists employed by spa
Develop and implement Beach Massage Services
- 2007-Present: Greenways Wellness Education & Business Consultant; Massage/Travel/Green Businesses
Organize, Market, and Instruct Continuing Education Seminars
Design advertising and marketing program in print and online
Administration of websites and social networking sites
Design newsletters; manage email campaigns
- 2006-2011: Greenway Massage & Wellness Spa: **Spa Owner/Director/Therapist**
GreenSpa services & clinical massage therapy facility
Supervision of licensed therapists; hiring, discipline, payroll
Coordination of licensing, certification, and insurance provider approvals; *HIPAA-compliant*
Retail-product research, buying, sales, inventory, quarterly and annual reporting
- 1994-2011: Massage Therapy Institute of MO, LLC (MTIM) **Owner/Director/Instructor**
Recruiting, admissions, registration, discipline and supervision of faculty and students
Involved in all phases of curriculum, policy, and procedure development for 500& 600-hour programs
Administrative Liaison to State and National regulatory boards; Responsible for compliance and reporting
Instructor in Business, Ethics, Swedish/Deep Tissue/Clinical Massage, and Movement
- 1982-2011: GreenIsTheWay, LLC: **Property Owner/Manager/Move Organizer**
Renovation, rental, and management of single-family homes
General contractor for renovations of 11 homes
Interviewed tenants, managed leasing contracts, terminated contracts as necessary
Organized storage, utility changes, and packed fine objects for private moves
- 2009-2011 Pearson Education: **Textbook Reviewer**
Research, review, and editorial comments on education textbooks

2008-2010: Expert Witness

Confidential case litigation; ongoing research, review, and professional opinions regarding massage practitioner liability issues

1995-1996 University of Chicago/National Opinion Research Center: Field Interviewer

Department Public Health Initiative/Medical Expenditures Panel Survey (for Children's Health Care)
In-home Case Studies involving Intake, Documentation, Follow-up with families

Awards/Honors

2008 "Best Practices" Feature in national professional journal Massage Magazine, October issue

1986 UMC- Mahan Short Story Contest, Third Place

Board & Volunteer Service

2011: American Massage Therapy Assn-MO Chapter: **Interim Secretary, State chapter**

Elected position responsible for keeping minutes of State meetings and submission to National; meeting quarterly timelines

2010-2011: Missouri Lions Eye Research Foundation: **Family Services Coordinator**

Offering eye and tissue donation choices to families; medical history and documentation, resource-sharing

2008-2010 COLORS (Columbia Locally-Owned Retailers and Service Organizations) **Board Member**;

responsible for steering, promotion, and outreach; Hiring committee/interviewer for Executive Director

2003-2010 City of Columbia **Treekeepers, Adopt-A-Spot Sponsor, Bluebird Caretaker**

1989-90 KOPN Radio **Emcee and Programmer** for Women's Health Care Speakeasy Interviews

Professional Associations

American Massage Therapy Association-MO, Professional status #37322

American Massage Therapy Association-Council of Schools (2001-2010)

Sponsorships & Charitable Outreach Event Organization

Mid-Missouri Greenbelt Landtrust; Missouri River Relief; Arbor Day Foundation

KOPN Listener-supported Radio

Central MO Humane Society; Columbia Second Chance (animal rescue); MO PitBull Rescue; Alley Cat Allies

Professional References:

Deborah Bond, LMT/Former Co-Faculty/Lead Therapist at Longboat Key Club Resort/Island House Spa, Longboat Key, FL deborahsbond@yahoo.com

Andrew Beverley, CEO/Landmark Bank Andrew.Beverley@landmarkbank.com

Linda Butterfield-Cupp, Director/MUDirect: Distance & Continuing Education cuppl@missouri.edu

Roseann Grotjan, Faculty/Lincoln University aurielrose@juno.com

Mirra Greenway, BS, LMT, NCTMB
573-268-2151
greenwaymassage@gmail.com

Massage Therapy Education

2003	Certificate of Completion 500-hour program	Massage Therapy Institute of MO.....	500 hours
2006	Certificate of Completion 600-hour program	Massage Therapy Institute of MO.....	100 hours
1973	"Helping Hands" Massage Training Course; Carbondale, IL		
	Swedish Massage, Polarity Therapy.....		24 hours
1992	Brian Barnes, LMT, Myofascial Release Treatment Centers		
	Myofascial Mobilization.....		12 hours
1993	Esteban Ruvalcaba, LMT, Columbia Sports Massage Therapies		
	Sports Massage.....		25 hours
1994	AMTA-MO State Conference, St.Louis, MO		
	Drs. Rachel and Barry Feinberg, Myofascial Pain & Dysfunction.....		2 hours
	Spinal Anatomy & Differential Diagnosis.....		2 hours
1994-1995	St. John Neuromuscular Pain Relief Institute; Ralph Stephens, CNMT, LMT		
	Master Program: Neuromuscular Therapy I & II.....		48 hours
1997	Aaron Mattes Active & Assisted Stretching, Columbia, MO		
	Mary Wallis, Improved Performance Inc.....		12 hours
1998	John Barnes, PT, Myofascial Release Treatment Centers		
	Myofascial Release I;.....		20 hours
1998	AMTA-MO, Columbia, MO;		
	Alice Sanvito, LMT, Neuromuscular Therapy for the Forearm.....		3 hours
1999	AMTA-MO, Lake Ozark, MO		
	Cynthia Ribiero, LMT, ReHab & Prevention of Injuries for Bodyworkers.....		6 hours
	Vicki Lander, LMT, Movement for Massage Therapists.....		3 hours
	Drs. Rachel and Barry Feinberg, Anatomy of Injury.....		3 hours
2000	Jennifer Martin		
	Thai Massage.....		20 hours
2000	AMTA-MO State Conference; Ben Benjamin, PhD		
	Assessment & Treatment of Common Soft Tissue Injuries.....		3 hours
	Ralph Stephens, LMT, NCTMB		
	Advanced Sports Massage in Side-lying positions.....		7 hours
2002	Noah Karrasch, LMT, NCTMB, Certified Rolfer		
	Techniques to Unwind the Spine.....		6 hours
	Ethics for Bodyworkers.....		2 hours
	Universal Precautions.....		1 hour
2002	LMT Success Group-Caribbean Cruise for Success		
	Master's Level Medical Massage Certification.....		20 hours
2003	American Massage Therapy Assn Council of Schools, Clearwater FL		
	Nina McIntosh, MSW, Teaching Professional Relationship Skills, Boundaries, & Ethics.....		2 hours
	Chris Hagey; Teaching Strategies for the Four Learning Styles.....		2 hours
	Carole Ostendorf; Competencies for Accreditation.....		3 hours
	David Gorin, Utilizing Software to Run Massage Schools.....		2 hours
2003	AMTA-MO Conference, Columbia MO		
	Cherie Sohnen-Moe, Business: Take your Practice to the Next Level.....		3 hours
	Diana Makeig, Spa & Steam Therapy.....		4 hours
	MERT (Massage Emergency Response Training).....		3 hours
2004	AMTA-COS Conference, Denver, CO		
	Carey Smith, Leadership in the Classroom.....		6 hours
	Ruth Werner, Creating a Pathology Curriculum.....		3 hours

Jean Middleswarth, Ethics with Heart.....	3 hours
2004 AMTA-National Conference, Nashville TN	
Leon Chaitow, DC; Balanced Breathing.....	4 hours
Leon Chaitow, DC; Fibromyalgia.....	12 hours
David Kent, LMT; Dissection of Forearm, Wrist, & Hand.....	3 hours
Tim McMahan, LMT; Clinical Flexibility & Therapeutic Exercise.....	4 hours
2005 AMTA-MO Conference, Kansas City, MO	
Erik Dalton, PT, "All Pain is Not Created Equal".....	6 hours
David Kent, Headaches: Triggers & Treatment.....	6 hours
2005 Lolita Knight, LMT; Lake of the Ozarks/St. Louis, MO	
Fijian Massage Certification.....	20 hours
2005 Massage Therapy Institute of MO; Columbia, MO	
Ethics, Standard V.....	3 hours
2006 AMTA Council of Schools Conference, Miami, FL	
COMTA Accreditation Workshop.....	12 hours
Trish Dryden, Essentials of Outcome-Based Education.....	3 hours
2006 AMTA-MO State Conf/Columbia, MO	
Juliet Mee, LMT; Ethical Dilemmas.....	3 hours
Trina Hardy McAtee, Spiral Dynamics.....	9 hours
2008 AMTA-MO State Conf/Springfield, MO	
James Waslaski, LMT; Orthopedic Massage/Shoulder.....	3 hours
James Waslaski, LMT; Orthopedic Massage/Pelvis.....	3 hours
Michael Charest, Business Building.....	3 hours
Michael Charest, Ethical Business Practice.....	3 hours
2008 AMTA-MO Columbia, MO	
Sean Lynch, DC, Zero Balancing.....	6 hours
2009 AMTA-MO Lake Ozark, MO	
Paul St. John, LMT; Neuro-Somatic Balancing.....	18 hours
2010 World Massage Festival, Berea, KY	
Laura Allen, LMT; Marketing & Ethics.....	12 hours
Misc Intro classes.....	6 hours
2010 Karen Reifinger, LMT; PA/MO	
Lomi Lomi.....	48 hours
2011 Institute of Somatic Therapy	
Communicable Diseases/HIV.....	3 hours
Prevention of Medical Errors.....	2 hours
Florida Laws & Rules.....	10 hours
	1052 total

