



OREGON SCHOOL *of* MASSAGE

Program Catalog & Student Handbook



2017 - 2018

Portland and Salem Campuses
www.oregonschoolofmassage.com

*The mission of the
Oregon School of Massage
is to provide excellence in
education by engaging
the whole person
~Body ~ Mind ~ Spirit~
in order to promote health
through quality touch.*

Values Oregon School of Massage Supports:

*Safety and Support
Personal Responsibility
Wholeness and Health
Celebrating Community
Creating, Relating and Enjoying
Learning and Growing
Human Connection
Ethics and Respect*

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Effective dates - September 25, 2017-September 25, 2018

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Welcome to the Oregon School of Massage

ABOUT THE SCHOOL

The Oregon School of Massage, founded in 1984 and licensed by the Higher Education Coordinating Commission, is a private, professional school devoted to massage and related health education. Ray Siderius is the owner, founder and president of OSM. The School is committed to providing a holistic education, which integrates the body, mind, heart and spirit. Massage training is much more than learning a set of strokes and human anatomy. It is the subtle integration of emotion, knowledge, technical skills and intuition. At OSM we ask students to look at their massage education as a period of personal growth, as well as training for a new and rewarding career. We see our program as an opportunity for individuals to look at their inner world of beliefs, emotions and behaviors while exploring the body and techniques of massage.

Central to our philosophy is the belief that touch is a powerful form of communication and carries complex messages for both the giver and the receiver. As practitioners, we need to be mindful of what we communicate through our touch. With this in mind, we have developed an emphasis on the integration of psycho-spiritual dimensions of healing with the study of the human body.

The rigorous study of Anatomy, Physiology, Kinesiology, Pathology, Hydrotherapy and Massage is augmented by time for students to share their experiences both as givers and receivers of touch. Because everyone carries conscious and unconscious beliefs about touch based on enculturation, parenting and past experiences, this dialogue helps students to clarify their own beliefs and needs around touch. It also encourages development of the “inner healer”. Our staff supports the process of acknowledging these beliefs by honoring all students wherever they are in their development and by nurturing change as it occurs.

Our program offers a flexible schedule in both Portland and Salem and is designed to suit adult students who want to individualize their learning program. Our classes are modular and fit into a work-life balance. Massage classes have a low teacher to student ratio—normally 1 to 16. Health sciences classes range from 16 to 24 students and many classes have a teaching assistant. Massage tables are provided by the School for in-class use; students must provide their own tables for out-of-class use. Students provide their own oil, sheets, blankets, towels and bolsters.

PROGRAM EXPECTATIONS

Upon satisfactory completion of the Oregon School of Massage 640-hour Massage Certificate Program, graduates will have had education in and experience with all of OSM's values and academic expectations. Instructional and experiential components that we believe are essential to a comprehensive quality training program include but are not limited to:

- professional demeanor
- communication
- soft tissue manipulation
- anatomy and physiology
- pathology
- clinical experience
- boundaries and ethics
- sanitation
- technique concepts
- kinesiology
- business / employment practices
- Oregon / Washington massage law

See complete Program Expectations handout at Front Desk.

CIVIC AND SOCIAL EXPECTATIONS

OSM's civic and social expectations are:

1. To produce quality licensed massage therapists
2. To provide massage education and services to the community at large
3. To model ethical social responsibility daily in class and as an organization

Our Presence in the Neighborhoods

CAMPUS LOCATIONS AND PHONE NUMBERS

Portland Campus:

9500 SW Barbur Blvd. Ste. 100
Portland, OR 97219
P: (503) 244-3420
Toll Free: (800) 844-3420
F: (503) 244-1815

Salem Campus:

2111 Front St. NE Bldg 3-101
Salem, OR 97301
P: (503) 585-8912
Toll Free: (877) 588-8912
F: (503) 585-0988

TRANSPORTATION

The Oregon School of Massage campuses are easily accessible by private and public transportation alike. At our Portland location, during daytime classes, there is limited parking in the Kristin Square parking lot. We request that you car-pool, bike or take public transportation when possible. Visit www.drivelessconnect.com to search for ride shares in OSM network. A bike rack is available in the alcove by the lower level entry doors (facing the freeway). There should be ample parking around the Kristin Square building during evening and weekend classes. TriMet's Barbur Blvd. Transit Station is located about two blocks south of the School and is serviced by several bus lines, including the #12, #64 and #94 buses. 3 month discounted bus passes are available at OSM Store.

At our Salem location, there is limited parking available in front of the building. Bus access to OSM Salem via Cherriots can be made using Route #18 - Keizer West. OSM Salem is located just 1 1/2 blocks from Liberty and Pine. Please park in designated parking places only and observe posted signs for guests and disability permits.

DRIVING DIRECTIONS

For the Portland campus, traveling south:

Take I-5 South to Exit #296A/Barbur Blvd. Exit and turn left at the light onto Barbur Blvd. Proceed south on Barbur about two-thirds of a mile to the Kristin Square Building, a three-story brick building on the left side of the road. The words "Randall Realty" are on the front of the building over the portico. OSM is located on the first floor in Suite 100. Access is in the rear of the building, so parking in the back is suggested.

For the Portland campus, traveling north:

Take I-5 North to Exit #294/Barbur Blvd, staying in the right-hand lane. You will proceed on Barbur, passing through a total of five stoplights until you reach the Kristin Square Building. It is a three-story brick building on the right side of the road. The words "Randall Realty" are on the front of the building over the portico. OSM is located on the first floor in Suite 100. Access is in the rear of the building, so parking in the back is suggested.

For the Salem campus, traveling south:

Take I-5 South to Exit #260A/Salem Parkway. Merge onto OR-99E BR S. Turn right on Pine St. then left on Front St. OSM - Salem will be on the right hand side just south of Pine, located in Building #3.

For the Salem campus, traveling north:

Take I-5 North or South to Exit #258/Pacific Hwy E/OR-99E N. Turn left onto Portland St. Turn right onto Pine St. and follow it to the end. Turn Left on Front St. OSM - Salem will be on the right hand side just south of Pine, located in building #3.

Academic Policy

APPLICATION AND ENROLLMENT

Applicants for the program training must have a high school diploma or equivalent and be proficient in speaking and writing English. One or more years of college training is recommended. Students must be at least 18 years of age. The School requires applicants to have received a minimum of one professional Swedish massage during the previous year. Applicants will be asked to describe the environment of the session and the techniques that the LMT used, address their experience of the massage in terms of its effect on their body, state of mind and emotional response. Applicants are also asked to write an essay explaining their interest in becoming a massage therapist. This essay and the massage experience are discussed during their admissions interview. Students will be notified of acceptance or denial of admission at the time of the Admissions interview or within 10 days of interview.

Applicants will be evaluated in terms of educational background, professional and work experience, and individual motivation. Evaluation will include the student's ability to express her/himself both orally and in writing in English and the demonstrated physical ability to give and receive a massage. Preference will be given to those applicants who seem best prepared in a combination of areas including biological sciences, communication skills, and self-awareness. Some temporary medical conditions may delay a student's ability to register for a bodywork class. Students with learning challenges may be asked to complete a questionnaire in order for us to provide the best educational support.

LIMITED ENROLLMENT

Students who need to take fewer than 40% of OSM program hours to qualify for Oregon Licensing may enroll as a Limited Enrollment student with a Limited Enrollment application. The registration fee is reduced to \$25. Limited Enrollment students are not eligible for a diploma upon completion of program hours, but will receive a transcript. A Limited Enrollment application requires:

- A copy of a diploma, GED or equivalent
- A copy of prior massage transcripts, licenses, and certifications.
- A letter from the Oregon Board of Massage Therapists, if applicable
- An Admissions Interview

HOW TO ENROLL

1. Attend a free Massage Training Preview and/or call to schedule an appointment with an Admissions Coordinator. At these sessions, you will learn the important details about our Massage Certificate Program and the application process.
2. Receive a minimum of 1 Swedish professional massage.
3. Submit a completed application (including essay and massage description) and \$25 application fee, along with a copy of your high school diploma or GED certificate, photo ID and completed student liability application. An Admissions interview will be scheduled.
4. After the Admissions interview and upon acceptance to the program, complete the admissions process by submitting the \$150 registration fee (or early reg fee of \$125 if all paperwork is completed by 2 weeks before the term begins) and student liability insurance fee. You will sign an Enrollment Agreement form. This form confirms that you have been provided with, and have reviewed, pertinent information in making the decision to attend OSM.
5. You may register for classes at any time after your acceptance into the program. You will need to pay for classes at the time of registration. Your Admissions Coordinator will assist you with your class registration and any financing option you choose.
6. Attend a New Student Orientation prior to your first quarter of classes.

NON-DISCRIMINATION POLICY

The Oregon School of Massage prohibits any act that would unreasonably differentiate treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on against students of any race, color, national origin, religion, age, sex, marital status, sexual orientation, or disability. All students are admitted under the rights, privileges, programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of the above in the administration of its educational policies, payment plans, or other School-administered programs.

Oregon School of Massage's policy is to maintain an environment free from any form of harassment, including harassment for any of the items listed. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under 659A.820 with the Commissioner of the Bureau of Labor and Industries. School policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

WITHDRAWAL PRIOR TO THE START OF A PROGRAM

A student may cancel enrollment prior to starting a program by notifying the School in writing. A form is available from Admissions. If the cancellation occurs within five business days of enrollment, the registration fee will be refunded. Tuition payments made prior to the start of class will be refunded.

ENROLLMENT AGREEMENT

As a part of enrollment, students will complete an Enrollment Agreement. This form confirms for you and the School that you have been provided with and have reviewed pertinent information in making the decision to attend OSM. Those students who are on a "pay as you go" payment plan will need to complete an Enrollment Agreement Addendum at the beginning of each new term.

STUDENT LIABILITY INSURANCE

Students are required to provide proof of current student massage liability insurance at registration. The insurance covers students when they practice massage on receivers both inside and outside the classroom. Students who have insurance from other providers must show proof at initial registration.

All program students are required to have current liability insurance while enrolled at OSM. ABMP liability insurance covers students practicing massage outside of school only when that practice is part of a class assignment. Coverage must be renewed by the expiration date for students to enroll and/or remain in class.

CLASS REGISTRATION

Registration for students is on a first-come-first-serve basis within their designated registration time period. Student financial accounts must be current to register. It is highly suggested that students who wish to ensure their enrollment in a particular class arrive at the school by 8:30am on the first day of registration week. Students may also call to register. Phone and in person registrations begin at 8:30am. There may be a 10-15 minute hold time before you reach a registration assistant. Phone lines may be tied up, which can make it difficult to get through to the school. Please be patient.

New Students:

- New students may register with an Admissions Coordinator at the time of their enrollment for entry-level classes scheduled for the following term.

Continuing Students:

- Continuing students register during **week eight** of the current term for the following term.
- Payment is required at the time of registration. Students who pay for classes as they go must have a credit card number ready to process payment if registering by phone.
- Please do not leave a voice mail with a registration request.

Final Quarter Students:

- Students enrolled in the certificate program who have declared final quarter status are given priority and register during **week seven** of the current term for the following term.
- Payment is required at the time of registration. Pay-as-you-go students registering by phone must have a credit card number ready to process payment.
- Please do not leave a voice mail with a registration request. You must speak with an administrative employee to register.

Because some classes fill quickly, it is important that you register as soon as you can. Additional classes will be added when there is sufficient student interest and an instructor and space are available. Payment is required at the time of registration. A course-tracking guide is included in this Handbook on pages 38-39.

ATTENDANCE

The student must maintain a 90% attendance rate in order to receive credit for a course. If student notifies the school of intent to withdraw prior to completion of 50% of the course, a prorated refund will be given (see Refund Policy). In the event a student stops attending or fails to attend a course and does not notify the school, the student will not have met the 90% attendance requirement and will receive a U for unsatisfactory attendance (see Grading) and no refund will be given.

Attendance breakdowns for OSM courses are as follows:

10 week Course:

- If a student misses the first day of a 10-week course, they will be contacted by the Registrar. Should the student not respond within 24 hours, they will be dropped from that class. Tuition will be refunded per the refund policy and the student will be billed a schedule change fee of \$25.

14- 15 hour Courses:

- For a 15 hour course, the attendance requirement is 90%. This means a student may miss up to 1.5 hours of a class before receiving a U for unsatisfactory attendance.

