



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
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Loree V. Kessler, MPA
Executive Director

Meeting Notice
Missouri Board of Therapeutic Massage
October 1, 2012 – 11:30 A.M.
Conference Call Access Number – 573-526-5504
Toll Free Number – 866-630-9347
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.

Missouri Board of Therapeutic Massage
Open Session Agenda
October 1, 2012
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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"> • August 13, 2012 Face to Face Board Meeting • August 24, 2012 Mail Ballot 	
School Program Review	
3. Pinnacle Career Institute – North Kansas City Campus	
4. Federation Annual Meeting – Update Brandy Mouser (No materials)	

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
August 13, 2012 – 9:00 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

At 9:10 a.m., the Missouri Board of Therapeutic Massage 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 (Via telephone conference call)
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 Mr. Nelson and seconded by Ms. Mouser 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 July 16 conference call and July 24 mail ballot. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

Financial Report

The board reviewed the end of fiscal year information provided in the financial report. The executive director explained the increase in legal fees was related to increased investigations and unlicensed businesses providing massage therapy. Additionally, two major cases, one settled in the past fiscal year, directly related to criminal charges and require additional time in drafting documents and/or settlement agreements. Both counsel and the executive director indicated they would review pending cases likely to require action by counsel and advise the board to discuss case priority.

Federation - North Carolina Resolution - Continuing Education

The board members reviewed information regarding the North Carolina licensure board's recommendation relating to continuing education and the Federation. The board noted that the development of a practitioner and disciplinary database of massage therapists was needed at this time.

Mirra Greenway – Mentorship Application

The board reviewed information regarding instructor requirements for anatomy and physiology and determined the general science courses met the regulatory requirement however, at least eight (8) semester hours of course work in anatomy and physiology was needed.

Meeting Schedule

The board tentatively scheduled a conference call meeting for October 1 at 11:30 a.m.

At 9:39 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 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 2:10 p.m., a motion was made by Mr. Nelson 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.

At 2:11 p.m., a motion was made by Ms. Mouser and seconded by Mr. Nelson to adjourn the board meeting. Board members voting aye: Mr. Nelson, Ms. Standley, Ms. Mouser, 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
August 24, 2012

On this date, a closed email 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
August 24, 2012 Email Ballot
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**Missouri State Board of Therapeutic Massage
Massage Therapy Program Review**

Program Information

Pinnacle Career Institute – North Kansas City Campus

Date Board Reviewed

10/1/2012

Section 1 CURRICULUM REVIEW - 20 CSR 2197-2.010 (1) and (1) (C)A Theory and Practice Techniques

1. Does the program consist of at least (500) clock hours of supervised instruction?
 Yes No *If no indicate number of hours program is deficient.* _____
2. Program Composition and Instructor
 - A. Does the program have at least 300 clock hours dedicated to massage theory and practice techniques?
 Yes No *If no indicate number of hours program is deficient.* _____
 - B. The instructor(s) of massage theory & practice techniques (check one)
 Licensed in Missouri as a massage therapist for at least two (2) years
 Meet the qualifications for licensure as a massage therapist
 Other (explain) _____
 - C. Does the instructor of massage theory & practice techniques have at least 2 years experience?
 Yes No Additional documentation is needed

Notes

Section 2 CURRICULUM REVIEW - 20 CSR 2197-2.010 (1) (C)B Anatomy & Physiology

1. Does the program include 100 clock hours of study in anatomy and physiology?
 Yes No *If no indicate number of hours program is deficient.* _____
2. The instructor(s) of anatomy and physiology (check one)
 Has an associate, bachelor or advanced degree in a science related field that includes a course of study in anatomy & physiology.
(Science related fields include physical therapy, chiropractic, MD, osteopathy, physician assistant, nursing, and biology)
 At least fifteen (15) semester or twenty-five (25) quarter hours in science or science related courses with at least eight (8) semester hour/15 quarter hours in anatomy & physiology
(Fields include chemistry, occupational therapy, and general degrees with at least 15 semester hours of science)

Notes

Section 3 CURRICULUM REVIEW – 20 CSR 2197-2.010(1)(C)C Business Practices/Ethics/Massage Law

1. Does the program include 50 clock hours dedicated to business practice, ethics, hygiene and massage law?
 Yes No *If no indicate number of hours program is deficient.* _____
2. Does the instructor(s) have experience/education in a health-related field, applicable degree, or minor?
 Yes No

Notes

Section 4 CURRICULUM REVIEW - 20 CSR 2197-2.010(1) (C)D

1. Does the massage therapy program include 50 clock hours in ancillary therapies?
 Yes No *If no indicate number of hours program is deficient.* _____
(Note: ancillary therapies include CPR and first aid)
2. Does the instructor(s) for the ancillary therapy have the appropriate experience/education or certification?
 Yes No
(Note if ancillary therapy is CPR or first aid, instructor must hold a certification in that area)

Notes



Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND PROFESSIONAL REGISTRATION
Division 2197—Board of Therapeutic Massage
Chapter 2—Massage Therapist Licensure Requirements

20 CSR 2197-2.010 Application for Licensure

PURPOSE: This rule outlines the requirements for licensure as a massage therapist including the grandfathering provisions and temporary two (2)-year license.