Documentation upon request

Fitness Training & Education

- 1980-Present: Yoga, class and solo practice
- 1988-94: Water Aerobics classes; Wilson's Gym/Columbia Parks & Rec
- 1989-94: Soccer Coach, D/E licenses; Columbia Youth Soccer Ass'n
- 1994: Feldenkrais Movement Repatterning; Kim Scholl, PT
- 1997: Aaron Mattes Assisted Stretching Techniques; Mary Wallis, Improved Performance, Inc.
- 1995-98: World Beat Improvisational Dance; Elisa Byler-Mosby, NCTMB
- 1999: Kickboxing; Body Basics Gym
- 1999-2003: Pilates independent study
- 2000-present: Fitball independent study

Name MIRRA GREENWAY / MTIM

The Life Cycle of Schools and School Owners - *Robert K. King*
Sat., Jan. 21, 9:00am - 12:00 pm

3 Contact Hours

Successful Negotiating Techniques for the Future - *Bob Berlin*
Sat., Jan. 21, 9:00am - 12:00 pm

3 Contact Hours

The Essentials of Outcome-Based Massage Therapy Education - *Trish Dryden* ✓
Sat., Jan. 21, 9:00am - 12:00 pm



3 Contact Hours

The Life Cycle of Schools and School Owners - *Robert K. King*
Sat., Jan. 21, 1:30pm - 4:30 pm

3 Contact Hours

Successful Negotiating Techniques for the Future - *Bob Berlin*
Sat., Jan. 21, 1:30pm - 4:30 pm

3 Contact Hours

The Essentials of Outcome-Based Massage Therapy Education - *Trish Dryden*
Sat., Jan. 21, 1:30pm - 4:30 pm

3 Contact Hours

AMTA Council of Schools 2006
MIAMI, FL

2003 AMTA® COS Leadership Conference and Annual Meeting - January 21 - 25

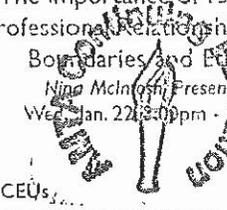
CEU Certification Card - NCBTMB Provider # 024237-00

Clearwater Beach, Florida

Signature

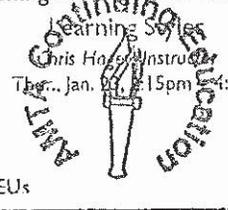
MIRRA GREENWAY *Mirra Greenway*

The Importance of Teaching Professional Relationship Skills, Boundaries and Ethics
 Nina McIntosh, Presenter
 Wed., Jan. 22, 3:00pm - 5:00pm



2.0 CEUs

Teaching Strategies for the Four Learning Styles
 Chris Hage, Instructor
 Thu., Jan. 23, 2:15pm - 4:30pm



2.0 CEUs

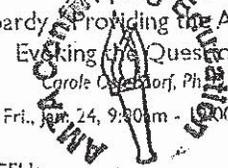
Utilizing Common Software to Run a Massage School
 David Gerin, Instructor
 Thur., Jan. 23, 2:15pm - 4:30pm

2.0 CEUs

Who Needs Research Anyway?
 Bernadette Della Bitta, Instructor
 Thur., Jan. 23, 2:15pm - 4:30pm

2.0 CEUs

Combating Jeopardy: Providing the Answers, Evoking the Questions
 Carole Oberdorf, Ph.D.
 Fri., Jan. 24, 9:00am - 12:00pm

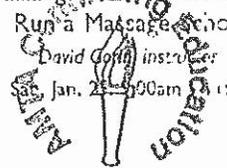


3.0 CEUs

Teaching Strategies for the Four Learning Styles
 Chris Hage, Instructor
 Sat., Jan. 25, 9:00am - 11:15am

2.0 CEUs

Utilizing Common Software to Run a Massage School
 David Gerin, Instructor
 Jan. 25, 9:00am - 11:15am



2.0 CEUs

Who Needs Research Anyway?
 Bernadette Della Bitta, Instructor
 Sat. Jan. 25, 9:00am - 11:15am

2.0 CEUs

AMTA COS Continuing Education Verification

2004 TEACHER'S CONF
DENVER, CO

Name

MIRRA GREENWAY
Mirra Greenway

Authentic Leadership in the Classroom
 Carey Smith - Presenter
 Fri., Aug. 13, 9:30am - 5:30 pm



6 Contact Hours

Ethics with Heart
 Jean Middlewarth - Presenter
 Sat., Aug. 14, 9:00am - 12:15 pm

3 Contact Hours

Correction of Upper Quarter Patterns of Strain
 Robert K. King - Presenter
 Sat., Aug. 14, 9:00am - 12:15 pm

3 Contact Hours

The Heart of Creating a Pathology Curriculum
 Ruth Werner - Presenter
 Sat., Aug. 14, 9:00am - 12:15 pm



3 Contact Hours

Ethics with Heart
 Jean Middlewarth - Presenter
 Sun., Aug. 15, 9:00am - 12:15 pm



3 Contact Hours

Correction of Upper Quarter Patterns of Strain
 Robert K. King - Presenter
 Sun., Aug. 15, 9:00am - 12:15 pm

3 Contact Hours

The Heart of Creating a Pathology Curriculum
 Ruth Werner - Presenter
 Sun., Aug. 15, 9:00am - 12:15 pm

3 Contact Hours

Official Transcript

Name: Greenway, Mirra
 Student ID: 08186155
 Date of Birth: 05/14/XXXX
 Soc. Sec. Number: [REDACTED]

This transcript has been produced for:



Course Number	Course Title	Grade	Hours	Remarks
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Degrees Awarded

University of Missouri - Columbia
 General Studies-BGS 05-17-1986

FALL 1970	Arkansas State Univ Jonesboro				
Eng	10003A	Freshman English	B	3.0	T
FA	20502	Fine Arts Musical	B	2.0	T
GS	10203	Physical Science	C	3.0	T
H	23513	Health & Safety	B	3.0	T
Hist	12013	West Civ to 1660	C	3.0	T
Math	14013	Interm Col Algebra	WP	0.0	T
Pew	14511	Speedbl & Body Mec	B	1.0	T

SPNG 1971	Arkansas State Univ Jonesboro				
Withdrew	Withdrew		NR	0.0	T

SPNG 1971	Missouri State University				
Eng	20	Composition	A	3.0	T
Ped	100	Neurom Act Mod Liv	B	2.0	T
Phy	131	Mini Physics	B	1.0	T
Phy	141	Mini Physics Lab	C	1.0	T
Pls	101	Am Gov 1/Org/Func	B	3.0	T
Soc	150	Prin of Sociology	C	3.0	T
Sph	128	Intro to Theatre	D	3.0	T

FALL 1971	Missouri State University				
Withdrew	Withdrew		NR	0.0	T

FALL 1974	Southeast Missouri State Univ				
Bi	102	Life Science	B	3.0	T

Course Number	Course Title	Grade	Hours	Remarks
SPNG 1977	Southeast Missouri State Univ			
Pa	147	Beginning Swimming	B	1.0 T
Py	150	General Psychology	A	3.0 T
Sn	101	Spanish I	A	3.0 T
So	205	Social Problems	A	3.0 T
So	210	Social Work	A	3.0 T

SUM 1977	Southeast Missouri State Univ				
Withdrew	Withdrew		NR	0.0	T

FALL 1977	Southeast Missouri State Univ				
le	140	Beginning Woodwork	P	1.0	T
le	141	Beginning Woodwork	P	2.0	T
Py	358	Social Psychology	A	3.0	T
SW	311	Method Soc Work Prac	A	3.0	T
So	365	Juvenile Delinquency	C	3.0	T

SPNG 1978	Southeast Missouri State Univ				
le	240	Intermediate Woodwrk	P	1.0	T
le	241	Intermediate Woodwrk	P	1.0	T
Pa	164	Self Defense	A	1.0	T
Py	451	Abnormal Psychology	A	3.0	T
So	206	Social Prob Chdhood	A	3.0	T
So	330	Sociology of Aging	B	3.0	T

FALL 1978	Southeast Missouri State Univ				
SW	310	Soc Wk & Soc Policy	A	3.0	T
US	101	American History I	B	3.0	T

SPNG 1979	Southeast Missouri State Univ				
An	181	Intro-Cultural Ant	A	3.0	T
Es	110	Intro Earth Scienc	P	3.0	T
Es	115	Earth Science Lab	B	2.0	T
US	211	Ind Wars Gt Plains	C	1.0	T

FALL 1984	Univ of MO-Col	Ugrd	Gnst	Bgs	
Acctcy	136GH	Hnr:Accounting 1 GH	B	3.0	H
Financ	123	Principles of Finance	B	3.0	
Mangmt	310	Personnel Management	B	3.0	
Soc Wk	492	Practcm Cultrl Divrsty 1	S	1.0	*

UGRD Term:	GPA	Hrs Att	Hrs Ern	Qual Pt	GPA
UGRD CUM:	9.0	10.0	27.00	3.000	
	9.0	96.0	27.00	3.000	

In accordance with the Family Educational Rights and Privacy Acts of 1974, information from this transcript may not be released to a third party without written consent of the student. If you are unable to comply fully with this requirement, please return this record to us immediately.

