

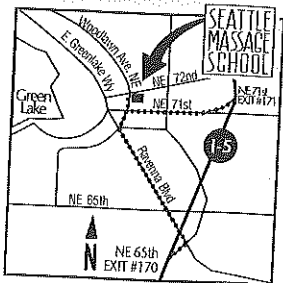
6/97

SEATTLE  
MASSAGE  
SCHOOL

1997 - 1998



## SEATTLE CAMPUS FACULTY AND STAFF



**7120 Woodlawn Ave. N.E.**  
**Seattle, WA 98115**  
**206-527-0807 • FAX 206-527-1957**

Reception Hours: 9:00am - 6:00pm  
 Bookstore Hours: 9:00am - 6:00pm  
 Classroom Hours: 7:45am - 10:15pm  
 Weekend Hours: 8:45am - 5:00pm  
 (when classes are scheduled)

The Seattle Area Campus is located one block east of Greenlake Park. The 6,000 square foot facility includes four classrooms, administrative offices, a bookstore, reception area, and all the audio-visual and classroom equipment used by the school.

Auxiliary classrooms are located across the street at 7109 Woodlawn Ave. N.E. Seattle Massage School students have access to the Bastyr University Library.

- Additional locations used for internship or student projects:
- Children's Hospital and Medical Center
  - Steven's Memorial Hospital

### Instructors

- |                           |                       |
|---------------------------|-----------------------|
| Jamie Alagna, BS, LMP     | Yvonne LaSeur, LMP    |
| Allan Ament, BA, JD, LMP  | Beth Lolley, LMP      |
| Alexis Brereton, ND       | Vicki Panzeri, LMP    |
| Kate Bromley, BS, MA, LMP | Paula Pelletier, LMP  |
| Patrick Bufi, ND          | Coleen Renee, BS, LMP |
| Sean Castor, LMP          | Kay Rynerson, BA, LMP |
| Joanne Giudici, AA, LMP   | Marty Ryan, BA, LMP   |
| Diana Kincaid, LMP        | Zdenka Vargas, LMP    |
|                           | Cynthia Wold, BA, LMP |

### Campus Administration

- Jerri Anderson, Receptionist
- Mandy Benson, Financial Aid Officer
- Alyce Green Davis, Graduate Services Director
- Jessica Elliott, Financial Aid Clerk
- Sharon Heckel, Student Clinic Receptionist
- Jack Kempt, Admissions Representative
- Brenda Muscatell, Bookstore Manager
- Anita Quinton, Education Coordinator
- Diane Shimizu, Registrar
- Pam Ryan, Admissions Representative

1. 2024. 10. 15. 10:00 - 10:30

## SCHOOL CALENDAR / PROGRAM SCHEDULE / CLASSROOM HOURS

*The school calendar is the same for all three campuses*

### **School Calendar**

	<b>Begins</b>	<b>Ends</b>
Fall Term	September 8	August 19
Winter Term	December 1	November 18
Spring Term	March 9	February 23
Summer Term	June 8	May 18

### **Program Schedules**

Classes begin four times a year: March, June, September and December. The program is taught in four 11-week terms over 12 months. A one to two week break is provided between terms and over the December Holidays.

The Professional Licensing Program is offered as a morning or evening program with third and fourth term clinic and lab hours that vary.

### **Classroom Hours**

- Morning classes meet between 8:00 am and 12:15 pm.
- Student Clinic sessions vary
- Evening classes meet between 6:00 pm and 10:15 pm.

### **School Closure Holidays**

Holidays when the school is closed include: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Winter Holiday Break is December 24 - January 1



## ANATOMY, PHYSIOLOGY AND KINESIOLOGY - COURSE DESCRIPTIONS

**Anatomy & Physiology 1** presents an overview of the concepts of Anatomy and Physiology as they relate to massage and begin in-depth study of the eleven basic systems of the human body, their various anatomical cellular structures and physiological functions. Students learn medical and anatomical terminology and the study of cytology, osteology, myology and the nervous system.

**Anatomy & Physiology 2\*** Students learn terminology, structures and functions relating to dermatology, the integumentary, cardiovascular, lymphatic, digestive, and urinary systems of the body. \*Prerequisite is completion of A & P 1.

**Anatomy & Physiology 3\*** Students learn about human senses, proprioception, sports physiology, endocrinology, the respiratory and lymphatic systems. This course includes review of information learned in Anatomy and Physiology 1 and 2, and relating the acquired information to such topics as the pathology, inflammation, tissue repair and how massage affects them. \*Prerequisites are completion of A & P 1 & 2.

**Anatomy & Physiology 4\*** Students learn about immunology, rheumatology, arthritis, and abdominal organ palpation. This course includes review information learned in Anatomy and Physiology 1, 2 and 3. In addition, students learn more in depth information about pathology, contraindications and indications for massage. \*Prerequisites are completion of A & P 1, 2 & 3.

**Kinesiology 1** This course includes anatomical and kinesiological terminology, and the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be included as students learn the muscles, bones and joint structures of the back, shoulder, chest, and arm regions.

Students enhance their understanding of Kinesiology by using the MANIKEN® system to form muscles out of clay.

**Kinesiology 2\*** This course includes anatomical terminology, and the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be addressed as students learn the muscles, bones and joint structures of the pelvis, legs, abdomen, head and neck regions. Students enhance their understanding of Kinesiology by using the MANIKEN system to form muscles out of clay. \*Prerequisites are completion of Kinesiology 1.

**Kinesiology 3\*** Students learn in-depth, the structure and function of the major synovial joints of the upper body. Isometric and isotonic resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia, and assess range of motion to identify muscular and fascial resistance. \*Prerequisites are completion of Kinesiology 1 & 2.

**Kinesiology 4\*** Students learn the structure and function of the major synovial joints of the lower body. Isometric and isotonic resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and, assess range of motion to identify muscular and fascial resistance. \*Prerequisites are completion of Kinesiology 1, 2 & 3.

**Please Note: : All aforementioned courses receive letter grades (A, B, C, D and E).**





## MASSAGE THEORY AND PRACTICE - COURSE DESCRIPTIONS

**Massage Theory and Practice 1** presents students with both theoretical and practical foundations for the practice of Swedish Massage.

