



## PROGRAM INFORMATION

Program Title: <b>TERM 1</b>	<b>COMPETENCY BASED MASTERY LEVEL REGISTERED MASSAGE THERAPY PROGRAM - YEAR 1</b>		
Start Date:	September 1, 2024	End Date:	December 14, 2024
Program Duration:	# Weeks: 15	<input checked="" type="checkbox"/> Weeks	
	# Hours: 474.5	<input checked="" type="checkbox"/> Hours	
Program Credential: to be awarded upon completion of term 5:	<input checked="" type="checkbox"/> Diploma	<input type="checkbox"/> Certificate	
Program Delivery Method: <input checked="" type="checkbox"/> <b>In-class</b> <input type="checkbox"/> Distance - Synchronous* <input type="checkbox"/> Distance - Asynchronous* <input type="checkbox"/> Distance - Both Synchronous and Asynchronous* <input type="checkbox"/> Combined (specify which courses are delivered in-class and when): <i>* Synchronous distance delivery means students attend classes virtually in 'real time' with instructors and classmates.</i> <i>* Asynchronous distance learning means students and instructors do not meet in 'real time'. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.</i>			
Language of Instruction:	English		
Required course materials and technological resources not provided by the institutions (if applicable):	Computer or device to access the internet; Internet connection.		

## PROGRAM ADMISSION REQUIREMENTS

Transcript of proof of minimum high school graduation, proof of completion of an Introduction to Massage Course, 3 signed original character reference letters, medical note from physician, student budget worksheet, application essay, current resume, Criminal Record Check, educational interview, language proficiency assessment and procedure for students whose first language is not English.

**Program admission requirements may not be waived by the student or the institution.**

## PROGRAM OUTLINE - CURRENT TERM

*Note: A full Program Outline (terms 1 - 5) is attached to this contract)*

Anatomy and Physiology I	90 HOURS
Musculoskeletal Anatomy Lecture I	105 HOURS
Musculoskeletal Anatomy Lab I	80.5 HOURS
Manual Skills I	105 HOURS
Clinical Assessment	49 HOURS
Ethics and Professionalism	27 HOURS
Professional Communication	18 HOURS

## WORK EXPERIENCE (if applicable)

**Requirements for participation:** Prior to the start of Term 2, submission of immunization records (or if required, blood serology results) for: Covid-19, Rubella, Mumps, Measles, Tetanus, Diphtheria, Hepatitis C, Hepatitis B, Varicella Zoster and TB Skin Test; Submission of confirmation of completion of Standard First Aid, CPR C with AED.

**Estimate of the cost to complete:** Massage Table (\$400); PPE (\$40 - \$60); Parking (\$60 - \$120 per term)

**Geographic area** or region of the province where the work experience component will be provided: Lower Mainland

**Date(s)** on which work is intended to be provided: N/A

**Number of hours** of instruction: N/A

## REGULATORY REQUIREMENTS

Must have graduated from an accredited Massage Therapy Institution which taught the student the required competencies (Inter-Jurisdictional Practice Competencies and Performance Indicators for Entry – to Practice document) for entry to practice for registered massage therapist. The graduate must hold a current CMTBC Registration and be in good standing with the CMTBC.

## PROGRAM COSTS All fees are in Canadian dollars (\$CAN)

Registration Fee: (maximum \$250 domestic/\$1000 international)	\$	100.00
Tuition Fee (including discounts/scholarships)	\$	8,450.00
Textbook Fee (not provided as part of tuition fee; students must purchase independently, refer to attached Program Outline for details)	\$	
Materials and Supplies (not provided as part of tuition fee; students must purchase independently, refer to attached Program Outline for details)	\$	
Uniform and Equipment Fee (not provided as part of tuition fee; students must purchase independently, refer to attached Program Outline for details)	\$	
Student Record Archiving Fee	\$	4.00
Prior Learning or Portfolio Assessment Fee (maximum \$250)	\$	
Other Fees Payable (explain)	\$	
<b>TOTAL PROGRAM COST PAYABLE UNDER THIS CONTRACT</b>	<b>\$</b>	<b>8,554.00</b>

## PAYMENT TERMS

Payments can be made by cheques, bank draft, money order, or debit. A processing fee applies to payment by credit card. There will be a \$50 fee for late post-dated payments, late monthly payments, and NSF cheques.

