Libiann Tangreen LMT

Holistic Learning Center

1544 S Highway 191, Moab, UT 84532

801-362-0090

To the Student:

I (LT) have designed my program to minimize your out of pocket tuition expense to a $500 deposit and purchase of materials listed in appendix A.

\_\_\_\_\_\_My compensation comes from clinic hours you perform under my supervision. Clients pay $50 per 60 minute apprentice massage, collected by LT and $10 of which I will add to your $500 deposit and refund to you upon graduation (approximately $3500). Details on this are included below.

**OR**

\_\_\_\_\_\_Apprentice may pay $10,000 tuition at the beginning of the program and purchase materials listed in appendix A. This will be considered Paid in Full for the entire program. For this option, the Apprentice will collect $50 per massage performed under my supervision and there will be no refund upon graduation.

All tips belong to the Apprentice and will be paid to the Apprentice on the day of service. Any required IRS documentation will be in the form of a 1099 and the Apprentice is responsible for their own taxes/book keeping, as well as their own health benefits, medical expenses, life insurance, and retirement fund.

By Utah Law, the Supervisor must be present for all classroom hours and clinic.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the terms stated above.

1. Apprentice is required to complete all homework assignments and attend all scheduled classes and Apprentice clinics. If the Apprentice misses classes, those hours must be made up and will be the Apprentices responsibility to schedule time with the instructor to make up all missed work. Missing more than 7 classes is unacceptable unless otherwise excused in writing by LT and made up. It is mandatory for Apprentices to attend classes when there is a guest teacher.

**Class schedule will be determined by consensus of the enrolled Apprentices. This is a 25-30 hour/week commitment.**

2. Apprentice is responsible to keep SOAP notes for each client which will be turned in to the instructor at the end of each shift and must remain up-to-date. Apprentices are responsible to record hours worked on curriculum worksheets which must be brought to class at the end of each month to be reviewed by the instructor.

3. If the Apprentice fails to show up for a shift, neglects their shift or fails to arrange for another Apprentice to cover their shift and an LMT has to cover the scheduled appointment the Apprentice account will be charged for the difference in price between what the LMT charges and the apprentice; amount not to exceed $60.00, unless previous arrangements have been made. If an Apprentice no shows for a scheduled clinic, one verbal warning will be given, written warning for the second no show. If an apprentice no shows 3 times, they will be terminated from the program.

4. If the Apprentice decides to terminate the program within the first 60 days the instructor will keep the $500.00 deposit. If the Apprentice chooses to terminate the program before the years end the instructor is not responsible to refund any amount of the tuition, deposit or clinic income.

5. The supervising LMT has the right to terminate the apprentice from the program at any time. If the instructor feels the apprentice is unethical/unprofessional or terms on this contract have not been met, the supervising instructor has the right to terminate with no warning for obvious egregious offense or criminal activity; thereby, owing the Apprentice no refund in tuition or deposit. Reasons for termination may include but are not limited to criminal activity, harassment of others Apprentices or staff, failure to attend scheduled classes or clinic. For most offenses, the Supervisor will give two verbal warnings and one written prior to termination.

6. At the end of 1 year the Apprentice has the responsibility to produce records of hours completed (i.e., SOAP note and curriculum). Upon completion of 1000 hours and in good standing you will be signed off the instructor’s license and have one month to take the Massage & Bodywork Licensing Examination (MBLEx). The apprentice has no guarantee of a position as a Licensed Massage Therapist at Tangreen Healing Arts and must leave all client History forms at the center; the apprentice has the right to make a copy of these forms for their personal files if they graduate from the program. Should the Apprentice not graduate, they shall NOT keep copies of client records.

7. The Apprentice is expected to market to prospective clients to fulfill the 300 hours requirement for the Apprentice clinic. Upon graduation, any client that the Apprentice brought in as a result of their marketing efforts belongs to the Apprentice (for marketing purposes) . A copy of clinic notes must be left with THA for their records.

8. Prior to the first day of clinic (approximately 5 weeks in), the Apprentice shall provide Apprentice liability insurance (through ABMP or AMTA is best for price and benefits). This will be addressed the first week of class.

**Expectations of the Apprentice:**

9. Read and understand all Utah Laws and Rules for Massage Therapy

10. Read and understand Sanitation rules before beginning to work on clients or hands-on activities.

11. Arrive at least 30 minutes prior to any scheduled client appointment to prepare the room.

12. Maintain records accurately and neatly for all study/classroom hours, as well as client services, and hands-on training.

