



EMILY GRIFFITH TECHNICAL COLLEGE

2021-2022 Massage Therapy Checklist

Be ready for the first day of class:

- **Payment & Student ID**

- You must confirm payment arrangements with the Treasurer's Office (Lincoln Campus, 6th floor) within 10 business days of registering for classes OR by the first day of class (whichever comes first). A monthly payment plan is available for this program.
- Pay the Treasurer's Office, online at www.emilygriffith.edu/student-portal-instructions, or by phone at 720-423-4786. Cash, check, VISA, and MasterCard accepted.
 - Email treasury@emilygriffith.edu for questions about payments and fees.
- You may get your student ID at the Lincoln Campus after payment arrangements are confirmed. Your student ID must be with you and displayed at all times.

- **Background Check**

- Colorado Bureau of Investigation Criminal Background check available at www.CBIrecordscheck.com
 - (click on the blue button for individuals) \$6.85. **Must be completed within 1 month prior to your start date. Email a copy to your instructor one week prior to your start date** at Jenn.Posterick@emilygriffith.edu (part-time evening program). See below for more information.
- If your background check has any criminal offenses listed on the last page of this checklist, you should further discuss your enrollment with your advisor before classes start.
- Clean background checks are required by the State of Colorado in order to apply for your license. They may also be required for clinicals/internships and employers.
- For the Colorado statute regarding grounds for discipline search for CRS Section 12-35.5-111.

- **Program Structure & Delivery**

- The Massage Therapy program is offered at our main campus, which is at 1860 Lincoln St. in downtown Denver.
- The Massage Therapy program is delivered in a hybrid format. This means that part of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/clinic.
- Even though the program is offered in a hybrid format, students will be expected to be in a learning environment and doing coursework for the duration of their daily class time. Students are not allowed to work during scheduled class hours.
- Your instructor will inform you of your on-site class hours a week before class starts.
- Due to the delivery, this program will require computer use and internet access. If you need assistance obtaining technology, please contact student.help@emilygriffith.edu
- Assignments completed virtually will be done using our learning system, Moodle. You will not



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be able to access Moodle until you have paid for your classes.

- Your login for Moodle and the Student Hub is the same
 - Student Hub: <https://my.emilygriffith.edu/ics>
 - Moodle: moodle.emilygriffith.edu
- If you need technical assistance during your program, please email help@emilygriffith.edu

- **Textbooks and Supplies**

- There are 3 required textbooks available on the online bookstore:
<http://emilygriffith.textbookx.com>

9780323581288	Massage Therapy: Principles and Practice (6th Ed.)	Salvo
9780982978658	Trail Guide to the Body (5th Ed.)	Biel
9780982978665	Trail Guide to the Body Workbook (5th Ed.)	Biel

- You are required to purchase your books from the online bookstore, or other retailer, prior to coming to the first day of class. We will begin using our books as early as the first day of class.
- Have supplies such as spiral, pen, pencil ready for virtual classes.
- Black EGTC polo shirts, massage holster, a bottle of massage cream, and massage table package are part of your kit and are covered by your tuition and fees. You will get these after you begin classes.

- **Program Expectations**

- You must follow all school policies for in-person and virtual learning at all times.
 - Students must sign the Student Attestation before coming to class.
 - The Code of Conduct will be reviewed in class.
- Professional behavior is expected at all times in all areas of the College and at clinical sites.
- Massage therapy is considered to be a strenuous occupation. You will be standing, moving, and stretching on a daily basis in the program, and it is important to maintain your physical health during the program.
- You will be giving and receiving massages with your classmates as part of your hands on training.
- Homework and studying are expected during your program and will vary by course.

- **Attendance**

- In order to be successful in the program, you are not allowed to miss more than 16 hours per 14 weeks of school. These hours will reset at the end of each 14 week period.
- All absences, tardies, or missed class count toward missed hours of the program.
- Perfect attendance is highly recommended.



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- **Dress Code**

- Students must wear a mask that covers their mouth and nose at all times while on campus.
- Because of the physical nature of massage therapy, proper attire and grooming is required.
- Comfortable, breathable attire is best. Extremely tight fitting clothes makes it difficult to perform massages. Solid colored scrubs may be worn.
- Pants or skirts should reach below the knee when sitting.
- Low cut or revealing shirts, short skirts/shorts will not be permitted at any time.
- Long sleeve shirts or sweaters are not appropriate during hands-on massage because you need your forearms free of fabric.
- Jewelry, including rings, bracelets, and long hanging necklaces, need to be left at home. No protruding nose, lip, or tongue jewelry or any distinguishing face or body attachments which would interfere with services performed on the student are permitted at any time.
- Nails need to be clipped short, cleaned, and filed regularly. Nail polish is prohibited.
- Hair needs to be pulled back and out of the face. Hats are not permitted.
- Open-toed shoes are prohibited by students in the practical room.
- Odors from smoke, excessive perspiration, perfume or other sources are not acceptable for a massage therapist and will not be tolerated as a student. Odors can be disruptive and even cause physical symptoms to clients and other students. (Clientele will often call in and request a non-smoking student and most job positions will not tolerate smoking during the workday.)
- Animal dander and hair can also cause extreme allergic reactions to some people. Though it may be hard to avoid, try to keep clothing clean and animal hair free.
- **UNIFORM for CLINIC: Professional casual: Black pants or black scrubs, and black EGTC polo shirts.**
 - If you wear black leggings, you must wear a long black shirt to cover the buttocks.
 - Hats are not allowed to be worn while working in the clinic.
 - Students who are not wearing the appropriate dress will be asked to leave and that time will count as missed hours.

- **Childcare, Parking, and Transportation**

- For help connecting with community child care assistance, contact the Student Success Center at student.help@emilygriffith.edu.
- For public transit info, visit www.rtd-denver.com. Information on nearby parking and public transit is available at www.emilygriffith.edu/locations-address-and-parking.

Colorado Community College System - Healthcare Programs - Disqualifying Criminal Offenses

The following criminal offenses appearing on a criminal background check will disqualify an applicant for admission to CCCS Massage Therapy Programs.



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- Any felony conviction (no time limit).
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
- Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 7 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders (no time limit).
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application. Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN).
- Listed on Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.
- If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis.
- Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.
- If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific college applied at. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.