For Prospective Students:

- Even if an applicant completes the Massage Therapy Program and passes the MBLEx licensure exam, there is no guarantee the medical board will grant the applicant a license, especially if the applicant has a history of convictions, violations of the law, history of chemical/substance abuse, certain medical, physiological, mental and psychological disorders or other situations. The medical board evaluates each application on a case-by-case basis. The medical board reserves the right to deny licensure. Please contact the program manager for more information.

- There is no guarantee that a student will graduate from the program, pass the licensure exam, or be licensed by the medical board.

- For more information on the massage therapy program please go to the massage therapy link at: [http://www.tri-c.edu/programs/health-careers/massage-therapy/index.html](http://www.tri-c.edu/programs/health-careers/massage-therapy/index.html)

Academic Requirements

1. **High school diploma or have the equivalent (GED),** as determined by the Ohio Department of Education.

2. **Required GPA:**
   - **Good Standing Acceptance: 2.5 GPA or higher**
     - Overall minimum of 2.5 GPA on Tri-C or other College/University Transcripts
     - High school GPA used for students without a college/university GPA
   - **Conditional Acceptance: Overall GPA lower than 2.5, but no lower than 2.0**
     - Contact the program manager for more information regarding “Conditional Acceptance” status.
   - **Important:** Candidates with an Overall GPA below 2.0 are **not** accepted to the Massage Therapy Program.

Note: Post Degree Certificate applicants have an associate, bachelor or higher degree and will therefore **skip # 3 below and go to #4.**

3. **Prerequisite courses for Certificate of Proficiency/Associate of Applied Science Degree candidates.** (This does not apply to post-degree certificate students, please skip and go to #4)
   - **ENGLISH REQUIREMENT: Eligibility for ENG-1010**
     - Students must either complete ENG-0990 with a grade of “C” or better or test into ENG-1010 after taking the placement exam.
- **Non-native English speaking applicants with a foreign country high school diploma:** Completion of ESL-1310 English as a Second Language: Grammar for Communication III; ESL-1320 English as a Second Language: Reading and Writing III; and ESL-1330 Speaking English as a Second Language III before acceptance to the Massage Therapy Program.

- **MATH REQUIREMENT: Eligibility for MATH-1060**
  - Students must either complete MATH-0950 with a grade of "C" or better or test into MATH-1060 after taking the placement test
  - Note: MATH-0990, Math Literacy for College Students can be substituted for MATH-0950.
4. **Post Degree Certificate Requirements:**
   - **Candidates must have an associate, bachelor or higher degree from a recognized college or university.**
   - **Non-native English speaking applicants with a foreign country college transcripts:** Completion of ESL-1310 English as a Second Language: Grammar for Communication III; ESL-1320 English as a Second Language: Reading and Writing III; and ESL-1330 Speaking English as a Second Language III before acceptance to the Massage Therapy Program.

5. **Other Academic Information:**
   - **Important:** Certificate of Proficiency students must complete ENG-1010, College Composition I, in order to graduate with the certificate and be eligible to apply for medical board licensure after passing the MBLEx exam.
   - **MATH-1060 must be completed for the degree only -- not for the Certificate of Proficiency.**
     - MATH-1190, Algebraic and Quantitative Reasoning, can be substituted for MATH-1060.
   - All science and math courses must have been completed within seven years at the time of admission to the program.
   - Pass/No Pass (P/NP) and Audit (A) grading options for English and Math or any other courses in the Massage Therapy Program Sequence are not accepted.
   - Associate Degree candidates are encouraged to meet with a Tri-C academic counselor to determine a plan for graduating with the degree.
How Do I Apply to the Massage Therapy Program?

1) YOU MUST APPLY FOR ADMITTANCE TO TRI-C. If you need information on the Tri-C application process, visit the Tri-C website at http://www.tri-c.edu/get-started/index.html. You can also call 1-800-954-8742, or stop by the Enrollment Centers at any campus.

   a. Admission to Tri-C does not mean you are accepted to the Massage Therapy Program.

   b. Note: Post Degree Certificate applicants have an associate, bachelor or higher degree and will therefore skip # 2 below and go to #3.

2) ASSESSMENT TESTING for Certificate of Proficiency and Associate of Applied Science Degree Applicants Only: After applying to the college, Massage Therapy Program applicants who have not completed a college English or Math course must take Compass placement tests in English and Math. Students may use qualifying ACT or SAT scores instead of taking the COMPASS math and English placement tests. Visit the Testing and Assessment Center page at the Tri-C website, http://www.tri-c.edu/placement-testing/ for details.