RAISED SEAL
 NOT REQUIRED

Brenda V. Selman

July 16, 2012 Open Session Agenda

University Registrar

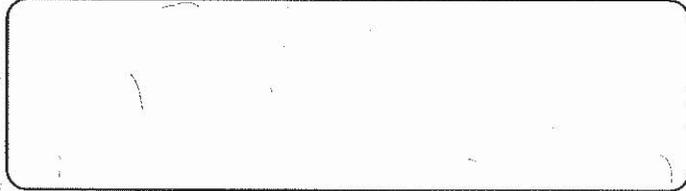


Official Transcript

Name: Greenway, Mirra
 Student ID: 08186155
 Date of Birth: 05/14/XXXX
 Soc. Sec. Number: [REDACTED]

Course Number	Course Title	Grade	Hours	Remarks
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This transcript has been produced for:



Course Number	Course Title	Grade	Hours	Remarks
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Course Number	Course Title	Grade	Hours	Remarks
WINT 1985	Univ of MO-Col	Ugrd		
Gs 175	MU Dept Exm	T	3.0	
Spc PROJECT	MU Dept Exm	T	2.0	
H Sv M 300	Prb:Hlth Serv Mgt	A	3.0	
Hist 252	America in the 1960's	S	3.0	
Mangmt 254	Infro to Business Law	B	3.0	
Mangmt 300	Prb:Management	A	3.0	
Pub Ad' 205	Managng the Public Sector	A	3.0	
GPA Hrs Att		Hrs Ern	Qual Pt	GPA
UGRD Term:		12.0	20.0	45.00
UGRD CUM:		21.0	116.0	72.00
				3.750
				3.429

Course Number	Course Title	Grade	Hours	Remarks
WINT 1986	Univ of MO-Col	Ugrd		
Mangmt 300	Prb:Management	A	2.0	
Mangmt 353	Sel Prob in Person Mngmt	A	3.0	*
Pub Ad 300	Prb:Pub Admin	A	3.0	
GPA Hrs Att		Hrs Ern	Qual Pt	GPA
UGRD Term:		8.0	8.0	32.00
UGRD CUM:		29.0	124.0	104.00
				4.000
				3.586

Course Number	Course Title	Grade	Hours	Remarks
WINT 1994	Univ of MO-Col	Grad		
Bio Sc 301	Tpc:Vertebrate Physlgy	A	5.0	
GPA Hrs Att		Hrs Ern	Qual Pt	GPA
GRAD Term:		5.0	5.0	20.00
GRAD CUM:		5.0	5.0	20.00
				4.000
				4.000

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Note this *SafeImage*™ security paper is watermarked. Hold up to transit light to view Page 26

RAISED SEAL

NOT REQUIRED

July 16, 2012 Open Session Agenda University Registrar

Brenda V. Selman



University of Missouri-Columbia credit is expressed in semester hours.

Explanation of Remarks

- C = Computer and Information Proficient
- H = General Honors
- M = A course including a substantial amount of mathematics reasoning
- R = Repeated course, grade not figured in CUM GPA (eff. Fall 2000)
- S = Service Learning
- W = A course requiring 5000 words of writing and revision
- * = An official change has been made to this record

Explanation of Grading System

- A = Outstanding
- B = Superior
- C = Adequate
- CR = Credit
- D = Marginal
- E = Exam
- F = Unacceptable
- H = Hearer or Auditor
- HN = Honors - Medicine only, beginning Fall 1997
- I = Incomplete
- IP = In Progress
- LC = Letter of Commendation - Medicine only, beginning Summer 1998
- NR = Not Reported
- PR = Preregistered
- S = Satisfactory
- S* = Satisfactory with Honors - Medicine only
- T = Non UM system transfer course
- U = Unsatisfactory
- W = Withdrew Passing
- WF = Withdrew Failing

The grade of D is not awarded to Graduate Students

Grade Point Values for Grading System

- A = 4.00 D = 1.00
- B = 3.00 F = 0.00
- C = 2.00 WF = 0.00

Plus-Minus Grading Effective Fall 1995

A plus (+) sign following a letter grade adds an additional 0.33 grade points per credit hour. A minus (-) sign following a letter grade subtracts 0.33 per credit hour. Plus/Minus grade points apply to undergraduate students only.

Plus-Minus Grading Effective Fall 1998

A plus (+) sign following a letter grade adds an additional 0.3 grade points per credit hour, however no additional grade points are awarded for an A+. A minus (-) sign following a letter grade subtracts 0.3 per credit hour. Plus/Minus grade points apply to undergraduate students only.

Plus-Minus Grading Effective Fall 2011

Plus/Minus grade points apply to undergraduate and graduate students.

Law Numeric Grading System Effective Summer 2007

Important Note: Since 1987, the University of Missouri - Columbia has only used a numeric grading system. There are no definitive numeric grade to letter grade translations.

NOTE: To view the complete guide of transcript information go to <http://www.transcripts.missouri.edu>.

ADDRESS

University of Missouri-Columbia
Office of the University Registrar
125 Jesse Hall
Columbia MO 65211
573-882-4249

In April 2007, the School of Law converted from a 55-100 to a 65-100 grading scale. Grades are reflected on the 55-100 scale for Winter 2007 and all prior semesters. Grades are reflected on the 65-100 scale for Summer 2007 and all subsequent semesters. All cumulative GPAs were adjusted to the new scale by a one-time adjustment at the conclusion of the Winter 2007 semester.

NOTE: TO RECEIVE GRADUATE CREDIT IN ANY COURSE, THE STUDENT MUST HAVE BEEN ENROLLED IN GRADUATE SCHOOL OR AS A POST BACCALAUREATE SPECIAL. ALL COURSES TAKEN IN GRADUATE SCHOOL OR AS A POST BACCALAUREATE SPECIAL ARE GRADUATE LEVEL.

Course Numbering System Through Summer 2004

- 1 to 99 courses primarily for freshmen and sophomores
- 100 to 199 courses primarily for undergraduates: no graduate credit
- 200 to 299 courses for undergraduates, appropriate professional students, and for graduate students except those whose graduate major is in the department in which the course is offered.
- 300 to 399 courses for undergraduates, appropriate professional students, and for graduate students without restriction to major.
- 400 to 499 primarily for graduate students and appropriate professional students in special programs; undergraduates admitted only with the approval of the instructor of the course and the dean of the division in which the course is offered.
- 500 to 599 law, medicine or veterinary medicine courses

Course Numbering System Effective Fall 2004

- 0000 to 0999 skill development courses: courses that do not count towards degree requirement
- 1000 to 1999 freshman-level courses
- 2000 to 2999 sophomore-level courses
- 3000 to 3999 junior/senior level courses (upper division)
- 4000 to 4999 junior/senior level courses (upper division)
- 5000 to 6999 professional-level courses
- 7000 to 7999 beginning graduate courses
- 8000 to 8999 mid-level graduate courses
- 9000 to 9999 upper-level graduate courses

In accordance with the Family Educational Rights and Privacy Act of 1974, information from this transcript may not be released to a third party without written consent of the student.

IMPORTANT

When official paper transcript is photocopied in color or on the darker settings of black and white copiers, the word "copy" will appear several times in large letters. A black and white transcript is not official.

SUPPORTING DOCUMENTATION OF
TEACHING HOURS BY **MIRRA GREENWAY**

000033 JUL-5-12

(The following list is an excerpt from the MTIM/Massage Therapy Institute of MO 600-hour curriculum from 2005-2011; Courses taught by Mirra Greenway are so noted by "MG" designation, bolding, and handwritten initials. Courses taught by other faculty are noted by italicizing. No SCIENCE hours were taught by MG. Witness verification signatures at bottom.)