(1) A person who has completed massage therapy studies consisting of at least five hundred (500) clock hours of supervised instruction in a Coordinating Board of Higher Education (CBHE) certified school, Missouri Department of Elementary and Secondary Education (DESE) approved vocational program or school, or school, college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the United States Department of Education or an equivalent approving body for out-of-state applicants, shall be at least eighteen (18) years of age and shall submit or cause to be submitted:

(A) A completed notarized application and the accompanying application fee;

(B) Two (2) sets of fingerprints for the purpose of conducting a criminal background check by the Missouri State Highway Patrol and Federal Bureau of Investigation (FBI). The applicant shall provide proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for both a Missouri State Highway Patrol and FBI criminal background check. Proof shall consist of any documentation acceptable to the board. Any fees due for a fingerprint background check shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor(s);

(C) An official final transcript showing successful completion of the program to be submitted directly to the board office from the massage therapy program which includes:

1. The applicant's name;
2. Date of enrollment;
3. Date of completion; and

4. Documentation that the massage therapy program consisted of at least five hundred (500) clock hours of supervised instruction which consisted of:

A. At least three hundred (300) clock hours dedicated to massage theory and practice techniques.

An instructor for massage theory and practice techniques shall document at least two (2) years of massage therapy practice and either be licensed as a massage therapist in this state or be licensure eligible, based upon board review of the instructor's credentials. An instructor of kinesiology or pathology within the massage theory and practice technique curriculum shall submit verification of education and/or experience in kinesiology or pathology instruction and licensure as a massage therapist or licensure eligibility shall not be required;

B. One hundred (100) clock hours dedicated to the study of anatomy and physiology provided by one of the following:

(I) An instructor with an associate, bachelor, or advanced degree in a science related field that includes a course of study in anatomy and physiology. Such degrees include, but are not limited to, physical therapy, chiropractic, osteopathy, medicine, nursing, chemistry, or biology and shall be from a college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the U.S. Department of Education;

(II) An instructor with fifteen (15) semester hours or twenty-five (25) quarter hours in science or science related courses from a college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the U.S. Department of Education. All course work must have a passing grade and at least eight (8) semester hours or fifteen (15) quarter hours of the course of study shall be in anatomy and physiology. For the purpose of this regulation a semester hour is equivalent to fifteen (15) clock hours and a quarter hour is equivalent to ten (10) clock hours;

C. Fifty (50) clock hours dedicated to business practice, professional ethics, hygiene and massage law in the state of Missouri provided by an instructor who demonstrates documented experience/education in a related field; and

D. Fifty (50) clock hours dedicated to ancillary therapies provided by an instructor(s) who demonstrates documented experience/education in a related field. The fifty (50) clock hours shall include but not be limited to cardiopulmonary resuscitation (CPR) and first aid which shall be provided by an instructor who holds the respective instructor certification; and

(D) Evidence of passing one of the following:

1. National Certification Examination for Therapeutic Massage and Bodywork (NCETBM) as administered by the National

Certification Board for Therapeutic Massage and Bodywork or its successor organization;

2. National Certification Examination for Therapeutic Massage (NCETM) as administered by the National Certification Board for Therapeutic Massage and Bodywork or its successor organization;

3. Asian Bodywork Therapy (ABT) Examination as administered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM);

4. The American Medical Massage Association National Board Certification Examination (AMMA NBCE) administered as of 2006;

5. Massage and Bodywork Licensing Examination (MBLEx) as administered by the Federation of State Massage Therapy Boards or its successor organization; or

6. An examination deemed appropriate by the board;

(E) An applicant completing a massage therapy program consisting of less than five hundred (500) hours of supervised instruction from a Missouri Coordinating Board of Higher Education (CBHE) approved school, Missouri Department of Elementary and Secondary Education (DESE) approved vocational program or school, college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the United States Department of Education or an equivalent approving agency for out-of-state schools, or who has completed a massage therapy program deficient in clock hours according to 20 CSR 2197-2.010(1)(C)4.A.-D. may complete deficiencies at either a Missouri CBHE approved school, DESE approved vocational program, mentorship approved by the board, or school, college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the United States Department of Education, or an out-of-state school approved by an agency equivalent to CBHE; and

(F) For the purpose of 20 CSR 2197-2.010, the course of instruction meeting the educational requirements for licensure shall not be provided via correspondence course, audiotape, videotape, or the Internet unless approved by the board. The course of instruction shall be face-to-face, visually and verbally interactive, between an instructor and the student(s).

