



Dear Potential International Student:

Please find below information concerning our Two Year, 2,200 Hour Advanced Massage Therapy Diploma Program.

The program begins in **January, May or September**, and the program lasts 16 months. It is a full-time program and requires approximately 30 hours of class time per week. We anticipate that you should allow another 15 hours of study time per week in order to increase your chances of success.

Please ensure that you read this booklet completely to view all of the courses that you will be taking during your time in the program. Please find the attached the Student Policies and Procedures that include our Communication and Dispute Resolution Policy.

The total tuition is \$9,100.00 per year for each of the two years. The first year texts are approximately \$800.00 and are subject to changes as publisher pricing adjustments may occur. For Year Two, the amount is approximately \$200.00

When you decide to apply, we will require you to do the following:

- 1) Go to www.pimtmessage.com. Go to the appropriate campus page and fill out the application form. Ensure that you pick the item to identify you as an International Student.
- 2) Fill in the application form and send it. There is a \$150.00 application fee that must be paid at the end of the application. Your application will not be reviewed without that payment. It will be credited to your tuition.
- 3) Wait for administration to contact you. You will be conditionally approved and be instructed as to what to send to the School in order to be fully approved.
- 4) At this point, we will supply you with the Student Contract, Schedule and Policies and Procedures, including the dispute Resolution Mechanism. Please note that the Student Contract details the Refund Policy and should be read carefully.
- 5) Now it is Up to You! If you choose not to attend, do nothing. If you choose to attend, we will require all proper documentation.

Please Note that you will not be fully accepted until all proper documentation is provided.

It is imperative that you read the Student Booklet to receive all of the information required to make a sound decision.



In order to fully accept you, we need the following:

- a) Secondary and /or postsecondary transcripts showing you have a minimum of Grade 12 with Biology. This is to ensure that you have a reasonable chance of succeeding with the academic material in the program. The transcript must be in transposed into English and verified by the Institution prior to acceptance.
- b) A signed copy of the student contract. Please note that contract clearly states the refund policy of the Institute. Please ensure that you read the Policies and Procedures and Dispute Resolution Model attached with the contract.
- c) A copy of proof that you meet or exceed the standard of English we feel is sufficient to be successful in the program. This is presently set at Canadian Benchmark Level 5 (CBL 5).

We require these documents within two weeks of the date of this letter. Please mail them to the address below. If you have any questions, please contact me directly at (403) 247-4319.

Furthermore, we ask that you read the following information to ensure that you completely understand the application process, approval process and refund policies of the Institute.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Thomas".

**Rob Thomas, B.S.P.E., RMT
Administrator**

International Student Information Package

Thank you for considering Professional Institute of Massage Therapy. The following Handbook is provided to assist you in finding pertinent information that you will need if you choose to attend Professional Institute of Massage Therapy. The sections are divided as follows:

Table of Contents

Section One:	Student Policies and Procedures	Page 2
Section Two	Admission Requirements and Costs	Page 9
Section Three	Tuition Payment and Refunds	Page 11
Section Four	Immigrant Serving Agencies	Page 13
Section Five	Alberta Health Care	Page 16
Section Six	Course Information	Page 18
Section Seven	Exam Expectations	Page 19
Section Eight	Contact Information	Page 20

Section One

Student Policies and Procedures

Student Responsibility:

It is the personal responsibility of each student to read and understand the policies and procedures presented in the document. Failure to do so does not relieve students of responsibility regarding the policies outlined in this manual. It is a requirement of the student contract to read the Policies and Procedures of the Institute. Policy changes made after publication of this paper will be available and distributed to all enrolled students. Policy changes will be binding on all students and staff.

PLEASE NOTE that if you are on Student Aid, additional policies for attendance OVERRIDE our policies. Please make sure that if you have a student loan you are well versed in their policy manual.

A major goal at PIMT is to provide a successful and meaningful education for all students. To reach this goal, administration must be notified of any learning disability and be provided with a formal assessment by a qualified individual at the commencement of the program. Documents to assist in the process are found in the Student Resources supplied to each student.