ANCILLARY HOURS:

INSTR	Course #/Title	Hours	Initial
MG	150 Self-Care & Body Mechanics	3	(M)
MG	160 Spa Therapies	3	(M)
MG	161 Environmental Awareness	3	(M)
MG	165 Spa Practices 1	12	(M)
	<i>260 Herbology</i>	6	
	<i>265 Aromatherapy</i>	6	
MG	360 Professional Products/Supplies	6	(M)
	<i>460 Hydrotherapy 1</i>	6	
	<i>465 Hydrotherapy 2</i>	6	

TOTAL ANCILLARY HOURS BY MG=27

BUSINESS/ETHICS HOURS:

INSTR	Course #/Title	Hours	Initial
MG	120 Prof. History & Future/Orientation	3	(MG)
MG	124 Prof. Legalities/Risk Management	3	(MG)
	<i>140 Ethics 1: Codes & Standards</i>	3	
MG	190 Computer Applications	3	(MG)
	<i>220 Business Promotions 1</i>	3	
MG	222 Documentation & Charting	3	(MG)
	<i>240 Ethics 2: Communications</i>	3	
	<i>320 Business Promotions 2</i>	3	
MG	322 Treatment Planning	3	(M)
	<i>340 Ethics 3: Dual Roles & Boundaries</i>	3	
	<i>390 Intro to Research/Statistics</i>	3	
MG	395 Taxation/Bookkeeping	3	(M)
	<i>420 Business Promotions 3</i>	3	
MG	422 Prof. Communications/Resumes	3	(MG)
MG	424 Prof. Legalities 2 State & National	3	(M)
	<i>440 Ethics 4 Confidentiality & Scope</i>	3	
MG	495 Business Planning/Management	3	(M)

TOTAL BUSINESS/ETHICS HOURS BY MG=27

MESSAGE HOURS:

Instructor	Course #/Title	Hours	Initial
MG	110 Western Massage 1	24	(MG)
	111 CAM Theory	12	
	112 CAM Practice	12	
	115 Intro to Reflexology	12	
	130 Breathing & Centering	3	
	170 Sports 1: Event & Field	6	
	171 Sports Massage Practice	12	
MG	180 Clinical Massage 1	12	(MG)
	210 Western Massage 2	12	
	211 Peri-Natal Massage	6	
	215 On-site Massage	12	
	230 Body-Mind Massage	6	
	270 Therapeutic Stretching	12	
MG	280 Clinical Massage 2	12	(MG)
MG	285 Student Clinic Block	72	(MG)
MG	311 Integrative Practice	24	(MG)
	315 Adaptive Massage/Special Needs	12	
MG	380 Clinical Massage 3	12	(MG)
	385 Myofascial Methods	12	
	410 Eastern Massage	12	
	411 Geo Thermo Therapies/Stones	12	
MG	415 Community Outreach Projects	12	(MG)
MG	480 Clinical Massage 4	12	(MG)

TOTAL MESSAGE HOURS BY MG=180

Each year consisted of 2 cohorts; thus, all courses were taught twice per year. The last year that MTIM was in operation, 2011, I taught even more hours due to faculty attrition.

TOTAL HOURS REGULARLY TAUGHT BY MG ALL CATEGORIES =234x2 =468/yr

Verification signatures:

Mirra Greenway, Owner/Administrative Director MTIM 1994-2011

Roseann Grotjan, Director of Education MTIM 2003-2011

Roseann Grotjan 7/3/2012

Sharon Davis-Troth, Advisory Board Chair, Ethics Committee MTIM 2005-2011

Sharon Davis 7/2/12

**GREENWAYS WELLNESS EDUCATION
500-HOUR MASSAGE THERAPY
APPRENTICESHIP
CERTIFIED MENTOR # _____**



2000 E Broadway, PMB # 121
Columbia, Mo. 65201
(573) 449-4929
Mtim1@hotmail.com

APPLICATION FOR ADMISSION

PLEASE BE SURE TO HAVE READ THE APPRENTICE INFORMATION CATALOG BEFORE APPLYING

PERSONAL INFORMATION:

LEGAL NAME:

PREFERRED NAME:

DATE OF BIRTH:

GENDER:

EMAIL ADDRESS:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

BEST PHONE NUMBER FOR YOU:

ALTERNATE PHONE NUMBER TO REACH YOU IN CASE OF EMERGENCY:

EMERGENCY CONTACT NAME:

EMERGENCY CONTACT NUMBER:

EDUCATION: *PLEASE ENCLOSE DOCUMENTATION FROM HIGHEST LEVEL COMPLETED*

HIGH SCHOOL/GED:

VOCATIONAL/CAREER SCHOOL:

COLLEGE:

POST GRADUATE:

LICENSED/CERTIFIED IN ANY PROFESSION:

CURRENT?

STATE:

HAVE YOU EVER HAD A LICENSE DENIED RENEWAL, SUSPENDED, OR REVOKED?

MESSAGE EDUCATION: PLEASE LIST ANY INDIVIDUAL COURSES THAT MAY BE MESSAGE-RELATED

HEALTH: GREENWAYS WELLNESS WILL MAKE EVERY EFFORT TO ACCOMMODATE DISABILITIES OR LIMITATIONS. MASSAGE THERAPY IS A STRENUOUS OCCUPATION. GW RESERVES THE RIGHT TO REQUIRE A PHYSICAL EXAMINATION OR MEDICAL HISTORY DOCUMENTATION IF NEEDED.

DO YOU FEEL YOU HAVE ANY PHYSICAL CONDITIONS THAT MY LIMIT YOUR PARTICIPATION, INCLUDING PREGNANCY OR PLANNED PREGNANCY?

DO YOU HAVE ANY LEARNING DISABILITIES THAT WOULD BENEFIT FROM ACCOMMODATIONS?

ARE YOU CURRENTLY UNDER THE CARE OF A LICENSED HEALTH PRACTITIONER?

NAME OF PRACTITIONER:

PHONE:

DO YOU SMOKE CIGARETTES? IF YES, HOW MANY/DAY? PLANS TO QUIT?
SMOKING IS PROHIBITED DURING CLASS

APTITUDE & INTERESTS:

DO YOU HAVE ANY WORK OR LIFE EXPERIENCE THAT YOU FEEL HAS PREPARED YOU FOR A CAREER IN MASSAGE THERAPY?

DO YOU HAVE SPECIFIC GOALS OR INTENDEND APPLICATIONS FOR YOUR MESSAGE INTERESTS?

APPLICATION CHECKLIST:

- I have enclosed my NON-REFUNDABLE application fee of \$100.00
- I am prepared to submit my \$500.00 deposit within 10 days of acceptance into the program
- I have enclosed my transcripts and copies of any current licenses
- I have enclosed any health-related documentation
- I have enclosed a receipt for a massage from a MO-licensed therapist
- I have enclosed my letter as to why I wish to become a massage therapist
- I have read and fully understand the Apprentice Information Catalog, and agree to abide by the Greenways Wellness academic, billing, and conduct policies.

SIGNATURE:

WITNESS:

DATE:



Apprentice Enrollment & Tuition Agreement

Please read and sign BOTH sides of this form

I am enrolling (name) _____ at Greenways Wellness Education as an apprentice of a 500 Hour Massage Therapy program starting _____ with an anticipated graduation date of _____.

Tuition costs are figured at \$20 per clock hour; \$20.00 x 500 hours = \$10,000.00. (OR X 400 hours=\$8,000.00, depending upon final approval). The deposit of \$500.00 is completely refundable within 3 business days of your payment. The deposit is deducted from your total tuition cost, before discounts. You may pay for the program in one lump sum, or make payments by semester, quarter, or monthly. Payments are due by the 5th of each payment month, depending upon your payment plan. All payments have a 7 business-day grace period (excluding Saturday, Sunday, and holidays); after that you will be charged a late fee according to the payment schedule below.

A *repeat fee* will be charged for all unexcused absences in the amount of \$20.00 per clock hour to be paid before class may be repeated for graduation. This fee is payable at class time and does not accrue interest. Additional fees are detailed in the Apprentice Information Catalog.

Please indicate one of the following:

- One Payment: \$8550.00/6750.00 (10% discount)
- By Semester: \$4512.00/3562.50 (5% discount for a total of \$9025.00/7125.00)
 - Late Fee = \$75.00
- Quarterly: \$2315.63 /1828.13(2.5% discount for a total of \$9262.50/7312.50)
 - Late Fee = \$50.00
- Monthly: \$791.66/625.00 (no discount for a total of \$9500.00/7500)
 - Late Fee = \$25.00

Please initial:

- [] I have read the Information Catalog and fully understand the Apprenticeship policies.
- [] I fully understand the cost of attending and how these costs are determined.
- [] I fully understand the payment options available and have indicated my preferred method of payment.
- [] I fully understand as the payer I am responsible for all payments due, and that they are to be paid on time by payment choice indicated above.

I, (payer) _____, on this _____ day of _____ in the year _____ do understand and agree to abide by the payment choice indicated above: _____.

signature of payer



CANCELLATION AND REFUND POLICY

If an apprentice chooses to withdraw from the program within 3 business days of signing the agreement all tuition monies submitted by the apprentice will be returned.

Any apprentice withdrawing or terminated from the program after the 3 day period, tuition monies will be refunded according to the following schedule:

- After the 4th day of signing *Apprentice Enrollment & Tuition Agreement* through the first week = a full tuition refund minus appropriate administrative fee as specified below.
- From the beginning of week two to 25% completion = 75% tuition refund minus appropriate administrative fee as specified below.
- From 25% to 50% completion = 50% tuition refund minus appropriate administrative fee as specified below.
- Greater than 50% completion = no refund plus appropriate administrative fee as specified below.
- There is no refund for Student License, field trip, or repeat fees, once they have been incurred.

Notification of voluntary withdrawal must be submitted to Mirra Greenway in person or by certified mail. Apprentices who fail to attend classes as they are scheduled for a period of two weeks, without notifying the Certified Mentor will be placed on inactive status, and an administrative fee will be assessed of \$300.00; anyone terminated from the program for disciplinary reasons will be placed on inactive/suspended status and assessed an administrative fee of \$500.00. For more information on disciplinary policies refer to the *Greenways Wellness Education Apprentice Information Catalog*.