(2) A person who has completed five hundred (500) clock hours in an apprenticeship with a certified mentor and has successfully passed an examination approved by the board shall

Education >
 Requirements >
 Instructors >
 Start Here >

PINNACLE CAREER INSTITUTE - NORTH KANSAS CITY - MASSAGE THERAPY PROGRAM

CODE	COURSE TITLE	HOURS	CATEGORY	INSTRUCTOR(S)
PSY100	Psychology of Motivation	80		
AHL120	Anatomy, Physiology, Pathology: Connective Systems	80	anatomy, physiology, pathology	Erin Stubblefield
AHL122	Anatomy, Physiology, Pathology: Internal Systems	80	anatomy, physiology, pathology	Erin Stubblefield
MST100	Foundations of Massage	80	massage theory and practice; massage law; ethics	Leah Moore; Lisa Tirmai
MST102	Spa Modalities	80	ancillary therapies; ethics	Bobbie McHenry; Lisa Tirmai
MST104	Holistic Therapies	100	ancillary therapies; ethics	Bobbie McHenry; Lisa Tirmai
MST106	Massage for Special Populations	100	ancillary therapies; ethics	Bobbie McHenry; Lisa Tirmai
MST108	Advanced Massage Modalities	100	massage theory and practice; ethics	Leah Moore; Nate Welch
MST110	Orthopedic Massage	100	massage theory and practice; ethics	Leah Moore; Nate Welch
MST112	Career Success for Massage Therapists	100	massage law; business practice, ethics	Nate Welch
MST114	Program Review and Portfolio Assessment	100	review of all categories	Leah Moore

MO Board of Therapeutic Massage	Program requirements	Licensed Massage Therapist - Instructor requirements
anatomy, physiology, pathology	100	degree in science field with AP courses
massage theory and practice	300	2 yrs exp.
ethics; business practices; hygiene; massage law	50	demonstrated experience in related field
ancillary therapies	50	demonstrated experience in related field



Catalog Addendum
DRAFT

Massage Therapy

Certificate Program

11 Month, 70 Quarter Credit Hour Program

Available at the following locations:

- Pinnacle Career Institute
- Pinnacle Career Institute – Lawrence
- Pinnacle Career Institute – North Kansas City

This program prepares individuals for entry into the wellness and healthcare field of massage and bodywork. Basic massage techniques, as well as advanced modalities, spa modalities, and complimentary holistic therapies are emphasized. Additionally, students learn to work with special populations such as pregnant, disabled, and elderly clients, and explore career paths in spa, medical, and sports fields. Upon completion of the program, graduates are qualified to take the Massage & Bodywork Licensing Examination (MBLEX), an industry standard for most states.

Program Objectives:

- Explain general anatomical terminology, major body regions, cavities, and membranes of the body.
- Identify structural components, functions, and pathologies of the nervous, endocrine, urinary, lymphatic, reproductive, circulatory, respiratory, digestive systems, integumentary, muscular, and skeletal systems.
- Discuss benefits and contraindications of massage for all populations
- Describe and demonstrate foundational concepts of massage therapy
- Describe and demonstrate advanced massage modalities
- Demonstrate appropriate record keeping for massage therapy, including appropriate use of medical terminology and treatment plans
- Describe and demonstrate positioning, draping and massage techniques for special populations
- Describe how to work as a valuable member of a team in various settings including sports, medical, spa, and massage clinic
- Describe and demonstrate appropriate massage techniques for various athletic circumstances
- Apply assessment techniques used in orthopedic massage
- Describe and demonstrate spa modalities



- Develop an employment plan
- Describe how to become a valuable employee
- Illustrate the steps required to open a successful spa or massage practice

Major Equipment List:

Computer, internet access, textbooks, massage tables and chairs, linens, blankets, lotions, roasters, warmers, stones, various products related to spa modalities

Course Number	Course Name	Classroom Hours	Lab Hours	Extern Hours	Outside Hours	Contact Hours	Quarter Credit Hours
Core Requirements:							
PSY100	Psychology of Motivation	40	40		20	100	6.0
AHL120	Anatomy, Physiology, Pathology: Connective Systems	60	20		20	100	7.0
AHL122	Anatomy, Physiology, Pathology: Internal Systems	60	20		20	100	7.0
MST100	Foundations of Massage	40	40		20	100	6.0
MST102	Spa Modalities	40	40		20	100	6.0
MST104	Holistic Therapies	40	40	20		100	6.7
MST106	Massage for Special Populations	40	40	20		100	6.7
MST108	Advanced Massage Modalities	40	40	20		100	6.7
MST110	Orthopedic Massage	40	40	20		100	6.7
MST112	Career Success for Massage Therapists	40	40	20		100	6.7
MST114	Program Review and Portfolio Assessment	20	40	40		100	5.3
Total		460	400	140	100	1100	70