Attendance:

Regular attendance and promptness significantly increases the probability of success for all students.

Therefore, attendance records will be kept for all classes. **Students are required to attend 90% of all massage/hydro theory and practical classes in order to pass the class. If you do not attend 90% of required classes, you will be given a mark of incomplete and be required to attend the classes again with an associated cost attached.** Students are responsible for all materials, notes, assignments, etc. missed while absent from class. All classes missed for any reasons are included in the 10% absenteeism (ex: illness, injury). Individual instructors have the authority to assign marks for participation and attendance.

As this program has an optional component to it, the teacher of the optional component is NOT required to supply students who don't attend that component to supply them with materials provided DURING the optional component.

Supplemental Final Exams are only given after FINAL exams, not mid-terms. You will not be entitled to a supplemental if your TOTAL mark is below 40%. In that instance you will be required to take that class again. A first-year class may be done concurrently to second year classes, but a diploma will not be given until successful completion has occurred.

The supplemental will consist of material presented on the last exam of that term. The maximum mark allowed will be only to get a pass mark in that class. For instance, if you needed 70% to pass the class and you received 100% in the exam, you would only receive the 70% mark.

During in-class students are required to be on time. Instructors have the right not to allow students to leave the room during an exam. Ball caps, hats or non-religious head-coverings are not permitted during examinations and desks must be completely clear of textbooks and papers. Please refer to the Examination Handout that is attached.

If a student misses an exam, he/she must contact the school prior to the exam and also bring in a detailed doctor's note explaining absenteeism the day they return to school. The exam will be taken by the student the day they return to school. In the case of a death in the family, a death certificate must be provided. **A \$40.00 fee will be charged for make-up exams.** Failure to comply with the above rules will result in a mark of zero percent (0%). A zero percent (0%) will also be given for any missed exams/oral practical.

Participation Expectation

The school and its students cannot be successful if students do not participate in class. Participation means that you are ready, willing and able to both give and receive in-class message from any student in the school. Failure to participate will lead to suspension.

Hygiene

Proper hygiene is expected at all time at the Institute do to close contact with others. **Keep in mind that some foods and external sources (cigarettes, garlic, cologne and alcohol) leave strong odours on your body and breath. Please ensure that no colognes or perfumes are worn in the school.** Hands should be washed before and after contacting a client or student, fingernails must be short enough that the nails cannot be seen if the palms are facing you. This will prevent welting, scratching or cutting the client's skin.

Body odors are readily prevented by daily bathing / showering, proper antiperspirants or deodorants being used, and by limiting physical activities

that may promote sweating prior to school. Please have some deodorant, toothbrush and toothpaste in your school supplies.

Evaluation Criteria:

Individual instructors determine final grades. This determination is based upon the specific goals of each class, as published in individual class descriptions or outlines and explained in the course introduction. A passing grade indicates satisfactory attendance and timely completion of all assignments. If a student does not meet the minimum requirement in a class, he/she will be asked to withdraw from the program. Unless otherwise stated in the outlines, term exams will count for 10% each and the final will count for 70%. Practical exams will count for 25% each.

If at any time it becomes apparent that a passing grade is unattainable, the student may be asked to withdraw from the class at the discretion of the instructor/administration.

Students are graded on class participation, examinations and assignments. A passing mark of 50% in all academic classes and 60% in massage theory/practical classes must be attained. Students must re-write those classes in which they did not receive a passing grade.

Students may only write two supplementals for final exams - all students will be charged \$40.00 per supplemental. If more than two supplementals are needed, the student must re-apply for the entire course the following school year.

All exams are the property of the Institute and will not be allowed to leave the premises under any circumstances. It is not a requirement that exams be reviewed by students, however, students will have the opportunity to view exams under appeal.

Clinic mark will be a credit or no credit mark. To achieve credit, you must attend clinic regularly, follow the clinic procedure manual, complete the prerequisite number of massages in a form approved by the Institute, prepare proper treatment notes, and wear proper attire during the clinic practicum.

If a student does not achieve an appropriate passing average after supplemental, that student must re-take all classes that a 50% was not achieved.

