



# Apprenticeship Program Catalog

Program Details and Your Path Toward Enrollment

*October 2027 Edition*

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## **Welcome to IIMB**

Welcome to Integrative Institute of Massage & Bodywork. We prepare apprentices through practical experience, thoughtful guidance, and a supportive learning community. Our aim is to help you develop the knowledge, confidence, professional judgment, and compassion needed to care for clients and continue growing throughout your career.

### **Collaborative mentorship**

Certified Mentors Amanda Morris and Tara Rigger lead the program together. Tara and Amanda are each **approved to operate by the Missouri Board of Therapeutic Massage**. Each apprentice is assigned a primary Certified Mentor for documentation and apprenticeship compliance, while learning within a collaborative mentor team. The assigned mentor is identified in the enrollment agreement.

### **Our Story**

We founded Integrative Institute of Massage & Bodywork through a shared commitment to massage therapy education and the people pursuing it. As practitioners, educators, and colleagues, we had seen how meaningful guidance, hands-on experience, and supportive relationships could shape a future massage therapist's confidence and professional growth.

When WellSpring School of Allied Health unexpectedly closed, massage students in Springfield faced uncertainty about how they would finish their education. We stepped forward to help them continue their training and complete required hours. Our connection to those learners—and our commitment to the local massage community—helped shape our work in building IIMB.

Creating the Institute meant bringing together our experience in clinical practice, teaching, program leadership, and business ownership. Together, we developed an apprenticeship centered on collaborative mentorship, practical learning, and supervised client care. We prepared classroom and clinic spaces, organized our educational program, and established an environment where apprentices could receive consistent guidance from both of us as Certified Mentors.

Our vision was personal: to create a place where apprentices felt safe, are truly known, supported, challenged, and encouraged to grow. Our apprentice-mentor ratio of 4:1 allows us to understand each apprentice's strengths, offer thoughtful feedback, and help connect classroom knowledge with the decisions involved in caring for real clients and the apprentices themselves.

Today, that purpose continues to guide us. Our story began during a period of change in Springfield's massage education community, and it continues through the apprentices we mentor and the clients they will one day serve.

### **Our educational philosophy**

We believe learning grows through experience, reflection, and meaningful relationships. Apprentices practice skills with guidance, receive constructive feedback, and develop the professional judgment needed to adapt care to each client. We value curiosity, cooperation, ethical practice, and continued learning throughout a massage therapy career.

### **Educators and learning environment**

Amanda Morris and Tara Rigger bring clinical practice and massage education experience to instruction. Hannah Hassani, M.S., provides science instruction. The facility includes four private

clinic rooms, reception, instructor and administrative space, and a classroom for lecture and practical learning.

## **Admissions and Enrollment**

### **Enrollment Steps**

Applicants must be at least 18 before beginning, hold a high school diploma, GED, or equivalent, complete the online application, meet Missouri apprenticeship registration requirements, and commit to demonstrating professional and ethical client care. Previous healthcare experience is not required.

### **Enrollment steps**

1. Begin by exploring our program and contacting us with questions. We encourage you to take a virtual tour to see our classroom and clinic and here from Amanda and Tara.
2. When you're ready, submit the online application.
3. Before an acceptance decision is made, you'll participate in an applicant interview to discuss your goals, program expectations, Class schedule, coursework, policies, enrollment agreement, tuition, and payment options.
4. If accepted, you'll finalize your enrollment agreement and payment arrangements, submit the required enrollment fee and documentation, and prepare for your first day.

### **Previous education and transfer hours**

We respect the time, energy, and commitment involved in completing previous education. However, IIMB does not accept transfer hours from other massage therapy programs or prior anatomy and physiology coursework.

Our approximately six-month apprenticeship is designed as a cohesive learning experience. All apprentices complete our curriculum together, learning through our Certified Mentors' expertise, teaching approach, and professional expectations. This shared foundation supports consistent skill development, collaborative learning, and continuity throughout the program.

### **Minimum Enrollment Requirement**

The Integrative Institute of Massage and Bodywork (IIMB) requires a minimum enrollment of four (4) apprentices to proceed with each scheduled apprenticeship term.

If the minimum enrollment requirement is not met, IIMB reserves the right to cancel or postpone the term. Affected apprentices will be notified no later than fourteen (14) calendar days prior to the scheduled start date. In the event of cancellation or postponement due to insufficient enrollment, apprentices may choose one of the following options:

- Full Refund: Receive a full refund of the enrollment fee paid.
- Enrollment Transfer: Apply the enrollment fee toward the next consecutive apprenticeship term, securing a reserved spot in that term.

Apprentices will be given the opportunity to select their preferred option upon notification. Any enrollment fees transferred to a future term will be credited in full toward that term's enrollment requirements.

## **Program Structure and Calendar**

IIMB offers a 625-hour FOUNDATIONAL program combining in-person learning, supervised clinic, and online work.