Tuition refunds are made to the apprentice, or the financially responsible party, within 30 days from the date of notice of withdrawal or dismissal. Any additional tuition or fees owed by the apprentice must be paid within 30 days of the final day of attendance. Late payment fees are detailed on previous page.

[] I fully understand the cancellation policy if apprentice withdraws/is terminated.

printed name of payer

signature of payer

date

printed name of apprentice

signature of apprentice

date

printed name of Mentor

signature of Mentor

date

Greenway Massage LLC
Db a Greenways Wellness Education
2000 E Broadway, PMB # 121
Columbia, MO 65201
greenwaymassage@hotmail.com

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**500-Hour Massage Therapy Program
Course Descriptions**

SCIENCES (100 Clock Hours)

Anatomy & Kinesiology (36 hrs):

The anatomy sequence forms the basic foundation of knowledge that will be used throughout the course of this program. Through lecture, discussion, examination of slides and skeletal models, these classes teach students the relationships of muscles to bones and joints, anatomical terminology, the locations and actions of skeletal muscles, and the names and functions of prominent bony landmarks. Kinesiology and planes of movement, and appropriate terminology will be included. Teaching methods for this sequence are lecture, kinesthetic awareness exercises, and visual evaluation of postural and gait patterns. Reflexes, the dynamics of movement, and the importance of muscular balance will be stressed.

Physiology (31 hrs):

Western & Eastern (27 hrs); Nutrition (2 hrs); Medical Terminology (2 hrs)

The physiology series is a lecture-oriented set of classes covering the anatomy, function, and processes of each of the body's systems. Emphasis is on building an understanding of the underlying systems affected by bodywork. Western Phys is based upon conventional, allopathic medicine, while Eastern Phys is based upon traditional Chinese medicine, or Five-Element Theory. Nutrition principles and current trends in dietary health will be reviewed. Medical terminology is the language necessary for communication in the health care profession.

Pathology & Pharmacology (33hrs):

Through lecture, demonstration, and practical exercises apprentices will learn to recognize common conditions and disorders, whether they are local or systemic, and whether they are part of a developmental or healing process. Emphasis will be on safety of practitioner and client, determining whether massage is indicated or contraindicated, while employing hygienic practices that avoid cross-contamination of pathogens. Common medications for these conditions and disorders and their impact on the practice of massage will also be examined.

ANCILLARY (50 Clock Hours)

CPR/First Aid Certification (8 hrs)

All apprentices must be current in CPR at time of program completion in order to apply for licensure, or prior to student licensure if participating in Clinic. This certification is available through the American Red Cross and the American Heart Association, and is not provided as part of the Massage Therapy Program. Also recommended is Infant/Child CPR and use of AED.

130: Hydrotherapy (18 hrs)

An overview of the therapeutic use of water in the clinical, spa, and home practices will be studied, to include historical sites and prominent figures in hydrotherapy. Physiological responses will be discussed in the comparison between ice and heat. Mud, salt and sugar scrubs, wraps, hot stones, ice massage for injury, and other services will be introduced and practiced. A wide range of professional products will be introduced, with online searches and samples. Equipment needs will be explored.

230: Research Review (12 hrs)

An overview of online databases and the definitions needed to interpret professional research articles, and a student review project of his/her choosing. :

330: Traditional Chinese Medicine/5-Element Theory (12 hrs)

An introduction to the principles of Eastern approaches to Acupressure and Meridian Therapy. Theory and resources will supply the apprentice with foundations and a pathway to further study.

BUSINESS & ETHICS (50 Clock Hours)**120: Personal & Professional Hygiene (2 hrs)**

Personal hygiene principles are covered, with emphasis on its importance in professionalism, and integrated practice will be throughout the term.

121: Universal Precautions and Sanitation (12 hrs)

Disease control, HIV awareness, and sanitation measures will be learned through theory and practice.

220: Professional Legalities (12 hrs)

Professional history of massage will be presented, with orientation to the curriculum and its application to current licensing and certification standards. Through lecture, discussion, online searches, and hand out materials, apprentices will become familiar with the basic legal issues involved in starting up a massage business. Insurance options and safety concerns will be discussed. Basic accounting principles are necessary for the therapist to learn. This class will help the apprentice for tax preparation, and to adhere to IRS legalities. Massage legalities on the city, county, state, and national levels will be examined, with assistance in filing necessary forms.

320: Ethics (12 hrs)

In the ethics sequence, apprentices will explore the ethical issues that grow out of conflicting responsibilities in therapeutic relationships. Through guided dialogue and discussion of a series of scenarios, students will be led to an understanding of subjects such as scope of practice, professional boundaries, dual roles, codes of ethics, and standards of practice.

420: Business Promotions (12 hrs)

The fundamentals of marketing oneself are presented through lecture and demonstration. Career goals are explored in class through the use of values clarification exercises. This sequence prepares the massage apprentice to enter the business world with basic promotional materials in hand, through the completion of homework projects. Included is an overview of current software in the field of marketing & massage therapy, with practice utilizing those most popular. Information gathered in throughout this sequence will be compiled to complete the student's business plan for a future business.

MASSAGE (300 Clock Hours)

Block 1; Theory Classes: (102 Total hrs)

All theory classes provide history of each technique, prominent practitioners in its application, general indications/contraindications, medication interactions and endangerment areas, assessment techniques, range-of-motion limitations, and techniques/procedures for application.

110: Eastern/Western Massage Theory (24 hrs)

In this introductory course, apprentices learn the basic Western/Swedish massage history, develop awareness of body mechanics, and practice professional draping techniques. Eastern Massage theories are compared and contrasted to Western, including 5-Element, Thai, Fiji, and Ayurveda.

111: CAM Theory (12 hrs)

CAM is Complementary and Alternative Medicine. Several modalities and therapies will be explained, with demonstrations and limited practice, including an overview of the importance of understanding the mind-body connection while doing bodywork. A discussion of themes includes meditation, psychology, healing arts from other countries, and leading authors in the field.

112: Spa Theory (12 hrs)

The history of spa treatments and their design is introduced, along with the various types of spas and treatments in the USA and globally. The spa job market, and unique business aspects will be explored. The spa's overall ambiance, and integration of the spa's theme throughout will be emphasized.

113: Reflexology Theory (12 hrs)

An introduction to the science based upon the principle of reflex zones in the hands, feet, and ears corresponding to organs, glands, and all parts of the body. History, science, scope of practice, and application will be covered.

114: Adaptive Special Needs Theory (12 hrs)

Apprentices are introduced to special populations and ways for the therapist to accommodate and adapt to these clients as patients. Positioning, draping, hospital beds, wheelchairs, and palliative care is demonstrated. The pre-/post-natal client is included in special needs. Practice in clinic as available.

115: Sports Massage Theory (6 hrs)

Apprentices will be introduced to the application of basic Swedish massage techniques unique to the field application of sports massage. Both lecture and lab format will provide practice for specific events commonly encountered. Therapeutic stretching is introduced via lecture, demonstration, and directed practice, and apprentices learn the principles of reciprocal inhibition, proprioceptive neuromuscular facilitation, active isolated stretching, myofascial unwinding and other muscle energy techniques.

116: Clinical Massage Theory (24 hrs)

Deep Tissue therapies and techniques will be introduced, demonstrated, and practiced. Trigger-Point, Neuromuscular, and specific Swedish therapies will be compared and contrasted, along with an introduction to the myofascial system and structural integration therapies in widespread use. Both John Barnes' and Thomas Myers' approaches will be presented, compared, and practiced. Apprentices will learn to assess the client's condition and choose an appropriate modality.

Block 2; Massage Practice (198 Total hours)

This second block consists of application and Practice, with focus to assist the apprentice in developing individual career goals. Apprentices are required to document each treatment session using SOAP notes. Clinic sessions provide additional learning opportunities.

210 Eastern/Western Massage Practice (12 hrs)

In this continuation of Massage 110, Swedish elements and strokes will be practiced and developed into a more complete routine. Swedish gymnastics are introduced, demonstrated by the instructor, and practiced on other students for later application in Clinic. Apprentices learn to care for themselves and to prevent self-injury in the field of massage therapy through prevention, stretching, exercises, and body mechanics.

211: Complementary & Alternative Massage Practice (6 hrs)

Allied massage modalities used in integrative health care approaches, particularly energy-based techniques, will be practiced in combinations appropriate to the client's needs. This class provides continued practice in CAM, with emphasis on Reiki and Energetic therapies, floor practice of Eastern modalities, including Polarity, Shiatsu, and Ayurvedic massage.

212: Spa Therapies Practice (12 hrs)

Practice of variety of current spa treatments, from hydrotherapy-based to Eastern-inspired, designed for menus representative of global spas. Adaptation of common massage modalities into themed treatments will be an objective, along with developing a signature treatment.

213: Reflexology Practice (6 hrs)

Routines for inclusion into relaxation treatments and therapeutic applications individualized to the apprentice, clients, and their needs.