Classes are weighted according to the approximate hours the class is offered within the program.

Incomplete Grade:

An incomplete final grade may be given when either emergency circumstance prohibits a student from completing assignments or when assignments are not handed in for other reasons.

Appeal Procedure:

Students may appeal a final class grade under the following circumstances:

1. If grading criteria were not clearly specified at the beginning of the class.
2. If grading criteria were not followed as stated, or was not consistently followed for all students.
3. If an individual student believes that his/her grade was based on or impacted by something other than stated grading criteria.

It is the students' responsibility to contact the instructor to clarify how the grade was determined and to express any concern that he/she may have. If the instructors' explanation does not resolve the question, the student may submit a grade appeal to the Administrator. An appeal must consist of the following:

1. It must be made in writing.
2. Include the class title, instructor's name, final grade and the reason why the student believes the grade is not accurate.
3. A grade appeal must be made within **seven (7) days** of the reporting of the final mark. All appeals will be resolved within 14 days of submission.

Course Withdrawal:

Course withdrawal and refunds will be applied as per the student contract and in accordance with the Private Vocational Schools Regulations.

If a student is absent from a program or course for 10 consecutive days without advising the operator of the school of the reason for the student's absence or the student's intention to continue the program or course, the operator shall immediately provide written notice to the student that the operator will retain, pursuant to the regulations, a proportion of the tuition fee payable for the program or course contracted for unless the student,

within five days of receipt of the notice:

- (a) continues the program or course; or
- (b) provides the operator of the school with a notice in writing of his or her intention to continue the course.
- (c) The operator shall send the written by registered mail addressed to the most recent permanent address that the student has provided to the operator.

Payment Schedule:

This payment schedule is in effect for all students. It is school policy to take the full amount of tuition from student loans at the beginning of every year to protect both the student and the school.

Massage Therapy Diploma

\$150.00	Upon application
\$3100.00	First Day of classes
\$3000.00	6 weeks into program
\$2,850.00	12 weeks into program

A penalty fee of **\$30.00** will be charged for each late payment. Unless additional payment terms are approved by Administration, **grades will be automatically withheld and termination will occur if payment is deferred for a period longer than 21 days.**

Communication Model (Dispute Resolution Mechanism):

PIMT encourages the use of the communication model for both staff and students.

- 1) In cases where you feel conflict, or uncertain with someone, the first step is to discuss it with this person.
- 2) If this problem is not resolved within 7 days, you can communicate this to the individual and involve a mediating third party (Administration). A formal written complaint must be addressed to the Administration.
- 3) A meeting will then be held where the Administration will act as a mediator. A resolution will be decided upon after hearing both sides of the parties involved.

General Concerns:

All general concerns must be addressed to the Administration.

Expulsion:

Cheating on examinations will not be tolerated. Any student **suspected** of cheating will receive a mark of zero. Violators will be subject to discipline or may be required to withdraw from the program. All staff members will be made aware of students' accused of cheating. Any actions taken by a student that negatively affects the image of the school will result in suspension or expulsion.

Standards of Conduct:

Acceptable standards of conduct and deportment are always in effect at the Institute. Violation of the standards of conduct may result in expulsion.

Unsatisfactory conduct includes, but is not limited to the following:

1. Misrepresentation of the curative powers of Massage Therapy.
2. Misrepresentation of your status of "Massage Therapy Student" to the public or any health care professional.
3. Violation of the schools substance abuse policy.
4. Sexual activity on Institute premises and/or sexual advances in any setting.
5. Any inappropriate interaction between student and staff which is detrimental to a positive learning experience.
6. Taking and/or using any property belonging to the school and/or others without permission.
7. Verbal abuse, physical abuse, violence or threats of violence toward any student, faculty or staff member.
8. Breach of privacy or confidentiality.
9. Inappropriate attire or hygiene.
10. Failure to work with clients in a professional and responsible manner.
11. Any negative representation of the School while on or about School Property
12. Any other inappropriate or unethical conduct as deemed by the Administrator.