3) MASSAGE THERAPY APPLICATION FORM: All applicants to the Massage Therapy Program must complete the Massage Therapy Application. You received the application as part of this packet. Submit the application to the Massage Therapy Program Manager at any time during the year. Please mail the application to: ATTN: Mary Segretario, Massage Therapy Program Manager, Cuyahoga Community College, Eastern Campus, 4250 Richmond Road, Highland Hills, Ohio, 44122-6195

   a. You must submit all of the pages stapled and in the correct order (by page number).

   b. Certificate of Proficiency/Associate of Applied Science Degree students are permitted to apply before completion of prerequisite Math and English courses.

4) TWO OFFICIAL HIGH SCHOOL/GED TRANSCRIPTS ARE REQUIRED FOR ALL APPLICANTS. No Exceptions!

   a. ONE COPY TO THE REGISTRAR: Ask High School (or Department of Education for GED) to mail directly to: Cuyahoga Community College, Office of the Registrar, P.O. Box 5966, Cleveland, Ohio 44101. This link has instructions for sending high school transcripts to the registrar's office: http://www.tri-c.edu/get-started/new-students.html

   b. 

   c. ONE COPY TO THE MASSAGE THERAPY PROGRAM: Ask High School (or Department of Education for GED) to mail directly to: ATTN: Mary Segretario, Massage Therapy Program Manager, Cuyahoga Community College, Eastern Campus, 4250 Richmond Road, Highland Hills, Ohio, 44122-6195. The high school transcripts must be mailed directly from the high school to the program manager -- no faxes, emails, electronic or hand-delivered transcripts -- no Exceptions!
i. This copy is being collected to comply with State Medical Board of Ohio rules. Even if you have a college degree, you must submit your high school transcripts – **no exceptions!**

ii. **Important:** The high school transcripts sent to the Massage Therapy Program must contain your:
   1. Birth Date
   2. Graduation Date
   3. Number of Credits

iii. **Foreign students must submit**
   1. notarized copy of original high school transcripts
   2. notarized copy of translated transcripts that contain date of birth, graduation date and number of credits received.
   C. Translated transcripts are in English and show equivalency of a high school diploma in the U.S.

   d. **Post Degree Certificate applicants** have an associate, bachelor or higher degree from an accredited college/university recognized by Tri-C and will therefore skip # 5 below and go to #6.

5) **OFFICIAL TRANSCRIPTS ARE REQUIRED FROM ALL ACCREDITED COLLEGES/UNIVERSITIES YOU HAVE ATTENDED SO THAT YOUR CREDITS CAN BE TRANSFERRED TO TRI-C: For Certificate of Proficiency and Associate of Applied Science Degree applicants only:**

b. **Send to registrar only:** Cuyahoga Community College, Office of the Registrar, P.O. Box 5966, Cleveland, Ohio 44101. Go to the registrar’s website for specific instructions: [http://www.tri-c.edu/get-started/transfer-students.html](http://www.tri-c.edu/get-started/transfer-students.html)

6) **OFFICIAL TRANSCRIPTS SHOWING DEGREE ATTAINED: For POST DEGREE CERTIFICATE applicants only:**

a. **ONE COPY OF TRANSCRIPTS FOR EACH DEGREE ATTAINED TO THE REGISTRAR:** Ask your college/university to mail directly to: Cuyahoga Community College, Office of the Registrar, P.O. Box 5966, Cleveland, Ohio 44101. Go to the registrar’s website for specific instructions: [http://www.tri-c.edu/get-started/transfer-students.html](http://www.tri-c.edu/get-started/transfer-students.html)

b. **ONE COPY FOR EACH DEGREE ATTAINED TO THE MASSAGE THERAPY PROGRAM:** Ask your college/university to mail directly to: **ATTN:** Mary Segretario, Massage Therapy Program Manager, Cuyahoga Community College, Eastern Campus, 4250 Richmond Road, Highland Hills, Ohio, 44122-6195.
   i. These transcripts must be mailed directly from the college/university to the program manager -- **no faxes, emails, electronic or hand-delivered transcripts -- no Exceptions!**

c. ***If you graduated with a degree from Tri-C within the last 10 years, then you do not request transcripts from Tri-C FOR THE MASSAGE THERAPY
PROGRAM. If you have attended Tri-C more than 10 years ago, then you must request transcripts. ***

d. Foreign Student College Transcripts:
   i. If you are an international student, you must first contact the International Student Office at Tri-C: http://www.tri-c.edu/get-started/international-students/index.html
   ii. If you are a U.S. citizen with foreign college transcripts, then you will apply to Tri-C as indicated above in #1.
   iii. All students with a foreign transcripts must be evaluated by the Tri-C designated company. Once you have your foreign transcripts translated per Tri-C guidelines, then you must submit a notarized copy of these translated transcripts to the Massage Therapy Program.