### **Building the foundation**

The apprenticeship moves from foundational education into supervised client care, allowing apprentices to apply their learning as their skills and confidence develop.

The program begins with educational days on Wednesdays and Fridays, selected Thursdays, and scheduled Saturdays. These days combine classroom learning, demonstrations, and guided hands-on practice.

### **Introducing clinic experience**

Apprentices will complete 100 hours of working with the public in our apprentice massage clinic. Thursday educational days transition into supervised clinic shifts after completing foundational courses. Apprentices are divided into smaller groups that alternate Thursday clinic days, providing focused guidance from a Certified Mentor. Wednesday and Friday educational days continue alongside clinic days.

### **Expanding clinical practice**

Later in the program, Fridays transition into clinic days, while Wednesdays remain focused on education and preparation for professional practice. Scheduled Saturday clinic opportunities provide time to complete approved makeup hours. This progression gives apprentices increasing experience with client care, treatment planning, documentation, and clinic operations.

Education and clinic days run from **8:30 a.m. to 5:30 p.m.**, including a one-hour lunch. The specific sequence, clinic assignments, and Saturday dates are provided in each Class's academic calendar.

### **Online learning**

The apprenticeship includes 100 hours of online coursework completed outside scheduled classroom and clinic days over a span of 20 weeks averaging 5 hours per week. Online learning is not expected during scheduled Holiday breaks. This learning allows apprentices to work independently while following course deadlines and receiving guidance from their educators.

Online coursework is a required part of the program. Apprentices are responsible for completing assigned learning activities, submitting coursework, and demonstrating understanding through required assessments. Reliable internet access and a device compatible with the program's learning platform are necessary.

Download upcoming Program Calendars here: <https://www.iimbspringfieldmo.com/resources>

## What You'll Learn

Our apprenticeship curriculum is thoughtfully designed around the Entry-Level Analysis Project (ELAP)—a nationally recognized educational framework developed to prepare massage therapists for safe, ethical, and effective professional practice.

Rather than focusing solely on techniques, the ELAP emphasizes the development of clinical knowledge, professional judgment, therapeutic relationships, and hands-on competence. Throughout your apprenticeship, you'll build the knowledge and confidence needed to serve clients with skill, compassion, and integrity.

While our curriculum is grounded in the nationally recognized ELAP framework, our teaching philosophy extends beyond minimum educational standards by emphasizing mentorship, critical thinking, relationship-centered care, and the development of confident, adaptable healthcare professionals.

### Foundations of Massage Therapy

Develop a strong understanding of massage theory, the history and evolution of the profession, therapeutic benefits, indications and contraindications, ethics, research literacy, and evidence-informed practice.

### Professional Practice

Learn the essential habits of a successful healthcare professional, including body mechanics, self-care, sanitation, infection control, laws and regulations, professionalism, and creating safe therapeutic environments.

### The Therapeutic Relationship

Develop effective communication skills, professional boundaries, ethical decision-making, client-centered care, and the ability to cultivate meaningful therapeutic relationships built on trust and respect.

### Anatomy, Physiology Kinesiology & Pathology

Build a comprehensive understanding of the human body, body systems, tissue function, common pathologies, and how health conditions influence clinical decision-making and massage treatment.

### Assessment & Clinical Reasoning

Learn to evaluate posture, movement, range of motion, tissue quality, and client health history while developing the critical thinking skills necessary to adapt treatment plans for each individual client.

### Massage Techniques & Clinical Application

Master foundational Swedish massage while progressing into advanced techniques including fascia focused approaches, instrument-assisted massage, movement-based therapies, and treatment adaptations for a variety of client needs.

### Apprentice Massage Clinic Experience

Apply your knowledge through supervised clinical practice with real clients. Refine your assessment skills, treatment planning, documentation, communication, professionalism, and confidence in a supportive learning environment. You will also receive CPR training and certification to ensure you are prepared to respond appropriately in emergency situations.

### Business & Career Development

Prepare for a successful career through education in business fundamentals, professional communication, licensure preparation, MBLEx review, and lifelong professional development.

Detailed course descriptions and syllabi are provided to apprentices after acceptance into the program.

## Tuition and Payment Options

Your investment in our apprenticeship includes tuition and additional expenses for supplies, certifications, and entry into professional practice. The breakdown below explains what tuition covers, which costs are your responsibility, and which purchases are optional so you can plan ahead.