Cell Phone Policy:

We do not allow the use of cell phones in the classroom. If you must answer your cell phone, please leave the classroom in order to prevent disrupting the class. Also, no taking of any recordings whatsoever while in the classroom without permission of the Administration.

Substance Abuse Policy:

Students are prohibited from using, processing, exchanging, selling illicit drugs and/or the use of alcohol while on school premises or while engaged in a school sponsored activity. Students are also prohibited from attending classes or class related activities while under the influence of alcohol or illegal drugs.

Confidentiality Policy:

All efforts will be made by students, faculty and staff to ensure the privacy of students, faculty and staff from unnecessary disclosure of information. Breaches of confidentiality may be grounds for disciplinary action.

No Smoking Policy:

PIMT is committed to providing a smoke free environment for all students, faculty and staff. Therefore, smoking is not permitted on the premises. Smoking outside of the building (back alley) is permitted. Please discard cigarettes in container. If your smoking causes odors on you or your clothing that are not acceptable in a health care surrounding, you will be asked to rectify the issue or you may be asked to leave the premises.

Student Records:

Student records are maintained by the Administrator and include application forms complete with former records of training and education, enrollment contracts, grades and evaluations for each class taken, records of any class failures and/or re-takes, records of withdrawal, records of any disciplinary action and attendance records. Administration may ask for additional information as required by Alberta Learning.

Student Transcripts:

One official transcript is provided to each student upon graduation and will include all classes taken grades received and overall averages. Additional copies may be obtained for \$10.00. Diploma replacements are \$50.00.

Clinic Practicum

The clinic practicum is a safe environment to learn to deal with clients and improve interpersonal skills, techniques and to learn about billing and booking practices. Prior to the practicum a clinic manual will be provided. Students MUST adhere to the Clinic Manual Policies and Procedures

in order to prevent suspension or expulsion as outlined in that manual. A minimum of 35 massages will be required each semester. You will not be excused from clinic once the 35 has been reached. That is the absolute minimum to receive your clinic practicum credit. You will be excused from clinic once 50 massages have been reached in a semester.

Graduation Requirements:

Program diplomas are awarded upon completion of the following:

- Completion of all required course work with a minimum overall average of 60%.
- Compliance with all rules and regulations of the Institute, including the maintenance of professional standards of conduct.
- Payment-in-full of all tuition and fees in accordance with the payment schedule outlined by the school. A \$30.00 late fee will be applied to each overdue payment.
- Meeting the 90% attendance requirement.

Section Two

Admission Requirements and Costs

Program Type: Occupational

Credential Type: Diploma

Length: 2200 Hours (71 Weeks)

Admission Requirements:

Standard Admission Students must meet ALL of the following criteria: 1. To enter Year One, you must meet the following minimum requirements:

a) Alberta high school diploma or equivalent, verified by transcript, with 50% or better in a Grade 12 Biology or Sports Science course

Mature Admission Students must meet ALL of the following criteria:

a) Successful completion of the General Equivalency Diploma (G.E.D.)

b) 21 years of age or older

c) Successful interview with school administration

Advanced Credit Admission Students will be required to meet the following standard for Advanced Credit Admission: a) Successful completion of a 1,000 hour or greater massage therapy diploma program will be given advanced credit and can enter Year Two.

Program eligible for full-time post-secondary assistance by Student Aid Alberta*:

- | | | |
|-------------------------------|---------------------|---------------------|
| • Tuition: | \$9,100.00 Year One | \$9,100.00 Year Two |
| • Books/Supplies/Instruments: | \$800.00 Year One | \$200.00 Year Two |

* This program information is valid for the Student Aid Alberta funding year 2018/01/01 to 2019/04/30.

Note: Tuition, Books/supplies/instruments, Mandatory Fees displayed are provided to Student Aid Alberta and may be used when processing full-time post-secondary funding applications. The educational costs provided are based on a 100% full-course load and may not reflect current or all educational costs charged by the institution. Contact the institution to obtain accurate educational cost information.