Please Note: Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

Core Requirements:

- PSY100 Psychology of Motivation**
6 Quarter Credits, 100 Effective Contact hours
 This course is a prerequisite to all courses in the program.
 Utilizing the best of cognitive research, the students explore various theories and functions related to self-exploration and awareness. Examining the process of self-awareness and goal setting through application of scientific problem-solving principles, feedback loop scenarios, and attitude analysis, students learn how cognitive psychology can be leveraged to improve self-image and professional demeanor.
- AHL120 Anatomy, Physiology, Pathology: Connective Systems**
7 Quarter Credits, 100 Effective Contact hours
 The course is designed to provide the student with an overall understanding of levels of human structure and organization, cellular structure and function; anatomical terminology, anatomy, physiology, and pathology of the integumentary, skeletal and muscular systems. Emphasis is placed on naming bones, bony landmarks, muscles and their origins, insertions and actions.

- AHL122 Anatomy, Physiology, Pathology: Internal Systems**
7 Quarter Credits, 100 Effective Contact hours
 The course is designed to provide the student with an overall understanding of anatomical terminology, body planes and movements; anatomy, physiology, and pathology of the nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.
- MST100 Foundations of Massage**
6 Quarter Credits, 100 Effective Contact hours
 In this course, students learn the history of massage, scope of practice, basic principles and benefits of massage therapy. Students learn to perform a basic massage, including set up, draping and bolstering, and Swedish massage techniques. Additionally, students will become familiar with contraindications, proper body mechanics, client communication, record keeping, hygiene and environmental sanitation.
- MST102 Spa Modalities**
6 Quarter Credits, 100 Effective Contact hours
 In this course students will explore historic and modern spas, and common modern spa equipment, facilities, and procedures. Students will examine the use of hydrotherapy, body wraps, aromatherapy, and thalassotherapy in a spa setting.
- MST104 Holistic Therapies**
6.7 Quarter Credits, 100 Effective Contact hours
Prerequisite: MST100
 This course examines the application of fundamental holistic therapies, with an introduction to Eastern and contemporary Western concepts, including Shiatsu, Craniosacral Therapy, Reflexology, and stone applications. Students complete 20 hours of internship in the school's public massage clinic.
- MST106 Massage for Special Populations**
6.7 Quarter Credits, 100 Effective Contact hours
Prerequisite: MST100
 In this course, students learn functional ways to adapt massage equipment and techniques to meet the needs of special populations such as geriatric, pediatric and infant, and prenatal clients, and those with other special requirements. Benefits and contraindications are emphasized. Students complete 20 hours of internship in the school's public massage clinic.
- MST108 Advanced Massage Modalities**
6.7 Quarter Credits, 100 Effective Contact hours
Prerequisite: MST100
 This course is designed to introduce students to advanced massage modality concepts and practices, including myofascial release, neuromuscular therapy techniques, positional release, and active isolated stretching. Students will learn to recognize pain patterns, identify principal muscles involved, and discover routines to facilitate neuromuscular change. Integration of these techniques into a massage session is addressed. Students complete 20 hours of internship in the school's public massage clinic.
- MST110 Orthopedic Massage**
6.7 Quarter Credits, 100 Effective Contact hours
Prerequisite: AHL120, MST100
 In this course, students learn advanced assessment skills, massage techniques, and treatment plan development to most effectively facilitate neuromuscular change. Release of muscle tension and restoration of balance to the musculoskeletal system and the relationship of athletic activities to potential injuries are emphasized. Importance is placed on working with physicians, athletic trainers and coaches in a medical or sports setting. Students complete 20 hours of internship in the school's public massage clinic.

- MST112** **Career Success for Massage Therapists**
6.7 Quarter Credits, 100 Effective Contact hours
This course is designed to provide the student with an overall understanding of the skills needed to be a successful massage therapy employee and massage practice owner. Students will develop an employment plan including an entry-level massage therapy resume and cover letter, and develop interviewing skills. Industry ethics, massage law, licensing, and continuing education are discussed, as well as basic business principles, retail sales, and business ownership. Students complete 20 hours of internship in the school's public massage clinic.
- MST114** **Program Review and Portfolio Assessment**
5.3 Quarter Credits, 100 Effective Contact hours
Prerequisites: PSY100, AHL120, AHL122, MST100, MST102, MST104, MST106, MST108, MST110, MST112, MST114
This course prepares students for the Massage & Bodywork Licensing Examination (MBLEX) through program review and exam practice. Students will also research employment opportunities, create dynamic cover letters, and revise their resume for varying types of massage employment. Professional Portfolio items developed throughout the program will be revised and submitted. Students complete 40 hours of internship in the school's public massage clinic.