Additional expenses are due when the associated materials, services, or requirements are needed during the program, and apprentices are responsible for budgeting for and paying these expenses as they arise. Anticipated timeframes of expenses are estimates and may vary with the program schedule.

| Item                                    | Cost            | Details                                                                                   |
|-----------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| <b>Full program tuition — 625 hours</b> | <b>\$12,500</b> | \$20 per required instructional and apprentice clinic hour                                |
| Required textbook                       | Included        | <i>Massage Therapy: Principles and Practice</i> , Elsevier 8th Edition, by Susan G. Salvo |
| Apprentice liability insurance          | Included        | ABMP coverage during the program                                                          |
| MBLEx preparation resource              | Included        | ABMP ExamCoach                                                                            |
| Missouri Student License fee            | Included        | Covered by tuition                                                                        |
| IIMB T-shirt                            | Included        | ONE IIMB T-shirt provided to each apprentice within the first 2 weeks of the program.     |

### **Additional Apprentice Expenses**

|                                     |                          |                                                                                                              |
|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------|
| CPR/First Aid certification         | Approximately \$90–\$135 | Anticipated timeframe of expense is within the first 8 weeks.                                                |
| Linens, towels, and lubricant       | Approximately \$80       | For classroom and clinic use. Anticipated timeframe of expense is within the first 2 weeks.                  |
| Fingerprinting and background check | Approximately \$48       | Anticipated timeframe of expense is within the first 8 weeks.                                                |
| MBLEx examination                   | \$265                    | Anticipated timeframe of expense is the last 2 weeks of the program—when apprentices apply to take the exam. |

### **TOTALS**

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|                                      |                            |                                                        |
|--------------------------------------|----------------------------|--------------------------------------------------------|
| <b>Estimated additional expenses</b> | \$697 – \$878              | Includes CPR/First Aid certification                   |
| <b>Estimated total investment</b>    | <b>\$13,197 – \$13,378</b> | <b>FULL tuition plus estimated additional expenses</b> |

### Optional Purchases

|                             |                             |                                                                                                                               |
|-----------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Personal massage table      | Approximately \$100 – \$700 | For practice or use outside the IIMB classroom and clinic                                                                     |
| Suggested reading materials | Varies                      | Optional supplemental resources                                                                                               |
| IIMB T-shirt                | Approximately \$18-\$22     | ONE T-shirt is provided for each apprentice and additional t-shirts can be purchased prior to the clinic schedule start date. |

## Enrollment Fee and Payment Schedule

**A \$2,500 non-refundable enrollment fee is required to secure your place in the program. This fee is applied toward your total tuition and is not an additional charge.**

Accepted applicants must sign and submit their Enrollment Agreement and pay the required enrollment fee within fourteen (14) calendar days of receiving the agreement to secure their place in the apprenticeship program.

Failure to complete both requirements within the designated timeframe will result in forfeiture of the applicant's reserved spot, which may then be offered to another qualified applicant. Applicants who do not meet the deadline may request consideration for a future term, subject to availability.

You may pay tuition in full before the program begins or use our in-house monthly payment plan. After your enrollment fee is applied, the remaining tuition is divided into equal monthly payments based on your program schedule. Payments are due on the first of each month, beginning in the month your program starts.

### **Tuition breakdown                      Full program**

Total tuition                                      \$12,500

Enrollment fee applied toward tuition    \$2,500

Remaining tuition balance                    \$10,000

We review your enrollment fee due date, payment amounts, and payment dates together during your enrollment meeting. Your individual payment schedule is recorded in your enrollment agreement. You may make a larger initial payment to reduce the remaining balance and monthly payments.

If you anticipate difficulty making a payment, contact us before its due date to discuss your situation.

**Example of 6 month In House Payment Option:**

| <b>Payment breakdown</b>  | <b>Full program</b> |
|---------------------------|---------------------|
| Total tuition             | \$12,500.00         |
| Enrollment fee            | \$2,500.00          |
| Remaining tuition balance | \$10,000.00         |
| Monthly payments 1–5      | \$1,666.67 each     |
| Final monthly payment     | \$1,666.65          |

Accepted forms of payment include cash; checks, cashier's checks, or money orders payable to **IIMB**; and credit or debit cards, subject to a **3% service charge**. We also accept payments from PAYLATER, AFTERPAY and KLARNA when payments are made on our website. AFTERPAY AND KLARNA have a 6% processing fee.

Tuition is earned as we provide educational services, regardless of an apprentice's attendance, participation, or successful completion. Apprentices remain responsible for tuition already earned, including tuition due for any month in which they are enrolled and receiving educational services. Absences, withdrawal, suspension, or dismissal do not eliminate this responsibility. If payments are not made as agreed, we may revise payment terms, suspend access to educational services, withhold transcripts, certificates, or completion documents, or terminate enrollment.

**Transcripts will not be released until the tuition balance is paid in full.**

## **Withdrawal and Refunds**

### **Refund Policy**

Our enrollment fee is non-refundable and is earned when received. It covers reserving your place in the apprenticeship, administrative processing, onboarding, scheduling, and other enrollment services. Once earned, tuition, fees, and other payments are non-refundable, except where this refund policy expressly provides otherwise or applicable law requires a refund.