13. Keep your therapy rooms clean and ready for the next client before leaving the premises.

14. Maintain clean, sanitized laundry for each client.

15. From time to time, events become available to serve the community and Apprentice agrees to participate unless pre-approved by the supervisor. Some of these events will be on Saturday. Sunday attendance will never be required for classes, clinic or events.

16. Any client appointments scheduled outside regular business hours must be pre-approved by the supervisor.

17. Any product the apprentice wishes to use including essential oils, lotions or creams, etc. will be supplied by the Apprentice and shall be pre-approved by the supervisor before use on a client or student.

18. Place all client appointments on the LT calendar.

19. There will **never** be any favors exchanged between Apprentice and a client or another student, including sexual or for personal gain; there will always be a “professional distance” between Apprentice, all clientele and other students. Exemptions to this agreement will be Apprentice’s immediate family, or clients that belonged to the Apprentice prior to the date of this contract.

**Duties of the LT:**

20. LT shall provide well planned, educational class work that more than satisfies all Utah State requirements for massage therapy licensing. The purchase of books will be the responsibility of the Apprentice. See attached book list below..

21. LT will provide a suitable furnished room (including utilities, massage table and massage oil) for the

purpose of providing services within the scope of the Utah State Apprentice license. The Apprentice will provide their own sheets and essential oils as well as any massage oil or lotion they desire that is different from the LT provides.

22. Advertising and Marketing: At her discretion the LT may conduct marketing research, mailings,

advertising, and telemarketing for the purpose of developing private and corporate clientele. Any clientele

developed through the marketing efforts of the LT are included in the LT’s proprietary information.

23. Business Services: LT will provide apprentice with the following services:

a. Administrative Services: LT will assist in record keeping, filing, record updating, and

scheduling on behalf of the Apprentice.

b. Accounting Services: LT will conduct billing and bookkeeping, maintain accounts payable

and accounts receivable, and provide Apprentice with 1099 tax forms if required.

c. Technical Services: LT will maintain the computer systems owned by LT, but shall

not be responsible for technology or equipment owned by the Apprentice.

Apprentice acknowledges that the Apprentice will always abide, until your very last day of this program, by all of LT policies and guidelines delineated herein, as well as all rules and regulations set forth by the State of Utah governing the practice of massage therapy.

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the laws of the State of Utah.

Apprentice signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER and Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LMT and Sole Owner and Proprietor of Tangreen Healing Arts

Appendix A:

Cost of Training

Tuition Deposit: $500.00

Books: $520.70

Table: Price varies depending on choice of table

Sheets - 5 sets: Prices vary. Inexpensive sheets may be purchased or

 higher quality sets with matching face rest covers can

 be purchased online.

Lotions: Coconut oil is provided. If Apprentice wants other

 lotions, creams or other products, these will be at the

 Apprentices expense.

First Aid Certification: $250.00

Liability Insurance: ABMP - $10.00 / month for 12 months

 AMTA - Free to students

*All prices are subject to change and do not include sales tax.*

Cost of Licensing

MBLEX Test: $265 *(Paid when you register for the test at the end of the program)*

DOPL: Fingerprint Cards: $30

 Apprentice License: $35

 Massage Therapist $60 *(Paid when you upgrade to LMT)*

Book List

*These prices are for new books. If you wish to save money, you can purchase used copies but the edition number must be the same as listed and you must have your books in hand on the first day of class requiring each book.*

| **Publication** | **Type** | **ISBN#** | **Publisher** | **Date** | **Edition** | **Course** | **Price** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Theory and Practice of Therapeutic Massage**  | Type: Textbook with Workbook | TB 9781285187587 / WB 978-1285187617 | Cengage | 2017 | 6th | All | **$208.68** |
| **Trail Guide to the Body/With Workbook** | Textbook with Workbook | TB 978-0-9982663-0-5 / WB 978-0-9914666-7-2 | Books of Discovery | 2019 | 6th | APK1, APK2, APK3 | **$118.90** |
| **Trail Guide to Movement** | Textbook | TB 978-0-9987850-5-9 | Books of Discovery | 2019 | 2nd | APK3 | **$56.95** |
| **A Massage Therapist's Guide to Pathology** | Textbook | 978-0-9982663-5-0 | Books of Discovery | 2019 | 7th | Pathology | **$86.95** |
| **The Ethics of Touch** | Textbook | 13: 978-1-882908-44-8 | Books of Discovery | 2021 | 3rd | Ethics for Massage | **$45.95** |
|  |  |  |  |  |  | Total Cost to Students | **$517.43** |