6 hour Course:

- During 6 hour courses, a student must attend 90% of the course. This means a student may miss no more than 30 minutes of class time before receiving a U for unsatisfactory attendance.
- If a student withdraws after the 1st week (3 hours) of a 6 hour course, the student will not receive a refund, as 50% of the course has been completed.

Weekend Courses:

- During weekend courses, a student may miss no more than 10% of the total course before receiving a U for not meeting the attendance requirement.

Student Clinic:

- Because of the complexities of coordinating client and student schedules, students are required to attend 100% of the Clinic course. Instructors will record attendance. Students who must miss a class due to illness will be required to make up the session in consultation with the instructor.

Massage - Fundamentals:

- Massage Fundamentals classes have more specific attendance requirements. Please check with the instructor for clarification.

Students who are unable to attend a class should call the office so the instructor and Registrar can be notified. When a student misses class it is her/his responsibility to obtain class information and assignments. If the student misses a quiz or test, he/she must make arrangements with the instructor to take a make-up exam. If a student is withdrawing from a course, the student must notify the school immediately. If no notification is given and the course comes to completion, the student will receive an Unsatisfactory grade due to not meeting the attendance requirements of the course.

Students are expected to be on time for every class. This is preparation for professional life. If a student is late to class 3 times in a quarter, that will count as one absence. Please remember that being in communication with your instructors about your progress through each class is critical.

CHILDREN / PETS ATTENDING CLASS

We at OSM have found that generally the classroom and the workplace are not the best places for children or pets. We ask that students, instructors, and employees of OSM not bring pets or children to class or work. Emergency exceptions to this policy require the approval of the Program Director and/or management staff.

EDUCATIONAL MATERIALS

OSM chooses educational material based on all of the following criteria
material supports all types of learning styles, i.e. visual, auditory, kinesthetic;

- material is affordable;
- material supports a holistic healing model;
- material is based on current knowledge and research; and
- when possible, material will be useful in private bodywork practice.

GRADING

Satisfactory completion of course material is based on attendance, professionalism, test scores and ability to demonstrate skills being taught. Because these factors are of varying degrees of importance in different courses, instructors have authority to weight these factors differently in different courses.

Many of the classes at OSM deal with dynamic integration of techniques and communication, and will require a high degree of active participation from each student. That participation will involve such aspects as the practical demonstration of massage techniques, explaining treatment plans, and role-playing practical situations. This type of participation will be one basis for measuring satisfactory performance.

A grade of S (Satisfactory), U (Unsatisfactory), I (Incomplete) or W (Withdrawal) will be assigned by the instructor at the end of each class. This grade will be entered on the student's transcript each quarter.

To obtain a grade of S (Satisfactory), students must meet attendance requirements, complete all homework assignments, and average 75% or greater on quizzes, tests and other scored material. The course instructor has the discretion of allowing make-up/retakes of tests, quizzes and/or other scored material.

An Unsatisfactory grade will be issued to students who do not meet the 75% grade and/or the 90% attendance requirement for the course. To receive a Satisfactory grade in the course, a student must retake the class and meet all attendance and grading requirements. Students re-taking a class after receiving a "U" will pay 75% of the regular class fee. A "no-show" for an elective class does not qualify for reduced re-take fee. A student may re-take a class no more than two times. Further repeats are not allowed without permission from the Program Director.

INCOMPLETE GRADES

Incomplete grades must be made up within the time line set by the instructor or by Week 5 of the following quarter with the same instructor, unless that instructor is not available. After that time limit, the grade becomes an Unsatisfactory and the entire class must be repeated (at 75% of class fee) and satisfactorily completed for credit to be received. Students with two or more incomplete grades will not be allowed to register for further program classes. An Incomplete does not satisfy a prerequisite.

MAKE-UP EXAMS

A student who is absent for a quiz or exam must contact the instructor to request a make-up. All quizzes must be made up during scheduled class time as designated by the instructor. Exams must be made up within one (1) week of the exam date, or date of notification of failure of exam. The instructor will leave a copy of the exam at the Front Desk. The student will not be allowed to take the exam after the deadline date, and a "0" grade will be entered. Makeup exams may be taken during business hours from 8:30am until one hour prior to closing. Exams may not be made up on Saturdays.

WITHDRAWALS AFTER CLASSES BEGIN

A student may withdraw from a class or the program at any time. To be eligible for a refund, the student must clearly notify the office and the instructor when withdrawing by completing a withdrawal form available at the front desk. Refunds are made according to the schedule described in "Financial Policy". If a tuition balance is still due to the School, the withdrawing student will be asked to make arrangements for payment. There is a \$25 change fee charged for all schedule changes, including drops. If a student stops attending a course, and does not notify the school of their intention to withdraw from the course, an Unsatisfactory grade will be issued.

REPEATS AND AUDITS

Students needing or desiring to repeat a class must register for it like any other class. For students who are in good standing, a reduced fee is charged for repeating a class. Students may re-take a class at the reduced fee up to two years after the original class was taken. After two years, the student must pay the current full class tuition (see Fees). Students may repeat a class no more than two times. Further repeats are not allowed without permission from the Program Director.

Students failing to pass a class in three attempts must re-establish eligibility for the class by undertaking, and satisfactorily completing, a remedial study plan approved by the Program Director. Remedial study may include, but is not limited to, individual tutoring and study skill training. Students are financially responsible for any remedial education.

Students who are repeating a course for the purpose of "refreshing information" or continuing education credit must wait until Week 9 of the current term to register for the following term. Repeated courses do not earn credit hours if a program student has previously received credit toward their 640-hour program requirement. The reduced rate for repeat does not apply to refresher or continuing education repeats: they will be subject to regular tuition.

Only Anatomy & Physiology and Pathology classes may be audited. Auditing a class involves attending without receiving credit for those class hours. Students wishing to audit a class are subject to instructor approval and available space; regular enrollments are given priority over audits. Auditing does not qualify the student for a repeat. (See Fees to determine tuition for audits.)

PROBATION, SUSPENSION AND TERMINATION

Students with two or more incomplete grades and/or unsatisfactory grades are put on academic probation until course requirements are satisfied. A progress contract may be initiated by the Program Director. Students must satisfy these requirements by the end of the subsequent calendar quarter. A student is suspended when the above requirements are not satisfied within the specified time.

A student is terminated when above requirements are not satisfied within one year. Re-entry to the program requires a new application to include applicant's statement addressing previous termination.

A student may be placed on probation, suspended or terminated from the program for inappropriate behavior and/or ethics violation as defined in Standards of Conduct (p. 20-21) and Code of Ethics (back cover), or for not honoring the financial agreements they have entered into with the school. Provisional enrollment may be implemented for students with learning challenges and/or unsatisfactory progress at prior educational institutions.

LEAVE OF ABSENCE

Any student in good standing (that is, without unresolved academic, financial or disciplinary issues or commitments) may take a leave of absence for up to two years, during which time the student is entitled to re-admission without re-application. The Leave of Absence (LOA) form must be completed and turned into the Registrar. The LOA date will be the first day of the quarter following the last day of attendance. A student on leave of absence for longer than two years may be asked to re-apply to OSM under admission policies in effect at that time. Students who wish to use coursework completed more than 5 years prior to re-application may be asked to audit courses or complete an assessment test in the subject area.

TRANSCRIPTS

OSM keeps student records on file for 25 years. Students may request an official transcript of their records for a \$5.00 fee. This request must be in writing, include the student's signature and social security number and the student must be in good financial standing. If you have any questions, please contact the Registrar. Students may request a duplicate copy of a certificate of completion from an elective class at a fee of \$5.00 per certificate. Students may request a duplicate copy of their Certificate of Completion from the program at a fee of \$25.00 per copy.

Pursuant to Public Law 93-380, known as Family Education Rights and Privacy Act, Oregon School of Massage students have the right to review all official files and records pertaining to themselves. Picture ID is required to access student records. The student may challenge the content of a record they consider inaccurate, misleading or otherwise in violation of their privacy or other rights.

NAME CHANGES

Student who experience a name change during the course of their program at OSM must submit a written notice to update OSM records. They must show official documentation of the name change (driver's license, social security card, passport etc). The name change will be reflected on all official documents following the request. If a student is re-entering the program, he/she must list all previous names, if any, in addition to current legal name.

TRANSFERRING CREDIT FROM ANOTHER SCHOOL

The School will evaluate training for transfer from other accredited schools when the following are provided:

- a transcript of the previous training in English
- course descriptions or outlines of the material to be evaluated
- a \$25.00 transcript evaluation fee

The total transfer fee will be established after the determination of acceptability is made, and must be paid by the end of the first quarter - the fee is currently 75 cents per contact hour. The training must:

- have been completed within the last 5 years. If longer than 5 years, students may take a Challenge Test for a fee of \$100 per subject area.
- have been satisfactorily completed with a grade of 75% (B) or better
- be compatible with the OSM curriculum
- be evaluated prior to a student's first quarter at OSM.

In addition, credit for classes not offered at OSM may be eligible for potential transfer credit:

- The date of the course must fall after the student's start date at OSM
- All criteria above must be met.
- It is recommended that students check transferability prior to taking a course.

Students may not transfer in more than 40% of program hours from another school.

CLOCK HOUR TO CREDIT CONVERSION

OSM evaluates credit hours at 10 clock hours per 1 credit for all incoming transcript evaluations. If documentation from the previous school is provided outlining a different clock hour to credit conversion, OSM will accept the previous school's conversion.

CHALLENGE TESTS

In determining the acceptability of documented course material to be transferred, OSM may ask the student to demonstrate competency in subject(s) to be transferred. If the training is older than 5 years, students may take a challenge test for a fee of \$100. An application is required to be eligible for a challenge test, and is available from the Admissions Coordinator. Challenge tests may not be used in lieu of class hours completion.

AWARDING OF PROGRAM CERTIFICATES

A certificate program is considered complete when all academic requirements for that particular program have been satisfactorily met and all financial obligations are fulfilled. Certificates are awarded upon satisfactory completion of a certificate program. Students must submit a Final Quarter declaration to the Registrar the term before beginning their final quarter of training.

MASSAGE LICENSING

The State of Oregon currently requires a minimum of 625 hours of training with 200 hours allocated to health sciences; 300 hours to massage and 125 hours in either health sciences or massage. The health sciences training includes Anatomy and Physiology, Kinesiology and Pathology. The massage hours include Massage, Communications, Ethics, Business, Clinical Practice and Sanitation. For the written portion of its licensing requirements, the Oregon Board of Massage Therapists recognizes the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Exam (MBLEx). A practical exam may also be required in order to become licensed.

The State of Washington 500-hour requirements are more specifically defined. Washington requires 90 hours of A & P, 40 hours of Kinesiology and 50 hours of Pathology for their health sciences. Massage training includes 250 hours of Massage Theory and Practice, 15 hours of Hydrotherapy and 55 hours of Clinical Practices, which includes Ethics, Business and Communications. Currently, Washington uses the MBLEx for licensing purposes. Applicants must request to have an official score report sent to the Washington Department of Health.

Oregon and Washington require a current CPR certificate and this class is not included in electives towards the 640-hour Certificate Program. Oregon also requires an electronic fingerprint scan. Washington also requires a First Aid Certificate and HIV/AIDS training. Both require a criminal background check.

APPLYING TO TAKE THE LICENSING EXAM

The School will provide you with information about licensing in Oregon and Washington. Information is also available on OSM's website. However, it is your responsibility to obtain the appropriate licensing examination application and get information about the licensing exam. Some things to be aware of:

- The documentation may take more time than you expect.
- Students need an official transcript to apply for the licensing.
- Students must have completed the entire required course material and paid all balance due before the transcript will be delivered to the student.
- Students may make an appointment with Student Services to review their transcripts and discuss licensing requirements at any time during their program.
- Neither graduation from OSM's 640-hour Program nor successful completion of licensing exams guarantees job placement or employment.

Steps to take in order to become licensed include:

For Oregon licensing:

- Submit an Online MBLEx application and fee to the Federation of State Massage Therapy Boards (FSMTB) to take the written exam.
- An official transcript will be mailed to the OBMT for students in good financial standing 2 - 4 weeks after the end of their final quarter.
- A transcript will also be provided to the FSMTB for students in good financial standing 2 - 4 weeks after the end of their final quarter.
- Submit an Online application, required documents and fee to the Oregon Board of Massage Therapists for licensing.
- Have an electronic fingerprint scan completed.
- Take the licensing examinations (MBLEx and jurisprudence).
- After all the above are received, the Oregon Board of Massage Therapists will send you a link to pay the initial license fee. Once the board receives your fee, you will be issued a license.

