

# COURSES

Failure to upload all required documentation will result in a delay in processing your application. Please make sure to upload all documentation in each section that documentation is required before submitting.

## COURSE CONTENT AGREEMENT

**Acceptable course content includes, but is not limited to:**

- Applications of massage and bodywork therapy for specific needs, conditions, or client populations
- Anatomy, physiology and kinesiology
- Research literacy
- Client assessment protocols, skills for client record keeping, strategies for interfacing with other health care providers
- Use of external agents such as water, heat, cold, or topicals
- Body-centered or somatic psychology, psychophysiology, interpersonal skills – which may include communication skills, boundary functions, phenomena of transference, counter-transference and projection
- Standards of practice, professional ethics or state laws
- Strategies for the marketing of massage and bodywork therapy practices
- Theory or practice of ergonomic science as applied to therapist or client
- Hygiene, methods of infectious disease control, organization and management of the treatment environment
- The use of massage therapy tools and their specific needs (tools may not be sold during class time and the instructor must be able to supply students with the tools during class)
- Working with the muscles within the oral cavity for specific treatments, i.e. working on the masseter muscle in conjunction with TMJ Disorder
- Working with the muscles within the oral cavity for specific treatments, i.e. working on the masseter muscle in conjunction with TMJ Disorder
- Self-care courses concentrating on nutrition and/or diet only, but only as it enhances the learner's knowledge about the practice of massage therapy
- Perform yoga/yoga teacher training programs (acceptable for therapist's self-care only)\*
- Active strengthening/physical training (acceptable for therapist's self-care only)
- Advanced science courses that contain content which goes beyond the massage therapist's scope of practice (as defined by state and/or local legislation), and that is instructive in understanding different systems of the body or human behavior more in depth. [Click here for more information](#)
- Energy work that includes "professional therapeutic hands-on applications."

\*NCBTMB only accepts 4 CE's per renewal period in Self-Care. Self-Care is NOT a requirement.

### Acknowledgement of Unacceptable Course Content \*

NCBTMB has outlined unacceptable course content. By checking the box below, I acknowledge I have read and understand NCBTMB's policy on unacceptable course content.

**Unacceptable Course Content includes:**

- Core curriculum content including, basic anatomy, physiology, kinesiology, pathology, and Swedish massage applications
- Diagnoses (allopathic-based) of clinical conditions
- Implementation of allopathic medical/surgical procedures

I have read and understand NCBTMB's policy on Unacceptable Course Content. I understand that, if I submit a course containing unacceptable course content, my course will be rejected, and I will forfeit all course fees.

Check box to show you have read and understand our unacceptable course content

## COURSES

This form is for submitting new courses between renewal periods.

Approved Provider \*

Institute For Natural Resources (299936-00)

Your Approved Provider name will appear automatically in this dropdown. If not, you are either NOT logged into your account or have been approved to add a new course

Add Course

Course Title	Number of CEs	Course Type	Category	Course Fee
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There are no courses.

Add Course

Click Add Course to enter your course details

## Add Course

Course Title \*

Enter your course title here

Number of CEs \*

Number of hours minus lunch

CEs are not awarded for meal breaks or break times lasting more than 20 minutes. Only the structured learning time is eligible to award CEs.

Enter # of CEs here

Course Type \*

- Live
- Distance Learning/Webinar
- Home Study

Select course type NOTE: **Live courses** are defined as courses that are taken by participants in the presence of an instructor. **Distant Learning/Webinar** is defined as courses that are held in a distant location but there is direct communication during the course between the instructor and participants. **Home Study** courses are defined as a course that is taken by a participant without direct communication with the instructor.

NY Sponsorship \*

Do you want to add this course to your NY sponsorship (you must have already been approved as a NY Sponsor)

Only answer Yes if you have already been approved as a NY Sponsor

- Yes, please add this course to my NY sponsorship
- No

**Please select this course's difficulty level \***

Select appropriate difficulty level for your course

- Beginner/Entry Level
- Intermediate
- Advanced/Expert

**Category \***

Select appropriate course category by choosing one of the options in the dropdown

Active Isolated Stretching ▾

**Multiple amounts of CEs**

- This course is only taught in one format for its full value of CEs
- Title is the same but the course is taught at a different venue for a different amount of CEs
- Title is different because the course is segmented into different areas of the body Selecting this option will allow you to add shorter segments (secondary course titles for your course)

**Course Description \***

Type or copy & paste below a detailed course description including the purpose and intent of the modality/content.

Enter Course Description here. **Note:** Your course description should offer an idea of what subject matter is being shared, and how that information is presented while describing a little idea about the environment. For instance, it should indicate what percentage of the class is lecture based, and what percentage is practice with hands-on. This should provide an image of what will be taught, the purpose for this course, the projected benefits for learning this subject matter, and how you intend to teach this course.

## Learning Objectives \*

Learning objective(s) should be; (specific, measurable, achievable, results), that each student can demonstrate throughout the course, in order to reach the full course learning outcome. One learning objective should be achieved for each hour of class. Therefore, a 16 hour class should have 16 learning objectives. Below are some examples of acceptable and unacceptable learning objectives.