### **Withdrawal Before the Program Begins**

An Apprentice may withdraw from the Program by providing written notice no later than three (3) calendar days before the scheduled Program start date. Upon timely withdrawal, IIMB will refund prepaid tuition, less the non-refundable enrollment fee and any non-refundable expenses incurred on the Apprentice's behalf, including books, educational materials, supplies, equipment, certification fees, or other items that have been purchased, ordered, issued, customized, accessed, or delivered.

## **Withdrawal After the Program Begins**

An Apprentice may withdraw from the Program at any time by providing written notice to IIMB. Tuition is assessed and earned on a course-by-course basis. Once an Apprentice attends any portion of a scheduled course, class, workshop, seminar, clinic rotation, or other instructional module, the Apprentice becomes financially responsible for the tuition associated with the entire course, regardless of whether the Apprentice completes the course or subsequently withdraws from the Program.

A course is defined as a scheduled instructional unit, class, seminar, workshop, clinic rotation, or educational module designated by IIMB as a separate component of the apprenticeship curriculum. Each course carries its own tuition obligation, which is earned upon the Apprentice's attendance at any portion of that course.

The Apprentice shall not be financially responsible for tuition associated with courses that have not yet begun as of the effective date of withdrawal. Any prepaid tuition for courses that have not yet begun will be refunded, less any amounts otherwise owed under this Agreement.

Once an Apprentice has successfully completed fifty percent (50%) or more of the Program, it is acknowledged that a substantial portion of the educational services, instructional planning, mentorship, and administrative resources have been provided. Accordingly, tuition earned through completed and commenced courses shall not be refundable.

## **Suspension or Dismissal**

If an Apprentice is suspended or dismissed for failure to comply with this Agreement, violation of Program policies, misconduct, failure to meet academic or professional standards, safety concerns, or other cause, the Apprentice remains financially responsible for: the non-refundable enrollment fee, the full tuition for any course that has begun, and any non-refundable books, educational materials, supplies, equipment, certification fees, digital resources, or other expenses incurred on the Apprentice's behalf.

No refund will be issued for tuition earned prior to the effective date of suspension or dismissal.

## **Voluntary Withdrawal and Termination**

An Apprentice may voluntarily withdraw from the Program by providing written notice to IIMB. IIMB reserves the right to suspend or terminate an Apprentice's enrollment at any time for failure to comply with the terms and conditions of this Agreement or for conduct that, in the sole judgment of IIMB, is inconsistent with the standards, objectives, safety, or integrity of the Program. Withdrawal or termination does not relieve the Apprentice of any financial obligations incurred under this Agreement.

## **Program Interruption or Force Majeure**

If the Program is interrupted due to circumstances beyond the reasonable control of IIMB or the Mentor, including but not limited to acts of God, natural disasters, severe weather, public health emergencies, government actions, utility failures, or other force majeure events, IIMB may postpone, reschedule, relocate, extend, or otherwise modify the Program as reasonably necessary to allow completion of the required educational objectives. Such interruption shall not constitute a breach of this Agreement.

If, despite reasonable efforts, IIMB permanently discontinues the Program and is unable to provide the remaining educational services, IIMB and the Apprentice will make reasonable efforts to reach an equitable resolution regarding any prepaid tuition for educational services not yet provided, taking into

consideration the instructional services already delivered, non-recoverable costs incurred by IIMB, and any applicable law. Nothing in this section shall require IIMB to refund tuition that has already been earned under this Agreement.

### **Non-Refundable Materials and Fees**

Books, educational materials, digital resources, supplies, uniforms, equipment, certification fees, licensing-related fees, and any other goods or services purchased or provided on behalf of the Apprentice are non-refundable to the extent they have been purchased, ordered, issued, accessed, customized, consumed, or delivered.

## **Academic Policies**

Regular attendance and punctuality support your learning and reflect the reliability, accountability, and professionalism expected of massage therapists. Apprentices must attend all scheduled classes, clinic shifts, apprenticeship activities, and other required educational events.

### **Tardiness and Absences**

- **Be on time and prepared.** You are considered tardy if you are not present and ready to begin at the scheduled start time. We record the actual instructional or clinical time missed.
- **Communicate promptly.** If an absence or late arrival is unavoidable, notify us by phone at 417-501-6706, or email as soon as reasonably possible, before the scheduled start time when applicable. Give advance notice of planned absences whenever possible.
- **Arrange approved makeup hours.** Our apprenticeship is an hour-based program, and all required hours must be completed. You are responsible for coordinating makeup arrangements with your Certified Mentor. These may include additional supervised clinical or instructional activities.
- **Follow makeup requirements.** Independent study, homework, or substitute assignments do not replace missed hours unless we expressly approve them. Makeup hours must be completed, documented, and approved within **two weeks after your scheduled program completion date**, unless we approve an extension in writing.
- **Maintain satisfactory attendance.** Tardiness may affect evaluations of professionalism, participation, academic progress, and program standing. Excessive absences, repeated tardiness, or incomplete makeup hours may delay completion and, at our discretion, result in disciplinary action, suspension, dismissal, or termination of the enrollment agreement.