For Washington licensing:

- Take the FSMTB (MBLEx) written exam and have official score report sent to Washington on your behalf.
- Complete CPR/First Aid course and 4 hours of HIV/AIDS training. Information on the availability of HIV/AIDS courses is on the WA Department of Health website at:
<http://www.doh.wa.gov/YouandYourFamily/IllnessandDisease/HIVAIDS/Prevention/Training>
- Notify the OSM Registrar that you intend to apply for Washington licensing and have her complete and mail a school completion form to the Washington Board.
- Complete and mail a Washington massage license application found at: <http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MassageTherapist/>.
- Complete the Washington Jurisprudence Exam, located on the same page as the application. Mail results with your application.

The Washington Department of Health phone number is (360) 236-4835.



OSM Graduation - Summer 2015

Privacy Policy

Educational institutions and clinics, like all providers of personal services, are now required by law to inform their clients of their policies regarding privacy of client information. Educational institutions are bound by professional standards of confidentiality, as well as those required by law. For a complete listing of protected information see OSM website: <http://oregonschoolofmassage.com/students/FERPA>.

NON-PUBLIC PERSONAL INFORMATION WE COLLECT

We collect non-public personal information about you that is provided to us by you or obtained by us with your permission.

PARTIES TO WHOM WE DISCLOSE INFORMATION

We do not disclose non-public personal information obtained from you except as required by law or requested in writing by you. Permitted disclosures include IRS reporting, third party payers who need documentation of your progress, and other third parties who need to know information to assist them in providing services to you, that have been requested and authorized by you.

PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER STUDENTS' INFORMATION

We retain records relating to educational services that we provide so we are better able to assist you with your educational needs, and to comply with professional and legal guidelines. In order to guard your non-public personal information, we maintain physical, electronic and procedural safeguards that comply with our legal requirements.



Photo by Peter Schutte

Financial Policy

PROGRAM COST SUMMARY

Application Fee (non-refundable)	\$ 25
Registration Fee (non-refundable after 5 business days) (or Early Reg fee of \$125 if paperwork completed 2 weeks prior to term start)	\$ 150
640-Hour Massage Certificate Program Tuition*	\$ 11,995
Massage Table (approximate)	\$ 650
Required Textbooks (approximate)	\$ 700
Miscellaneous Supplies (approximate) (linens, oils, study aids, professional massages)	\$ 565

*Tuition is effective May 15, 2017 and is subject to change.

TUITION PAYMENT OPTIONS

1. Payment-in-full of the total tuition prior to the beginning of the 640-hour program. Students must make full payment before the start of their first term. The application, registration, student insurance fees, textbooks and other supplies are in addition to the tuition. If a student chooses the paid-in-full option and makes payment by cash, check or credit card, they will receive a massage table package (\$650 value). The payment-in-full option is not impacted by subsequent tuition increases. If the class hours chosen by the student go over the program total of 640, the student will be charged the current listed tuition for all hours over 645. This payment-in-full option does not include room and board for courses other than Massage - Fundamentals. If the student withdraws from OSM before taking 450 hours of classes, a refund will be rewarded. The amount of the refund will be the remainder of the paid-in-full balance, less any fees incurred and less the retail value of the table package. After 450 hours in the program, no refunds will be awarded. Please see the Paid In Full (PIF) Contract for more details.

2. Payment of the full quarterly tuition at the time of registration each term. Students electing this “pay as you go” option will pay the full quarterly tuition at the time of registration. Tuition will fluctuate based upon class selections and current tuition rates.

3. Payment in three installments each term for the full quarterly tuition (Tuition Agreement). Students electing this payment installment plan will pay the full quarterly tuition in three installments during the quarter. 50% of the total quarterly tuition is due at the time of registration. The remaining tuition is due in two equal installments made on the Tuesday of the first and fourth weeks of the term. There is a \$15 processing fee per tuition agreement, which is in addition to the first payment. Students will be assessed the \$15 processing fee for each tuition agreement that must be altered due to adding or dropping classes. Students will not be allowed to register for the upcoming quarter if they are delinquent with their tuition agreement payments. A \$25 fee will be charged for any delinquent payments. Tuition will fluctuate based upon class selections and current tuition rates.

4. No Interest - Monthly Payment Plan. Students who select this payment option make regular monthly tuition payments after paying an initial \$75 processing fee and a tuition deposit. The amount of the tuition deposit may vary with a minimum of \$250 required. The payments begin immediately in the first term and are due the first of each month. Students will not be allowed to register for the upcoming quarter if they are delinquent with the monthly payment. A \$25 fee will be charged for any delinquent payments. The MPP is not impacted by subsequent tuition increases. Students who are interested in the MPP option should contact an Admissions Coordinator for more information.

5. OSM Low Interest Loan

This loan program is not part of any Title IV Federal Student Aid (FAFSA) program or financed by other lenders. All applications for the LIL are subject to approval by an OSM Loan Committee. If the applicant does not demonstrate adequate financial resources and or credit history she/he will be asked to obtain a co-borrower. If approved, students pay an initial \$150 processing fee. The fixed interest rate is currently 5%. Students are also encouraged to make an initial tuition deposit, thereby lessening the principal amount of the loan. In some cases a tuition deposit may be required. Students will

not be allowed to register for the upcoming quarter if they are delinquent with the loan payment. A \$25 fee will be charged for any delinquent payments. The LIL is not impacted by subsequent tuition increases. There is a \$75 fee to modify a Low Interest Loan. Students who are interested in applying for the LIL should contact an Admissions Coordinator for more information and a loan application.

ADDITIONAL PAYMENT INFORMATION

The School accepts tuition payments by cash, check, VISA, and Master Card. The School is also approved to accept Veterans Administration financial assistance for those students who qualify. Students with third-party payment arrangements from vocational rehabilitation and worker re-training agencies can also be accommodated.

OSM scholarships are awarded bi-annually to eligible program students. Applications may be submitted after satisfactory completion of Massage - Fundamentals. Application and eligibility requirements are available from an Admissions Coordinator.

ADDITIONAL COSTS

Textbooks: Required textbooks for program classes cost approximately \$700. Purchase of optional reference books and/or study aids will increase this total. Of the total cost, approximately \$350 will be spent for first quarter textbooks. Some required textbooks are used for multiple classes throughout the program. All textbooks and supplies are available in the OSM Store, but may be purchased elsewhere. Textbooks purchased in the Store may be returned within 7 days of purchase with receipt and in original condition for store credit only. OSM Store does not offer a "buy-back" program.

Massage Table: Although owning a massage table is not mandatory for training, the School recommends that students acquire a table by the end of the first quarter. Prices for new tables range from \$300 to \$700 or higher.

Miscellaneous: Students are asked to provide their own massage oil or lotion (in a spill-proof bottle), sheets, blankets, bolsters and holster for hands-on classes. In addition, students are asked to have several professional massages during their training.

REFUNDS FROM WITHDRAWAL PRIOR TO THE START OF A PROGRAM

The beginning student may cancel enrollment prior to starting classes by notifying the School in writing. If the cancellation occurs within 5 business days of enrollment, the registration and insurance fees will be refunded. If the cancellation occurs after 5 business days of enrollment, the registration fee will not be refunded. Tuition payments made prior to the start of class will be refunded in full. The School will issue refunds no later than 40 days from the official withdrawal from a class or program. This is in compliance with Oregon Administrative Rules 715-045-0001.

REFUNDS FROM WITHDRAWAL OR TERMINATION FROM PROGRAM AFTER CLASSES BEGIN

A student may withdraw from the program at any time after courses begin. Written notification by the student must be provided in order to initiate refund calculations. Refunds will be made in accordance with the Higher Education Coordinating Commission, Private Career Schools Licensing Unit, Oregon Administrative Rules 715-045-0001. If applicable, any refund will be provided within 40 days after receipt of notification of withdrawal.

- **Quarterly Payments and Tuition Agreements:** If a student officially withdraws prior to completion of the 640-hour Certificate Program, individual course tuition will be handled according to the Individual Course Refund policy listed below.
- **Monthly Payment Plan & Low Interest Loan Refunds:** Program tuition will be prorated and refunded based on the difference between payments made and courses plus unpaid fees charged to the student's account through the last date of attendance. The balance of tuition paid, if any, will be refunded less the \$25 schedule change fee. If the student owes a balance based on the difference between payments made and courses plus unpaid fees charged to student's account through the last date of attendance, the student will be required to pay the balance due and payment schedule will be determined with OSM bookkeeper.
- **Paid in Full Tuition Refunds:** Please refer to your PIF Contract, which supersedes this handbook policy.

REFUNDS FROM WITHDRAWAL OR TERMINATION FROM AN INDIVIDUAL CLASS

- If a student “no-shows” on the first day of a 10-week course, the student will be dropped from the course and will receive a full refund. A \$25 schedule change fee will be charged. PIF, LIL or MPP funds will be applied to the student account, not refunded to the student.
- Core and Multi-Week Elective Courses: Upon notification of a student’s withdrawal from an individual course prior to 50% completion, tuition will be prorated and charged until the last recorded date of attendance by the student. A \$25 schedule change fee will be charged. PIF, LIL or MPP funds will be applied to the student account, not refunded to the student.
- Single Day and Weekend Elective Courses: Students notifying the school of their intent to withdraw from an elective course at least 24 hours before the course begins will receive a full refund. A \$25 schedule change fee will be charged. PIF, LIL or MPP funds will be applied to the student account, not refunded to the student.
- If a student withdraws after 50% of the course or, in the case of single-day and weekend elective courses, does not give 24 hours notice of intent to withdraw, the student is obligated to pay for the full course and is not entitled to a refund.

WITHDRAWALS AND TRANSFERS

If the student drops a class, or transfers from one class to another, a schedule change fee is charged. Arrangements for withdrawals and transfers must be made through the School office, rather than through the instructors. Tuition paid for elective classes held on the weekend will NOT be refunded when a student “no-shows.” Students dropping the class must give at least 24 hours notice prior to the beginning of the class to receive a refund. If the student “no-shows” and does not meet the minimum attendance requirements, he/she will receive a grade of “U” and no refund will be given.

VETERANS REFUND POLICY AND PRIOR CREDIT

OSM’s veterans’ refund policy complies with CFR 21.4255. According to this policy, in the event the veteran or eligible person fails to enter the course, withdraws or is dismissed at any time prior to completion, any unused portion of tuition, fees and other charges is refunded. This policy provides that any amount in excess of \$10 of the application (registration) fee is subject to proration. This policy also provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the course will not exceed the exact prorated portion of the total charges for tuition, fees and other charges; that the charge of the completed portion of the courses is prorated over its total length; and that the exact proration is determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Refunds are made within forty (40) days of the last day of the student’s attendance. Any veteran receiving GI Bill benefits while attending Oregon School of Massage is required to obtain transcripts from all previously attended schools and submit them to the VA School Certifying Official for review of prior credit. Prior credit transferability depends on length of time since training, grade earned and compatibility with our program.

FEES

Schedule Change/Drop Class Fee	\$ 25
Tuition Agreement Processing Fee	\$ 15
Tuition Agreement Late Payment Fee	\$ 25
Transfer Evaluation Fee	\$ 25
(plus \$.75/hr of credit transferred)	
Duplicate Program Certificate	\$ 25
Duplicate Elective Certificate	\$ 5
Official Transcript Copy Fee	\$ 5
Auditing a Class	50% of class tuition (no grade is given)
Repeating a Class (2 year limitation)	75% of class tuition (Massage - Fundamentals may vary)
Detailed Education Verification Fee	\$ 45
(for requirements of states other than OR and WA)	
Catalogue Reproduction/Mailing Fee	\$ 10
Challenge Test	\$ 100
LIL Processing Fee	\$ 150
MPP Processing Fee	\$ 75
Returned Check Fee	\$ 25

(Fees are not covered by any locked-in tuition payment plan)

Student Services & Activities

CAREER RESOURCES

Oregon School of Massage receives several job notices per week that are of interest to students and LMTs. Announcements are posted on the bulletin board and kept current. The School often serves as an informal networking and information resource. We also currently provide students and graduates with an e-mail notification of these postings. To request these notifications, please provide the Front Desk Coordinator with your name and e-mail address. If at any time you choose to not receive this info, please notify the School and your e-mail address will be removed from the service. In addition, students learn job search techniques and business development strategies in the Business of Massage class. OSM does not have a formal placement service and does not promise employment as a result of attending the School.

