



Massage Arts Center of Philadelphia

Educating Touch Therapy Practitioners for Over Twenty Years

Name: _____

Address: _____

Email: _____

Phone number: (Home) _____

(cell) _____

Referred by: _____

Massage School Attended: _____

When: _____

Workshop Title	Dates	Investment
Total amount Due: Make check payable to: Massage Arts Center CC# _____ or We accept Visa/MC Exp. _____		519 S 4 th St Philadelphia, PA 19147

MACP is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a Continuing Education provider. Courses and workshops at MACP may be used to fulfill NCB recertification requirements.

Registration:

Print out registration form and send in with payment. One and two day workshops must be paid in full at least two weeks prior to the scheduled start date, three day (or more) workshops require at least a \$250.00 deposit at least two weeks prior to the scheduled start date and must be paid in full prior to their start date. Registration forms must accompany payment in order to be processed; payment or down payment secures a seat in class.

Cancellations:

If you need to cancel your enrollment in any of this sections classes, seminars or workshops, you need do so seven days prior to the start of class. Cancellations for emergencies or illness will require documentation if less than seven days notice is provided.

Refund Policy:

Cancellations must be made within seven days of the start of your workshop or 50% of paid tuition is forfeited to MACP. Class size is limited; deposits hold space in class. Determinations that a class will take place are contingent upon enrollment and are assessed one week (7 Days) prior to a course's commencement date. If 24 hours (or less) notice of cancellation is provided 100% forfeiture of paid tuition applies. If MACP has to cancel a continuing education class, workshop, course, or seminar, for any reason, 100% of paid tuition will be refunded or credit for another course will be provided to all enrollees.

Sign as acknowledging you have read and understood our policies including rules stated on the second page of this form..

Non-Discrimination Policy

MACP admits students of any color, race, ethnic origin, gender, religious background, or sexual orientation, to all the rights, privileges, programs and activities made available to students at the school. MACP does not discriminate because of color, race, ethnic origin, gender, religious background, or sexual orientation in its admissions policies, educational policies, loan programs and any other school administered programs. All students, staff and faculty must adhere to the MACP non-discrimination policy at all times. Violations of the policy will result in immediate dismissal from the program or employment.

Rules & Regulations of Massage Arts

1. Do not smoke in the school building or directly in front; dispose of your butts properly!
2. No chewing gum allowed in class
3. Maintain a professional appearance as well as sanitary personal hygiene
4. No eating or drinking in classrooms
5. Before leaving the classroom each day, each student must take with them all personal items and must fulfill their assigned clean up duty.
6. All students must follow the professional appearance & personal hygiene code
7. All students must follow the dress code.
8. All students must follow the NCBTMB or AOBTA Codes of Ethics.
9. All students must follow Massage Arts Standards of Conduct & Professional Ethics.
10. All students must follow MACP's established procedures for challenge/solution issues

Challenge Solution Procedure

Any student facing challenges in their training in general or with other students or staff are required to take steps to notify the MACP administration. This may include speaking with the individuals involved, reporting all incidents to a staff member, or completing a Challenge/ Solution form in the second floor common area. Once administration has been notified they will work to address your concerns immediately.

Dress Code

1. Students are to arrive to class in clean, comfortable, professional attire. Inappropriate clothing such as half shirts, halter tops, mini-skirts, torn or stained jeans, short shorts, clothing with suggestive language, or low cut tops are not permitted in the classroom. Please no cleavage, no bare midriff, no see-thru pants and no underwear showing. The instructor may not allow students into class if they are not in proper attire.
2. For clinic, community outreach and other specified activities, students are to wear black, white, or khaki pants, matching shoes (sneakers, shoes, boots with high heels) and the Massage Arts Center of Philadelphia T-shirt or PLAIN T-shirt (no logos)tucked into pants.

Draping Standards - Students must maintain a professional bearing in the classroom. Students must agree to the AMTA policy on draping; genital areas covered at all times and classroom nudity prohibited; students are fully clothed when giving massage.

Guidelines Regarding Nudity

Students must:

- ☉ Maintain a professional bearing in the hallways and restrooms.
- ☉ Dress according to dress code. Leave the massage classrooms fully dressed.
- ☉ Strictly obey the AMTA rules of draping.

Communicable Diseases - All students will protect both their classmates and the public by the use of finger cots and latex gloves in the event of any broken skin on the hands or forearms of the one administering massage. Bandages must be used on any broken skin by the one receiving massage. Towels with blood or other body fluid spills; handle with latex gloves and launder separately with chlorine bleach. Students and clients maintain the personal right to refuse services if they suspect a communicable disease is present.

Professional Appearance & Personal Hygiene - Students are to arrive at class in clean, comfortable, professional attire with nails scrubbed clean and filed short; long hair pulled back. Avoid cologne, perfume and scented products. Students in massage class must exhibit no offensive breath or body odor. The Center reserves the right to refuse admission and participation to any student failing to comply with these requirements. Massage Arts Center of Philadelphia stringently practices universal precautions in all classroom settings. Students are introduced to these hygienic practices on the first day of class and are expected to follow them throughout the length of their education. ***Students must notify the Center immediately of any condition, which would prevent them from administering, or receiving a massage or which could endanger other students or staff.*** The school will then determine, on an individual basis, a student's ability to participate in class.