

Taum Sayers and Muscle Management® Class Policies:

Course content and development: Course content is determined by Taum's studies of the Berry Method® since 1978 as well as interaction with other health care professionals including other massage practitioners and reference materials regarding the Berry Method® and other relevant published works.

- For example: Myofascial Pain and Dysfunction - The Trigger Point Manual, by Janet Travell, and the published works of Dr. Rene Caillet.

The classes are revised as student feedback warrants and knowledge evolves. At the end of each class students complete a class evaluation form that is used to evaluate and revise the class offerings. This evaluation process has been extremely helpful in keeping the classes current and worthwhile for future students.

Instructor: Instructor for these courses is to be Taum Sayers.

Advertising: Course flyers are produced on computer and made available via postings at massage schools, on www.musclemanagement.com in the class schedule section, via e-mail, regular mail, and by request. Flyers include information regarding Taum Sayers training and experience. For email advertising I have a free email announcement list that is by subscription. Each promotion includes reference to Taum Sayers Certification as a CEU provider:

"Taum Sayers is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider. **Provider # 152386-00**

Class fees:

- \$60 for 2 ½ hr workshops. **2.5 CE hrs**
- \$70 for 3 hr workshops. **3 CE hrs**
- \$175 for the 6 hr workshop. **6 CE hrs**
- \$300 for the 13 hr workshops. **13 CE hrs**

Note: The above fees do not reflect late registration.

As long as there is room in the course, the registration deadline is the first day of class. Often there will be a discount for early registration.

Registrations require a deposit to hold the space. **Advanced registrations** often receive a discount; the remaining fee is due at the beginning of the first day of the class. All registration fees are non-refundable barring emergency or special situations to be determined on a case-by-case basis. Any refunds will be by mailed check.

Cancellation policy: Students may designate a qualified substitute to attend and then credit their deposit to that qualified substitute's class fee. Early registration discount is waived for the substitute. Any refunds will be by mailed check within 3 weeks. All designation requests must be received in writing 2 weeks before class starts. No changes will be made after that date.

American Disabilities Act:

Facilities where courses are held are handicap accessible. When a student calls and identifies themselves as disabled, instructor will discuss their needs and how to best accommodate them in the classroom. Student must give instructor notification of special needs prior to the beginning of the class allowing adequate time for reasonable allowances to be made. Allowances for special needs will be met as long as they do not impose an "undue burden" on the instructor as listed in the ADA.

I do not discriminate on the basis of race, color, religion, sex or national origin.

Class records and student transcript policy:

Records and transcripts will be maintained and stored in a locked file cabinet, on computer, and CD's for a period of four years by Taum Sayers. Student transcripts will be reproduced only per student request, fee to be determined.