Leah Moore
5731 N. Oregon Avenue
Kansas City, Mo
64151
816-804-8924
Leahm64@yahoo.com

OBJECTIVE:

To obtain a position that provides an opportunity to be a team player and utilize my leadership and communication qualities.

WORK HISTORY:

March 2008 - Present Pinnacle Career Institute, Massage Therapy Program Coordinator

- **Responsible for overseeing day to day operations of the Massage Therapy Program and working directly with the Director of Education. Also responsible for addressing areas of student attendance, satisfaction, retention, discipline and outcome evaluations.**

January 2008 - March 2008 Pinnacle Career Institute, Massage Therapy Instructor

- **Plan and Instruct subject area using a variety of teaching methods.**

1998 - Present Harmony Health and Wellness, Lead Massage Therapist.

- **Responsible for sales, marketing, continuing education, customer service, and providing massage in order to promote and maintain a reputable massage business, and communicate effectively with chiropractors.**

2002 - 2007 High Tech Institute, Massage Therapy Lab Instructor.

- **Responsibilities included opening school in the morning and preparing the lab for instruction, teaching 10 core classes. Supervising chair massage events and preparing students for clinic.**

1993 - 1996 ICAN Preschool, Lead Teacher.

- **Responsibilities included teaching 4 and 5 year olds. Preparing them for kindergarten.**

EDUCATION:

1998 Massage Therapy Training Institute

1989 BA in Elementary Education at UMKC

1986 University of Arkansas at Little Rock

LICENSURE:

Licensed Massage Therapist.

60 Savage Terrace • Eudora, Kansas 66025
785-979-5963 (Cell) • cwnw01@yahoo.com

NATHANAEL B. WELCH
CPT (NSCA), LMT (NCTMB), CST

EMPLOYMENT

PERSONAL TRAINING PROGRAM CORRINATOR

June 2011-PRESENT

Pinnacle Career Institute

Kansas City, Missouri

- Coordinate instructors' schedules, room assignments, and class load
- Conduct annual and biannual program reviews
- Supervise and teach Personal Training program student while maintaining high standards of individual development and retention
- Track and report SAP, student evaluations, and class schedules

EXTERNSHIP CORRINATOR

June 2011-PRESENT

Pinnacle Career Institute

Kansas City, Missouri

- Arrange and conduct externship orientation and supervision
- Monitor, track and provide timely evaluations and appropriate feedback
- Serve as liaison between student, college faculty, and the organization providing the externship

ASSITANT MT PROGRAM CORRINATOR

September 2008-June 2011

Pinnacle Career Institute

Kansas City, Missouri

- Assist in all aspects of implementation and coordination of massage department
- Coordinate student functions including but not limited to on-site chair massage, professional development, and retention.
- Develop curriculum maintaining the highest standard of accreditation and marketability
- Conduct annual and biannual program reviews

PERSONAL TRAINER

January 2008-PRESENT

YMCA Express

Lenexa, Kansas

- Lead small group and one on one training sessions
- Conduct health appraisals and fitness assessments
- Design and implement client specific cardiovascular and strength training programs
- Exceeded all marketing and sale goals

MESSAGE INSTRUCTOR

October 2006-June 2011

Pinnacle Career Institute

Kansas City, Missouri

- Conduct hands on lecture and demonstrations over Cranial Sacral, Myofascial, and trigger point Massage.
- Address, advise and communicate school policies/procedures with students, insuring compliance

- Lecture on fundamentals of massage, body mechanics, sports massage, medical and special populations
- Organize and outline practical and technical instructions on theory, techniques and terminology

ALLIED HEALTH TUTOR
Pinnacle Career Institute

August 2007-June 2011
Kansas City, Missouri

- One on one and group tutoring sessions
- Help students to understand basic Anatomy, Physiology and Kinesiology
- Prepare students for the National Strength and Conditioning Association test
- Assist students in preparation for the NCTMB and MBLEx exams

TUTOR ATB
Pinnacle Career Institute

March 2007-2011
Kansas City, Missouri

- Guide academically challenged students in preparation for school entrance exam
- Demonstrate and explain basic math concepts and principles
- Develop students reading comprehension and vocabulary skills
 Foster a supportive and understanding learning environment

PERSONAL TRAINING INSTRUCTOR
Pinnacle Career Institute

October 2006-November 2008
Kansas City, Missouri

- Plan and supervise the performance of students, individually or in group exercise, in seminar and simulation
- Lecture on Kinesiology, Anatomy and Sports Physiology
- Instruct students on safety and wellness programs
- Supervise students GYM activities, keeping safety and education paramount

