



Dear Potential Site Contact,

I hope this packet will provide you with all the information you need to know about CCMT's Approved Practice Site program so you may determine your interest in participating.

In November 2003, the last CCMT students completed a school-managed Externship program as part of their final term Clinic course. This program began at our main campus in Newington in the Summer of 1992 and at our branch campus in Westport in the Fall of 1999. Between both campuses, more than 26,000 hours of volunteer massage sessions were provided to a wide array of receivers in many clinical settings throughout Connecticut. The Externship program was significantly valuable to recipients, and meaningful in encouraging volunteerism among our students and developing professional competence and confidence. We are very excited about the ways we are planning to recycle these gifts through the launch of our new program.

The Approved Practice Sites (APS) program will, as with Externship, bring massage therapy practice out into the community, but with a new twist: students will be able to practice off-campus throughout their training program and at a variety of "Approved Practice Sites," rather than at just one site and only in their final term. This adjustment creates the potential for students to greatly increase their number of practice sessions out in the community. Another necessary change with this program is for it to be less school-managed than the Externship program, thereby requiring more direct communication, flexibility, and cooperation between students and Sites.

We are eager to create new relationships and opportunities to build more bridges between the classroom and professional practice. In some cases, students may forge professional relationships that lead to sponsorships of temporary license permits after graduation and eventual employment opportunities. So, in hopes of ensuring a broad range of Approved Practice Sites with diverse populations for students at our three campuses in Newington, Westport and Groton, CCMT will maintain ongoing agreements with a variety of community agencies, businesses and private clinics, and do all we can to help this new program become as successful as its predecessor.

Enclosed with this cover letter are **two documents**:

1. The Approved Practice Site Application Form.
2. The Approved Practice Site Agreement.

Please read them carefully. If you are interested in participating in our program, **complete both forms (remember to sign the Agreement)** and return them to us at CCMT. The program will be starting in September so we'd appreciate it if replies are sent to us ASAP so we have time to review and get back to you.

Thank you for your interest. If you have any questions about any of the procedures or paperwork, you may contact me directly at CCMT, 860-667-1886.

Jessica Porter
Approved Practice Site Coordinator



CCMT-Approved Practice Site Application Form

The information below will be used to create your **CCMT-Approved Practice Site Profile**:

Please complete the following and return to CCMT (address at the bottom of this page):

Business Name _____ Site Contact Person _____

Street _____ Town _____ State _____ Zip Code _____

Phone _____ Fax _____ Email _____

Site Categories:

1. Athletic/Sports

2. **Medical:** a) Health or Wellness Center; b) Hospital; c) Chiropractic; d) Physical Therapy;
e) Acupuncture; f) Natureopathy; g) Other

3. Massage Therapy

4. Spa / Salon

5. **Special Populations:** a) AIDS Project/Residence; b) Community Service; c) People with Disabilities;
d) Elderly; e) Family Violence/Sexual Assault; f) Transitional Housing; g) Other

6. Business/ Office

Site category/type: _____

Site Description: _____

Massage Type: **Therapeutic Massage practice** may include any of the following or specify if you have a preference:
Classic Western massage, Deep Tissue, Cross-fiber, Trigger Point, Acupressure, Energy-work, Sports
massage, Neuro-Muscular Therapy _____

Who will be "clients": For example, residents, staff, patients, volunteers, therapists, members, etc. _____

Designated Practice area available: Do you have a quiet, private area, minimum 10' x 12' available, that is well-heated
and/or well-ventilated? Is the designated area on the first floor or served by an elevator?

Any equipment available at the Site? For example, massage table, linens, gowns, towels, oil. _____

Practice Hours Available for Students: For example, M-F 10-12 am, and 3-6 pm _____

Please mail to or fax:

CCMT, Education Department., 75 Kitts Lane, Newington, CT 06111 Fax to (860) 667-2175

Your designated "Site Contact Person" will receive a reply within 30 days of receipt of this application.

For CCMT Use Only:



APPROVED PRACTICE SITE AGREEMENT

Between

Connecticut Center for Massage Therapy

and

“Approved Practice Site” named below

This Agreement between the Connecticut Center for Massage Therapy (CCMT), hereafter referred to as the “School”, and _____ hereafter referred to as the “Site” arises because:

- A. The School offers COMTA-accredited programs to train students for the professional practice of massage therapy. These training programs require out-of-class practice log hours which may be completed at off-campus facilities designated as Approved Practice Sites. The purpose of this agreement is to recognize the above named Site as an Approved Practice Site, and to make it available to CCMT students for an optional training experience.
- B. The Site’s facility is located at the following address: _____

- C. This agreement shall be in effect from January 8, 2007 through December 23, 2009.
- D. The Site will allow Students, at their option, to come to the Site, designated by the School as an Approved Practice Site, to perform Therapeutic Massage on “Receivers” designated by the Site (staff/residents/patients/therapists, etc).