7) NAME CHANGE DOCUMENTS: You are required to provide documentation of all name changes, for example: Marriage Certificates (for each marriage); Divorce Decrees (for each divorce); adoption documents or other name change court documents. NO MARRIAGE LICENSES, YOU MUST PROVIDE THE MARRIAGE CERTIFICATE FROM THE COURT.

Important: A document is required for each name change. Here is one example, if you married and changed your name, divorced and changed your name, and remarried and changed your name, then a marriage certificate, divorce decree, and second marriage certificate are required.

c. Step-by-Step Instructions:
   1. Check your files for a marriage certificate, divorce decree or other name change documents from the court. If you do not have the document(s), then contact the court in the county in which you were married, divorced or changed your name for other reason.
   2. The county court will issue you a document with a stamp or seal.
   3. If you wish to keep the court document(s) for your files, then you must make a copy of marriage certificate(s) or divorce decree(s) or other name change document(s) and bring the original court document(s) and copies of court document(s) to a notary. The notary will notarize the copies.
   4. Submit court document(s) or notarized copies of the document(s) to the Massage Therapy Program.
   5. Any document in a foreign language must be accompanied by a notarized copy of a translation.

8) Background Check: All students enrolled in Tri-C Health Career Programs, including the Massage Therapy Program, must complete a background check that includes fingerprinting and court search (BCI).
   a. There is no drug screening for massage therapy students.
   b. The background process may begin no sooner than six months prior to entry into the Massage Therapy Program and no later than the first day of entry. (Program entry is defined as the first day of class of fall semester when you begin the Massage Therapy Program.)
   c. This program requires that students withdraw from the program if their background check does not clear by the end of the third week of classes of fall semester. (Note: You must withdraw from the program, associated courses,
and will be responsible for any costs incurred until the withdrawal process is complete.)

d. You are responsible for reading and following all directions which are posted online at the Tri-C website at this link: [http://www.tri-c.edu/programs/health-careers/background-check-information-bci.html](http://www.tri-c.edu/programs/health-careers/background-check-information-bci.html)

e. Important-- Other links are contained on the BCI link above – **read them all**:
   
i. [https://scholar.verifiedcredentials.com/cuyahoga](https://scholar.verifiedcredentials.com/cuyahoga)
   
   ii. Here is the link with specific BCI guidelines for the Massage Therapy Program: [http://www.tri-c.edu/programs/health-careers/documents/Massage%20Therapy.pdf](http://www.tri-c.edu/programs/health-careers/documents/Massage%20Therapy.pdf)
   
   iii. Here is the link with general BCI requirements: [http://www.tri-c.edu/programs/health-careers/general-bci-requirements.html](http://www.tri-c.edu/programs/health-careers/general-bci-requirements.html)
   
   iv. Here is the link with step-by-step instructions on how to pay for and obtain the background check (**the program code is here**): [http://www.tri-c.edu/programs/health-careers/documents/integrity-ordering-procedures-student.pdf](http://www.tri-c.edu/programs/health-careers/documents/integrity-ordering-procedures-student.pdf)
   

**IMPORTANT:** Arrests, charges or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations such as massage therapy and may limit the student’s ability to obtain federal, state, and other financial aid. Students are encouraged to investigate these possibilities before applying to the Massage Therapy Program.

9) **HEALTH FORM:** You received this document as part of the application packet. You are required to carefully read the form and instructions. In order to be accepted to the program, you must be willing to complete the physical exam, TB test and immunizations.

All Health Career and Nursing students are required to attend internship/clinical/practicum experiences at external and/or internal clinical facilities. The clinical facilities will not allow student experiences within the facility without appropriate documentation of required immunizations. The immunization requirements may vary from facility to facility.

The inability of a student to obtain one or more of the required immunizations for personal, religious, medical and or other reasons may prevent the student from participating in the required internship/clinical/practicum experience at one or more facilities and therefore may result in the student being dismissed or denied entrance to the program. Students who are not able to obtain all required immunizations should contact their program manager as soon as possible.

Here is the link: [http://www.tri-c.edu/programs/health-careers/health-career-immunization-information.html](http://www.tri-c.edu/programs/health-careers/health-career-immunization-information.html)
10) ACADEMIC REQUIREMENTS: You must meet the Massage Therapy Program’s academic requirements which are listed in the previous section.

Acceptance Process

Space Limitation

- Once per year, each fall semester, students are admitted to the Massage Therapy Program.