ACADEMIC SUPPORT SYSTEMS

OSM provides a variety of on-campus learning support tools: bones for study, clay for muscle modeling, library and computers with interactive software. A Student resources page with website bookmarks for interactive study aids, etc. is available on our website. The study of health sciences is quite demanding, and students may sometimes find themselves falling behind or feeling overwhelmed. This can be due to a variety of factors such as learning style, competing obligations, long-term absence from academics, etc. There are numerous avenues for getting academic assistance:

- Talk with the instructor. She/he may be able to give valuable feedback and information about individual learning processes, the material or study aids.
- Arrange for a tutor. Ask the office staff for a referral to a suitable tutor. There are Teaching Assistants and LMTs available for one-on-one tutoring. Instructors may also be available for individual teaching time. Hourly fees will vary and are the responsibility of the student.
- Get support from classmates. Other people in the class may be experiencing similar difficulties or may be overcoming them with specific techniques or approaches that would be helpful. Support systems are often a critical factor in overcoming the anxiety that can produce or enlarge an academic problem.
- Set an appointment with Student Services to discuss your situation and options for increasing academic satisfaction.

EMOTIONAL SUPPORT SYSTEMS

Massage training can be stressful, as learning to touch and be touched often brings up some powerful issues. Personal concerns (emotional, financial, etc.) may arise, which affect interactions here or leave the student feeling overwhelmed. Again, there are a number of ways to get support and assistance:

- The best support system is fellow classmates who can offer ongoing contact. Establish support groups or alliances.
- Many of our staff members have backgrounds in counseling and/or personal growth therapies. Instructors can provide limited support and counseling.
- Referral to other mental health professionals will also be provided if desired.

INSTRUCTOR CONTACT

All instructors are available to assist students with questions/problems during the week if there are issues that cannot wait until the next class meeting. We recommend calling or emailing or leaving a message in her/his mailbox. If immediate assistance is needed, or you do not feel comfortable contacting your instructor, please see the Program Director or Student Services for assistance.

STUDENT SERVICES

Students are encouraged to stop by or make an appointment with Student Services. They are available to help with schedule planning, transcript evaluation, or any other educational questions or concerns a student may have.

AVAILABILITY OF SCHOOL OFFICE STAFF AND STUDY SPACE

The Portland office is staffed 8:30am-6:30pm Tuesday-Friday and 8:30-12:30pm Saturday. Students are welcome to come to the Portland campus for study or practice when classrooms are available (see next item below). We recommend that you call to confirm before coming. We have a small study area with computer access available in the front office.

The Salem office is staffed 8:30am-6:30pm Tuesday-Thursday and occasional Saturdays. The Salem student lounge is available for study with computer access.

MASSAGE PRACTICE SPACE AVAILABLE FOR STUDENTS

Both campuses have classroom space available for student practice massages on a space-available basis. The sign-up sheet located at the Front Desk lists specific days and times that are available. Tables and curtained areas are provided. Students provide their own sheets, oil and bolsters. Students must sign a use agreement, which is kept at the Front Desk. If a student damages or breaks any equipment during a practice massage, he/she will be responsible for the replacement cost of the items. It is important to start and end practice massages on time as classes are scheduled in these rooms as well. An administrative staff member may check in with the students at any time during the practice session.

OSM has massage tables and on-site chairs available for rent for students who want to practice massage skills off-site. Please see the office staff for more information on table/chair rentals.

TEACHING ASSISTANTS/TUTORS

Students or graduates of OSM may volunteer as Teaching Assistants (TAs). The TA may assist an instructor in many ways: serve as a model for demonstrations, lead small study groups, keep records, assist with research and provide support for students needing assistance.

Tutoring support is provided in the form of a referral list, which is available at both campuses. Tutors typically charge \$15-\$25 per hour; arrangements are made directly between students and tutors; and the OSM campus is available as a meeting place for tutoring sessions.

OSM occasionally receives inquiries and applications from visually or hearing impaired individuals. OSM encourages persons with training/experience in working with persons with disabilities to volunteer. Please contact the Program Director if you are able to help.

BREITENBUSH HOT SPRINGS

All Massage - Fundamentals students spend one weekend of the quarter at Breitenbush Hot Springs. The lodging and food is included in the Massage - Fundamentals tuition. Other students, friends and family may join OSM at Breitenbush by registering with the School and paying a lodging & meal fee, as space permits. Day passes are also available and those arrangements are made directly through Breitenbush Retreat Center.

MASSAGE PROFESSIONAL ORGANIZATIONS

The Oregon Massage Therapists Association (OMTA) is a regional organization of massage professionals. Associated Bodywork & Massage Professionals (ABMP) and the American Massage Therapy Association (AMTA) are two generally recognized national organizations for massage practitioners. All of these organizations have student memberships, although membership requirements vary for each organization. Membership is a good way to become acquainted with the larger professional and clinical issues of interest to massage practitioners. Information on all three organizations can be obtained from the office.

NETWORKING OPPORTUNITIES

Students are encouraged to network with licensed therapists in the community. OSM provides opportunities for networking: Massage Connections and LMT Gatherings as well as a Facebook group. Massage Connections are presentations on professional issues intended for students and LMTs. These gatherings are held periodically in Portland. LMT Gatherings are held every other month at our Salem campus. Both Massage Connections and LMT Gatherings are free events. Dates, times and locations are listed on the OSM website.

COMMUNICATION

It is vital that you regularly check the bulletin boards located in the student study areas and by the front entry door in Portland or in the hallway in Salem. Announcements about class registrations, meetings, transcripts, job opportunities and a variety of other information is posted. You are responsible for knowing what is posted there. If OSM has an e-mail address on file, it may use e-mail as an additional form of official communication. OSM has both a private Facebook Student/Alumni group and a public Facebook page for networking purposes.

TIDINESS AND RECYCLING

We ask that you help keep your School clean by not eating in the classrooms. In Portland, there is a lunchroom available off the first floor lobby, which houses a refrigerator and microwave for your use. In Salem, the student lounge includes a refrigerator and microwave for your use. After each class, please pick up after yourself and dispose of trash. Please wipe down the massage tables to remove any oil or lotion, put the face cradle away by attaching it to the underside of the table, and leave the table clean for the next class's use. Help us with our green initiatives by using and washing mugs and using the recycling bins. Practicing professional and responsible skills in school will carry over into your massage practice.

TEACH OUT POLICY

In the event of unforeseen circumstances, and OSM should have to close as a school and business, a teach-out plan will be implemented. OSM would no longer accept new students but would continue to offer classes to those currently enrolled for one year at the Portland campus only. Students who are not able to complete their training in this time frame due to personal schedule conflicts will be directed to area massage schools for transfer of credits. No additional tuition will be charged beyond the 640-hour program agreed upon by the student at enrollment.

PHOTO: Susan Braithwaite



The Lodge at Breitenbush Hot Springs.

Standards of Conduct

OSM is committed to supporting high standards of ethics in every aspect of its operations. All students at OSM are expected to maintain high standards of professional behavior and ethics as outlined below and in the OSM Code of Ethics (see inside back cover). Any student who fails to adhere to these standards of conduct will face reprimand up to and including written warning, probation, suspension or termination from the program.

Maturity

OSM students are expected to maintain a high level of maturity and responsibility as represented by:

- being aware of one's own behavior and its impact on others
- taking personal responsibility for one's own actions
- prompt payment of one's financial responsibility to the school

Classroom Conduct

Students are not permitted to engage in activities that disrupt a class. Activities include, but are not limited to, talking or making noise during an instructor's lecture or hands-on presentation, talking or texting on a cell phone, making inappropriate comments towards the instructor or classmates, bringing visitors into the classroom without prior consent from the instructor, or any other activity the instructor indicates is disruptive to the learning process. The instructor will ask any student engaging in these types of behaviors to leave the classroom. Obtaining the missed material will be the student's responsibility. Timely notification of absence is expected of all students. Proper draping during massage will be taught and strictly adhered to in the classroom. Students and staff are expected to maintain professional relationships while attending OSM. OSM staff will not initiate or engage in sexual relationships with currently enrolled students. This does not apply to relationships that existed prior to the student's enrollment. Animals and children are not permitted in the classroom. Service animals are an exception.

Honesty

Theft, cheating, plagiarism and performing services for which you are not qualified are not permitted.

Confidentiality

Confidentiality can be defined as the practice of keeping information shared between a student practitioner and client, student and student, student and staff member, or within the classroom itself as private, privileged information, not to be shared with others. Respect the confidential nature of the student, teacher, staff or client relationship. Disclosure of confidential information is not permitted.

Drugs, Alcohol and Weapons

No student, faculty or staff member may be on campus, or participate in any out-of-class activity or assignment under the influence of illegal drugs or alcohol. Possession of illegal drugs, alcohol or weapons on campus is not permitted. Smoking in OSM facilities is not permitted. Instructors and staff have discretionary power to confront a student with a suspicion that the student is in violation of this policy, and the student may be asked to leave the campus. Further investigation and disciplinary action, if warranted, will occur.

Diversity

Through mutual respect and dignity, honor the diversity of each member of the OSM community including staff members, instructors and students. Respect individual differences and beliefs. OSM does not discriminate on the basis of race, creed, gender, sexual preference, age, body decoration or class. It is the expectation of the School, instructors and staff that all students be willing to work with and massage each other regardless of these criteria.

Personal Hygiene and Attire

Students are expected to practice professional hygiene appropriate to the massage profession. This includes, but is not limited to, keeping the breath, hair and body clean and free of perfumes, cosmetics, hairspray, smoke and body odor. Fingernails will be clipped short and kept clean. The student will wear clothing that is clean, neat and appropriate for the

massage profession. This means no bare midriffs, short shorts or skirts, low-cut shirts, or ripped clothing. For health and sanitary reasons, students may not walk about the lobby or other common areas of the campus in bare feet. See OSM Dress Code Policy handout for more details.

The School may reprimand, suspend and/or dismiss a student acting outside these guidelines.

STUDENTS CHARGING FEES FOR MASSAGE

The Oregon massage statutes explicitly forbid the practicing of massage without a license. Any of the following would be construed as practicing massage and are illegal without a license:

- doing massage for money
- doing massage as barter for goods or services
- doing massage in a manner that conveys to the recipient that it is a professional service

Students may not advertise, at any time prior to licensing, their massage services. This includes business cards, websites, Craigslist, and voice mail, even if you state that you are a student. Individuals found in violation of the statutes are subject to a fine. Students at OSM violating the statute are subject to dismissal.

STAFF AND INSTRUCTORS PROVIDING OR RECEIVING MASSAGE FROM STUDENTS

Students may approach OSM staff and faculty for professional massage services to complete a homework assignment. It is the discretion of the staff or faculty member to participate in the assignment or not and to charge appropriate fees if an LMT. Other than participating in a student assignment,

- OSM staff and instructors will not initiate invitations to students to give or receive massage.
- LMT instructors will not provide professional massage to students currently in their classes. Preexisting clients are exempt.
- LMT administrative staff may provide professional massage only after student completes Massage Fundamentals.

TERMINATION OF TRAINING BY THE SCHOOL

A student may be terminated for violating the standards of conduct or for failure to pay tuition in a timely and agreed upon manner. See "Probation, Suspension and Termination" for termination policy related to academic performance. When the School terminates a student's training program prior to completion, the student will be notified in writing. The cancellation and tuition refund policy cited earlier will apply.

A student whose program has been terminated may appeal the decision or may apply for re-entry the following quarter or subsequent quarters. The Program Director will determine whether to re-enroll the student.

STUDENT GRIEVANCES

The School encourages the development of communication skills as part of a professional practice. Therefore, students are encouraged to take grievances about another student or an instructor directly to the individual involved. Grievances not settled in this manner may be brought to the Program Director or President. (Also see Anti-harassment Reporting Procedure.) Students aggrieved by action of the School should attempt to resolve the problems with the appropriate school officials. Should this procedure fail, students may contact the Higher Education Coordinating Commission, 255 Court St. NE, Salem, Oregon, 97310, (503) 947-5751. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

ANTI-HARASSMENT POLICY

The Oregon School of Massage opposes any practice that obstructs academic freedom or interferes with the right of all community members to a professional academic and working environment. Although sexual harassment is most commonly of concern, the Oregon School of Massage's policy is to maintain an environment free from any form of harassment, including harassment on the basis of a person's gender, sexual orientation, marital status, age, race, color, religion, national origin, handicap, political affiliation or veteran status. OSM takes the complaints of harassment very seriously. Students who are found to have violated the policy will be subject to disciplinary action, which may include reprimand, probation, suspension or dismissal.