STUDENT ASSIGNMENT:

- **Student scope of practice:** Massage therapist training programs at CCMT prepare students to perform massage therapy and related techniques on the general public with a basic wellness orientation. Students are reasonably expected to help recipients in the following ways: general relaxation, improved circulation, muscle relaxation, improved flexibility, balanced energy, enhanced immune system function, and increased feelings of well-being. Techniques practiced by students may include Classic Western massage, Deep Tissue massage, Trigger Point Therapy, Cross-fiber massage, Energy-work, Acupressure, Sports massage, or Neuro-Muscular Therapy. Students at Approved Practice Sites are restricted to using techniques taught at CCMT.
- **Student training level will vary:** Students may participate in the Approved Practice Site (APS) program anytime after the start of their second term and prior to graduation from any of CCMT’s programs which require approximately 8 – 24 months for completion. The training level of individual students at Approved Practice Sites will therefore vary. Practice sessions provide students with opportunities to engage with the public to practice and develop confidence in techniques they are learning.
- **Student eligibility:** The APS Program is offered to students who are enrolled at Newington, Westport and Groton campuses and are in satisfactory academic standing. Students may not participate in the APS program until the start of their second term.
- **Student choice:** Practice sessions at the Site are optional, and Students may choose where they would like to practice. CCMT does not guarantee that an Approved Practice Site will attract students to offer massage therapy practice sessions. Once a Student agrees to a scheduled practice time at a Site, both Student and Site Contact person are expected to communicate directly about any and all scheduling changes.
- **Student practice requirements:** Students must complete a minimum of 2 hours of hands-on time per visit.

- **Student conduct:** Students are expected to abide by Site policies, follow procedures and otherwise behave in a manner that represents the School and our profession in a positive light. Customary standards of appropriate conduct and behavior are always in effect.
- **Student appearance:** Clothing should be neat and clean, and Students are strongly encouraged to wear their CCMT-logo “polo shirt.”

SCHOOL RESPONSIBILITIES:

- School will provide a School Contact person to communicate with the Site.
- School will create a Site Profile with contact information needed by Students.
- School will publicly post “Approved Practice Site” profile information for students.
- School will inform students they are responsible for communicating with the Site Contact person, reporting to the Site on time, and following any applicable Site policies.
- School will provide professional liability insurance that covers any work performed by the Student. Coverage limits are \$2,000,000 per occurrence/\$6,000,000 aggregate.
- School will withdraw any student from the Site if the individual is unacceptable to the Site for reasons of health, performance or other reasonable causes. Such request should be sent to the School Contact person, and must include a statement of sufficient detail to describe the reasons why the Student should be withdrawn.

SITE RESPONSIBILITIES:

- Site will complete Application and return to CCMT for APS approval.
- Site will provide “Receivers” for a minimum of 10 hours of practice time per 13-week term for student(s). The Site may decide the maximum number of students who may be accepted or maximum number of practice hours. It is up to the Site to determine the number of students it will accept. If it can not accept any students to practice beyond its 10-hour minimum commitment, the Site will communicate that directly to any student inquiring about practice opportunities.
- Site agrees that Students will perform Therapeutic Massage on Receivers, who will recline on massage tables or other suitable equipment. Receivers will remove clothing to the degree that they are comfortable, and except for parts of the body receiving massage, will be professionally draped and covered at all times.
- Site will provide a satisfactory designated practice environment, as described on Application, for student(s) to perform massage therapy practice sessions with Site personnel/clients.
- Site agrees not to charge Site personnel/clients for any aspect of the services provided by the student(s) unless overhead costs are incurred. If that is the case, then a fee up to \$20 per hour may be charged to the Site personnel/clients to off-set overhead costs.
- Once a Student agrees to a scheduled practice time at a Site, both Student and Site Contact person are expected to communicate directly about any and all scheduling changes.
- Site agrees that the Students may not receive any compensation. Students are not employees of the Site for any purpose, including, but not limited to, compensation for services, employee welfare and pension benefits, fringe benefits or employment or workers’ compensation insurance.
- Site agrees not to hire a student as a massage therapist before they are properly licensed. Employment may be offered once the student has graduated from CCMT and has become licensed per State of Connecticut requirements.
- Site will, on any day when Student is practicing, provide Student with any necessary emergency first aid or health care for accidents occurring on-Site. Students are responsible for payment of any costs of emergency care for themselves.
- Site is not responsible for loss or damage to Student’s personal property while on Site’s premises.

SITE CONTACT PERSON RESPONSIBILITIES:

- Site will provide a Site Contact person who will communicate with CCMT and coordinate scheduling of Receivers for the student to work with as well as any other necessary logistics. The Site Contact person will make all arrangements necessary with the Student. Site Contact person may use the following telephone number for CCMT, as needed: 1-877-282-2268.
- Upon arrival, the Site Contact will provide the Student with a brief orientation to the Site.
- Site Contact or designee will remain on-Site during massage therapy practice sessions to check Student ID card and keep a log of when student arrives and leaves. School may contact Site to verify practice hours. If Site Contact or Designee wishes to be a "Receiver," he or she must assign an alternate Designee who will be present on-Site during the practice session.

AFFIRMATIVE ACTION AND NONDISCRIMINATION:

The Site understands that all Students of the School may participate in the APS program without discrimination on account of race, gender, color, age, religion, sexual orientation, disability, national or ethnic origin. Noncompliance by the Site with the provisions of this section may be considered grounds for termination of this agreement by the School.

NOTICES OF TERMINATION:

- a) This agreement may be terminated by either party upon written notice to the other party at any time when there are no Students practicing at the Site.
- b) Should either party desire to terminate this agreement while a Student is practicing at the Site, such request must specify noncompliance by the other party to provisions of this agreement. Termination will be effected if the party in noncompliance fails to rectify the situation within 7 days.
- c) Any and all notices required by this agreement shall be made by either 1) personal delivery or 2) certified mail. All notices shall be sent to the address written below:

SCHOOL: Connecticut Center for
 Massage Therapy
Att'n: Approved Practice Site Coordinator
75 Kitts Lane, Newington, CT 06111

APPROVED PRACTICE SITE: _____

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates written below:

By: _____

By: _____

Title: Director of Education

Title: _____

Date: _____

Date: _____