MASSAGE/CRANIO-SACRAL THERAPIST
Kansas City Wizards

September 2005-December 2007
Kansas City, Missouri

- Application of deep tissue, trigger point and sport specific massage
- Perform dynamic and static stretches
- Conduct post practice and current injury interviews
- Use of Cranio Sacral and Myofascial techniques

ADJUNCT MASSAGE INSTRUCTOR
Pinnacle Career Institute

June-October 2006
Lawrence, Kansas

- Supervise operation of student massage clinic
- Address, advise and communicate school policies/procedures with students and insure compliance
- Lecture on fundamental body mechanics and sports massage
- Organize and outline practical and technical instructions on theory, techniques and terminology

ADJUNCT PERSONAL TRAINING INSTRUCTOR
Pinnacle Career Institute

June-October 2006
Lawrence, Kansas

- Plan and supervise the performance of students, individually or in group exercise, in seminar and simulation
- Lecture on Kinesiology, Anatomy and Sports Physiology
- Instruct students on safety and wellness programs
- Supervise students GYM activities, keeping safety and education paramount

CREW CHIEF
Stanley Steamer

2000-2005
Lecompton, Kansas

- Reoccurring contract sales and services
- Enforce management's policies and procedures
- Crew supervision
- Quality control and job site inspection

ASSISTANT TO OPERATION
Stanley Steamer

1998-2000
Lecompton, Kansas

- Outside sales of services and products
- Customer service and satisfaction guarantor
- Operation of commercial cleaning equipment
- Maintain high levels of safety during transportation and operations

MASSAGE THERAPIST
Leading Way Massage

1996-1998
Junction City, Kansas

- Application of Basic Swedish Massage
- Performed PNF and dynamic stretching techniques
- Maintained client records
- Preparation and maintenance of studio

MILITARY EXPERIENCE

FITNESS DIRECTOR AND COACH
US Army

1995-1998
Ft. Riley, Kansas

- Instructor of large group warm up, core conditioning, strength training and aerobic exercise
- Develop exercise and weight loss programs to assist personnel in achieving military standards
- Conduct one on one fitness evaluations
- Implement job and sport specific workout sessions
- Head coach for battalion soccer team

PERSONAL ASSISTANT TO CHIEF OF OPERATIONS OFFICER 1997-2000
US Army and Reserves Ft. Riley & Gardner, Kansas

- Personal assistant to Chief Operations Officer of a Heavy Equipment Company
- Responsible for correspondence, telephone and meeting preparation
- Monitor sub element execution of business plans with cost and mission constraints
- Responsible for security of office automation equipment, communications equipment and high value technical instruments

HEAVY EQUIPMENT OPERATOR 1998-2003
US Army and Reserves Ft. Riley & Gardner, Kansas

- Responsible for maintenance and operation of tracked and wheeled vehicles
- Responsible for accountability and use of \$2.5 million of equipment and supplies
- Awarded Master Driver Certification for tracked and wheeled vehicles
- Skilled at technical aspects of heavy equipment management on job sites

EDUCATION

ASSOCIATE OF OCCUPATIONAL STUDIES HUMAN RESOURCES June 2011
Pinnacle Career Institute Kansas City, Missouri

CERTIFICATE IN MASSAGE THERAPY February 2006
Professional Fitness Institute Olathe, Kansas

CERTIFICATE IN PERSONAL TRAINING February 2006
Professional Fitness Institute Olathe, Kansas

CERTIFICATION

CERTIFIED PERSONAL TRAINER April 2006
National Strength and Conditioning Association Lakewood, CO

CERTIFIED MASSAGE THERAPIST August 2006
National Certification Board for Therapeutic Massage and Bodywork Oakbrook, IL

CERTIFIED CPR/AED INSTRUCTOR November 15, 2008
American Heart Association Topeka, KS

Cranial Sacral Therapist December 2006
Upledger Institute Tucson, Arizona

LICENSED MASSAGE THERAPIST January, 2007
Division of Professional Registration State of Missouri
LICENESD NO. 2007001132

PROFESIONAL MEMBERSHIP

National Strength and Conditioning Association

Associated Bodywork & Massage Professionals

International Association of Healthcare Practitioners

REFERENCES: Available upon request

Bobbie L McHenry1708 W 5th St Apt 2A

Lawrence, KS 66044

417-527-3464

bmchenry2001@gmail.com

Objective:

To establish a career in a massage therapy instructor position.