Transfer(s):

Transfers out of the program are up to the accepting Institution. Transfers into the Program from other Programs are determined on a case by case basis determined by a thorough review of the previous program attended, material covered, when it was attended, and the ability to verify material. Testing may be required to determine if a transfer is possible.

Section Three

Tuition Payment and Refunds

The following is an integral part of the Program and is provided to inform you of the Refund and Retention Policies of the Institution:

THE PRIVATE VOCATIONAL TRAINING ACT RETENTION AND REPAYMENT OF FEES
(Extract – Alberta Regulation 341/2003)
(Consolidated up to 349/2009)

14(1) Subject to subsection (2), a licensee may require a prospective student to pay a registration fee of not more than \$500 before that person's vocational training begins.

(2) A licensee must not require or accept payment of (a) a registration fee in respect of a prospective student until that person has signed a student contract, or

(b) a tuition fee in respect of a prospective student before that person's vocational training begins.

(2.1) Despite subsection (2)(b), a licensee may accept a tuition fee in respect of a prospective student before that person's vocational training begins if the fee is paid by a third party approved by the Director.

(3) A licensee who receives a registration fee must credit the fee to unpaid tuition if the student commences the vocational training.

Cooling off period

15 Notwithstanding anything in this Regulation, if a student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund any tuition or other fee paid by or on behalf of the student.

Refund of registration fee - before training begins

16(1) If a student terminates a student contract before the vocational training begins, the licensee is entitled to any registration fee paid by or on behalf of the student.

- (2) The licensee must refund any registration fee that has been paid by or on behalf of the student if (a) a licensee terminates a student contract before the vocational training begins, or
(b) the vocational training does not begin on the commencement date set out in the student contract.

Refund of tuition - after training begins

17(1) If a student contract is terminated after the vocational training begins, the licensee is entitled to the following amounts of tuition:

- (a) when 10% or less of the vocational training has been provided, 25% of the tuition;
(b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition;
(c) when more than 50% of the vocational training has been provided, 100% of the tuition.

(2) If a licensee has received a tuition fee in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.

(3) For the purpose of this section, vocational training provided by correspondence is provided as lessons are supplied, marked and returned to the student.

Abandoning provision of vocational training

18(1) A licensee abandons the provision of vocational training under its licence if the licensee stops providing the vocational training before it is complete and

- (a) there are student contracts for the vocational training that have not been terminated, or
(b) all student contracts for the vocational training have been terminated but one or more of the contracts were, in the Director's opinion, terminated by the licensee so that the licensee would not be required to provide the vocational training.

(2) Notwithstanding sections 16 and 17, if a licensee abandons the provision of vocational training under its licence, (a) the licensee must refund all tuition that has been paid in respect of the vocational training, and
(b) section 11 applies if the licensee is unable or refuses to make the refund.

(3) A licensee is deemed to have abandoned the provision of vocational training by correspondence if lessons cease to be supplied, marked and returned to the student.

(4) A licensee is not considered to have abandoned the provision of vocational training if the Director is of the opinion that the licensee is

providing a means to enable a student to complete the vocational training without any disadvantage.
(5) This section does not require the refund of tuition in respect of a student whose student contract is terminated (a) by the student before the licensee abandons the provision of vocational training, or (b) by the licensee before the licensee abandons the provision of vocational training where the termination was made because the student was expelled or for non-payment of fees.

Payment of refunds

21(1) Subject to subsection (2), a refund of a student's tuition must be paid

(a) to the student, or

(b) in the case of a student who has an outstanding student loan in respect of the vocational training for which the refund is being provided, to the lender that made the student loan.

(2) If a licensee receives payment of a student's tuition from a government, agency or person other than the student, any refund of the student's tuition must be paid to the government, agency or other person.

(3) If a licensee is required to refund a registration fee or tuition, the refund must be paid

(a) 30 days from the day the student contract is terminated;

(b) the time period specified in an order of the Director.

Section Four

Immigrant-Serving Agencies

The agencies listed here support immigrants in their new communities and provide a number of services to help them make the transition to life in Alberta.