Payment Schedule?  No  Yes (if yes, set out terms below)

**Payment Due Date:**

**Amount Due:**

Registration Fee: due prior to beginning of term	\$	
Prior Learning or Portfolio Assessment Fee: due prior to beginning of term, if applicable	\$	
Other Fees: due prior to beginning of term, if applicable	\$	
Enrollment Fee: due prior to beginning of term	\$	2,500.00
First Payment due: <b>September 27, 2024</b>	\$	1,985.00
2 <sup>nd</sup> Payment due: <b>October 30, 2024</b>	\$	1,985.00
3 <sup>rd</sup> Payment due: <b>November 28, 2024</b>	\$	1,984.00

Prepaid or post-dated payments must be received by: **September 11, 2024**

## REFUND POLICY

The institution's refund policy is available at [www.collegeofmassage.com](http://www.collegeofmassage.com)

As a PTIB designated institution the West Coast College of Massage Therapy (WCCMT) follows the refund policy which is set out by the Private Training Institutions Branch which is described below.

APPROVED PROGRAMS - IN-CLASS OR COMBINED DELIVERY	REFUND DUE
<b>Before program start date, WCCMT receives a notice of withdrawal:</b>	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee. <b>Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.</b>
<ul style="list-style-type: none"> <li>At least 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	WCCMT will retain up to 10% of tuition, to a maximum of \$1,000.
<ul style="list-style-type: none"> <li>More than seven days after the student and WCCMT signed the enrolment contract, and</li> <li>Less than 30 days before the later of:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance (international students)</li> <li>The program start date in the enrolment contract.</li> </ol> </li> </ul>	WCCMT will retain up to 20% of tuition, to a maximum of \$1,300.
<b>After program start date, WCCMT provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than distance-education-only programs):</b>	
<ul style="list-style-type: none"> <li>After the program start date, and up to and including 10% of instruction hours have been provided.</li> </ul>	WCCMT will retain up to 30% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided.</li> </ul>	WCCMT will retain up to 50% of tuition.
<ul style="list-style-type: none"> <li>After the program start date, and after more than 30% of instruction hours, have been provided.</li> </ul>	No refund due.
<b>Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):</b>	
<ul style="list-style-type: none"> <li>Student does not attend the first 30% of the program.</li> </ul>	WCCMT will retain up to 50% of the tuition paid.
<b>WCCMT receives a refusal of study permit (applies to international students requiring a study permit):</b>	
<ul style="list-style-type: none"> <li>Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:               <ol style="list-style-type: none"> <li>The program start date in the most recent Letter of Acceptance</li> <li>The program start date in the enrolment contract.</li> <li>Student has not requested additional Letter(s) of Acceptance.</li> </ol> </li> </ul>	100% tuition and all related fees, other than application fee
APPROVED PROGRAMS - DISTANCE DELIVERY	REFUND DUE
<b>Before program start date, WCCMT receives a notice of withdrawal:</b>	
<ul style="list-style-type: none"> <li>No later than seven days after student signed the enrolment contract, and</li> <li>Before the program start date</li> </ul>	100% tuition and all related fees, other than application fee

• Student has <b>completed</b> no more than 30% of the program.	70% of the tuition.
• Student has <b>completed</b> more than 30% but less than 50% of the program.	50% of the tuition.
• Student has <b>completed</b> 50% or more of the program.	No refund due.

**Completed** means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.

WCCMT will refund fees paid for textbooks, course materials, equipment and uniforms if not provided to the student. When a refund is due, WCCMT will provide it to the student within 30 days of:

- Receiving a notice of withdrawal from a student or receiving a copy of refusal of a study permit.
- Providing a student with a notice of dismissal.
- Receiving an order from the registrar to issue a refund because a student was admitted in an approved program without meeting the admission requirements.
- The program end date included in the enrolment contract if WCCMT did not provide a work experience to a student within 30 days of the end date.
- The date on which the first 30% of the program would have been completed if a student did not attend the first 30% of the program

### PRIVATE TRAINING INSTITUTIONS BRANCH

Tel. (604) 569-0033 or 1-800-661-7441  
 Fax. (778) 945-0606  
[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)  
[PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties of the registrar under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

WCCMT is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to [www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca).