Acceptable:

Students will list the contraindications of pregnancy massage.

Students will identify the color associated with each chakra.

Unacceptable:

Students will learn about pregnancy massage.

Students will explore the history of Reiki.

(The 2 unacceptable examples are general in nature, do not demonstrate any way of measuring that each student has understood the course content, and the results achieved are unclear. Each student should be able to do something which demonstrates the understanding of course content).

Enter Learning Objectives here based on criteria above. **Add'l Note:** Basically, each learning objective just needs to be something each participant can; list, explain, describe, state, perform, compare, name, define, recognize, identify, choose, implement, assess, evaluate, or demonstrate within the subject matter of the class. Most times, an hour of discussion or practice could lead to several pieces of information being absorbed, however, we just need one.

## Learning Outcomes \*

Learning outcome(s) should describe a high level end result of the students' knowledge and what the student should demonstrate to show the instructor that the student has digested the material.

An example of a learning outcome is:

Students will demonstrate proficiency in pregnancy massage.

Enter Learning Outcomes here based on the criteria above. **Add'l Note:** Learning Outcomes should be a broader more general accomplishment or take-a-way each participant can do as a result of mastering each of the smaller, more specific learned tasks.

## Course Outline \*

Type or copy and paste below the outline of the course, according to the timeline as it will be taught throughout each day. 60 minutes of instruction equals 1 CE hour. Note: 10 minutes of break time is allowed per hour of class. No more than 20 minutes of break time is allowed to be used at one time. CEs are NOT allowed for lunch or dinner break times. Homework and practice time not in the presence of an instructor cannot be counted towards CE hours. Only full hours or half hour increments will be accepted. Ranges of hours are NOT accepted.

If this is a home study course, indicate how the communication will take place with your participants, and include necessary course details listed in Home Study Section below. For a webinar course, please include the necessary website and log in details with your outline.

Enter Course Outline here based on the criteria above. **Live Course/Webinar Example:**

Shoulder Girdle Work = 8 Hours

8:00 – 8:20 Meet and greet, introduction to course and what to expect, students receive class materials

8:20 – 10:00 One-on-one bodywork: Rotator Cuff Muscles, Rhomboids, Trapezius, Levator Scapula, Erector Spinae Group

10:00 – 10:20 Break

10:20 – 12:00 Students switch table time and Group 2 and repeat the techniques taught before break

12:00 – 1:00 Lunch break

1:00 – 2:40 One-on-bodywork: Latissimus Dorsi, Pectorals, Biceps, Deltoid, Triceps, SCM, Splenius Capitis, Suboccipitals

2:40 – 3:00 Break

3:00 – 4:40 Students switch table time and Group 2 practices the techniques taught before break.

4:40 – 5:00 Verbal review of course content. question & answer session.

**Will students be given course material when they attend each course? \***

- Yes
- No

**Will students receive a syllabus before each course, explaining the information that will be taught? \***

- Yes
- No

**How will each student be evaluated? \***

- Written
- Case study presentation
- Observation
- Resolution of problem presentation

### **Additional Documentation**

please use this section to provide any additional documentation you may need to provide.

Drop files here or

Entering Phone, Email and Website in the fields below will add this information to your directory listing for your course once it is approved. You can always edit your directory listing from your dashboard as well.

**Phone**

**Email**

**Website**

**Course Fee \***

Price: \$25.00

**Please make sure after clicking continue, that you continue on with the form. Clicking continue here does not complete the form in its entirety.**

[Continue](#)

Click continue. This will **ONLY** save the details you have entered for your course. You will be taken to back to the main application where you can enter your payment information and submit your completed application.

*OR*, you can add additional courses.

*OR*, you can Save and Continue Later where you will enter your email address to have a link sent to you to complete and/or edit at a later date. Please note you must first be logged into your account for the link to take you directly to your application.

See the next 2 pages for further details.

**Approved Provider \***

Institute For Natural Resources (299936-00) ▼

**Add Course**

Course Title	Number of CEs	Course Type	Category	Course Fee
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There are no courses.

The course title from the form completed will appear here. If you wish to add another course with this form, click the Add Course button to open another form. See steps above.

Add Course

**Course Total \***

Price: \$0.00

**Email \***

Enter your email address

**Total**

\$0.00

Enter ALL billing information below

**Billing Address \***

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Country

United States ▼

**Credit Card**



Card Number

Month

Year

Expiration Date

Security Code

Cardholder Name



**For Internal Use Only (please leave blank)**

Apply

Submit

Save and Continue Later

Your application can be saved by clicking the save and continue button above. You will be e-mailed a link which you can use to complete your application at a later time.

**Do not enter anything in the Internal Use Only field or click the Apply button.**

**If you have completed your application, course details and payment, click Submit.**

**If you wish to return to the application at a later time, click Save and Continue Later. Enter your email address. You will be emailed a link which you can use to complete your application at a later time. Please note you must first be logged into your account before clicking on the link to be taken directly to your application.**