Theoretical aspects include the history of massage and the profession today, the psychological impact of touch and how to ensure the client's sense of safety in the massage setting. Practitioner self care, body mechanics, hygiene, infectious diseases, and communication skills are covered. Students also learn the physiological effects of various strokes, indications and contraindications for massage, ethics, professionalism, record keeping, centering skills, breathing exercises, and visualization.

The practical hands-on component of this course covers all aspects of providing a Swedish full-body massage. Students learn the various techniques involved as well as client positioning and draping for client modesty, practitioner body mechanics, palpation skills, screening techniques, and medically-oriented record keeping. Students experience all aspects of massage as both client and practitioner through in-class practice and homework assignments at every level of these massage courses throughout the year.

**Massage Theory and Practice 2\*** is the continuation of the theoretical and practical aspects of massage begun in term 1. This course includes the study of important anatomy sites and possible areas of client endangerment. Students continue to improve their skills in communicating, record keeping, and creating a safe atmosphere for the client. Other topics include boundaries, how to handle difficult situations and emotional responses to massage respectfully and professionally.

The practical component of this course involves more advanced palpation skills. Deep tissue techniques enable students to access deeper muscle tissue to bring about positive effects for the client. Alternative client positioning, observation and postural assessment skills are covered. Principles of alignment, the physical responses to stress, and client screening techniques are presented. Continuing focus on medical record keeping, communication skills, practitioner mechanics and self care are stressed. \*Prerequisite is completion of Massage Theory and Practice 1.

**Massage Theory and Practice 3\*** provides in-depth understanding of how to develop and apply treatment plans to bring relief to clients suffering from soft tissue disorders of the upper body. Pathologies commonly associated with the upper body including those systemic in nature are covered. Advanced techniques are introduced to augment treatment techniques already covered. \*Prerequisites are completion of Massage Theory and Practice 1 & 2 and Hydrotherapy.

**Massage Theory and Practice 4\*** focuses on developing and applying treatment plans to bring relief to clients suffering from soft tissue disorders of the lower body. Pathologies commonly associated with the lower body and those systemic in nature will be covered. All previously learned techniques are reviewed and advanced techniques introduced to augment treatment plans created by the students for their clients. \*Prerequisites are completion of Massage Theory and Practice 1, 2 & 3, and Hydrotherapy.

**Student Clinic 3 & 4\*** provides a safe, professional clinic setting where students practice their skills with public clients. Students identify key aspects of maintaining a practice; problem solve difficult situations; experience the pacing of two consecutive hour massages per week; and run the operations of the clinic with the support and supervision of instructors. \*Prerequisites are completion of Massage Theory and Practice 1 & 2, AIDS Education, First Aid/CPR.

**Hospital Internship\*** May be taken during term 4 instead of Student Clinic. Space is limited and students must apply, interview and be accepted into this course. This course provides students with an opportunity to give massage to patients in a variety of hospital wards with the assistance of hospital staff. The wards vary per program and currently include oncology (cancer patients) and obstetrics (women giving birth and their infants). Students also give relaxation massages to the medical staff. \*Prerequisites are completion of Massage Theory and Practice 1, 2 & 3, Pregnancy Massage, AIDS Education, and First Aid/CPR.

***Please Note:***

***All aforementioned courses receive letter grades (A, B, C, D and E).***

## SPECIALTY WORKSHOP / SEMINAR - COURSE DESCRIPTIONS

### **Student Development, Communication and Learning Skills**

Workshop/Seminar is provided to students as an integral part of completing the professional licensing program. In this class, students begin developing their personal learning goals and understand more about how they learn. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also covered.

**First Aid/CPR Certification** Workshop/Seminar Multimedia American Red Cross First Aid and American Heart Association CPR are taught with an emphasis on massage practice.

**Seated Massage** Workshop/Seminar covers how to massage a client in the seated position (utilizing seated massage chairs and other adaptations). In addition, students explore the use of seated massage as a marketing tool for their practice, as an introductory tool for clients who have not yet received massage or when hesitant to disrobe, and as an exclusive massage business tool. Students identify and experience the special adaptations needed by the practitioner in order to provide massage in this format. Business strategies for working in corporate and other work settings are also introduced.

**Hydrotherapy** Workshop/Seminar\* is the theory and practice of incorporating hot and cold hydrotherapy applications with massage. This course covers the history of hydrotherapy, physiological effects of heat and cold, indications and contraindications, and practical applications for specific treatment or general spa type effects. Students experience physiological effects while applying and receiving various hydrotherapy applications. Prerequisites are completion of Massage Theory and Practice 1.

**Pregnancy Massage** Workshop/Seminar\* covers specific information about pregnancy from trimester to trimester. Included are contraindications and indications, client positioning, practitioner body mechanics, application of Swedish and deep tissue techniques specifically for pregnant clients, addressing the common physical, emotional and mental issues relating to pregnancy. Prerequisites are completion of Massage Theory and Practice 1, and currently enrolled in Massage Theory and Practice 2.

**AIDS Education for Massage Professionals** Workshop/Seminar\* addresses client and practitioner concerns about AIDS in relation to massage. This course includes all requirements for health care professionals as identified by the State of Washington, in the AIDS Omnibus Act for Health Care Workers. This course relates the required information for the safe practice of massage regardless of the practitioner's or the client's HIV status. \*Prerequisites are completion of Massage Theory and Practice 1, and currently enrolled in Massage Theory and Practice 2.

**Sports Massage** Workshop/Seminar\* focuses on the theories of massage and athletic training, the effects of massage on sports performance. Students will learn sport specific massage techniques for pre-event, post-event and training massage treatments. In addition, sport specific pathologies will be explored while identifying applicable techniques and treatment plans (this includes review and appropriate application of hot and cold hydrotherapy). \*Prerequisites are completion of Massage Theory and Practice 1 & 2, Hydrotherapy and First Aid/CPR.

**Massage for Chronic Pain** Workshop/Seminar\* addresses various musculoskeletal pathologies in which unrelieved pain is the primary experience of the client. Students identify common physical, emotional and mental reactions to chronic pain and practice techniques which facilitate a reduction of chronic pain effects, and/or interrupt the pain-spasm-pain cycle. \*Prerequisites are completion of Massage Theory and Practice 1, 2 & 3.

**Professional Development 1** Workshop/Seminar is devoted to exploring the beliefs and communication skills necessary to establish, operate and maintain a healthy and professional massage practice. Students identify their own personal and professional beliefs and communication patterns (especially those associated with difficult client situations) and begin to notice how these may effect their future massage practice.