215: On-site Sports & Chair Massage (12 hrs)

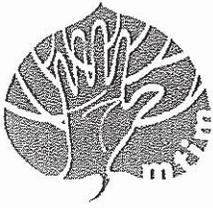
Through a combination of lecture, live demonstration, and hands-on practice, apprentices learn to apply sports massage theory in the field, and perform 5 and 15 minute chair massage sequences using a variety of equipment ranging from office chairs to multi-adjustable professional massage chairs. This course pays particular attention to the use of on-site massage both as a primary business activity and a promotional one, and also emphasizes good mechanics and adaptation to the needs of the client.

216: Clinical Massage Management (72 hrs)

This Clinic Preparatory class will cover operations of practice on public clients in a setting consistent with clinical practice. All aspects from setting appointments, intake, massage practice, billing, and charting will be supervised, and cover a series of clinic sessions, events, and individual appointments. Apprentices prepare and sanitize treatment areas before and after each session, employing Universal Precautions Theory. Documentation will be reviewed, and case notes will be prepared for ongoing case management.

217: Clinic Practice (78 hrs)

Utilizing information gathered through intake and SOAP charting, apprentices will first observe, then assess other apprentice "clients" and apply indicated modalities under the supervision of the Certified Mentor. Upon passing this first-level practical exam, apprentices will consult with prospective clients, then perform massage on each other or the public in a clinical setting under the supervision of the Certified Mentor. Evaluations from clients will be reviewed after each session, and compiled into a composite grade. Documentation, scheduling, filing, and payment processing will be included.



Greenways Wellness Ed Massage Apprentice Program

Textbooks Required (2012):

- **Business Mastery 3rd edition ; Cherie Sohnen-Moe**
- **Basic Clinical Massage Therapy 2nd edition; James Clay & David Pounds**
- **Massage Therapy Principles & Practice 4th edition; Susan Salvo**
- **Mosby's Essential Sciences for Therapeutic Massage 2nd edition; Sandy Fritz**
- **Hands Heal: Documentation for Massage Therapy 3rd edition; Diana Thompson**
- **The Balanced Body 3rd edition; Donald Scheumann**
- **Ethics of Touch; Ben Benjamin & Cherie Sohnen-Moe**
- **Trail Guide to the Body 4th edition; Andrew Biel**
- **Shiatsu; Corinna Somma or Amma Therapy; Sohn & Sohn**
- **Spa Bodywork: A guide for Massage Therapists; Anne Williams**

**GREENWAYS WELLNESS EDUCATION
500-HOUR MASSAGE THERAPY
APPRENTICESHIP
CERTIFIED MENTOR # _____**



2000 E Broadway, PMB # 121
Columbia, Mo. 65201
(573) 449-4929
Mtim1@hotmail.com

**OFFICIAL TRANSCRIPT
Apprentice Full Name:**

SCIENCES:

Date	Course #/Title	Hours	Hours Attended	Repeat Fee	Homework	Quiz	Practical	Final Exam
Anatomy Series: 30 hours								
	Anatomy 1	3						
	Anatomy 2	3						
	Anatomy 3	3						
	Anatomy 4	3						
	Anatomy 5	3						
	Anatomy 6	3						
	Anatomy 7	3						
	Anatomy 8	3						
	Anatomy 9	3						
	Anatomy 10	3						
Kinesiology Series: 6 hours								
	Kinesiology 1	3						
	Kinesiology 2	3						
Physiology Series: 31 hours								
	Physiology 1/ Western	3						
	Physiology 2/ Western	3						
	Physiology 3/ Western	3						
	Physiology 4/ Western	3						
	Physiology 5/ Western	3						
	Physiology 6/ Western	3						
	Physiology 7/ Eastern	3						
	Physiology 8/ Eastern	3						
	Physiology 9/ Eastern	3						
	Physiology 15/Nutrition	2						
	Physiology 16/Medical Terminology	2						
Pathology/Pharmacology Series: 33 hours								
	Pathology & Wellness 1	3						
	Pathology & Wellness 2	3						
	Pathology & Wellness 3	3						
	Pathology & Wellness 4	3						
	Pathology & Wellness 5	3						
	Pathology & Wellness 6	3						
	Pathology & Wellness 7	3						
	Pathology & Wellness 8	3						
	Pathology & Wellness 9	3						
	Pathology & Wellness 10	3						
	Pathology & Wellness 11	3						

Total Science Hours: 100

ANCILLARY:

Date	Course #/Title	Hours	Hours Attended	Repeat Fee	Homework	Quiz	Practical	Final Exam
	CPR/FIRST AID	8						
	130 Hydrotherapy	18						
	230 Research Review	12						
	330 TCM/5-Element Theory	12						

Total Ancillary Hours: 50

BUSINESS & ETHICS:

Date	Course #/Title	Hours	Hours Attended	Repeat Fee	Homework	Quiz	Practical	Final Exam
	120 Pers/Prof Hygiene	2						
	121 Universal Precautions/Sanitation	12						
	220 Professional Legalities	12						
	320 Ethics	12						
	420 Business Promotions	12						

Total Business/Ethics Hours: 50

MASSAGE:

Date	Course #/Title	Hours	Hours Attended	Repeat Fee	Homework	Quiz	Practical	Final Exam
	110 East/West Massage Theory	24						
	111 CAM Theory	12						
	112 Spa Theory	12						
	113 Reflexology Theory	12						
	114 Adaptive/Spec Needs Theory	12						
	115 Sports Massage Theory	6						
	116 Clinical Massage Theory	24						
	210 East/West Practice	12						
	211 CAMassage Practice	6						
	212 Spa Therapies Practice	12						
	213 Reflexology Practice	6						
	215 On-Site Sports/Chair Massage	12						
	216 Clinical Massage MGT	72						
	217 Clinical Massage Practice	78						

Total Massage Hours: 300

Total Hours Offered: 400/500

Total Hours Attended:

Total Hours Completed: _____

Program Commencement Date: _____

Program Completion Date: _____

Certificate of Completion **Certificate of Attendance**

Status: **Active** **Inactive** **Withdrawn** **Terminated**

Disciplinary Referrals: **Outstanding fees:** _____

Total Ethics Hours: 12hrs

Total CPR Hours: 8 hrs CPR expires:

NAME OF CERTIFIED MENTOR:

SIGNATURE:

**GREENWAYS WELLNESS EDUCATION
400/500-HOUR MASSAGE THERAPY APPRENTICESHIP PROGRAM
INFORMATION CATALOG**

Greenways Wellness Education, (TO BE) approved to operate by the Missouri Board of Therapeutic Massage, grew from an 18-year history of massage therapy education. Formerly the Massage Therapy Institute of Missouri (MTIM), it was certified to operate by the Missouri Coordinating Board for Higher Education as a Massage Therapy Program from 2001-2011.

MTIM was established prior to Missouri licensing legislation in 1993 by Mirra Greenway and Esteban Ruvalcaba as a resource center to meet the needs of area massage therapists and to provide educational services. MTIM's original curriculum was modeled after the newly-established National Certification Examination for Therapeutic Massage & Bodywork. In 2001, when Missouri enacted licensing for massage therapy, and the Missouri Board of Therapeutic Massage was established, MTIM began providing a one-year, 500-clock-hour Massage Therapy Program of instruction in massage techniques, sciences, business and ethics, and ancillary coursework in complementary fields in accordance with the Missouri law.

Ms. Greenway assumed sole ownership of MTIM in 2003, and the program evolved into a 600-clock hour program to meet new requirements established by the National Certification Board for Therapeutic Massage & Bodywork. After graduating approximately 300 students, MTIM was closed in 2011. Ms. Greenway continues to provide quality massage education as a Certified Mentor (TO BE) with the state of Missouri and a continuing education provider in Florida and nationally. She has been nationally certified in therapeutic massage and bodywork since 1994, Missouri licensed since 2001, and Florida licensed since 2011. She has been providing continuing education as a Nationally-Approved Provider since 2007 and a Florida-Approved Provider since 2012.

Admission Requirements

In accordance with Missouri Massage Therapist Licensure Requirements, you must pass a Federal criminal background check, with results sent specifically to the Missouri Board of Therapeutic Massage, at your own cost in order to obtain your student or permanent license. Your ability to complete your hours in Clinic or gain permanent entry into the field is contingent upon the results of the background check, done within 2 years of your application for licensure. The cost of the background check in 2012 is approximately \$55.00. (Please consult Ms. Greenway for further instructions.)

You must be at least eighteen years of age when you commence your program of study at Greenways Wellness. You must be in good physical health, must not be pregnant, and be willing to have, at your own cost, a physical and mental exam by a licensed physician, IF the Certified Mentor feels the need is indicated. You must submit a receipt for at least a one-hour professional, full-body massage from a Missouri-licensed massage therapist dated within one year of application, along with a letter expressing why you want to be a massage therapist. You will be receiving as many massages as you give in various levels of undress and it is important that you feel comfortable with touch. Proper draping is maintained under constant mentor supervision. Cigarette smoking is prohibited during Clinic, classes, or during breaks and is strongly discouraged for applicants.

Application Information

An application fee of \$100.00 must be sent with your *Application for Enrollment*, along with other documentation requested on the application. Required additional documents to be enclosed with your application include the following: a cover letter describing why you want to be a massage therapist, your most recent educational transcripts, a copy of a driver's license or other legal proof of age, and proof

that you have received a message from a Missouri LMT within the last year. Once accepted, you will have 10 days to submit the *Apprentice Enrollment & Tuition Agreement*, and pay your non-refundable deposit of \$500.00, or your spot may be released to another on the waiting list. Only 4 apprentices may be in the program at one time.