Definition

Harassment is any verbal or physical behavior that calls specific attention to a person's gender, race or ethnicity; creates a hostile or adverse academic or work environment; or treats students or groups of students differently because of gender, sexual orientation, marital status, age, race, color, religion, national origin, handicap, political affiliation or veteran status.

Prohibited Conduct

Prohibited conduct may be verbal, visual or physical in nature. Students, instructors and employees are expected to adhere to the highest ethical standards and to follow the guidelines listed below in all School related activities, whether they are on or off campus. In this policy, harassment may include, but is not limited to:

- verbal harassment or abuse
- inappropriate use of stereotypes or sexual innuendo
- physical assault
- pressure for sexual activity
- pressure for massage exchange
- leering or ogling another's body
- seeking sexual favors accompanied by implied or overt threats concerning one's job, grades, letter of recommendation, etc.
- retaliation because of the rejection of sexual overtures
- granting advantage in return for sexual favors
- suggestive or insulting sounds
- inappropriate draping or body contact during massage
- inappropriate remarks about clothing, body or sexual activities
- inappropriate or unwanted touching or patting

Harassment is particularly reprehensible when an individual's continued employment or status as a student is dependent on submission to the unwelcome conduct. Retaliation against any employee or student for making a complaint about harassment is also prohibited.

Community Members' Responsibility

Community members are faculty, administrators, staff and students. Community members are responsible for their own conduct. They must attempt to ensure that others performing OSM duties under their direction are not involved in harassment. Failure to carry out the responsibilities in this area may expose individual community members to discipline up to and including termination or expulsion and personal legal liability.

Employees and students of the School are hereby informed of this policy. If a teacher, administrator or other staff person knows that harassment is or may be occurring, he or she must follow the procedures outlined in the "Formal Report Procedure" section and prepare a written report advising a School Director of the incident(s) and steps taken to resolve the complaint.

Anti-harassment Reporting Procedure

Any student or staff member who believes that she or he has been harassed is encouraged to use this procedure. A harassment report should be filed as soon as possible after the incident(s). Reports will be investigated promptly. Every effort will be made by the School to preserve confidentiality and protect the student's privacy to the extent the investigative process allows.

The School will in no way retaliate against a person who reports harassment, nor will it tolerate faculty, staff or other students retaliating against a reporter. If illegal harassment is not found, the School may still determine that the conduct was inappropriate and require that such conduct be stopped.

Informal Report Procedure

Students may use an informal reporting procedure. This seeks to achieve a resolution that both the reporter and the alleged harasser agree upon. An informal report may be oral or in writing. It should be brought to the student's instructor, the Program Director or President. The reporter may be advised of ways to resolve the problem on her or his own. If that is unsuccessful, or if the reporter does not wish to confront the alleged harasser, the School will discuss the report with the alleged harasser and an informal resolution may be proposed. The reporter may accept or reject the proposed resolution.

If the proposed resolution is accepted, the School will keep a record of the report and its resolution. The School will also follow up with the reporter to ensure that the problem has in fact been resolved. If the proposed resolution is rejected or the complaint cannot be resolved, the School will investigate and resolve the case according to the formal reporting procedure.

Formal Report Procedure

An individual may file a formal report without first using the informal reporting procedure. A formal report should include the alleged harasser's name; the time(s), date(s), place(s) and circumstances surrounding the allegation of sexual harassment; and the names of any witnesses to the incident(s). The report can be filed with the reporter's instructor, the Program Director or the President. The reporter shall be assisted in preparing a written report if needed.

Formal reports will be promptly investigated and resolved. The investigator or Ethics Committee members will interview the reporter, the alleged harasser, any witnesses, and appropriate teachers and staff. The investigator will keep notes of the interviews. After considering all the evidence, the investigator will determine if harassment occurred. If illegal harassment is found, the School will determine the appropriate remedy for the reporter and appropriate disciplinary action against the harasser. The reporter will be informed immediately of the actions to be taken and the harasser will be informed of the disciplinary action to be taken.

STUDENT HEALTH POLICY

In general, we ask that you honor your body and respect the health of those in your classes. Here are some guidelines for attendance. Call your instructor if after reading these guidelines you are still unsure.

Attend class if:

- you've sprained your wrist, hand or finger; you can learn without being able to do hands-on work
- your cold is on its way out
- your illness (flu, bronchitis, etc.) is no longer contagious
- your energy level is adequate although not up to normal

Don't attend class if:

- your illness is contagious
- you're running a fever
- you're vomiting or experiencing extreme intestinal distress

Doing Massage

Keep in mind how the usual contraindications may apply to either the receiver or the giver when planning to do practice massages or responding to requests from friends and family. Massage can feel soothing to an achy body, sinus headache, or someone recovering from the flu.

While it may be difficult to cancel a session when the receiver is expecting a massage, we need to respect certain limits.

Don't massage another person if:

- you are contagious with either internal or external diseases
- you are running a fever
- you are vomiting or experiencing extreme intestinal distress

Miscellaneous Information

HOURS OF OPERATION

During each term, Oregon School of Massage- Portland Administrative office is open Tuesday-Friday from 8:30am-6:30pm and Saturday from 8:30am-12:30pm. Oregon School of Massage- Salem is open Tuesday-Thursday from 8:30am-6:30pm; and occasional Saturdays. The School is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Please refer to the yearly student calendar for exact break and holiday dates.

STORE OPERATION

The Store at both campuses is open during business hours. To provide the best service the Store is a cell phone-free zone. If you wish to order a massage table or chair, need help with the selection process, or have a special order request, please contact the Store Coordinator, who will be happy to help you.

INCLEMENT WEATHER POLICY

On snow or ice days, students should call the school and listen for voice mail updates. Generally, OSM Portland follows PCC Sylvania and OSM Salem follows Chemeketa Community College's inclement weather policy. Portland students can listen for announcements of closure on the television (Channel 8 - KGW) or radio (1190AM - KEX, 7.5AM - KXL, 95.5FM - KXL or 102FM - KINK). Salem students should listen to radio stations 1490AM – KBZY, 1220AM – KCCS, 1460AM – KCKX or 1430AM – KYKN.

ADDRESS AND PHONE NUMBER CHANGES

Please let the office staff know immediately of changes to your mailing address, email and phone number(s). You may not receive important information or paperwork in a timely manner without notifying us of any changes.

BUILDING SECURITY

In Portland, the outside lobby doors and OSM's front and back doors are locked at 6:30pm Tuesday-Thursday. 5pm on Friday and 12:30pm Saturday. For personal safety and building security, please use OSM's front door only for entering or leaving the building at all times.

In Salem, both the exterior door and interior hallway doors are locked at 6:30pm Tuesday-Thursday. Please use only the main or south entrance to enter or leave the building.

CONCERNS, COMPLAINTS, COMPLIMENTS

Please be sure to let your instructor or the administrative staff know of your concerns when you are experiencing them. If you wait until your class is over to tell us how you are feeling, we are less likely to be able to do much about it. We are, however, interested in your input whenever you can offer it. Compliments, of course, are always welcome.

At the end of each class, students are asked to complete a class evaluation form. Please provide as much specific information as possible on these forms. They are reviewed by school personnel each quarter and frequently influence policy and procedure decisions. Periodically the School will also ask graduates to evaluate their overall experience at OSM.

INJURY/PROPERTY DAMAGE PROTOCOL

If there is an injury*, the injured party(ies) should be provided with appropriate medical attention as soon as possible. The first OSM staff person to have information about an incident should complete an OSM Incident Report form (forms are located in the front desk file cabinets at both campuses), and pass it on to the appropriate party (see below). The injured party or owner of the damaged property should also complete an Incident Report. Other parties involved in, or witness to, the incident should also complete a report. Give all documents to the Director of Education if a student and/or teacher is

involved, or to the Administrative Supervisor if staff is involved. The Program Director or Administrative Supervisor will follow up with all parties to see if a report or claim should be made to insurance. The OSM president will be notified. Please treat any information as a confidential matter. The same protocol applies if a student or staff member calls to report an injury that occurred off of OSM premises while the person was engaged in OSM work, class, or assigned homework.

* Minor injuries requiring basic first aid (a cut that stops bleeding quickly, a bruise from bumping into furniture, etc.) do not require documentation.

PHOTOGRAPHY AT OSM

OSM staff members take photographs of students on a variety of occasions. These include photographs taken of each individual when they begin training at OSM and photographs of classroom and school activities (e.g., Breitenbush, classroom instruction, volunteer events and social events).

Individual photographs (usually taken when the student begins training) are used for several reasons:

- to confirm a student's identify
- to assist OSM staff members in keeping student records accurately filed
- to create student ID card

Photographs of classroom and other school activities include classroom activities, Breitenbush, professional and/or volunteer events (e.g., Sports Massage event sponsored by OSM), and general OSM activities (e.g., Previews or student events). Such photos are property of OSM and are to be used solely for school business. On occasion, they are displayed (e.g. on the bulletin board) to inform students and staff of OSM activities. Many of the photographs include more than one person. Because of possible confidentiality issues, it is OSM's policy to not provide students, or others, with copies of any of the above photos.

When photographing OSM activities in the classroom, it is expected that the group being photographed will be advised in advance, and that anyone not wanting to be photographed will be excluded from the views being photographed. When students are included in such photographs, it is not to be assumed that the agreement to be in the photograph constitutes permission to use the photograph in published material. When photographs are selected for publishing (including posting on the OSM website) explicit permission will be obtained from the individual(s) in the photograph. (Exceptions to this policy will be official "photo shoots", where all participants have been advised, and agree, that the photos resulting from the "shoot" will be used in OSM publications.)

Note: At public events like OSM graduations and some sports massage events, it is customary for many people to take pictures without explicit advance notice. Some think that being at a public event implies permission to be photographed. In such situations, it is up to the individual being photographed to advise the photographer if they want to not be included. We ask that OSM staff members, and others, be respectful when photographing at such events.

CRISIS RESPONSE PLAN

In the event of a campus emergency, students will be directed to safe behavior by faculty or staff. The evacuation areas are south end of parking lot for Portland campus and west/street side of parking lot for the Salem campus.

640-Hour Massage Certificate Program

CORE CURRICULUM COURSE LIST

The 640-hour Massage Certificate Program can be completed in as little as 15 months as a full-time student. Most students complete the program within 18 months. OSM considers 3 30-hour classes as full time. The maximum time allowed for the completion of the 640-Hour Massage Certificate Program is 5 years.

COURSE	HOURS	COURSE	HOURS
ANATOMY & PHYSIOLOGY		MASSAGE	
Anatomy & Physiology I	30	Massage - Fundamentals	45
Anatomy & Physiology II	30	Massage Theory	14
Anatomy & Physiology III	30	Massage - Upper Body	30
Total Anatomy & Physiology hours	90	Massage - Lower Body	30
		Palpation Skills	15
		Massage - Assessment & Application	30
		Shiatsu I	30
		Clinic	45
		Hydrotherapy	15
		Total Massage hours	254
KINESIOLOGY		PATHOLOGY	
Kinesiology - Upper Body	30	Pathology I	30
Kinesiology - Lower Body	30	Pathology II	30
Total Kinesiology hours	60	Total Pathology hours	60
PROFESSIONAL DEVELOPMENT			
Statutes	6		
Communication/Ethics	30		
Business of Massage	15		
Advanced Practice Skills	40		
Total Professional Development hours	91		

ELECTIVES FOR THE 640-HR MASSAGE CERTIFICATE PROGRAM - 85 Hours

(courses listed below are examples of available electives - must include one business elective course)

COURSE	HOURS	COURSE	HOURS
Body Mechanics for LMTs	8	Prenatal Bodywork Certification	32
Foot Reflexology	7.5	Sports Event Massage	8
Heart Centered Ethics 1 & 2	12	Thai Massage Level I & II	46
Massage for People with Cancer	24	On-Site Massage	16
Neuromuscular Therapy Series	78	Record keeping/Tax Reporting	12

Refer to the Quarterly Class Schedule or visit our website for additional electives. Students are required to take one Business Elective. Students may be able to substitute other courses within the offered electives to address individual interests. Substitutions need to be reviewed with the School to ensure compliance with the different state requirements. Please contact Student Services to review a proposed course schedule, help design programs and offer suggestions. Total tuition cost can be affected based on elective selection.