Education:

Professional Massage Training Center, Springfield, MO Graduation October 2007

GPA: 3.7

Continuing Education

Massage therapy ethics	9 hours
Business ethics	3 hours
Foot Reflexology	26 hours
Neuromuscular Therapy	4 hours
Aromatherapy	13 hours
Body Mechanics	3 hours

Licenses Held:

National Certification Therapeutic Massage and Bodywork	2007-2015
Massage Therapy State License – Missouri	current

Experience:

Pinnacle Career Institute	Lawrence, KS Kansas City, MO	August 2011 to present
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Massage Therapy Instructor

- Manage classrooms of 3-20 students
- Develop curriculum and lesson plans for all classes including anatomy and physiology, business, and various massage classes
- Oversee all happenings of the student clinic including all students and clients
- Develop curriculum for continuing education courses
- Supervise students during local community events
- Help with recruiting at by speaking at local high schools

Beauty Brands	Lawrence, KS	March 2010 to April 2011
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Massage Therapist

- Perform massage and bodywork treatments including Swedish massage, deep tissue, hot stone, neuromuscular therapy, and foot reflexology
- Manage client schedules
- Marketing for previous clients
- Answer phones and make appointments for all salon and spa staff

Great Wolf Lodge **Kansas City, KS** **May 2008 to Present**
Spa Manager and Massage Therapist

- Perform massage and body work treatments including hot stone, deep tissue, body exfoliations, and steam treatments
- Hire, supervise, train, and schedule 10-20 employees
- Manage client schedules and appointments
- Answer phones and schedule clients
- Manage and conduct a monthly inventory
- Order and manage retail items and supplies used in the spa
- Manage daily, monthly, and yearly financial reports

No. 10 Downing Salon & Beyond **Hollister, MO** **Oct 2007 to May 2008**
Massage Therapist

- Perform massage and bodywork treatments including Swedish massage, deep tissue, hot stone, and foot reflexology
- Manage client schedules
- Manage daily, monthly, and yearly financials
- Advertising and marketing for new and existing clients

Erin L. Stubblefield, D.C.

Education

July 2002 – February 24, 2006 Palmer College of Chiropractic Davenport, IA

Doctorate of Chiropractic Medicine

- Graduated *with honors* from Palmer College of Chiropractic on February 24, 2006 with a doctorate as a Chiropractic Physician.
- Received Certificate of Merit for work as a Diagnosis and Radiology Teaching Assistant as well as a Microbiology Teaching Assistant.
- Additional education included teachings in medical and business law, medical coding and billing, HIPPA rules and regulations, physical therapy, managerial duties, as well as training in marketing.

August 2000 – May 10, 2002 York College York, NE

Bachelor of Science – Natural Science/Biology

- Graduated *Cum Laude* from York College
- Served as York College's Chemistry Lab Monitor and Teaching Assistant where responsibilities included lab preparation and processing of hundreds of chemicals
- Also served as Teaching Assistant to the math and science departments

January 1999 – May 13, 2000 Garden City Community College Garden City, KS

Associate of Science – Earth Science

- Graduated *with high honors* from Garden City Community College
- Was recruited as an Admission's Assistant and became an integral part of the college's Prospective Student Marketing Plan
- Worked as a tutor in the library and as a Career Counselor for incoming freshman.

Post-Graduate
Professional
Experience

November 8, 2010 – Present Pinnacle Career Institute Kansas City, MO

Instructor – Massage Therapy Program

- Currently teach the Anatomy and Physiology 1 and 2 classes for students enrolled in the night class program for Massage Therapy.
- Uphold accreditation standards and enrich the students through innovative teaching methods and classroom interaction. This includes teaching through the use of media (Power Points, DVD's, etc), and hands on dry-lab exercises.

March 29, 2010 – Present Cleveland Chiropractic College Overland Park, KS

Clinician/Instructor

- Oversee students in the last year of clinical training to become Doctors of Chiropractic.
- Serve as a mentor to specifically assigned students as they matriculate through the D.C. Program. This mentoring includes review of all patient files and discussion regarding diagnosis, treatment, and management of patient cases.
- Perform file review to uphold CCE standards as well as teach the students on the fundamentals and importance of proper documentation/HIPAA requirements.
- Serve in Faculty Council to enrich the working environment for other faculty members on campus

February 9, 2009 – March 19, 2010 The American Red Cross Peoria, IL

Blood Services Collection Specialist

- Assist in the daily operations of mobile blood drives in a 200 mile radius of Peoria County.
- Perform health histories and venipuncture/phlebotomy procedures for the donation of whole blood units. Certified in Phlebotomy.
- Have received training in CGMP guidelines and document review for paperwork associated with the traceability and trackability of each unit donated.