### **Academic Progress and Success**

Attendance alone does not constitute successful completion of the Program. Apprentices must demonstrate competency in all required learning objectives. Participant progress is evaluated through quizzes, examinations, practical assessments, competency demonstrations, assignments, case studies, and clinical performance as applicable to each course or mentorship module.

- **Apprentices are required to achieve a passing score of 70% or more** on all required quizzes, examinations, practical assessments, and competency evaluations to ensure course objectives have been met regardless of attendance status.

- **All assigned coursework, projects, case studies, and documentation must be submitted by the designated due date.** Work submitted late due to an absence must be received by the Mentor no later than one (1) week following the original due date unless prior arrangements have been approved by the Mentor.
- **No Apprentice shall receive a passing grade for any course in which they have missed fifty percent (50%) or more of the scheduled clock hours,** regardless of academic performance, make-up work, or examination scores.
- **Failure to complete required clock hours,** clinic make-up hours, assignments, quizzes, examinations, or competency assessments within the specified timeframes may result in a failing grade, delayed completion, or inability to successfully complete the Program. IIMB reserves the right to require remediation and reassessment whenever participant performance indicates that additional development is necessary to ensure safe and effective practice.

## Grading Policy

Participant progress is evaluated through quizzes, examinations, practical assessments, competency demonstrations, assignments, case studies, and clinical performance as applicable to each course or mentorship module.

**The following grading scale is used to evaluate academic and practical achievement:**

| Grade | Percentage    | Description                                                                                               |
|-------|---------------|-----------------------------------------------------------------------------------------------------------|
| A     | 90% – 100%    | Excellent mastery of course objectives                                                                    |
| B     | 80% – 89%     | Above-average achievement of course objectives                                                            |
| C     | 70% – 79%     | Satisfactory achievement of course objectives                                                             |
| F     | 69% and below | Unsatisfactory achievement of course objectives                                                           |
| W     | Withdrawal    | Official withdrawal from the mentorship program or course                                                 |
| I     | Incomplete    | Temporary grade assigned when course requirements have not been completed within the designated timeframe |

### **Minimum Passing Standard**

**A minimum cumulative score of seventy percent (70%) is required to successfully complete a course or mentorship module.**

In addition to achieving a passing grade, participants must demonstrate competency in all required practical skills and complete all required clock hours in accordance with the Attendance and Academic Progress Policy.

### **Failure and Course Repetition**

Participants earning a final grade below seventy percent (70%) have not met the minimum requirements for successful completion and may be required to repeat the course, module, or competency assessment. Additional fees may apply for remediation, reassessment, or repeated instruction.

### **Withdrawal**

A grade of "W" (Withdrawal) may be assigned when a participant voluntarily withdraws from a course or mentorship program before completion. A withdrawal does not earn credit toward program completion.

### **Incomplete**

A grade of "I" (Incomplete) may be assigned at the discretion of the Certified Mentor when extenuating circumstances prevent a participant from completing required coursework within the established timeframe.

Incomplete coursework must be completed within the timeframe established by the Certified Mentor. Failure to complete outstanding requirements may result in the Incomplete grade being converted to a failing grade.

### **Competency-Based Evaluation**

In addition to academic grading, participants will be evaluated on their ability to safely, effectively, and professionally perform required practical skills and techniques.

Practical assessments may be evaluated using one of the following designations:

| <b><u>Rating</u></b>    | <b><u>Definition</u></b>                                                                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Competent (C)           | The participant consistently demonstrated the required knowledge, skills, professionalism, and safety standards necessary for independent performance.               |
| Not Yet Competent (NYC) | The participant has not yet demonstrated the level of proficiency required for independent performance and requires additional instruction, practice, or assessment. |

A passing academic grade does not automatically indicate competency in practical skills. Participants must successfully demonstrate competency in all required practical assessments, clinical experiences, and hands-on techniques in order to successfully complete the mentorship program.

Participants who are designated as Not Yet Competent may be assigned additional practice activities, mentoring sessions, clinic hours, or reassessments before program completion can be granted.

## **Graduation and Program Completion**

To complete our apprenticeship, apprentices must:

- Complete **625 documented clock hours**, including required classroom instruction, online coursework, supervised clinic, four hours of CPR/First Aid training, and approved makeup hours.
- Demonstrate competency in all required learning objectives.
- Earn **at least 70% on all required quizzes, examinations, practical assessments, and competency evaluations**.
- Submit all required assignments, projects, case studies, and clinical documentation within established deadlines or approved extensions.
- Meet our professional, ethical, and safety expectations.
- Satisfy all outstanding debts to IIMB

Our Certified Mentors review each apprentice's documented hours, academic performance, clinical competencies, and outstanding requirements before confirming successful completion. Unfinished requirements may delay completion beyond the anticipated graduation date.