Core Class Descriptions

The following courses provide credit for the Oregon School of Massage 640-hour Certificate Program, as well as credit toward eligibility for the Oregon and Washington massage licensing exams.

ADVANCED PRACTICE SKILLS

40 hours/6 core hours + 34 elective hours

This 40-hour training refines the clinical skills taught throughout OSM's 640-Hour Program. The focus is on refining the communication, assessment and bodywork skills necessary to create successful client-therapist relationships and treatment. The course will include advanced communication scenario practice as well as developing skills in communication with other health care providers. Students create an individual learning plan based on the focus of their massage practice. Meetings are scheduled throughout the term and students must complete 14 documented massage sessions, an oral mid-term and a final essay to successfully pass the seminar.

Prerequisite: Clinic

ANATOMY & PHYSIOLOGY I

30 hours/10 sessions

This course introduces students to general concepts in human anatomy and physiology including basic cellular function, the systems of the body and organization. Special focus is on the muscular and skeletal systems.

Prerequisite: None

ANATOMY & PHYSIOLOGY II

30 hours/10 sessions

This course focuses on the integumentary, lymphatic, cardiovascular, respiratory and urinary systems.

Prerequisite: AP I

ANATOMY & PHYSIOLOGY III

30 hours/10 sessions

This course focuses on the nervous, endocrine, digestive and reproductive systems.

Prerequisite: AP I

BUSINESS OF MASSAGE

15 hours/5 sessions

This class covers professional ethics, business planning and the role of massage in the health care field. Some marketing strategies will be discussed. We recommend you take this towards the end of the training.

Prerequisite: Massage - Upper and Lower Body

CLINIC

45 hours/10 sessions

This class introduces the student to "real life" massage practice situations with supportive supervision. While doing supervised sessions with clients from the general public, students will refine their massage technique, practice listening skills and boundary setting, and begin to make treatment plans. Required Clinic training is held on the first day of class.

Prerequisite: Massage - Assessment & Application (may be concurrent)

COMMUNICATION/ETHICS

30 hours/10 sessions

This course is intended as a cornerstone for communication, ethics and boundaries that will be woven throughout the program. Students are honored as life-long learners while exploring the developmental process of communication, boundaries and responsibilities involved in a massage/touch relationship.

Prerequisite: Massage - Fundamentals (may be concurrent)

HYDROTHERAPY

15 hours/5 sessions or 1 weekend

A class intended for massage students. It combines theory and practical application of therapeutic use of water in its various forms.

Prerequisite: Massage - Fundamentals, AP I (recommended: AP II)

KINESIOLOGY - LOWER BODY

KINESIOLOGY - UPPER BODY

30 hours each/10 sessions per section

These 30-hour courses continue the study of the organization of the human body and how it moves. Upper Body focuses on the torso and upper extremities. Lower Body focuses on the lower extremities. Progressing one joint at a time, students will study the joint structure and function of the specific muscles (origin, insertion and action) that act on each joint. Each three-hour class consists of lecture, demonstration, quiz/review and palpation lab.

Prerequisite: AP I, Massage - Fundamentals

MASSAGE - FUNDAMENTALS

45 hours/12 sessions

In this course, students will study therapeutic massage, focusing on Swedish massage strokes and general massage procedures, including sanitation and hygiene. Attention will also be given to psychological dimensions of massage. In addition to weekly classes, the course includes one Saturday class in Portland and one weekend at Breitenbush Hot Springs.

Prerequisite: None

MASSAGE THEORY

14 hours/5 sessions

This 14-hour training is an introduction to the theory of therapeutic massage and bodywork. The course includes the history, application, and theory behind some of the major Functional, Structural, and Energetic approaches to the body. Each approach will be reviewed in terms of its relationship to the body and body psychology. The modalities covered include: Swedish, Alexander Technique, Feldenkrais Technique, Craniosacral Therapy, Structural Integration/Rolfing, NMT, Myofascial Release, Polarity, Reiki, Reflexology. Mind-Body approaches such as Hakomi and Core Energetics will also be discussed and explored.

Prerequisite: Massage - Fundamentals (may be concurrent)

MASSAGE - UPPER BODY

MASSAGE - LOWER BODY

30 hours each/10 sessions per section

This 60-hour training continues the training in therapeutic massage. It consists of two 30-hour courses (Massage - Upper Body and Massage - Lower Body), which can be taken concurrently or separately. Upper Body and Lower Body emphasize muscle specific application of a variety of Western massage procedures, a deeper understanding of related health sciences and the integration of technical bodywork procedures into a unified treatment session. Students will learn area specific bodywork. These classes include learning exercises in practitioner/client communications, practitioner self-care and body-mind integration.

Prerequisite: Massage - Fundamentals, Communication/Ethics, Kinesiology - Upper Body (for Massage - Upper Body; may be concurrent), Kinesiology - Lower Body (for Massage - Lower Body; may be concurrent)

MESSAGE - ASSESSMENT & APPLICATION

30 hours/10 sessions

This 30-hour class continues the training in therapeutic massage. Massage - Assessment & Application emphasizes the application of a variety of Western massage procedures with common immune, musculo-skeletal, inflammatory, emotional and body-mind conditions. Students will continue to gain a deeper understanding of related health sciences and the integration of technical bodywork procedures into a unified treatment session. This class includes learning exercises in practitioner/client communications, assessment, charting notes, practitioner self-care and body-mind integration.

Prerequisite: Massage - Upper Body & Lower Body, Hydrotherapy, Pathology I

PALPATION SKILLS

15 hours/5 sessions

This 15-hour training refines the palpation skills taught in Massage and Kinesiology Upper and Lower Body classes. The course includes development of the cognitive, kinesthetic, and communication skills needed for successful treatment of the soft tissue. Palpation is an art as well as a skill and is used in all types of massage and bodywork treatments. Palpation skills take time to develop and an additional component of this class is understanding the need for practice and persistence.

Prerequisite: Kinesiology & Massage - Upper Body & Lower Body (may be concurrent with 2nd courses)

PATHOLOGY I

30 hours/10 sessions

Pathology is the study of disease and/or the disharmony or imbalance of the body with its environment. This class will include charting, sanitation and hygiene. It will cover the massage indications and contraindications for muscular and skeletal conditions and address some of the body-mind aspects of disease.

Prerequisite: AP I (recommended: AP II)

PATHOLOGY II

30 hours/10 sessions

This class continues the study of disease and massage considerations for the rest of the body systems.

Prerequisite: Pathology I (recommended: AP II, AP III)

SHIATSU I

30 hours/10 sessions

The Shiatsu program presents the theory, principles and techniques of Asian massage. In Shiatsu I, students will learn a "kata," or choreographed set of techniques for the back of the body. In addition, students are introduced to the energetic anatomy upon which Traditional Chinese Medicine (TCM) and Shiatsu are based. Names, locations and functions of the primary channels are discussed, as well as the five-element theory. Students also learn a self-massage sequence called Dao Yin.

Prerequisite: AP I (may be concurrent)

STATUTES CLASS

6 hours/2 sessions

This 6-hour class will introduce the student to the theories of professional regulation and the Oregon massage statute. Key provisions covered will be Ethical Standards; Scope of Practice and the Application of the Statute. It will include some discussion of regulation in Washington and other states. Prerequisite: Communication/Ethics

ELECTIVES FOR THE 640-HOUR MESSAGE CERTIFICATE PROGRAM

Students in the 640-hour Massage Certificate program need to take a minimum of 85 hours of electives. We offer a wide range of bodywork classes to choose from. Please see the current Continuing Education flyer or visit our website (www.oregonschoolofmassage.com) for a list of current class offerings and course descriptions. Students should verify with the school what electives and/or portions of elective classes apply toward Washington State Licensing and/or National Certification.

Faculty

Our staff is composed of skilled professionals in massage, naturopathy, counseling, psychotherapy, nursing and other health care disciplines. As we encourage our students, we also encourage our staff members to commit to their own inner growth and clarity through psychotherapy or some other form of “self” work, particularly as it relates to their ability to become better teachers. It is our belief that this ensures the ability of our staff to support the personal and professional changes that occur as students study touching, massage and bodywork.

CORE FACULTY

Calli Alexander-Hensely, LMT #17535 is a 2010 graduate of OSM and currently practices relaxation, pregnancy and clinical massage in her home office in SE Portland. She is also a Reiki practitioner. Before becoming an LMT, Calli taught in a variety of settings for 8 years and received her MA in Education from PSU. Calli teaches Massage Fundamentals.

Dr. Jordan M. Ambrose, DC #5161 At Palmer College, Dr. Ambrose focused on the Blair technique, correcting misalignment specific to each individual’s cervical spine. After a year of clinical experience in California, he returned home to Oregon where he joined NW Family Chiropractic and hopes to teach others about all the ways chiropractic care can help restore and maintain good health. He teaches Pathology I and II.

Lisa Barck Garofalo, LMT #3326 has 15 years experience teaching in theater and communication and has been licensed in massage since 1991. She is a Reiki-Seichim and Swedish massage practitioner and brings a heart-centered focus to her work. Lisa teaches Massage - Fundamentals and Massage Theory classes.

Janet Burkhart, LMT #21642, MDiv has a life-long interest in holistic healing and bodywork. After 25 years as a Methodist minister, she decided to pursue a career in massage therapy, graduated from OSM and was licensed in 2015. She has a solo massage practice, does life coaching and guides groups in exploring the depths of grief and praise. She loves to walk at Minto Brown Park every chance she gets. Janet teaches Communication and Ethics.

Gay Blackwell, CMT began her journey into massage therapy as the result of the healing she experienced from receiving bodywork following career-ending injuries. Gay’s personal beliefs and passion for helping others meld well with OSM’s mission of providing healing touch through engaging the whole person. Gay teaches Anatomy/Physiology and Pathology.

Joni Brewer, LMT #6605, has been licensed since 1998. She has taught wildlife rehabilitation, computer programs and Sunday school. She teaches Anatomy and Physiology at the Salem Campus.

Annette Brown-Gaillard, LMT #22230 has spent her entire life around people with long term chronic pain and witnessed the benefits of massage for those people. After graduating from Oregon School of Massage in Salem, Oregon, she has used her experiences and knowledge to provide insight and help those in their journey to reclaiming their lives free from pain. During her time spent practicing in North Carolina, Annette worked with a wide range of chronic conditions from MS, post-polio syndrome, and athletic injuries to people with cancer both during their treatments to post cancer.

Julie Campbell, LMT #15892 owns Written on the Body Massage and Acupuncture Studio in Portland. She shares her enthusiasm, experiences, challenges and successes as a business owner with students. Julie teaches Business Introduction.

Anne Conary, LMT #11169 has been a licensed massage therapist since 2003. She currently has a private practice and also does end of life massage for Providence Hospice. Since becoming an LMT, she has worked in spas, with chiropractors and worked doing on-site chair massage for Comcast, Clear Channel and Coffee Bean International. She has made Portland her home since 1990. Anne teaches Kinesiology and Clinic as well as various elective classes at OSM.

Michael Dixon Barry, LMT #23043 teaches Massage Upper and Lower in Portland. Michael is an LMT with over 900 hours of training at both OSM and Healing Mountain Massage School and is committed to hands on learning in his

classrooms. He has a private practice in Portland, drawing from Swedish, Deep Tissue, Thai Yoga, Shiatsu and Sports massage techniques.

Marian Wolfe Dixon, MA, LMT #3902, CHT, is a contract LMT for Providence Hospice and Part Time Faculty at Concordia University. She is the author of *Myofascial Massage*, *Bodylessons* and *Body Mechanics and Self-Care Manual*. Marian currently practices massage and hypnotherapy and teaches qigong/tai chi in SE Portland. She has been teaching critical thinking and palpatory acuity in massage classes since 1992. Marian teaches Massage Assessment & Application and several elective classes for OSM.

Nancy Earl, LMT #7749 practices massage part-time in Lincoln City. She has extensive background in marketing, holistic wellness and effective communication techniques. Her passion is to inspire transformation, learning and deep interpersonal connection. First licensed in the late 1970s, Nancy currently holds Oregon and Hawaii massage licenses and teaches Massage Fundamentals, Hydrotherapy, Clinic and Hot Stone classes.