### RELEASE OF PERSONAL INFORMATION

The personal information on this form consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation.

### STUDENT STATEMENT OF RIGHTS

West Coast College of Massage Therapy (WCCMT) is certified with the [Private Training Institutions Branch](http://www.privatetraininginstitutions.gov.bc.ca) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training. Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

1. You have the right to be treated **fairly** and **respectfully** by the institution.
2. You have the right to a **student enrolment contract** that includes the following information:
  - (a) amount of tuition and any additional fee for your program
  - (b) refund policy
  - (c) if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided.
  - (d) whether the program was approved by PTIB or does not require approval.

3. It is your responsibility to make sure you **read the contract** before signing. The institution must provide you with a signed copy.
4. You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint. For a full description of WCCMT's dispute resolution process, please see our student policy manual, section 37.0 Student Dispute Resolution Policy.
5. You have the right to make a **claim** to PTIB for a **tuition refund** if:
  - (a) your institution ceased to hold a certificate before you completed an approved program
  - (b) you were misled about a significant aspect of your approved program.
6. You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about your rights and responsibilities as a student at WCCMT, please refer to our student policy manual, section 15.0 Student Statement of Rights.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

### FULL 20-MONTH PROGRAM OUTLINE

<b>Brief Program Description</b>	The purpose of WCCMT's Competency Based Mastery Level RMT Program of study is to educate and train students in the knowledge, skills and aptitudes required to successfully meet entry to practice requirements for the healthcare field of Registered Massage Therapy.
<b>Career Occupation</b>	This program is intended to prepare students for entry to practice in the field of Registered Massage Therapy.
<b>Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Transcript of proof of minimum high school graduation</li> <li>• Proof of completion of an Introduction to Massage course</li> <li>• 3 signed original character reference letters</li> <li>• Medical note from physician</li> <li>• Student budget worksheet</li> <li>• Application essay</li> <li>• Current resume</li> <li>• Criminal record check</li> <li>• Educational interview</li> <li>• Language proficiency assessment policy and procedure for students whose first language is not English</li> </ul>
<b>Learning Objectives</b>	<p><b>Upon completion of this program the successful student will have reliably demonstrated the ability to:</b></p> <ul style="list-style-type: none"> <li>• Acquire and integrate knowledge and understanding of Health Science curriculum based on the College of Massage Therapists of British Columbia's Guidelines for Foundational Knowledge document.</li> <li>• Fulfill clinical competency requirements outlined in the Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice</li> <li>• Apply knowledge and skills in the classroom and in the College's student intern clinic and outreach practicum settings.</li> <li>• Provide safe, effective, and ethical Registered Massage Therapy care.</li> </ul>
<b>Method(s) of Evaluation</b>	All methods of evaluation are included in course outlines.
<b>Completion Requirements</b>	All students must complete each course in the program with a minimum passing grade of 75%. All students must also complete 550 hours of clinical internship which includes on-site clinical practicum and outreach practicum.
<b>Program Duration</b>	The RMT program consists of 2423 instructional hours, a total of seventy - five (75) weeks in duration.
<b>Homework Hours</b>	In order for a student in the RMT program to be successful, he/she will require to put in a minimum of <u>18-21 hours/week</u> of study and review outside of schoolwork, for the entire duration of the program.