## **Financial Clearance and Completion Documents**

Tuition must be paid in full before the apprenticeship is considered complete and transcripts are released. Apprentices should resolve outstanding academic requirements and discuss any remaining balance or payment concerns with us before their anticipated completion date.

## **Program Completion and Licensure**

Completing our apprenticeship does not authorize an apprentice to practice as a licensed massage therapist. Apprentices must also PASS the MBLEx, acquire professional liability insurance and apply for a professional license with the Missouri State Board of Therapeutic Massage. Final eligibility for licensure is determined by the Missouri Board of Therapeutic Massage.

Enrollment does not guarantee program completion, examination eligibility, licensure, employment, acceptance of education hours by another institution or licensing authority, or business success.

## Apprentice Expectations

### **Commitment to Professional Development and Conduct**

Our apprenticeship supports the development of both hands-on skills and the professional character, judgment, and responsibility expected of a massage therapist. These qualities are essential to successful participation in our program and to providing safe, competent, ethical, and client-centered care. Massage therapy education involves respectful physical contact in a professional learning environment. All hands-on activities are educational and must follow professional boundaries, ethical standards, and program expectations.

Throughout the program, we expect apprentices to:

- Demonstrate integrity, accountability, respect, and ethical conduct.
- Communicate effectively with Certified Mentors, classmates, clients, and others.
- Receive constructive feedback with openness and apply it to their learning.
- Develop clinical reasoning and sound professional judgment.
- Take responsibility for their growth and commit to lifelong learning.
- **Maintain a safe and respectful environment.** Inappropriate, sexualized, harassing, abusive, or otherwise disrespectful behavior will not be tolerated.
- **Act with honesty and professionalism.** Discrimination, harassment, intimidation, dishonesty, substance impairment, and other unprofessional conduct are grounds for disciplinary action.
- **Represent IIMB responsibly.** We expect professionalism, integrity, respect, and sound judgment in class, clinic, community activities, and when representing IIMB in public or online.
- **Understand the consequences.** At our discretion, violations may result in disciplinary action, suspension, or dismissal from the program. This includes conduct that materially harms IIMB's reputation, mission, educational environment, or professional standing, or that of the massage therapy profession.

### **Hands-On Participation and Clinical Training**

Massage therapy is a hands-on profession. Active participation in practical training is essential to our apprenticeship, including both **giving and receiving massage and bodywork** in a professional educational setting.

- **Practice with classmates.** Apprentices exchange massage under supervision during classroom instruction, skills practice, competency assessments, and other educational activities. This develops clinical skills, body mechanics, communication, assessment, and therapeutic touch.
- **Work with the public.** Supervised clinic experiences build professional competency, clinical reasoning, ethical practice, and client care skills through providing massage to members of the public.
- **Communicate concerns.** Apprentices are expected to participate comfortably in appropriate therapeutic touch and collaborate respectfully with classmates, instructors, and clients. Share questions, concerns, or limitations with your Certified Mentor promptly.

- **Follow professional standards.** All hands-on learning and clinical experiences must follow our expectations for informed consent, privacy, draping, hygiene, safety, ethics, and respectful conduct.

## Clinic Responsibilities

Our Apprentice Clinic brings classroom learning into supervised work with the public. Apprentices participate in the full client experience and share responsibility for daily clinic operations.

- **Preparation and arrival:** Review appointments and available client information before each shift. Arrive 30 minutes before your scheduled clinic shift, in clinic uniform, ready to prepare rooms and supplies.
- **Client care and confidentiality:** Review intake information, obtain and respect ongoing consent, maintain professional boundaries, and work within your training. Never diagnose or make medical claims. Seek guidance from a Certified Mentor whenever safety, consent, or appropriate care is uncertain.
- **Documentation:** Complete accurate SOAP notes in the correct client record before leaving your clinic shift.
- **Shared responsibilities:** Participate in front desk duties, cleaning, sanitation, laundry, restocking, and closing tasks. Open appointment times are used for clinic responsibilities and learning. The clinic team is dismissed together when closing duties are complete.
- **Technology:** Have access to a phone or approved mobile device for MassageBook and other clinic tasks. Personal use must not interfere with responsibilities. Never photograph, screenshot, copy, text, post, or otherwise share confidential client information.
- **Tips:** Apprentices do not accept tips. Clients may voluntarily donate to the IIMB Scholarship Fund; apprentices must not solicit or pressure clients to donate.

Detailed procedures, workflow instructions, and clinic evaluation criteria are provided in the Apprentice Clinic Handbook and Clinic Course Syllabus.

## Physical demands and participation risks

Massage therapy is physically demanding. Apprentices must be able to safely and consistently perform the essential physical activities of training and client care. Consider your health, endurance, strength, and stamina when preparing for the program.