[Alberta Association of Immigrant Serving Agencies](#)

915-33 Street NE

Calgary, Alberta T2A 6T2

Telephone: 403-273-2962

Fax: 403-273-2964

Email: contact@aaisa.ca

Employment Support

New Albertans can learn about finding a job and what employers want by contacting employment services for Immigrants or career services.

Employment Services for Immigrants

The following organizations are funded by the Ministry and Citizenship and Immigration Canada to provide employment readiness programs specifically designed for new immigrants to Alberta. The services include counseling and workshops to assist new immigrants in understanding the Canadian workplace and how to find a job in Canada.

Calgary

Bow Valley College

Directions for Immigrants in Trades and Professional Careers
260, 700-4 Avenue SW
Calgary, AB T2P 3J4
Telephone: 403-297-2555
Fax: 403-297-3424

Bredin Institute – Centre for Learning

Pharmacy Bridging and Building Information Modeling Programs
Northland Building
Suite 250, 910-7th Avenue SW
Calgary, AB T2P 3N8
Telephone: 403-261-5775

Calgary Catholic Immigration Society

3rd Floor, 120-17 Avenue SW
Calgary, AB T2S 2T2
Telephone: 403-262-2006
Fax: 403-262-2033

Calgary Immigrant Women's Association

#300, 750-11 Street SW
Calgary, AB T2P 3N7
Telephone: 403-263-4414
Fax: 403-264-3914

Centre for Newcomers

#1010, 999-36 Street SE
Calgary, AB T2A 7X6
Telephone: 403-569-3325
Fax: 403-248-5041

Calgary Distress Centre

Suite 300, 1010 - 8th Avenue SW
Calgary, AB T2P 1J2
<http://www.distresscentre.com/media/documents/counsellingservices.pdf>

In addition to these organizations there are many other programs and services designed to help newcomers move quickly into the workforce or get some skill training for occupations that are in demand.

Internationally educated and trained Calgarians interested in exploring International Qualification Assessment Services can visit [Alberta Works locations](#), where qualified staff will use a range of tools, including IQAS, to help them find work and develop effective career and educational staff. This service delivery for IQAS will ensure the right service will be provided at the right time.

IQAS can be one of a number of important steps towards successful employment along with other factors such as English language competency, professional training, linking previous work experience with current occupations that are in demand in Calgary's labour market.

Section Five

Alberta Health Care - Moving to Alberta from outside Canada

If you are moving or returning to Alberta from outside Canada, you might be eligible for coverage on the date of your arrival. You must register within 3 months of arrival. Newcomers to Canada are required to present a copy of their [Canada entry document along with their other supporting documents](#).

- [Contact us for more information](#) if you or your dependents hold temporary immigration documents. The contact information is found below.

To apply for coverage, complete and submit the [Application for Alberta Health Care Insurance Plan Coverage](#) (Form AHC0102), also available at an [authorized registry agent location](#).

Are you eligible for AHCIP? Registration requirements

All eligible residents of Alberta must register themselves and their dependents with the Alberta Health Care Insurance Plan (AHCIP). If you are a new or returning Alberta resident, you must register for AHCIP coverage to receive insured hospital and physician services.

All eligible Alberta residents with appropriate documentation will be provided coverage.

Eligible residents

An eligible resident of Alberta is a person who is:

1. Legally entitled to be or to remain in Canada and makes his/her permanent home in Alberta;

2. Committed to being physically present in Alberta for at least 183 days in a 12 month period;
3. Not claiming residency or obtaining benefits under a claim of residency in another province, territory or country;
4. Any other person deemed by the regulations to be a resident not including a tourist, transient or visitor to Alberta.

NOTE: Individuals coming to Alberta on visas or permits from Citizenship and Immigration Canada may be eligible for AHCIP coverage, depending on the type of immigration document they have, the length of time on the document and their commitment to reside in Alberta for 12 consecutive months.

When you move to Alberta from another province or country, there may be a waiting period before you become eligible for coverage under the AHCIP.