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**Professional Development 2** Workshop/Seminar \* is devoted to exploring the legal and professional aspects applicable to establishing, operating and maintaining a healthy and professional massage practice. Students relate their own personal and professional beliefs to laws that currently exist and notice how these laws will effect their future massage practice. \*Prerequisite is completion of Professional Development 1.

**Professional Development 3** Workshop/Seminar\* is devoted to exploring the entrepreneurial, marketing and communication skills necessary to establish and operate a healthy and professional massage practice. Students create a business/work plan that incorporates personal goals while staying within the bounds of law. Students identify marketing strategies which support the successful execution of the business/work plan they create. \*Prerequisites are completion of Professional Development 1 & 2.

**Business Skills** Workshop/Seminar\* explores the business skills necessary to establish, operate and maintain a healthy professional massage practice. Students revisit their business plan (from Professional Development 3) and identify approaches to job or facility search, resume preparation, marketing techniques, financial record keeping, taxes, insurance and L & I billing and professional affiliations. Students are encouraged to become involved in shaping the profession. \*Prerequisites are completion of Professional Development 1, 2 & 3.

**Professional Development 4** Workshop/Seminar\* is devoted to applying the entrepreneurial, marketing, business and communication skills obtained in previous courses. Students will demonstrate their ability to make a professional presentation of their business/work plan. Students will obtain guidance and feedback from the instructor and peers. \*Prerequisites are completion of Professional Development 1, 2 & 3 and Business skills.

**Student Project\*** is an individualized learning opportunity which is designed to meet personal and/or professional needs and interests, within approved guidelines. Each student must complete one project (by no later than the seventh week of term 4) as a requirement for completion of the Professional Licensing Program. A variety of projects are available including research papers, case studies, massage at community events and more. Students receive a copy of project guidelines at the end of first term. Guidelines are also posted at each campus. \*Prerequisites are based on the type of project chosen (see project guidelines for details).

**Please Note:**

**All aforementioned courses receive pass/fail grades (P/F).**

## TUITION AND PROGRAM EXPENSES

### Professional Licensing Program

<i>Tuition &amp; Fees</i>	Registration Fee	\$ 100.00
	Tuition Cost*	<u>\$8331.00</u>
	Total	\$8431.00
<i>Supplies</i>	Required Textbooks (approximately)	\$ 190.00
	Miscellaneous Supplies (variable)	\$ 300.00
	Massage Table and Accessories	<u>\$ 700.00</u>
	Total	\$1190.00

\*Tuition includes the cost of all Workbooks.

**The \$100.00 Registration Fee is due at the time of application for admission.** A payment of \$900.00 is due on or before the business day closest to the 15th of the month prior to the start of class. Financial Aid may be used to cover this payment, but not the Registration Fee.

**Financing** The School has a number of financing arrangements available to assist students in meeting their educational goals. Students who qualify may utilize Federal Financial Aid Programs and/or Third Party Payment Programs. The School also has payment plans to help students defray balances not covered by these financial assistance programs (see accompanying enclosure).

**Federal Financial Aid** Title IV Federal Financial Aid is available to students who qualify. SMS currently participates in the Pell Grant, Stafford Loan, and Parent/Plus programs. Financial Aid applications are available from the Admissions Representatives at each campus.

**Third Party Payment** Applicants with financial sources other than Federal Financial Aid (e.g., Labor and Industries, Work Force Training Funds) must have either a legal voucher(s) for registration fee and tuition or must pay the registration fee (\$100) before applying for admission. Students are responsible for supplying Seattle Massage School with correct billing information and necessary forms. All tuition must be received before graduation for the student to receive a completion certificate.



## PAYMENT PLAN OPTIONS

There are several different payment options to assist students in meeting their financial responsibilities. All of the following plans require a \$100 registration fee paid at the time of application for admission, and a \$900 tuition deposit due on or before the 15th of the month prior to the start of class. ***Federal Financial Aid may be combined with plan B, C, D, or E and used to cover the \$900 payment, but not the registration fee.***

### COMPREHENSIVE PROFESSIONAL LICENSING PROGRAM OPTION

**Plan A:** A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$7281.00, the balance of tuition, less a \$150.00 discount, is due one week before classes begin.

**Plan B** (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$3715.50 is due one week prior to the start of classes. The balance of tuition, \$3715.50, plus a finance charge of \$167.20 (9%APR), is due within six months after the start of classes.

**Plan Q** (four payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$7431.00, plus a finance charge of \$249.84 (9% APR), is due in quarterly payments of \$1920.21. Payments are due the 15th of the month of each term start.