- **Physical activities:** Training involves prolonged standing, repetitive upper-body movements, sustained pressure, proper body mechanics, lifting and moving equipment, bending, kneeling, and reaching.
- **Participation risks:** Hands-on training may cause fatigue, muscle soreness, or aggravation of pre-existing conditions. Participation involves accepting these inherent risks.
- **Communication and medical guidance:** Promptly notify us of any injury, illness, pregnancy, medical condition, or other circumstance that could affect safe participation. We do not provide medical evaluations or determine fitness for training; seek medical guidance when appropriate.
- **Safety adjustments:** We may modify, limit, or suspend hands-on participation when a condition presents a safety concern for you or others.

## Weather, Safety, and Emergency Procedures

Safety comes first in our classroom, clinic, and all apprenticeship activities. Apprentices must follow directions from Certified Mentors, instructors, and emergency personnel and seek assistance whenever they are unsure how to proceed.

- **Safe participation:** Follow safety, hygiene, sanitation, informed consent, privacy, draping, and professional boundary requirements during classroom practice and client care. Work within your training. Stop and notify a Certified Mentor or instructor if anyone experiences unexpected pain, dizziness, illness, distress, or another concerning response.
- **Medical emergencies:** Stop the activity and get help from a Certified Mentor or instructor. **Call 911 immediately for a life-threatening or potentially life-threatening emergency; do not wait for a mentor or instructor.** Provide assistance only within your training and remain with the affected person unless you must leave to get help.
- **Severe weather:** Stop activities when directed and move to the designated shelter for your location. **The clinic shelter is the hallway at Clinic Rooms 3 & 4.** Classroom shelter is the bathroom and lounge area. During hands-on practice or client sessions, allow the person receiving massage to dress quickly and privately when safe. If time is limited, provide a covering and move to shelter immediately. Remain until leadership gives the all-clear.
- **Evacuation:** Stop activities and follow the designated evacuation route and emergency instructions for your location. Assist your practice partner or the client currently in your care when safe. Do not delay evacuation for clothing or belongings when there is immediate danger. Do not re-enter until authorized.
- **Reporting:** Report emergencies, injuries, unsafe conditions, and damaged equipment to a Certified Mentor or instructor promptly. Complete an incident report when requested, document objective facts, and protect the privacy of those involved.

Do not delay emergency action to finish an activity, clean a room, gather belongings, or complete documentation.

## Dress Code, Hygiene, and Professional Appearance

Professional appearance and personal hygiene support a safe, comfortable, and respectful learning environment. We expect apprentices to follow these standards in the classroom, clinic, and all apprenticeship activities.

- **Clothing:** Wear clean, modest, well-maintained clothing that allows unrestricted movement and provides adequate coverage, including appropriate undergarments. Scrubs, long pants, and yoga-style pants are acceptable. Excessively tight, revealing, transparent, distracting, or offensive-smelling clothing is not permitted.
- **Lecture attire:** Professional, modest tank tops may be worn during lecture-based activities.
- **Hands-on and clinic attire:** Shirts must have short sleeves that adequately cover the underarm area. Sleeveless tops, long sleeves, shorts, skirts, and dresses are not permitted. Wear the designated IIMB clinic uniform during clinic activities.
- **Footwear:** Comfortable, non-slip footwear is recommended for class. Clinic footwear must be clean, closed-toe, and non-slip.

- **Personal hygiene:** Maintain clean hands, body, and hair; fresh breath; and effective management of body odor. Keep fingernails clean, smooth, and short enough to provide massage safely.
- **Hair and grooming:** Secure long hair away from your face and the client contact area during hands-on activities. Keep facial hair clean and neatly groomed.
- **Fragrances and tobacco odors:** Avoid strong fragrances and scented products. Eliminate smoke or vapor odors from clothing, hair, skin, and breath before participating.
- **Jewelry and accessories:** Keep accessories minimal. Items that interfere with techniques, hygiene, comfort, or safety—including rings and bracelets—may need to be removed.
- **Illness and skin concerns:** Contagious illness, open wounds on the hands, or other conditions affecting safety or infection control may prevent participation in hands-on activities until it is appropriate to return.

IIMB determines whether attire, hygiene, grooming, and appearance meet program standards. Corrections may be required before participation, and apprentices may be removed from activities until concerns are addressed. Repeated or unresolved violations may result in disciplinary action.

## **Professional Environment and Care of Facilities**

We share responsibility for keeping our classroom, clinic, and other learning spaces safe, clean, respectful, and professional. Apprentices are expected to:

- **Respect property:** Care for facilities, furnishings, equipment, supplies, and belongings belonging to IIMB, classmates, instructors, clients, and affiliated clinical sites.
- **Clean after use:** Clean and disinfect equipment and treatment areas, store supplies properly, handle and launder or dispose of linens as directed, and leave shared spaces orderly.
- **Follow infection-control practices:** Maintain professional hygiene and follow our sanitation, infection-control, and universal precautions requirements.
- **Report damage promptly:** Notify a Certified Mentor of any damage to equipment or facilities, whether accidental or intentional.