Mike Giles, LMT #19323, has been practicing clinical massage in a busy chiropractic office in Corvallis since 2011. He graduated from OSM Salem in 2012. His past careers were in education and human resources. Mike teaches Kinesiology and Assessment & Application at the Salem campus.

Gary Hulett, LMT #15363 is living and practicing in Salem Oregon. His focus is towards Deep Tissue Massage using, among other modalities, Myofascial Release and Trigger Point Therapy. Gary graduated from OSM in 2009 and has been practicing massage since May 2009. He currently supervises Clinic classes in Salem and teaches Palpation Skills.

Lichen June, LMT #7051, was licensed in 1998, and has practiced massage in both Oregon and New Zealand. While working as a stunt woman in the New Zealand film and television industry, she did on-site massage for actors, crew, and fellow stunt performers. Here in Oregon, Lichen maintains a part-time practice integrating Swedish, Shiatsu, Reiki, ARCH, Advanced PSYCH-K, and Munay-Ki. Lichen teaches Massage - Upper and Lower Body and Communication/Ethics at the Salem campus.

Kitty Lawrence, BA, LMT #2748 has been doing massage for over 20 years, incorporating Swedish/Esalen, Reflexology, Acupressure, Energy Work, Deep Tissue Massage and studies in Hakomi Bodywork. In her California mineral-springs business, Kitty combined massage with Hydrotherapy, exercise and an educational program. Kitty teaches Massage - Fundamentals, Massage - Upper and Lower Body, Hydrotherapy and continuing education classes.

Jamie Smith, LMT #16341, CHHC, BA earned her BA in Cultural Anthropology from UCSC in 1998, and produced a weekly radio show there at KZSC. In 1999 she received her first 200 hours in Integrative Swedish massage therapy, and in 2002, earned her 1000 hour certificate in Sports Massage. In 2011 she attended the Institute for Integrative Nutrition and became a Certified Holistic Health Coach. She teaches Advanced Practice Skills in Salem.

Wendy Ward, LMT #10147 has practiced bodywork off and on since 1980. Prior to Oregon licensing, she worked as an herbalist and organic farmer. She currently practices in SE Portland, emphasizing Shiatsu in her work. She's especially enthusiastic about Shiatsu because it is as engaging and rewarding to give, as it is to receive. Inspired by the traditional, cultural and medical theories of this art form, she incorporates Tai-Ji and Dao-Yin in her self-care regimen. Both of these enhance her skills as a practitioner. Through teaching, Wendy enjoys sharing her excitement about Shiatsu.

Alan Wells, LMT #10956 has over 20 years of management and leadership experience with 12 years in training development. His mission is to be a catalyst of natural, holistic healing; balancing physical, emotional, psychological and spiritual energies to strengthen self-actualization and wellness – transforming life pressures into life lessons. Alan is a Certified Hakomi Practitioner and has been in private practice since February 2004. He teaches Communication/Ethics at OSM.

Melanie Zermer, LMT #5183 is a licensed massage therapist and certified shiatsu practitioner living and working in Salem, Oregon. She is an instructor at the Oregon School of Massage in Salem. She is active in both the massage community and her neighborhood association.

ADDITIONAL INSTRUCTIONAL STAFF

Anne Barber-Shams, LMT #1964, CNMT has been in practice 24 years and has been an instructor of continuing education for Paul St. John Neuromuscular Massage Therapy Seminars in several states. She has taught bodywork classes for East-West College and AMTA in addition to teaching for OSM. Anne is a NCBTMB approved instructor, #451486-10.

Margo Bowman LTC, EA, LMT #3264 is an accountant with over 40 years of experience. She is a nationally known speaker and author on tax law. As a regular presenter of workshops on accounting for the small business owner, she specializes in the financial issues of the self-employed.

Richard Butler, LMT #6351 has a background in video and television. He studied Reflexology in Brisbane, Australia, and massage at OSM. He currently practices in SW Portland. Richard teaches Foot Reflexology and Hand and Ear Reflexology classes at OSM.

Frank Coppeters, PhD, LMT #2385, Reiki Master, taught at the graduate level for 13 years (at the University of Antwerp in Belgium) before he became a bodyworker, counselor and Reiki Master. He now has a full time private practice in the Raleigh Hills area of Portland where he does Reiki, massage, shamanistic work and counseling. Frank teaches Reiki and other continuing education classes at OSM.

Patrice Finn, RPP is a Registered Polarity Practitioner, Registered Polarity Educator and a Reiki Master. She has been registered with the American Polarity Therapy Association since 2004 and was a Polarity Instructor for Spa Tech Institute in Maine for 7 years. Patrice now has her Polarity practice in Gladstone and is happy to be in Oregon and excited about sharing Polarity Therapy.

Amy Goetz, LMP #15779 fell in love with feet in her first quarter of massage school. After graduating she went on to pursue a career in Reflexology, became nationally certified, and started spreading her love and knowledge to others by teaching foundational classes in a reflexology certification program in Seattle. Amy currently practices massage and reflexology at Phoenix Bodywork in Seattle. You can read more about Amy at www.barefootphoenix.com

Rebecca Harrison, LMT #7604 and certified Alexander Teacher, has been studying movement and somatics for decades. She teaches workshops for manual therapists focusing on bringing more ease, depth and efficacy to their current work. In 2013 she became certified to teach the Alexander work after a four-year course of study. She worked as an LMT for Providence Portland Medical Center for four years, and has had a private bodywork practice since 2001. She also teaches workshops on embodiment, movement and mindfulness for the general public.

Kurt Hueller is an American Heart Association Heartsaver and Healthcare Provider CPR/First Aid Instructor. He received his EMT-Basic certification from Chemeketa Community College in 2005 and has worked for Lyons Ambulance part-time since then. He has also been a volunteer firefighter with Stayton Fire District since 2003, and currently teaches CPR/First Aid classes for the fire department as well as small groups/businesses in his area.

Kim Holman, LMT #4760 was licensed in 1993 from the National Health Care Institute of Salem, Oregon. She is certified in Integrative Manual Therapy and completed a variety of styles of Cranial Sacral bodywork. Additional specialty techniques include Fascial Counterstrain, Functional Indirect Technique (FIT), Myofascial Release, Reflexology, Berry Method and various forms of energy work. She has recently developed her own style and use for cupping and gua sha, which she is now teaching. Kim has over 23 years of teaching experience.

Richard Ireland, MA, LMT #1244 combines massage and emotional therapy in his private practice. He is a certified Hakomi and Gestalt Therapist. He has been teaching massage for over 20 years.

Harry King, L.Ac.#14290 is a licensed acupuncturist. Harry is a graduate of the OSM Shiatsu certificate program, and practiced Shiatsu for over 10 years prior to receiving his MS in Oriental medicine at AIMC in Berkeley, CA. Harry is a long-time practitioner of Tai Chi, Qi Gong, meditation, and various other internal practices. He is passionate about practicing and teaching all of the branches of Chinese medicine, including bodywork and Shiatsu.

Walter Libby, LMT #5122, has been practicing massage for more than twenty-five years. In 1975, he graduated from the Midway School of Massage in Oregon and in 1985 from the Swedish Institute in New York City. He has studied with Dr. Travell and has practiced Myofascial Trigger Point Therapy for the past fifteen years.

Gayle MacDonald, MS, LMT #4274 is a health and physical educator, writer, bodyworker and poet with over twenty years teaching experience in both public and private schools. Her present focus is massage for cancer patients. Gayle is the author of *Medicine Hands: A Bodyworker's Resource for Working with Cancer Patients*.

Joshua Morton, LMP #MA00008567, is a 1994 graduate of Seattle Massage School. Since beginning his practice Joshua has worked in the area of soft tissue rehabilitation and injury prevention. In 2003 he became familiar with Active Isolated Stretching (AIS) and began to employ this technique with excellent results. Joshua has accumulated over 2400 hours working one on one with Aaron Mattes, creator and developer of AIS, learning advanced methods of soft tissue rehabilitation. In 2012 he achieved a Master's Accreditation level in Manual Ligament Therapy (MLT) through Arik Gohl. He currently co-teaches classes around the country with Arik by combining two powerful modalities into one seamless treatment protocol.

William Pleau, DC is a chiropractic physician practicing in Beaverton, with a focus on nutritional and natural medicine treatment of internal disorders. Dr. Pleau practiced massage therapy in Denver prior to becoming a chiropractor and also taught at the Colorado School of Healing Arts from 2000-2006. He teaches health sciences, NMT and Chiropractic Assistant classes for OSM.

Marybetts Sinclair, LMT #644 has been practicing massage in Corvallis since 1975. Marybetts has been teaching massage to LMTs, students and lay people ever since. She has a special interest in adding massage and hydrotherapy to everyone's lives as they care for their family and friends. Marybetts is the author of *Massage for Healthier Children*, and has taught massage for children with disabilities in the United States, Mexico and Ecuador.

Leslie Stager, RN, LMT #3472 is a labor and delivery nurse, certified pregnancy massage therapist and Watsu practitioner. She has a private practice specializing in massage and acupressure for pregnant, laboring and postpartum women for 12 years. She has been teaching in area schools since 1991 and is the author of *Nurturing Massage for Pregnancy: A Practical Guide to Bodywork for the Perinatal Cycle*. Leslie teaches the Maternity Massage Certificate program at OSM.

David Weitzer, LMT #4118 has been a student and practitioner of massage since 1976 with training in Jin Shin Do, Craniosacral Therapy, Sports Massage, and is a certified yoga instructor. David has focused on Traditional Thai Massage since 1990, and became a certified instructor in 1996. David teaches Thai Massage classes at OSM.

Beth Welton-Miller, MS, LMT #4065, shows individuals and couples how to develop and sustain more vibrancy, awareness and connection in their lives. She is a whole-person therapist and educator, working with energy, sound, intuition and body-mind integration. Beth teaches several elective classes for OSM.

School Officials

The Oregon School of Massage is owned by Northwest Openings, Inc., a corporation owned by Ray Siderius.

ADMINISTRATIVE STAFF

President	Ray Siderius
Director of Education	Amy Stark
Registrar	Wendy Warren
Administrative Supervisor - Portland	Laura Catania, LMT #23546
Administrative Supervisor - Salem	Jason Aguayo, LMT #20843
Admissions Coordinator - Portland	Nicole Spears
Admissions and Student Services Coordinator - Salem	Morgan Neil
Student Services Coordinator - Portland	TBD
Bookkeeper	Anne Phillips
Bookkeeping Assistant	Karen Bauer
Clinic Coordinator - Portland	Rachel Corson
Facilities Coordinator - Portland	Barny Wong
Salem Campus Coordinator	Rosa Leonardi, LMT #21111
Store Coordinator	Shoshana Burda

APPROVAL AND ACCREDITATION

The Oregon School of Massage program is accredited by AdvancED and approved by the Oregon and Washington licensing boards. OSM is also licensed by the Higher Education Coordinating Commission. Selected OSM Continuing Education classes have been approved for CE credit by NCBTMB.

Oregon Board of Massage Therapists

728 Hawthorne Ave. NE
Salem, OR 97301
(503) 365-8657
www.oregon.gov/OBMT

AdvancED

7665 South Research Dr.
Tempe, AZ 85284
(480) 773-6900
www.advanc-ed.org

Washington State Dept. of Health/Board of Massage

310 Israel Rd., PO Box 47860
Tumwater, WA 98501-7860
(360) 236-4866
www.doh.wa.gov/massage

Higher Education Coordinating Commission

Private Career Schools
255 Court St. NE
Salem, OR 97310
(503) 947-5751

Federation of State Massage Therapy Boards

7111 W 151st St., Ste. 356
Overland Park, KS 66223
(913) 681-0380
www.fsmtb.org

Department of Veterans Affairs

1220 SW 3rd Ave
Portland, OR 97204

National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)

1901 S Meyers Rd., Ste. 240
Oakbrook Terrace, IL 60181-5243
(800) 296-0664
www.ncbtmb.com

Scheduling Guide

The prerequisite list and tracking guide found in this handbook, along with the current class schedule, will help you plan your class schedule at OSM.

STRATEGIES FOR COURSE PLANNING AT OSM

Register Early

- Registration is first come, first serve. Classes can fill quickly.
- Registration always begins on Tuesday at 8:30am of week 7 for Final Quarter students, and Tuesday at 8:30am of week 8 for Continuing Students.
- Have a back-up plan if your desired class is full.
- Make an appointment with Student Services if you need help selecting classes before registration begins.