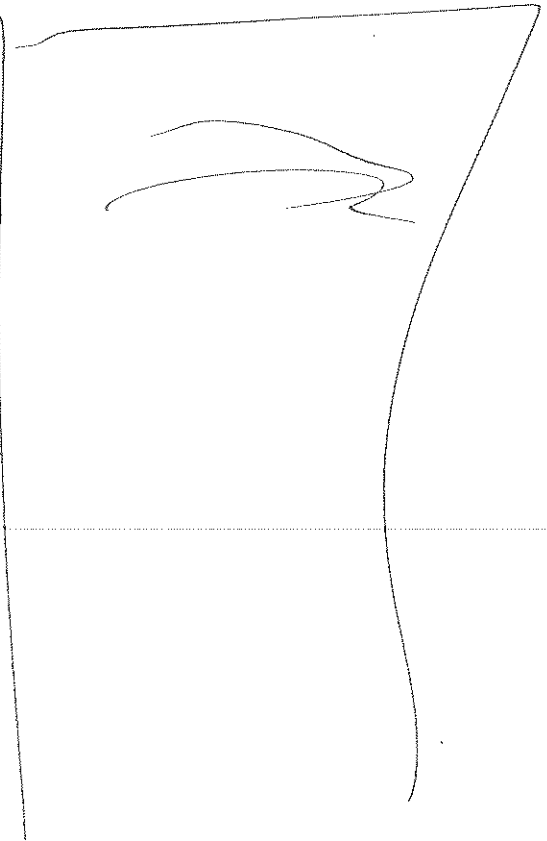
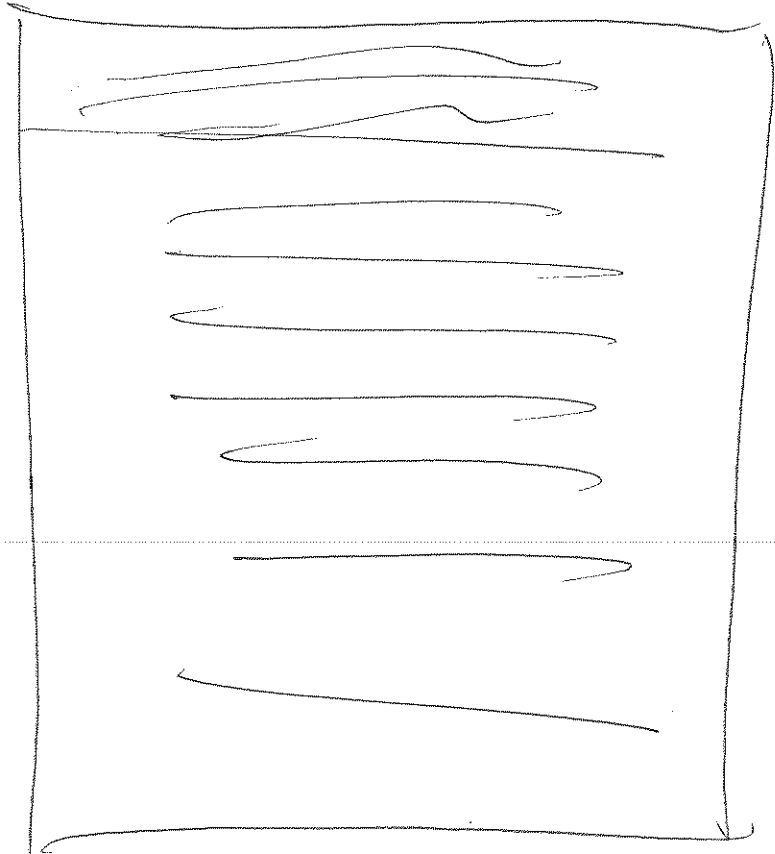
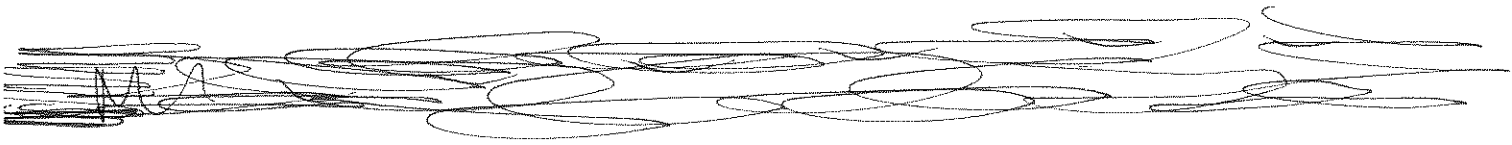
**Plan C** (twelve payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$7431.00, plus a finance charge of \$367.20 (9% APR), is due in twelve monthly payments of \$649.85. Payments are due on the 15th of each month.

**Plan D** (eighteen payments): ***This plan is available only to those applicants applying for financial assistance.*** The balance of tuition, after financial assistance, will be financed at 12% APR and is due in eighteen monthly payments. Payments are due on the 15th of each month.

**Plan E** (twenty-four payments): ***This plan is available only to those applicants applying for financial assistance.*** The balance of tuition, after financial assistance, will be financed at 15% APR, and is due in twenty-four monthly payments. Payments are due on the 15th of each month.

### DELINQUENT ACCOUNTS

Students will be contacted when their account is 10 days or more past due. Graduate or withdrawn student accounts over 90 days late will be sent to a collection agency. Graduates with delinquent accounts will not be provided with transcripts until the financial obligation is addressed.





## **PHILOSOPHY**

Seattle Massage School believes Massage Therapy is a valuable and positive career choice that promotes health, supports personal growth and provides professional fulfillment.

Seattle Massage School is committed to excellence in massage education. Our client centered approach supports our graduates to be successful massage practitioners.

Seattle Massage School's mission is to assist people in creating meaningful work.

Our goal is to transform touch into a positive force in the world.

## **EDUCATION OBJECTIVES**

The objective of the Professional Licensing Program is to prepare students to become successful massage practitioners. Quality touch and interpersonal connections are our core concepts of massage training. Seattle Massage School provides an interactive, learner centered educational environment for both practical skills and academics.

## **SCHOOL LOCATIONS**

Seattle Massage School has three campuses in the Puget Sound region. They are located in Seattle, Tacoma and Everett. For more information, see the accompanying individual campus information insert. Hours of operation: 9:00 AM to 6:00 PM at all locations

### **EXECUTIVE OFFICE**

6869 Woodlawn Ave. NE, Suite 120, Seattle, WA 98115  
Phone: 206-524-3605 • Fax: 206-729-4306

### **SEATTLE CAMPUS**

7120 Woodlawn Ave. NE, Seattle, WA 98115  
Phone: 206-527-0807 • Fax: 206-527-1957

### **TACOMA CAMPUS**

5005 Pacific Highway E, Suite 20, Fife, WA 98424  
Phone: 253-926-1435 • Fax: 253-926-0651

### **EVERETT CAMPUS**

2721 Wetmore Ave., Everett, WA 98201  
Phone: 425-339-2678 • Fax: 425-258-2620

### **FINANCIAL OFFICE**

323 NE 72rd Street, Seattle, WA 98115  
Phone: 206-525-0101 • Fax: 206-525-6304

### **ADMINISTRATIVE PERSONNEL**

Executive Director: Paul Rerucha, BSN  
Director of Finance: Eric S. Lauder, CPA  
Director of Financial Aid: Barbara Mangini  
Director of Education: Sean McDaniel, LMP

### **ACCOUNTING PERSONNEL**

Eric Benzel, BS, Accountant  
Angie Sigler, BA, Accountant  
Robyn Prout, BA, Accountant

### **OWNERS/OFFICERS OF THE BOARD**

President: Paul Rerucha, BSN  
Vice President: Nancy Rerucha, BA

## **ABOUT SEATTLE MASSAGE SCHOOL**

### ***School History***

Seattle Massage School continues to set a national standard for massage education and service to students. The School was founded in September, 1974, to teach massage skills to people wishing to practice professional massage in Washington State. The first advanced course for continuing education was offered in 1977. SMS was the first massage school in Washington to be state licensed by the predecessor to the Workforce Training and Education Coordinating Board, in 1982. The School, which was purchased by Paul Rerucha in August of 1986, has been at its current location since July, 1987. Since 1986, courses have been revised and the number of instructional hours increased to meet and exceed national education standards.