Arriving ahead of your dependents

If your dependents plan to join you in Alberta later, you should maintain coverage for your family and yourself at the location where your dependents still live. [Contact us for more information](#) if your dependents do not intend to move here within 12 months of your arrival.

If you apply for AHCIP coverage for yourself and your family within 3 months of their arrival, coverage will be effective on the first day of the third month after they arrive.

Contact AHCIP

Contact us if you have any questions about health care and health care insurance coverage in Alberta.

To inquire about your account or update personal information, please quote your personal health number (not in an email*):

In person: Albertans may register for Alberta Health Care Insurance Plan (AHCIP) coverage and update their information at participating [registry agent office locations](#) across the province, free of charge.

Telephone: 780-427-1432 (Edmonton) Monday–Friday 8:15 a.m. to 4:30 p.m. Closed statutory holidays.
Toll-free in Alberta, dial 310-0000 then 780-427-1432.

Fax: 780-422-0102 (Edmonton)
Mail: Alberta Health
Attention: Alberta Health Care Insurance Plan
P.O. Box 1360, Station Main
Edmonton, AB T5J 2N3

Section Six

Year One

Systems Anatomy	128 Hours
Gross Anatomy	126 Hours
Pathology	96 hours
Massage Theory	150 Hours
Massage Practical	220 Hours
Therapeutic Exercise	46 Hours
Hydrotherapy	94 Hours
Ethics	24 Hours
Clinic Practicum	100 hours
First Aid / CPR	16 hours

Year Two

Gross Anatomy	128 Hours
Kinesiology	48 Hours
Pharmacology	24 Hours
Pathophysiology	128 Hours
Professional Devt.	76 Hours

Clinical Theory	324 Hours
Clinical Practical	324 Hours
Exercise Physiology	48 Hours
Clinic Practicum	100 Hours

Section Seven

Exam Preparation and Expectations

In order to ensure proper security and integrity of the exam process, it is expected that students will not put themselves in the situation that they could be **PERCEIVED** as cheating on an exam.

Here are guidelines to ensure that the integrity of the classroom exam setting is maintained. These are simply guidelines. **ANYTHING** that can construed as cheating, or aiding in cheating, will not be tolerated.

ONLINE EXAMS

1. There are a number of security measures in place to detect cheating during on-line exams. These measures are monitored by the school and if cheating is expected, a mark of zero will be given in the exam with the possibility of further sanctions including a mark of zero in the class and suspension from the program.
2. If you are suspected of cheating in an on-line exam, in addition to the above noted consequences, if you are allowed to stay in the program you will no longer be allowed to write on-line exams – all future exams will be ion written format and a charge of \$40.00 per exam will be assessed.

WRITTEN EXAMS

1. Students shall not bring valuables with them to exams. The school accepts no responsibility for lost or stolen items in exams space. Students must not bring their belongings to their seats, including phones. Students must not wear hats or hoodies during exams and may have their water bottle inspected at any time during the exam

2. Aids such as calculators, reference materials, tablets, laptops, etc. may not be used by students unless authorized by the instructor.
3. Students must maintain their seat in the classroom. Bathroom breaks will be allowed with supervision. Note it may take some time to line up supervision as the Examiner will not leave the room unsupervised.
4. Only one student at a time will be permitted to use the washroom.
5. Students must act in a manner that maintains the integrity of the classroom. Students will not face any direction other than forward in their desk. Students will not lift their paper off of their desk, Students will keep their eyes upon their paper and avoid eye contact with other students during the exam. Failure to do so can be interpreted as cheating or assisting in cheating.
6. Absolutely ANY writing on the hands or clothing will NOT be tolerated and will require the student to leave the exam room immediately.
6. When a student contravenes any of the above rules, the teacher will take note and the student will be notified after the exam. The teacher, student and Administration will then meet to determine appropriate action that could include a mark of zero for the exam and dismissal from the program.

Section Seven

Contact Information

Professional Institute of Massage Therapy
310 – 15 Royal Vista Place NW
Calgary, AB T3R 0P3
Phone (403) 247-4319
Email: Calgary@pimtmessage.com
www.pimtmessage.com
www.calgarymassageschool.com