Please read the application carefully and include all required documents so we can process your application in a timely manner. Applications received when enrollment is at full capacity will be added to the waiting list in the event of a cancellation or when another apprentice completes the program.

Instructional Delivery Method

Class time is spent in a variety of ways, to accommodate a variety of learning styles. Lecture classes are spent in a multimedia classroom setting with lecture, demonstration, video, role-playing, writing and visualization exercises, computer applications, charting and discussion. Field trips to sporting and charitable events provide additional experience. In lab classes, supervised apprentices gain hands-on experience and learn by practicing massage techniques on one another. Clinic provides additional supervised practice with immersion learning in treatments as well as electronic scheduling, documentation, and charting.

As part of our Green commitment, Greenways Wellness utilizes electronic resources such as two separate websites, online scheduling for classes and clinics, an online research library, and an online student support site. All student support materials are available electronically, and regular email contact provides timely communication along with grade reports. ***However, all hours of the apprenticeship must be completed on an In-person basis, face-to-face, with the Certified Mentor and no other Instructors.***

Books

All required textbooks are available at the Peace Nook at 804-C East Broadway in Columbia, Missouri. You may also purchase books through any other resource. Prior to your first class you will be given a list of current textbooks. Total cost as of 2012 is approximately \$600. You may buy these books at any time feasible for you, but should plan on having them all **before** your first class meeting. The Peace Nook is a not-for-profit which charges no tax. Please check with the Peace Nook for their business hours and refund policies. They also accept major credit cards.

If you are interested in reading/studying beyond the required scope of the class texts, the Greenways Wellness library has resource books, instructional videos, and CD-ROMs available for apprentice use at no additional cost. The library includes books on the recommended reading list for licensing exam candidates, and a wide variety of related texts.

Please see the book list (attached) for an updated list. Individual course outlines will be updated as new editions become available. These will detail reading assignments, but you will be expected to read the entire book list in order to insure your best chance of passing the licensing exam.

Time Frame

The standard Massage Therapy program of study under the Greenways Wellness apprenticeship ranges from 6-18 months, with an average of twelve months to complete. Entry into the program is possible any time of year, space permitting. **Only 4 apprentices are allowed into the program at one time.**

Classes meet 2 evenings and 2 weekdays per week; Monday and Wednesday evening and Tuesday and Thursday days. Evening classes are from 6-9pm, and weekdays meet 10am –5pm. Apprentices may exercise some degree of flexibility for their individual programs of study. It is recommended that you attend at least 1 evening per week and 4 weekdays per month, along with occasional special events, in order to graduate within 12 months. **You may not take longer than 24 months, according to state law.**

Some Saturdays and Sundays meet for outside events, and may have earlier or later hours, but are strictly voluntary. Winter and Summer breaks, Spring break, and major State holidays will be honored, along with individual religious holidays.

Attendance

According to Missouri law, a massage "apprentice shall be under the direct supervision of a certified mentor and shall be subject to all applicable laws and regulations relating to massage therapy. As used in this section, direct supervision shall mean face-to-face direction, guidance, and support of the apprentice by the mentor during the course of study and student clinic/internship/practicum, and at any time an apprentice is providing massage therapy."

This program is clock- hour based and not credit hour based, so you must complete **all hours of all classes**. One clock hour consists of 50 minutes of class time. You must attend class **on time** in order to fulfill those required hours and must make up every hour missed whether your absence was excused or unexcused, according to state law.

Absences are, at times, unavoidable. Absences for illness or emergencies will be excused, with medical documentation, but it is your responsibility to notify Ms. Greenway as far in advance of an absence as is possible. All absences without prior notification will be considered unexcused, and you will be charged a \$20.00-per-clock- hour make-up fee for each unexcused hour of the program. Unexcused absences during Clinic, which is open to the public, will be charged a \$30.00/hr make-up fee. No transcripts will be released until all outstanding fees are resolved.

Two weeks or more extended leave of absence must be approved by the Ms. Greenway and will constitute a change in student status. Under state law governing apprenticeship programs, all coursework must be completed between 5-24 months. Greenways Wellness' program averages 12 months, with a late graduation limit of 18 total months. In case of extenuating circumstances, apprentices will then have only 6 months beyond his/her original anticipated graduation date to make up all missed coursework and complete all exams, or will have to reapply for admission and repeat ALL coursework. Late graduation and repeat fees still apply in either scenario. Requests for such an extension must be submitted in writing, NOTARIZED, and will be considered by the Certified Mentor, Mirra Greenway, on an individual basis. Otherwise, after the six-month period has passed, apprentices must reapply as new enrollees.

Dress Code

You will most likely already have appropriate class attire; all you need are some comfy casuals! Clothing for attending lecture classes should be loose and comfortable, as movement/exercise is a part of every class. Clothing to bring for lab classes, at your cost, must consist of gym/boxer shorts, and for females, tank tops. **No sports bras or camisoles.**

You will need to supply **at your cost**, professional attire such as unprinted polos/shirts, black or khaki shorts/slacks, or scrubs, for Student Clinic and outside events. Greenways Wellness is not responsible for any damages to clothing or loss of personal items such as cellular phones and jewelry.

Grading Scale and System

A=90%-100% excellent passing grade

B=80-89% above average passing grade

C=70-79% average passing grade

D=60-69% low passing grade

F=less than 59% failing grade

Some classes involve only lecture and discussion work, however, many incorporate a combination of traditional classroom learning with laboratory and movement exercises. Laboratory classes involve the development of hands-on palpation skills, specific massage strokes and techniques, and proper therapist body mechanics. Grading for most classes is based on a combination of homework, quizzes, a practical hands-on final, and a written final. Practical finals and written finals will be given during class time. For Pass/Fail classes, participation is essential. Core skills or activities are identified and assessed. A consistent success rate of 60 percent or better on evaluations of these skills and activities will result in a Pass grade.

Apprentices who are not maintaining satisfactory academic progress will be issued a warning and will be placed on active/probation status. Those who fail to complete all coursework with a passing grade will be placed on inactive/probation status, will not graduate on schedule, and will be assessed a late graduation fee of \$100.00 for any portion of a 30-day period past the expected date of graduation, accumulating until the student graduates up to the limit of six months or is terminated.

Testing:

Most final exams are held at the conclusion of class, during class time. Final grades will be available approximately two weeks after the exam day. Practical finals will generally be administered during class time with immediate availability of feedback.

Retesting:

An apprentice may retest for an individual course only one time to remove a grade of "D" or "F". If the retest grade is still a failing one, the course must be retaken at half the normal tuition price of \$10.00/hour.

Grade Summaries:

Attendance and grade summaries will be issued every 3 months. If additional summaries are requested, an appointment will be required, along with an administrative fee of \$20.00 per appointment/copy.

Transcripts:

An official transcript may be obtained if the student's balance is paid in full. Three free copies will be given to the student at graduation; at all other times a \$20.00 fee per copy will apply.

OFFICE HOURS:

Ms. Greenway is available to apprentices outside of class hours via email, texting, and when necessary, phone calls. Regular office hours will be one hour prior to the start of each evening class and one hour at the end of each weekday class.

Tuition, Fees, and Other Required Costs:

Every applicant is required to submit a \$100 application fee along with the enrollment application. Your deposit of \$500.00 will be deducted from your total, and is due within 10 days of acceptance into the program. This deposit is due regardless of your payment plan, and secures your spot in the program or on the waiting list. *Please keep in mind that only 4 apprentices may be in the program at one time, and no more than 8 may be in the program during the course of one year.* The full deposit is refundable for up to three business days after signing the Apprentice Enrollment and Tuition Agreement, as detailed in the Cancellation Policy (please see page 7). After that time the deposit is non-refundable.

Tuition costs are figured on a clock-hour basis. The basic tuition fee is \$20.00 per clock-hour, and with 500 clock hours, the total cost of tuition for the program is \$10,000. For those completing the Science requirement outside the program, those 100 hours are deducted for a total of \$8,000.

You will receive a 10% discount if paying for the entire program in one lump sum, but you have the option to make payments by semester or quarter for lesser discounts, or monthly with no discount. Paying by semester or quarter will give you a discount of 5% or 2.5% respectively.