The school's curriculum was approved by the Commission on Massage Therapy Accreditation/Approval (COMTAA) of the American Massage Therapy Association in February, 1988 and accredited by COMTAA in 1997. Curriculum was approved by the Washington State Massage Board, under new curriculum guidelines, in September, 1988.

In August, 1988, the business was incorporated under the rules of the State of Washington as High Tide, Inc., and doing business under the trade names Seattle Massage School, and Seattle Massage. The corporation is wholly owned by Paul and Nancy Rerucha.

The school applied for and received National Accreditation by the Accrediting Commission for Continuing Education and Training (ACCET) in July, 1989 (the second school of massage on the West Coast to achieve such status), and was approved to administer Title IV funds by the Department of Education in December, 1989. (ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Codes and subsequent legislation.)

SMS created an in-house Student Clinic in 1989, which has expanded every year to provide a diversity of massage service to the community. We now offer an elective 4th term Hospital Internship Program in local hospitals. In addition, SMS runs on-going volunteer clinic programs at various locations.

In September 1991, SMS opened its first branch campus in Tacoma to better serve area students. The second branch campus opened June, 1993, in Everett.

### ***About Our Students***

Seattle Massage School students are all ages and from varied backgrounds. Classes have included students ranging in age from 18 to 80 years (averaging 33 years), from all over the world. Students have educational backgrounds varying from grade 12 or a GED to postgraduate degrees. Most have been successful at occupations and are looking for a new career that allows an opportunity to work with people in a different way, as well as providing options for defining their own work habits and hours. What they all share is a deep commitment to themselves and to the professional growth necessary to operate a successful massage practice.

### ***Class Sizes***

Enrollment varies with each start. Generally, March and September are the larger starts. Each class is divided into sections. For Kinesiology and Massage classes, each section has 24 students maximum. Lecture classes can accommodate 22 to 35 students per section. In addition to the instructor, each section may have Teaching Assistants available to help students.

### ***Facility***

Each Seattle Massage School location has up to date portable massage tables, screens or curtains, hydrotherapy supplies, visual and video equipment. Learning aids include skeletons, muscle and bone charts, anatomy models and MANIKEN® system clay muscle sculpting kits.

## **OUR CREDENTIALS**

### ***Accreditations and Licenses***

To obtain further information about Seattle Massage School's licensing, accreditation, or certification, please contact the campus directly for addresses and phone numbers, or refer to Licensing / Accreditation section in this catalog.

Seattle Massage School is accredited, approved, licensed, or recognized by:

- Nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).
- Program accredited by the Commission on Massage Therapy Accreditation/ Approval (COMTAA) of the American Massage Therapy Association
- Licensed by Washington State Workforce Training and Education Coordinating Board
- Approved by Washington State Board of Massage
- Participates in Veterans Montgomery G.I. Bill
- Approved by United States Department of Education, Office of Post Secondary Education, Washington, DC, to participate in the following programs:
  - Federal Pell Grant
  - Federal Stafford Loan Program
  - Federal PLUS Loan
- Approved by Oregon Board of Massage Technicians
- Member of Council of Schools of the American Massage Therapy Association
- Member of Washington Federation of Private Career Schools and Colleges
- Member of National Association of Financial Aid Administrators
- Member of Better Business Bureau of Seattle and Tacoma
- Member of Seattle King County Chamber of Commerce
- Member of Tacoma Pierce County Chamber of Commerce
- Member of Everett Chamber of Commerce

## AWARDS AND RECOGNITION

In honor of our commitment to excellence and our contribution to our community, Seattle Massage School has been the recipient of some prestigious local and national awards. These include:

- ***The City of Seattle Mayor's Small Business Award 1990 and 1992***

Seattle Massage School is the first organization to have won this award twice.

- ***The Blue Chip Enterprises Award 1993***

This prestigious national award given by the National Chamber of Commerce recognizes excellence in business.

- ***INC. 500 1993***

Each year INC. Magazine recognizes the nation's 500 fastest growing small businesses. Seattle Massage School was ranked #222 in the country.

We are proud of the recognition we have received. We believe this reflects not only Seattle Massage School's commitment to quality and service, but also recognizes the massage profession as a whole.

## CURRICULUM

The objective of the Professional Licensing Program is to prepare students to become successful massage practitioners. Quality touch and interpersonal connections are our core concepts of massage training. Seattle Massage School provides an interactive learner centered educational environment for both practical skills and academics.

Students will be eligible to sit for the Washington State Massage Licensing Exam upon completion of the program. The Professional Licensing Program is Nationally accredited by Accrediting Council for Continuing Education and Training (ACCET). Curriculum is approved by Commission of Massage Training Accreditation and Approval (COMTAA) of the American Massage Therapy Association; and approved by the Washington State Board of Massage.

### ***Term One includes:***

Anatomy & Physiology 1	Massage Theory and Practice 1
Kinesiology 1	Seated Massage Workshop/Seminar
Professional Development 1 Workshop/Seminar	
Student Development, Communication and Learning Skills Workshop/Seminar	

### ***Term Two includes:***

Anatomy & Physiology 2*	Massage Theory and Practice 2*
Kinesiology 2*	First Aid/CPR Certification Workshop/Seminar
Pregnancy Massage Workshop/Seminar*	
Hydrotherapy Workshop/Seminar*	
AIDS Education for Massage Professionals Workshop/Seminar*	
Professional Development 2 Workshop/Seminar *	

### ***Term Three includes:***

Anatomy & Physiology 3*	Massage Theory and Practice 3*
Kinesiology 3*	Business Skills Workshop/Seminar*
Sports Massage Workshop/Seminar*	Student Clinic 3*
Professional Development 3 Workshop/Seminar*	

### ***Term Four includes:***

Anatomy & Physiology 4*	Massage Theory and Practice 4*
Kinesiology 4*	Massage for Chronic Pain Workshop/Seminar*
Student Clinic 4* or possibly Hospital Internship*	
Professional Development 4 Workshop/Seminar*	
Student Project*	

All courses listed are required for graduation from the Professional Licensing Program.

\*All courses marked with asterisk (\*) have prerequisites. There are no prerequisites to taking this program, but within the program certain courses must precede others.