- Limited enrollment capacity of the Massage Therapy Program, like other Health Career programs at Tri-C, means that not all that apply may be accepted immediately. The number of students accepted to the program is determined by the availability of space in the program. Candidates meeting all college, medical board and Massage Therapy Program requirements will be accepted on a “first-come, first-served” basis. After all of the spaces are filled, others meeting the requirements will be placed on a “waiting” list.

Acceptance

Provisional Acceptance

- Students are “Provisionally Accepted” to the program and given permission to enroll in fall semester courses after (1) meeting all academic requirements and (2) submitting the following complete and correct paperwork:
  - Massage Therapy Application
  - High School or GED Transcripts with graduation date, birth date and number of credits
  - College Transcripts for Post-Degree Certificate students
  - Name Change Documents

Provisional Acceptance is granted on a “first-come, first-served” basis. You will be notified by an official email that will include information regarding enrollment in courses for the fall semester that you applied for acceptance.

Final Acceptance

- Provisional Acceptance is changed to “Final Acceptance” when candidates have:
  - a cleared and accepted background check
  - a completed, correct, and accepted health form

DEADLINE: You must have a completed and correct health form accepted by Verified Credentials and the Massage Therapy Program and a cleared and accepted background check.
by Friday of the third week of class of fall semester of the year you are applying for acceptance to the program.

**Students cannot participate in any hands-on labs until final acceptance is granted.** Missed time will have to be made up. If students do not meet the deadlines for a cleared background check and completed and accepted health form, then he or she will immediately withdraw from the program, associated courses, and will be responsible for any costs incurred until the withdrawal process is complete. Please speak with the program manager for more information.

- A final acceptance letter is sent by the Massage Therapy program manager.
- After acceptance to the Massage Therapy Program, students must update their official Tri-C student record at *My Tri-C Space* to show Massage Therapy as their academic major.

**Massage Therapy Program Orientation**

All students accepted to the program must attend two **mandatory** orientation sessions. One is held right before the start of fall semester the other is held early in the fall semester. You are receiving the dates early to plan accordingly.

**Enrollment in Massage Therapy Courses**

- ALL Massage Therapy courses are restricted to students formally accepted to the program. Students are not permitted to enroll in Massage Therapy (MT) courses unless they have received the provisional acceptance email giving permission to enroll in courses.

- **All MT courses are offered and must be completed sequentially.** For example, MT-1302, Massage Therapy I, is **only** offered in the Fall Semester and MT-1331, Massage Therapy II, is **only** offered in the Spring Semester. Massage Therapy I is a prerequisite for Massage Therapy II. Students are **not** permitted to complete MT courses out-of-sequence.

- **The Massage Therapy curriculum is rigorous and time-intensive.** Students can work while attending the program, but it is especially demanding for full-time students with full-time jobs or other time-intensive family obligations. Part-time completion is recommended for these students.

- All students must:
  - plan for the demands of the clinical experience at the on-site Massage Therapy Student Clinic
  - set aside time outside of the classroom, hands-on lab, and student clinic for homework
set aside time to study for the licensure exam, which is an on-going review process that must be done throughout the entire time the student is in the program.

- Once accepted to the Massage Therapy Program students:
  - will be placed on Conditional Status if a "U" Unsatisfactory is received in any of the MT courses during mid-term grade reporting in the first (fall) semester.
  - must maintain a 2.5 Overall (cumulative) GPA and a 2.5 Massage Therapy course GPA in each semester in order to remain in Good Standing in the program.
  - with an Overall and/or MT course GPA below 2.5 but no lower than 2.0 will be placed on Conditional Status. See program manager for more information.
  - will be withdrawn from the program if their Overall or MT course GPA falls below 2.0.
  - must receive a letter grade of "C" or better in Massage Therapy courses and can only repeat Massage Therapy courses once to improve a “D” or “F” grade.
    - During orientation, students will receive the program handbook giving details on rules regarding receiving “D” and “F” grades.

- Pass/No Pass (P/NP) and Audit (A) grading options are not accepted for any course.

Transfer Students

Students Transferring Courses from a Massage Therapy School and Out-of-State Massage Therapists

Please call 216-987-2418 and ask for a Transfer from Massage School Information Sheet. You are required to carefully read the information sheet and follow the directions.

Important: Most schools offering courses in Massage Therapy in and outside the state of Ohio are non-credit and not recognized and accepted by Tri-C. Courses and degrees completed at non-credit Massage Therapy schools and other non-credit institutions cannot be transferred to Tri-C or other colleges and universities such as Kent State University, Cleveland State University, Ursuline College, etc.

Note: If your Massage Therapy courses do transfer to Tri-C, there is no guarantee that any of the courses will be substituted or waived for any courses in the program.