No discount applies to monthly payments, but no interest is charged either except in the case of late payments. Late payment fees for all payment plans are detailed below. All payments may be mailed to be received by the due date, or brought to Mirra Greenway in person during class or office hours. Payments are due by the fifth of each payable month. Your payment discount is computed on the full tuition total of \$10,000.00 minus the \$500.00 deposit, or \$9,500.00 for 500 hours/\$8,000.00 minus the \$500 deposit, or \$7,500.00 for 400 hours. The payment amounts, after applying the discounts (and deposit) are as follows:

One payment:

\$9,500.00 @ 10% = \$950.00, for a total due of \$8,550.00 (500 hours)

OR \$7,500.00 @ 10% = \$750.00, for a total of \$6,750.00 (400 hours)

You save \$950.00/750.00 respectively (depending upon final approval of program)

Late Fee = \$100.00

Two payments:

\$9500.00 @ 5% = \$475.00, @ \$4,512.50/payment for a total due of \$9,025.00 (500 hours)

OR \$7500.00 @ 5% = \$375.00, @ \$3562.50/payment for a total due of \$7,125.00 (400 hours)

You save \$475.00/375.00 respectively

Late Fee = \$75.00/per payment due

Four payments:

\$9500.00 @ 2.5% = \$237.50, @ \$2,315.63/payment for a total due of \$9262.50 (500 hours)

OR \$7500.00 @ 2.5%, @ \$1,828.13/payment for a total due of \$7,312.50 (400 hours)

You save \$237.50/187.50 respectively

Late Fee = \$50.00/per payment due

Twelve Monthly Payments, first payment due upon commencement of program and final payment due before your graduation:

\$9500.00/12 = 791.66 (500 hours) OR \$7500.00/12 = 625.00 (400 hours)

- no savings/no interest

Late fee = \$25.00/per payment due

(monthly payments for shorter terms will be computed in the same manner, with no discount but no interest charged.)

Regretfully, an apprenticeship program is not eligible for any Title IV Federal financial aid, Veteran's benefits, Vocational Rehabilitation, or Workforce Investment Act funding. However, limited scholarships may be available on a case-by-case basis. Mastercard or VISA is a payment option on any of the above payment schedules.

Fees and other Costs:

Books	\$600.00
Application Fee	\$100.00
Criminal Background Check	\$55.00
Student License:	\$25.00
Student Insurance:	\$94.00
First Aid and CPR Certification	\$55.00
Total	\$929.00

Miscellaneous Costs:

Table Linens, three sets:	\$50.00
Boxers, Tank tops, Khaki slacks	\$50.00
Notebook Computer (CD-ROM, WI-FI)	\$600-1000.00
Software (Microsoft Word, Publisher, Anti-Virus)	\$500.00
Massage Table with facerest (by 2 nd quarter)	\$300-1000.00
Total	\$1500-2600.00

Student Liability insurance coverage is required for you while you are an apprentice if participating in Clinic or any outside functions, and may be provided through several professional organizations. Greenways Wellness provides all tables and equipment for classes held on the premises. Each apprentice must bring 2 flat sheets and 1 pillowcase to all lab and clinic classes. These do NOT need to be new or matching for lab classes, but must be of professional appearance for clinic use. Outside workshops, fundraisers, community service projects, sporting events and other outings will usually require you to provide your own transportation, oils, linens, and sometimes a table. **Purchase of a massage table is required** in time for the second quarter of your term for adequate home practice and for some outside events. You may purchase your table through Greenways Wellness at a discount, or elsewhere of your choosing. Please feel free to consult Ms. Greenway on brands, sizes, and features that may be most appropriate for your intended use.

Post-Graduation Professional Fees

The following fee information is provided for your convenience, and is **not** part of the cost of attending this program. Cities and states vary widely in their standards of practice for massage therapy, and so do their fees. Please check any local fees or ordinances for your intended location of practice. You will be responsible to pay all fees involved in the licensing process in the state where you intend to practice. Missouri accepts several exams, but the most-frequently used are the MBLEx, or Massage Boards Licensing exam and the NCETM, or National Certification Exam for Therapeutic Massage. These exams may be accepted or required in many other states, and you should familiarize yourself with the state licensing procedure if you do not plan to practice in Missouri. **As of Fall 2012, the NCETM will increase its hourly requirements to 750 hours, and this program will not prepare you for that exam.** Also as of 2012, the one-time fee for the MBLEx is \$195 with no further required fees, The Missouri State Board of Therapeutic Massage license fee, as of 2012, is \$100, and if required for your practice, an additional MSBTM business license is available for \$200, both renewable every two years. You may apply for a Missouri Provisional license for \$50, good for 120 days, which allows you to practice in this state only until you have successfully completed the MBLEx. You may also wait until you have passed the exam and apply for regular licensure, but you may not practice during that time. **According to state law, apprentices MUST apply for licensure within 5 years of completing an apprenticeship program or will lose all credit!**

Graduation

In order to graduate from Greenways Wellness and receive your well-earned Certificate of Completion, you must have attended or made up all 500/400 clock hours of the program, have completed all classes with a passing grade, have paid all tuition and other fees in full, and returned all GW property including your Student License. Credit for your coursework will not be given until these requirements have been fulfilled. In addition, you must obtain and present current certification in First Aid and CPR. This is required in order to become a Licensed Massage Therapist (LMT) in Missouri. You will receive your Certificate of Completion once your fulfillment of all graduation requirements has been verified by Mirra Greenway, Certified (TO BE) Mentor.

Cancellation and Refund Policy for Withdrawing Students

If an apprentice chooses to withdraw from the Greenways Wellness Massage Therapy Apprenticeship Program within three business days (excluding Saturday, Sunday and holidays) of signing the Apprentice Enrollment and Tuition Agreement, all tuition monies submitted will be returned to the responsible party. In this and in all other cases of voluntary withdrawal from Greenways Wellness, a notarized letter must be submitted to Mirra Greenway in person during class or office hours or by certified mail. Within thirty days of receipt of this letter, a pro-rated and/or fee-adjusted tuition refund will be made to the responsible party for any withdrawing apprentice. There is no additional administrative fee if the above procedures are followed.

Apprentices who fail to attend classes as they are scheduled without notifying Ms. Greenway for a period of two weeks or more will be placed on inactive/probation student status and will be charged an administrative fee of \$300.00 for failure to notify. Pro-rated and/or fee-adjusted tuition refunds will be made to the responsible party within thirty days of the date of receipt of Official Notice of Withdrawal. In the event that an apprentice is terminated for disciplinary reasons at any time beyond the initial 3-day period (excluding Saturday, Sunday and holidays), s/he will receive NO refund and will be charged the additional administrative fee of \$500.00. All tuition and other fees still apply, and all payments must continue as scheduled.

Disciplinary Policy

In addition to the above stated policies, Greenways Wellness has adopted the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Code of Ethics and the Missouri State Board of Therapeutic Massage (MSBTM) Standards of Practice to uphold as apprentices and educators of massage therapy. Apprentices are expected to follow these codes and standards within classes and at all outside events.

Any alleged violation of these standards OR of the Greenways Wellness academic, attendance or payment policies, any destruction of school property, theft, tampering with school files, unauthorized access to administrative offices, blatant disregard for modesty, violations of dress code or draping policy, use of alcohol or drugs on school property or during school functions, or blatant disrespect to other apprentices, clients, or the Certified Mentor will be subject to disciplinary action. Any of these **blatant offenses may be grounds for immediate termination**, depending upon severity.

Additionally, a certified mentor shall discontinue an apprenticeship if the certified mentor has knowledge the apprentice does not intend to obtain a license or is enrolled in the apprenticeship training program with the intent to evade the licensing requirements. The apprentice shall not receive reimbursement for massage therapy services provided as part of any event or clinic practice. It is against the law for anyone to practice massage therapy, for fee or for free, on anyone other than a family member or significant other.

OPEN SESSION MINUTES
Missouri Board of Therapeutic Massage
July 16, 2012 – 11:30 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

At 11:31 a.m., the Missouri Board of Therapeutic Massage conference call meeting was called to order by Renate Brodecker, Chairperson, at the Missouri Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri.

Board members present:

Renate Brodecker, Chairperson
Dawn Standley, Vice Chairperson
Carl Nelson
Brandy Mouser

Staff present:

Loree Kessler, Executive Director
Greg Roach, Processing Technician II
Greg Mitchell, Counsel

Ms. Brodecker indicated she would be voting in open and closed session.

A motion was made by Mr. Nelson and seconded by Ms. Standley to approve the open session agenda. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

A motion was made by Ms. Standley and seconded by Ms. Mouser to approve the open session minutes of the June 4 conference call and June 19 mail ballot. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

NCBTMB Examination Notice

The board reviewed the explanation from the NCBTMB regarding examination and results. Based upon the staff's experience, if the applicant obtains an examination results letter, the detail from that letter can be used to obtain official results from the NCBTMB secure portal. No official action taken.

Mirra Greenway – Mentorship Application

Approve application.

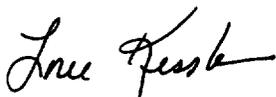
The board discussed the regulation concerning mentors and instructed the executive director to provide mentors a reporting form regarding the apprentice progress, number enrolled and application information outlined within the regulation.

Meeting Schedule

Board members were reminded of the face to face meeting August 13, 2012 at 9:00 a.m.

At 11:41 a.m., a motion was made by Ms. Standley and seconded by Mr. Nelson to convene in closed session pursuant to section 610.021 subsections (14), 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the license or applicant, section 610.021 subsection (1) RSMo for the purpose of discussing general legal action, causes or action or litigation, and any confidential or privilege communication between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meeting under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

At 12:26 p.m., a motion was made by Ms. Mouser and seconded by Mr. Nelson to convene in open and adjourn the conference call meeting. Board members voting aye: Mr. Nelson, Ms. Standley, Ms. Mouser, and Ms. Brodecker. Motion carried unanimously.



Executive Director

Approved by Board on August 13, 2012