### ***Credit Conversion***

Seattle Massage School uses the following conversion factors to determine contact hours to credits (as identified by ACCET and Workforce Training and Education Coordinating Board of Washington):

Lecture - 10 contact hours = 1 credit

Labs - 20 contact hours = 1 credit

Externship - 30 contact hours = 1 credit

Contact hours are defined as 50 minutes of classroom contact. Contact hour and credit totals are outlined on the program overview.

### ***Program Length***

The Professional Licensing Program lasts 12 months. The maximum length of time allowed to complete the program is 18 months (six terms).

The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the schedule for any particular class, or to modify the course work required for graduation based on legislative, professional or educational mandates or any other reason which the school may deem necessary.

## **STUDENT SERVICES**

Seattle Massage School recognizes the importance of a strong system of support that students need when they return to school and make the transition into a new career. In an effort to assist our students in this process Seattle Massage School offers the following Student Services:

### ***Counseling and Advisement***

Faculty, Education Coordinators and Registrars are available to discuss student progress or special needs. Students who have a more serious need for professional counseling will be referred to appropriate community resources.

### ***Independent Tutoring***

Group or individual tutoring in Anatomy & Physiology, Kinesiology, and Massage Practical are generally available. Fees for tutoring are minimal.

### ***Seattle Massage School Tutoring***

Students who attend SMS and are not maintaining satisfactory progress have access to tutoring services free of charge. These services are provided by staff tutors.

### ***Teaching Assistants***

Seattle Massage School provides a continuing education program for advanced students and graduates who desire to learn teaching techniques. Third and fourth term students have the opportunity to apply to be a Teaching Assistant (TA) for terms one and two. Graduates may become TAs for any level of the program. A Continuing Education Certificate is awarded for completion of Teaching Assistant hours.

### ***Honors***

Students are acknowledged for superior work. Generally those who complete the program in 12 months, attain a 3.5 GPA or better in all course work and who meet all other SMS standards of progress, qualify. This distinction is acknowledged on the Certificates of Graduation.

### ***Financial Aid***

Title IV Federal Financial Aid is available to enrolled students who qualify. Federal Financial Aid applications are available from the Admissions Representatives at each campus. Each Campus has a Financial Aid Office to assist enrolled students on an individual basis to determine their eligibility. Seattle Massage School currently participates in the Federal Pell Grant, Federal Stafford Loan, and Federal Plus Loan programs. For more information see the Tuition and Program Expenses insert or contact the School directly.

### ***Library Privileges***

A SMS lending library is available at each campus as a service of the Bookstore. Seattle Massage School students have access to excellent medical library facilities at Bastyr University, located in



## **GRADUATE SERVICES**

The Graduate Services Department of Seattle Massage School is committed to providing assistance to graduates with the following resources:

### ***Placement***

- Job search consultations (resume, cover letter, proposal writing, etc.)
- Marketing consultations (business card and brochure development, interview and phone skills, customer garnering and maintenance, etc.)
- Business management consultations (insurance billing, bookkeeping, business plan development, etc.)

The Graduate Services Department maintains records on graduates for communication purposes, to provide accurate information to potential students and the public about the success of our graduates, and to complete reports to accrediting organizations. The Graduate Services Department also works with employers, insurance providers, and government organizations to improve the training of our students and the working environment of the massage profession.

### ***Graduate Newsletter***

This is a quarterly publication including listings of current career opportunities, continuing education courses, and articles about the massage profession.

### ***Graduate Speakers Night and Continuing Education***

Workshops are offered throughout the year providing further educational opportunities. Graduate speaker nights are networking forums and special interest opportunities.

### ***Continuing Education***

Continuing Education events are offered throughout the year. These are one time courses in a variety of massage techniques and advanced massage treatments. These courses are available to all Licensed Massage Practitioners.

### ***Placement Results***

Seattle Massage School graduates have a wide range of interests and use the skills they gain through the program to participate in diverse types of massage practices. After graduation, many graduates open their own businesses or work with established organizations such as chiropractic or physical therapy clinics, hospitals, salons, spas, resorts, cruise ships, or sports teams. Others choose to provide on-call table or seated massage services to individuals at home, in hotels, businesses and corporate sites.

99% of all SMS graduates who sat for the Washington Licensure exam in 1996 passed and 84% of all 1995 graduates, who responded to our surveys found employment in the massage field.

## **SCHOOL POLICIES**

The following policies and standards are guidelines to ensure the quality of our program and your education. Please refer to the Student Handbook for further explanation.

### ***Application and Entrance Requirements***

All applicants to Seattle Massage School are screened and interviewed by our admissions staff. Applicants are evaluated on the basis of their motivation and academic ability to benefit from our Professional Licensing Program. Applicants are evaluated without discrimination on the basis of age, sex, race, national or ethnic origin, religion, creed, sexual preference, or general disability.

Applicants must be a minimum of 18 years of age upon graduation from Seattle Massage School. They must provide proof that they are a high school graduate or have a GED. All applicants are required to complete an admission interview, a registration packet, and any financial agreements. Previous experience in massage is not a requirement but may be helpful.

Applicants may be denied admission on the basis of health problems, poor hygiene, lack of financial capability, lack of physical capability or insufficient motivation. Applicants may also be denied if they do not exhibit the ability to benefit from Seattle Massage School's Professional Licensing Program. Denial of admission to the program is final and may not be appealed.

Application information is confidential. Students are guaranteed the right of access to their student file, by written request. Student information will not be released to unauthorized persons or agencies without the written consent of the student.

Applications are accepted and interviews conducted throughout the year. Introductory massage courses are offered at each campus. Please contact the Admissions Department to schedule an interview or to inquire about workshops.

### ***Academic Standards***

Grading is numerical, ranging from 0 to 4.0. Students must maintain a minimum GPA of 2.0 and must have a cumulative GPA of 2.00 to graduate. Honors are awarded to students who average 3.5 cumulative GPA or better, meet all standards of progress for graduation, and complete the program within 12 months.

Statements of academic progress will be provided at the end of each term. Additional copies are available upon request, for a small fee. Please refer to the Standards of Academic Progress in the school's Student Handbook. The grade of A / 4.0 is given for scores of 93 - 100%; B / 3.0 for scores of 85 - 92%; C / 2.0 for scores of 77 - 84%; D / 1.0 is given for scores of 70 - 76%; E / .0 is given for scores of 69% and below (grades are not rounded up to the next percentage). All E courses must be retaken. Students will be charged for all course retakes.