<b>Delivery Method</b>	<p>Indicate how the program is delivered.</p> <p><input checked="" type="checkbox"/> In-class instruction.</p> <p><input type="checkbox"/> Distance – Synchronous*    <input type="checkbox"/> Distance – Asynchronous**    <input type="checkbox"/> Distance – Both</p> <p><input type="checkbox"/> Combined delivery</p> <p>* Synchronous distance delivery means students attend classes virtually in 'real time' with instructors and classmates.</p> <p>**Asynchronous distance learning means students and instructors do not meet in 'real time'. There is no live video portion of the program. Students in a program may move through assignments at their own pace, supported by online resources such as recorded lectures, reading material, assignments and discussion groups.</p>
<b>Required course materials:</b>	<b>TEXTBOOKS: Not provided as part of tuition fee, students must purchase independently:</b> (Textbook list is subject to change. Students should confirm required texts prior to purchase)
<b>TERM 1</b>	Principles of Anatomy & Physiology, Tortora & Derrickson Atlas of Human Anatomy, Frank H. Netter Ethics and Professionalism, Cidalia Paiva Messages – The Communication Skills Book, McKay/ Davis/ Fanning Orthopedic Physical Assessment, Magee Outcome-Based Massage, Andrade. CK Muscles: Testing and Function with Posture and Pain, Kendall The Muscular System Manual, Muscolino
<b>TERM 2</b>	Brunnstrom's Clinical Kinesiology, Houglum Myofascial Pain and Dysfunction The Trigger Point Manual, Donnelly, Joseph Pathology for Massage Professionals, Salvo Pathology for Health Professions, Ivan Damjanov
<b>TERM 3</b>	Therapeutic Exercise – Foundations & Techniques, Kisner & Colby Textbook of Disorders and Injuries of the Musculoskeletal System, Salter Management of Common Musculoskeletal Disorders, Hertling & Kessler
<b>TERM 4 &amp; 5</b>	All previously required textbooks.
<b>Recommended Additional Resources</b>	Clinical Anatomy by Regions, Snell Modern Hydrotherapy for the Massage Therapist, Sinclair Clinical Massage Therapy, Rattray, Ludwig Fundamentals of Therapeutic Massage, Fritz Pathology: Implications for the Physical Therapist, Goodman Massage Therapy and Medications, Persad
<b>Materials &amp; Supplies</b>	<b>Not provided as part of tuition fee, students must purchase independently:</b> <ul style="list-style-type: none"> <li>• Linens</li> <li>• Miscellaneous school supplies (pens, binders, etc.)</li> </ul>
<b>Uniform, Equipment &amp; Other</b>	<b>Not provided as part of tuition fee, students must purchase independently:</b> <ul style="list-style-type: none"> <li>• Clinic Uniform</li> <li>• Stethoscope</li> <li>• Blood Pressure Cuff</li> <li>• Massage Table</li> <li>• Thermophore</li> <li>• Personal Protective Equipment (masks, goggles, face shield)</li> <li>• Completion of Standard First Aid, Level "C" with AED</li> </ul>

## PROGRAM ORGANIZATION

	Title of Course/Work Experience Component	# of Hours
<b>TERM 1</b>	Anatomy & Physiology I	90
	MSAK I Lecture	105
	MSAK I Lab	80.5
	Manual Skills I	105
	Clinical Assessment	49
	Ethics & Professionalism	27
	Professional Communication	18
<b>TERM 2</b>	Anatomy & Physiology II	45
	MSAK II Lecture	90
	MSAK II Lab	52.5
	Manual Skills II	98
	Neurology I PNS	45
	General Pathology I	36
	Health Regulation	15
	Clinic Internship I	98
<b>TERM 3</b>	Anatomy & Physiology III	84
	Neurology II CNS	72
	Systemic Treatments I	35
	General Orthopedic Treatments	98
	Therapeutic Exercise	52.5
	Research and Academic Writing	36
	Clinic Internship II	98
<b>TERM 4</b>	Regional Orthopedic Treatment	77
	Orthopedic Pathology	45
	Anatomy and Physiology IV	39
	General Pathology II	66
	Systemic Treatments II	35
	Joint Mobilizations	35
	Clinic Internship III	196
<b>TERM 5</b>	Neurological Assessment & Treatments	66.5
	Business Practice Management	39
	Pain & Stress	35
	Consolidated Health Science	17.5
	Clinical Case Presentation	24.5
	Medications	18
	Surgery	15
	Spinal Orthopedic Treatment	42
	Consolidated Practice	21
	Mock Oral Practical	26
	Clinic Internship IV	196

## STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between West Coast College of Massage Therapy and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

I confirm I received a copy of WCCMT's Sexual Violence and Misconduct Policy with this student enrolment contract.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

SIGNATURE of STUDENT or PARENT/LEGAL  
GUARDIAN:



DATE:

May 27, 2024

## INSTITUTION SIGNATURE


The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

NAME OF INSTITUTION REPRESENTATIVE

*Nicole Freesman - R.M.T., P.I.D.*

Executive Director and Senior Educational Administrator

SIGNATURE:



DATE:

, 2024