Failure to meet these expectations may result in corrective or disciplinary action, financial responsibility for damages when appropriate, suspension, or dismissal at our discretion.

## **Photographs and Media**

Photographs, videos, testimonials, and educational media featuring an apprentice's likeness may be used by IIMB for educational, promotional, and marketing purposes.

## Apprentice Support and Graduate Benefits

Our support extends beyond the classroom. We help apprentices prepare for examination, licensure, and career opportunities while providing ways for graduates to continue learning and stay connected to our community.

### **Examination, Licensure, and Career Support**

- **MBLEx preparation:** Our program includes examination preparation and access to **ABMP ExamCoach**, an online study resource offering unlimited quizzes, simulated MBLEx practice tests, flashcards, and audio pronunciation guides.
- **Professional license application assistance:** We provide guidance with the application process and help apprentices identify the documentation needed to take their next steps.
- **Career guidance and local opportunities:** Apprentices receive career guidance and access to our career opportunity spreadsheet, featuring information provided by local businesses to help them explore potential professional opportunities.
- **Transcripts and records:** We assist with transcript requests and authorized release of educational records, subject to our completion, financial clearance, and records-release policies.

### **Continuing Education and Alumni Connection**

- **Two alumni workshops each year:** These gatherings include a catered dinner, activities, education, and opportunities to reconnect with fellow graduates and our mentor team.
- **Continuing education throughout the year:** We offer at least four continuing education courses annually—two taught by Amanda Morris and Tara Rigger and at least two taught by guest practitioners, therapists, or other educators.
- **Continuing education discount:** Apprentices and graduates receive **50% off courses taught by Amanda Morris and Tara Rigger**, subject to availability.
- **Apprentice clinic discount:** Apprentices and graduates receive **25% off apprentice clinic massage services**, subject to availability.

Workshop and course dates, topics, fees, and registration details will be shared as they become available.

## Program Completion and Professional Practice

Our Certified Mentors review each apprentice's documented hours, academic performance, clinical competencies, and outstanding requirements before confirming successful completion. Unfinished requirements may delay completion beyond the anticipated graduation date or prevent an apprentice from attending the graduation ceremony.

To complete our apprenticeship, apprentices must:

- Complete **625 documented clock hours**, including required classroom instruction, online coursework, supervised clinic, four hours of CPR/First Aid training, and approved makeup hours.
- Demonstrate competency in all required learning objectives.

- Earn **at least 70% on all required quizzes, examinations, practical assessments, and competency evaluations.**
- Submit all required assignments, projects, case studies, and clinical documentation within established deadlines or approved extensions.
- Meet our professional, ethical, and safety expectations.
- Satisfy all outstanding debts to IIMB

### **Financial Clearance**

Tuition must be paid in full before the apprenticeship is considered complete and transcripts are released. Apprentices should resolve outstanding academic requirements and discuss any remaining balance or payment concerns with us before their anticipated completion date.

### **Education and Financial Records**

Apprentice education and financial records will be maintained by IIMB in accordance with applicable laws and professional standards. Records may be released only as authorized by the Apprentice or as required by law, regulatory agencies, or licensing authorities.

To request an official transcript, contact us at **mentor@iimbspringfieldmo.com** with your full name, Class, and the recipient's name and delivery information. Transcripts will be released once all program requirements have been met and all outstanding debts to IIMB have been satisfied.

### **Program Completion and Professional Licensure**

Completing our apprenticeship does not authorize an apprentice to practice as a licensed massage therapist. Apprentices must also PASS the MBLEx, acquire professional liability insurance and apply for a professional license with the Missouri State Board of Therapeutic Massage. Final eligibility for licensure is determined by the Missouri Board of Therapeutic Massage.

Enrollment does not guarantee program completion, examination eligibility, licensure, employment, acceptance of education hours by another institution or licensing authority, or business success.

### **Graduation Ceremonies**

We hold graduation ceremonies twice each year to celebrate our apprentices' achievements. Ceremonies typically take place within eight weeks of a program completion date. We will share the ceremony date, location, and participation details with apprentices in advance. The ceremony date is separate from each apprentice's official program completion date, which is determined by fulfillment of all academic, clinical, and financial requirements.

## **Your Next Chapter**

Choosing an apprenticeship is a meaningful step toward a new career. We hope this catalog has helped you understand our program, what we expect, and the support you can count on as you learn.

At IIMB, we bring our experience, care, and commitment to each apprentice's growth. In return, we ask you to bring curiosity, dedication, and a willingness to practice, receive feedback, and take responsibility for your learning.

If you are ready to take the next step—or still have questions—we invite you to connect with us, schedule a tour, or submit an application. We look forward to learning about your goals and exploring whether our apprenticeship is the right fit for you.

[Virtual Tour](#)

[Email us with Questions](#)

[Submit an Application](#)

**Tara Rigger & Amanda Morris**

Co-founders and Certified Mentors

Integrative Institute of Massage & Bodywork

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