December 17, 2007 – August 21, 2008 Peoria Association for Retarded Citizens Peoria, IL

Residential Group Home Manager

- Serving mentally and developmentally disabled individuals in a residential home setting. I was responsible for the health, safety, and well being of the residents and staff as well as the maintenance and inner-workings of the house.
- Attended Behavioral Health meetings concerning each resident and worked in conjunction to develop behavior plans to suit the needs of each resident.
- Responsible for the health, safety, and well being of the residents and staff as well as the maintenance and inner-workings of the house.
- Create and enforce house budgets, attended continual progress evaluations of the residents, plan community integration activities for the residents, etc.
- Responsible for staff interviewing, hiring, scheduling, payroll and training.

August 12, 2006 – March 19, 2010 The Office of Dr. Erin Stubblefield Peoria, IL

Chiropractic Physician/Physical Therapy Practice

- Serving Peoria, IL and surrounding communities with a family chiropractic practice
 - Have worked in the capacity as an Associate, Independent Contractor, and Sole Proprietor
 - Continually attending seminars in neurology, practice management, mental function and cognition, etc.
 - *My private practice did join with *HealthSource: Chiropractic and Progressive Rehab* from June of 2007-November of 2007
 - Since April of 2007, I began focusing on the care of the elderly and the mentally/physically disabled. I have an extensive background in physical therapy with those who are developmentally disabled. I am Board Certified in Physiotherapy.
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Lisa M. Tirmai, LMT

8020 nw 79th Place
Kansas City, MO 64152
(816) 694-8523
chichil799@yahoo.com

Objective

- To obtain a prosperous career with your company and to teach as well as learn.

Skills

- Licensed Massage Therapist
- Receptionist
- Money Management/ Customer Service
- Mailroom/ Coopy Clerk

Education

High Tech Institute
Associates degree of Applied Science in Massage
Therapy

Stateline rd Kansas City, MO
January, 2007

- Awarded Most Outstanding Student
- Awarded Alpha Beta Kappa

Parkhill Senior High School
High School Diploma

Barry rd Kansas City, MO
January, 1996

Experience

Pinnacle Career Institute
Massage Therapy Instructor

1001 E. 101st Terrace Kansas City, MO
64131
September, 2010 - Present

- Instruction of Massage Therapy modalities in a classroom setting of three to twenty students. Instruct students in courses in massage therapy according to established curriculum. Instruct the assigned course(s) in accordance with the approved curriculum. Track daily record of student attendance and grades in accordance with school policy. Ensure that the classroom and school's atmosphere is conducive to maximum learning and retention of students. Oversee students as they learn to run and manage a Massage Therapy Clinic.

Harmony Health & Wellness
Licensed Massage Therapist

Kansas City, MO
March, 2010 - Present

- Perform Massage to clients, per their request.

In home Massage
Licensed Massage Therapist

Jacksonville, FL
July, 2008 - March, 2010

- Perform Massage to clients, per their request.

Harmony Health & Wellness
Licensed Massage Therapist

Kansas City, MO
January, 2008 - July, 2008

- Perform Massage to clients, per their request.

Massage Envy
Licensed Massage Therapist

Olathe, KS
August, 2007 - January 2008

- Perform Massage to clients, per their request.

References Available Upon Request

OPEN SESSION MINUTES
Missouri Board of Therapeutic Massage
October 1, 2012 – 11:30 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

At 11:34 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. The executive director facilitated roll call.

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 Ms. Standley to approve the open session agenda adding a discussion regarding future meetings. 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 Ms. Standley to approve the open session minutes of the August 13th board meeting and August 22th mail ballot. Board members voting aye: Ms. Mouser, Ms. Standley, Mr. Nelson and Ms. Brodecker. Motion carried unanimously.

Pinnacle Career Institute – North Kansas City Campus

The board reviewed the curriculum and instructors and determined the statutory and regulatory requirements for licensure were met by the program.

Federation Annual Meeting – Update Brandy Mouser

Ms. Mouser reported that the project on core competency and continuing education would continue adding that states did not have a mandate to add core competency to their respective statutes. Multiple amendments to the by-laws were introduced and defeated by the delegate assembly. New officers and board members were introduced to the delegates also.

There was discussion regarding the recent suspension of massage therapist licenses of 161 practitioners licensed in Florida. Ms. Mouser explained that the state is still conducting an investigation and the Federation and State of Florida would keep states apprised of further

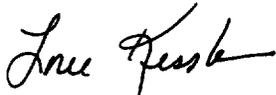
developments. Ms. Mouser concluded that the Federation hoped to begin beta testing the national database in 2013.

Meeting Schedule

The board tentatively scheduled a face to face meeting November 5th in Jefferson City.

At 11:46 a.m., a motion was made by Ms. Standley 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 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 12:27 p.m., a motion was made by Ms. Mouser and seconded by Ms. Standley to convene in open and 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 November 5, 2012