### ***Standards of Academic Progress***

Please see the Standards of Progress policy in the Student Handbook or the Course Workbook. The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level of course work. The progress of students encountering difficulty in maintaining standards will be reviewed. Those who need help can utilize a variety of options, including individual or group tutoring or study groups. All assigned work must be completed before the end of each quarter. Students maintaining the minimum credit requirements may successfully complete the program in 18 months.

Progress is measured in the following ways:

- a) Progress in learning theoretical material is measured through quizzes and examinations.
- b) Progress in learning practical material is measured through demonstration, student feedback, instructor feedback, and practical exams.
- c) In addition to class time, documented massages outside of class, study, and completion of assigned homework are required. All students are also required to complete a student project by Term 4.
- d) Minimum cumulative GPA considered satisfactory is C / 2.0.
- e) All courses with 'E' grades must be retaken. Students will be charged for all retakes.

### ***Attendance Policy***

Regular, punctual attendance is expected of all students. Missing more than 20% of any class is considered an absence. Make-ups are required for all missed exams and practical classes. Each course instructor will specify how make-ups will be handled.

### ***Behavior and Conduct Standards***

Inappropriate behavior, including, but not limited to, disruptive talking in class, cheating, failure to abide by SMS policies, and behavior that disrupts class or could be interpreted as harassment, can result in probation or dismissal. For more detailed information on SMS Behavior and Conduct Standards please refer to the Student Handbook.

### ***Drug and Alcohol Awareness Policy***

SMS is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol. Therefore, possession, distribution or use of illicit drugs or alcohol are not tolerated. For more detailed information on SMS Drug and Alcohol Awareness policies please refer to the Student Handbook.

### ***Drug Abuse Referrals***

Seattle Massage School has established a referral relationship with community drug abuse agencies. Referrals are made to these agencies as needed.

### ***Complaint Procedure***

If problems arise, students should make every effort to resolve them through the procedures described in the Student Handbook. If the problem is not resolved, the student has the right and is encouraged to submit a written complaint to either the Washington Workforce Training & Education Board or the Accrediting Council for Continuing Education and Training. The addresses and procedures for this are listed in the Student Handbook.

### ***Graduation Requirements***

Students must have a GPA of 2.0 or greater, complete all course work, and discharge all financial obligation to the school in order to receive their graduation certificate, and for the school to release transcripts. For more detailed information on SMS Graduation Requirements please refer to the Student Handbook.

### ***Leave of Absence (LOA)***

The agreement established between SMS and individual students is for a 12-month continuous program. For this reason, SMS discourages LOA's, however, we do acknowledge the need in certain emergency situations for either medical, family or financial reasons. Requests must be in writing and include documentation of the need to the Registrar. An LOA is only allowed for 60 days, and only one LOA in a 12 month period. When the 60 days ends on or after the next term start, the student must restart in that term or be withdrawn. Please see Student Handbook for more information and procedures.

### ***Probation***

Probation may be invoked by an Administrative Representative of SMS (Registrar, Education Coordinator, Education Director or Education Manager). Probation is used for: 1) Failure to maintain Standards of Progress, 2) Inappropriate behavior, or 3) Failure to fulfill financial agreements. Probation does not exceed 90 days and exact length of probation and specific objectives are given at the time of notification.

### ***Termination***

Reasons for Termination are: 1) Voluntary Withdrawal, 2) Failure to return from a Leave of Absence (LOA), 3) Lack of available space following a LOA, 4) Prolonged absence (over 30 days), 5) Failure to meet SMS Standards for Behavior, or 6) Failure to meet Academic Standards of Progress. Terminated student must have an exit interview with the Education Coordinator, the Registrar and Financial Aid Officer if applicable.

### ***Re-enrollment***

Students who withdraw from the program may apply for readmission. A \$100 registration fee will be charged for readmission. Students may be denied readmission for lack of timeliness in completing assigned work, lack of space availability, failure to follow through on any agreements, or demonstrated lack of ability to benefit from the program.

## REFUND POLICIES

### *Refund Before Entering Class*

Applicants may cancel their enrollment in person or in writing before the beginning of classes. Applicants not requesting cancellation before their scheduled starting date will be considered students.

1. You will receive a full refund of all money paid if you are not accepted by the school.
2. You will receive a full refund of tuition and fees paid if you withdraw not later than midnight on the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided you have not commenced training.
3. After five business days, (excluding Sundays and holidays) the school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less. "Registration fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

### *Refund After Entering Classes*

For Purposes of Refund the Official Date of Termination is the last date of recorded attendance. The Date of Withdrawal of a student shall be:

1. When the school receives notice of the student's intention to discontinue the training program; or
2. The student is terminated for a violation of a published school policy which provides for termination; or
3. When a student, without written notice to the institution, fails to attend classes for thirty calendar days.

Your money will be refunded based upon the period of charges incurred. Your account will be charged in four installments in the first four periods of attendance which correspond with the four 11 week academic terms for the twelve month program in which you have enrolled. These installments are called tuition charges. It is the policy of Seattle Massage School to charge your account by period of attendance and if you withdraw, you will not be liable for periods of uncharged tuition. Seattle Massage School will charge the tuition to the accounts of all new students on the Monday following the commencement of classes. All continuing students will be charged tuition for the new period of attendance the day the term begins. Students on Leave of Absence are considered active students at the beginning date of each term and their accounts will be charged with second and subsequent term charges at the beginning date of each term of attendance for the twelve month period for which they originally enrolled.

In the event a student discontinues, the School will retain earned tuition as follows. When a student withdraws any refund is based upon the period of attendance for which charges have accrued. The school will retain the \$100 registration fee plus any and all fees for textbooks or equipment purchased through the school bookstore.

### *Withdrawal during the first term of attendance*

You attend:	Retained of Term 1 Tuition Charges:*	You attend:	Retained of Term 1 Tuition Charges:*
Week 1	10%	Week 5	50%
Week 2	20%	Week 6	60%
Week 3	30%	Week 7 through 11	100%

*Withdrawal between the first and second term of attendance* or during subsequent periods of attendance is based upon the total program cost.