Flexible Schedule

- Students with a flexible schedule will find that the OSM class schedule easily accommodates a variety of needs.
- Students needing to have only daytime or evening classes might need to flex their schedule for a term to take both daytime and evening classes or take classes outside of the suggested sequence while keeping prerequisites in mind.
- In most cases, classes offered only once a term will alternate between daytime and evening hours (e.g., Massage – Lower Body will be offered daytime one quarter and evening the following quarter).

Additional Class Sequencing Information

- Please follow prerequisites listed on page 40 of Handbook.
- AP III can be taken before AP II.
- Communication/Ethics is recommended at the beginning of the program.
- Massage – Fundamentals must be taken before or concurrently with Communications.
- For optimal educational value, register for Massage Upper/Lower Body concurrently with the corresponding Kinesiology Upper/Lower Body course.
- Massage – Lower Body and Upper Body may be taken in either order.
- Kinesiology – Lower Body and Upper Body may be taken in either order.
- Statutes is recommended at the end of the program.

Other Factors

When large numbers of students sign up for particular classes, we may add sections subject to instructor and space availability. If you feel there is a need for an additional class, please do the following:

- Prepare a written request stating the particulars (class, day, time etc.).
- Submit the request to Student Services for Education Team consideration.
- A request does not guarantee a revision of the schedule.

When there are fewer than eight students registered, we reserve the right to cancel a class.

Course Prerequisites

CLASS	PREREQUISITE(S)
AP I	None
AP II	AP I
AP III	AP I
Advanced Practice Skills	Clinic
Business of Massage	Massage – Upper and Lower Body
Clinic	Massage – Assessment & Application (may be concurrent)
Communication/Ethics	Massage – Fundamentals (may be concurrent)
Hydrotherapy	Massage – Fundamentals, AP I (recommended: AP II)
Kinesiology – Upper Body	AP I, Massage – Fundamentals
Kinesiology – Lower Body	AP I, Massage – Fundamentals
Massage – Fundamentals	None (recommended: Massage Basics)
Massage Theory	Massage - Fundamentals (may be concurrent)
Massage – Upper Body	Massage – Fundamentals, Communication/Ethics, Kinesiology – Upper Body (may be concurrent)
Massage – Lower Body	Massage – Fundamentals, Communication/Ethics, Kinesiology – Lower Body (may be concurrent)
Massage – Assessment & Application	Massage – Upper and Lower Body, Hydrotherapy, Pathology I
Palpation Skills	Massage & Kinesiology - Upper & Lower (may be concurrent w/2nd course)
Pathology I	AP I (recommended: AP II)
Pathology II	Pathology I (recommended: AP II and III)
Shiatsu I	AP I (may be concurrent)
Statutes	Communication/Ethics

Exceptions to prerequisites require prior experience and Director of Education approval, in consultation with the Instructor.

Checklist for Students in Their Final Term of Study

- Complete the 640-hour program. If you are unsure of classes you need to complete the 640- hour program, schedule an appointment with Student Services.
- Settle all financial obligations. Make an appointment with the Bookkeeper if you have questions about your finances.
- Turn in a Final Quarter Declaration to the Registrar. These forms are at the front desk and alert the Registrar that you plan on graduating next quarter.
- Take a CPR class. You must have a current CPR card to apply to the Oregon Board.
- If applying to the Washington Massage Board, you need a CPR/First Aid class AND 4 hours of HIV/ AIDS Awareness. (www.doh.wa.gov/massage)
- Download the most recent licensing information online: www.oregonschoolofmassage.com/students/state-licensing-information/
- Remember: Oregon requires that you pass the Oregon jurisprudence exam, have electronic fingerprints taken, and pass the FSMTB MBLEx exam to become licensed. Health Indorsement candidates must also pass a practical exam - fee is \$100.
- The application review fee for an Oregon license is \$100. The fingerprint processing fee is \$40. The initial license fee is \$100 for 2 years or \$50 for 12 months or less.
- The Federation of State Massage Therapy Boards' MBLEx costs \$195.
- It may take 6-8 weeks to get licensed.





Selected Areas of Specialization for Elective Hours

SHIATSU COURSES	PREREQUISITES	HRS
Shiatsu I (<i>incl in 640-hr program</i>)	Before or concurrently: A&P I	30
Shiatsu II	Shiatsu I	30
Shiatsu SF Clinic	Shiatsu II	45
Shiatsu SF Clinic Tutorial	Shiatsu SF Clinic	3
Shiatsu III	Shiatsu II	30
Shiatsu IV	Shiatsu II	30
Shiatsu LF Clinic	Shiatsu III and IV	45
Shiatsu LF Clinic Tutorial	Shiatsu LF Clinic	3
Dao Yin	None	7
Shiatsu Coursework Total		223

WOMEN'S HEALTH COURSES	PREREQUISITES	HRS
Prenatal Bodywork Certification	Massage Up & Low or equiv (> 200 hours training)	32
Pregnancy Massage & Acupressure for Birth	Open to Doulas, Birth professionals, Pregnant couples, massage students and therapists	4.5
Pregnancy Massage for the New Mother	Massage - Up or Low, A&P I; Preg Mass recomm.	8
Maternity Massage Certificate - Practicum		20.5
- ALL THE ABOVE CLASSES ARE INCLUDED IN THE 65-HOUR MOTHERTOUCH MATERNITY MASSAGE CERTIFICATE PROGRAM		
Advanced Bodywork for Women's Health	LMT or instructor approval	14
Reflexology for Women's Health	None	7
Women's Health Coursework Total		65

NEUROMUSCULAR THERAPY COURSES	PREREQUISITES	HRS
NMT Intro	AP I, Kines-Upper Body or equivalent	3
NMT Hip, Thigh, & Knee	NMT Intro, Massage Lower and Kines Lower or equivalent	15
NMT Shoulder & Arm	NMT Intro, AP I, Kines-Upper Body or equivalent	15
NMT Forearm & Hand	NMT Intro, AP I, Kines-Upper Body or equivalent	15
NMT Cervical Spine	NMT Intro, AP I, Kines-Upper Body or equivalent	15
NMT Spine	NMT Intro, AP I, Kines-Upper or equivalent	15
NMT Coursework Total		78

SPA COURSES	PREREQUISITES	HRS
Hot Stone Massage	Massage Fundamentals	15
Thai Massage I	none	16
Thai Massage II	Thai Massage I	32
Foot Reflexology Basics	none	7.5
Reflexology Variations: Hands, Ears & Emotions	none	7.5
Lymphatic Detox Introduction	Massage Fundamentals	9
Spa Coursework Total		87

CLINICAL MASSAGE COURSES	PREREQUISITES	HRS
Craniosacral Therapy Introduction	None	15
Lymphatic Detox Introduction	Massage Fundamentals	9
Massage for People Living with Cancer	Massage Fundamentals	24
Muscle Testing Techniques	Kinesiology - Upper or Lower Body	15
Myofascial Massage - Direct Method	Massage Fundamentals	15
Myofascial Massage - Indirect Method	Massage Fundamentals	15
Myofascial Massage Intro	Massage Fundamentals	12
Myofascial Trigger Point Therapy	Kinesiology - Upper or Lower Body	15
Tension Headache Treatments	LMT or Massage Upper	16
Thoracic Outlet Syndrome Treatment	LMT or Kinesiology Upper Body	8
Working with TMD Patients	Massage Upper, willingness to give and receive intraoral massage	12
Clinical Massage Coursework Total		156

These are example courses to apply towards areas of specialization. Please consult with your Student Services Coordinator as these course offerings are subject to change.

OSM CODE OF ETHICS

This Code of Ethics is a summary statement of the ethical principles by which the staff and students at Oregon School of Massage agree to conduct themselves.

- 1. Be committed to providing the highest quality of work in all of your endeavors.*
- 2. Practice honesty and integrity, avoiding conflicts of interest and any inappropriate behavior as defined in the Student Handbook and Staff Manual.*
- 3. Honestly perform only those services for which you are qualified and which accurately represent your education, certification, scope of practice and professional affiliation.*
- 4. Respect other health care providers and work together to promote health and healing of body, mind and spirit.*
- 5. Be committed to your self, client and colleagues in maintaining physical, mental, emotional and spiritual well-being.*
- 6. Respect the confidential nature of the student, teacher, staff or client relationship and their right to privacy. Disclose confidential information only when authorized, mandated by law or within a training environment.*
- 7. Demonstrate the qualities of honesty, understanding and compassion through healthy communication, boundaries, genuineness of character and personal responsibility for action.*
- 8. Support the massage community and demonstrate a willingness to learn, grow, change and progress within ourselves and with one another.*
- 9. Through mutual respect and dignity, honor the diversity of each individual.*
- 10. Respect the professional relationship between students and staff. Faculty does not engage in intimate relationships with current students.*

"As President of Oregon School of Massage, I am dedicated to bringing talented educators who are experts in their fields to our faculty. Several instructors are published authors and nationally recognized speakers."
~ Ray Siderius

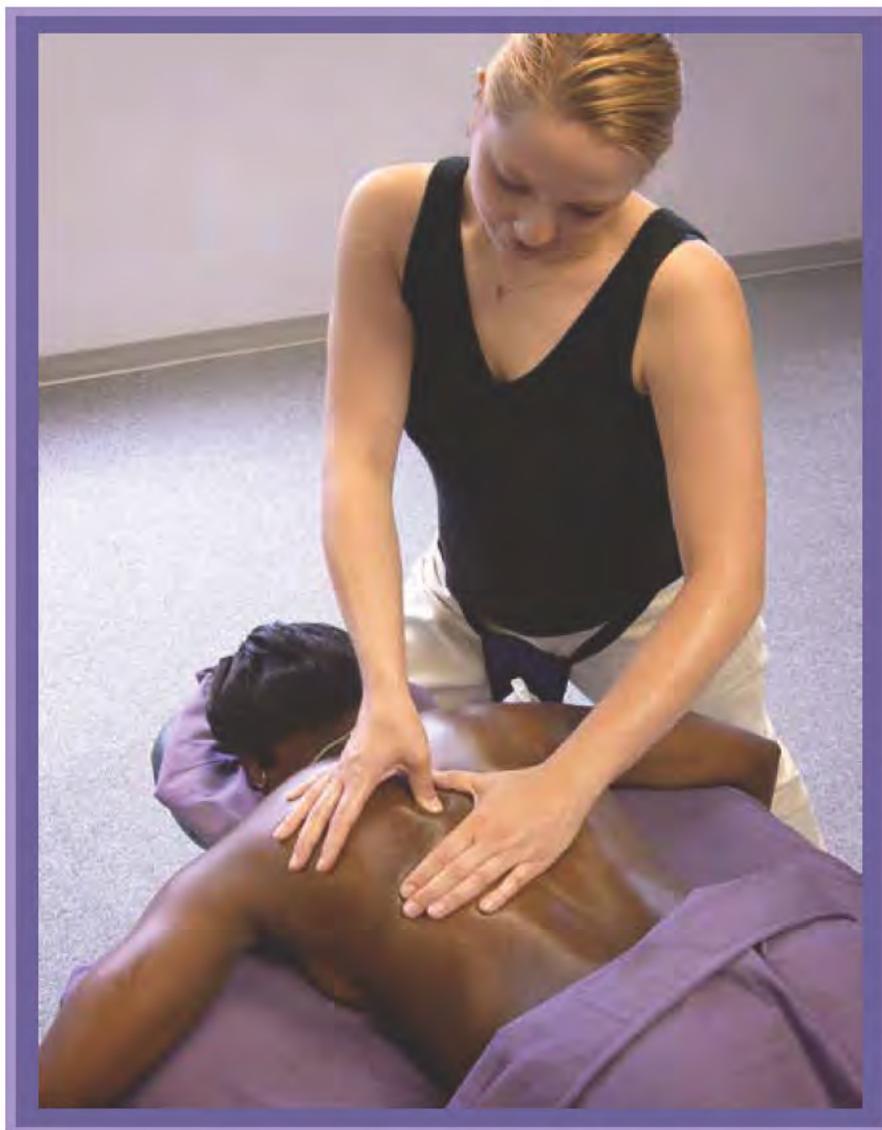


PHOTO: Peter Schütte - schuttephoto.com

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