You attend:		Retained Program Tuition:
Week 11	25%	of program tuition*
Week 12 to 22	50%	of program tuition*
Week 23 to 33	75%	of program tuition*
Week 34 and beyond	100%	of program tuition

The enrolling student recognizes that she or he is fully responsible to the school for all charges incurred regardless of financial aid funding. Any financial aid funding that the student has not completed by the filing of forms or signing of check(s) will add to a balance owing to the school and is payable at the time of withdrawal or graduation. A student may contract for the additional balance owed. The student also acknowledges that if s/he withdraws from the program at any time and the school is unable to process federal financial aid, or if the school must return previously awarded aid to the source, that the student is immediately liable for payment of all charges incurred to date. Failure to pay will constitute default by the student to the school of her/his financial obligation to the school.

If the school discontinues instruction in any program after the students enter training, including circumstances where the school changes its location, students will be notified in writing of such events and are entitled to a prorata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued and the refund must be paid within 30 days after the receipt of such a request.

## LICENSING REQUIREMENTS AND SCHOOL ACCREDITATION

### *Licensed Massage Practitioners*

In order to legally practice massage in the State of Washington, a person must be licensed by the State of Washington, Department of Health. This involves passing a written exam administered by the State of Washington. To be eligible for the exam an applicant must have graduated from a Washington State Board of Massage approved school, and be 18 years of age or older. Applicants with felony convictions within the last eight years may have licensure denied. Appeal of this ruling is possible.

Students planning to practice in another state should contact the agency responsible for administering the massage practice law in that state or municipality, for licensing requirements. See SMS Student Handbook for a list of other states with Practice and Licensure requirements for massage practice.

### *School Licensing and Accreditation Information*

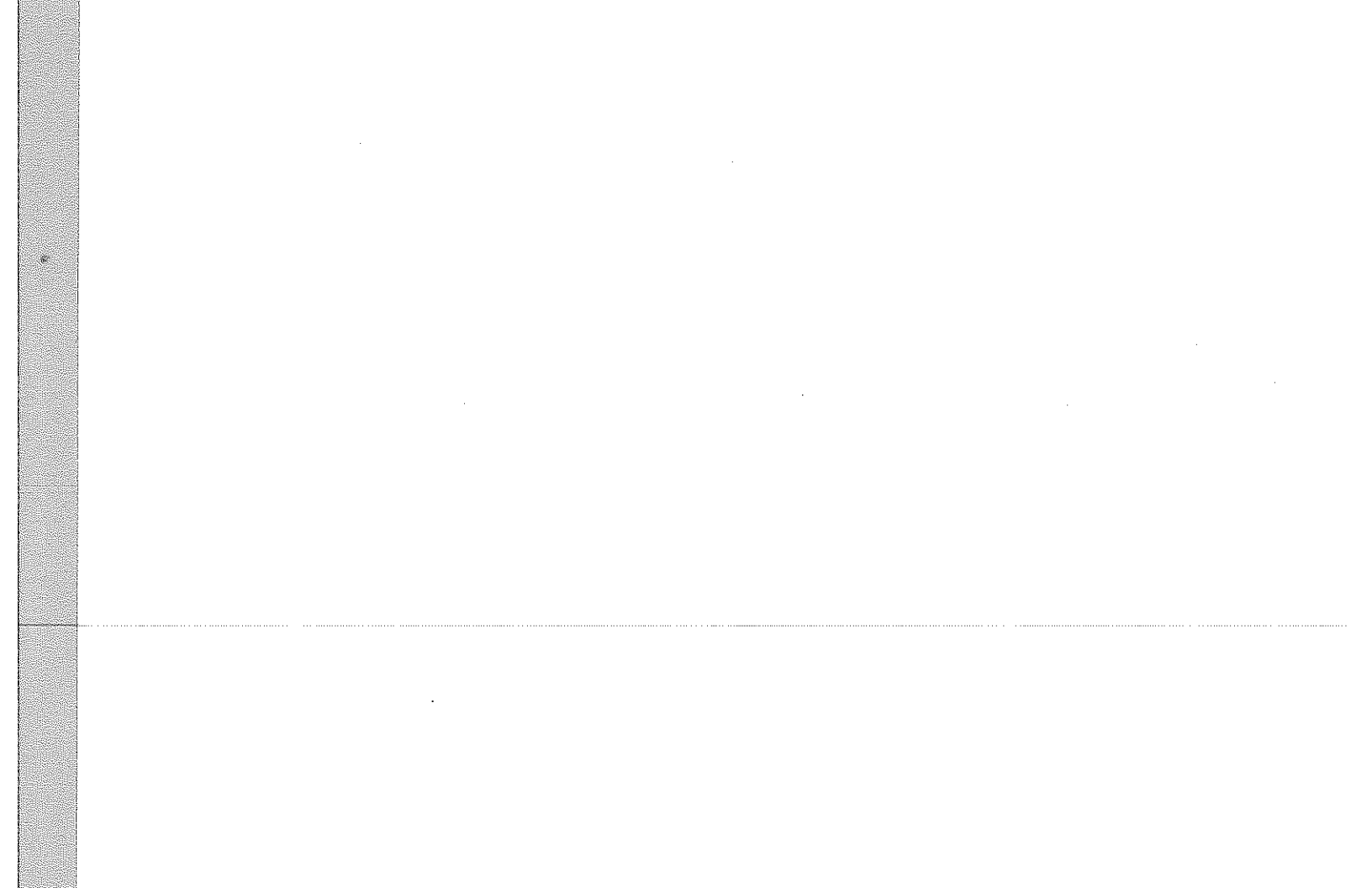
Seattle Massage School is licensed under laws of the State of Washington, Chapter 28C.10RCW. Inquiries regarding this or any other private vocational school may be made to:

Washington State Department of Health  
Board of Massage  
P.O. Box 4786  
Olympia, WA 98504-7868  
360-586-6351

Seattle Massage School is accredited by the Accrediting Council for Continuing Education and Training (ACCET). Inquiries regarding accreditation may be made to:

Accrediting Council for Continuing Education and Training (ACCET)  
1560 Wilson Boulevard, #900  
Arlington, VA 22209  
703-525-3000.

The Seattle Massage School program is COMTAA (Commission on Massage Training Accreditation / Approval) accredited.





Seattle Massage School is licensed under laws of the State of Washington, Chapter 28C.10RCW. Inquiries regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board  
Building 17, Airdustrial Park, MS  
P.O. Box 4310  
Olympia, WA 98504-3105  
360-753-5673

