

Oregon School *of* Massage

The Leader of Body - Mind - Spirit Education Since 1984

2025 Student Handbook



Portland Campus | 9500 SW Barbur Blvd, Ste 100 | 503-244-3420
Salem Campus | 2111 Front St NE, Unit 3 | 503-585-8912

Our Mission

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

Our Values

Safety & Support

Personal Responsibility

Wholeness & Health

Celebrating Community

Creating, Relating, Enjoying

Learning & Growing

Human Connection

Ethics & Respect

Contents

Welcome to the Oregon School of Massage.....	6
About the School.....	6
School Administration	6
Program Advisory Committee Membership	6
Program Expectations.....	7
Civic and Social Expectations.....	7
Campus Locations	7
Parking	7
Travel to OSM	7
Code of Ethics	9
Academic Policies.....	10
Application & Enrollment.....	10
Limited Enrollment	10
How to Enroll	10
Non-Discrimination Policy	11
Withdrawal Prior to Starting the Program	11
Enrollment Agreement	11
Student Liability Insurance	11
Class Registration	12
Attendance	12
Children & Pets	13
Educational Materials.....	14
Grading.....	14
Incomplete Grades.....	15
Make-Up Exams.....	15
Withdrawals After Classes Begin.....	15
Repeats & Audits	15
Probation, Suspension, Expulsion	16
Leave of Absence	16
Transcripts.....	16
Name Change While Enrolled.....	16
Transferring Credit from Another School or Program.....	17
Clock Hour to Credit Conversion	17
Challenge Tests	17
Awarding of Program Certificates	17
Massage Licensing	17
Applying to Take the Licensing Exam.....	18
Teach-Out Policy.....	18
Financial Policies.....	19
Tuition & Fees	19
Additional Enrollment & Student Fees	19

Payment Options.....	19
Additional Payment Information	20
Additional Costs	20
Refunds from Withdrawal.....	21
Withdrawals & Transfers	21
Privacy Policies	22
Information We Collect.....	22
Retention of Former Students' Records	22
Notification of Rights under FERPA.....	22
Records Older than 25 years	22
Student Services & Resources.....	23
Academic Support Systems.....	23
Career Resources	23
Instructor Contact.....	23
Availability of Study Spaces.....	23
Massage Practice Spaces & Tables	24
Teaching Assistants/Tutors.....	24
Professional Organizations for LMTs.....	24
Networking Opportunities.....	24
Communication	25
Tidiness & Recycling.....	25
Standards of Conduct.....	26
Anti-Harassment	26
Classroom Conduct.....	27
Confidentiality.....	27
Drugs, Alcohol, Weapons, & Smoking	27
Equity Statement.....	28
Hygiene & Professional Attire	28
Instructors/Staff Providing or Receiving Massage from Students	28
Students Charging Fees for Massage	28
Student Expulsion & Appeal	28
Student Grievances.....	29
Student Health Policy.....	29
Miscellaneous Information.....	30
Hours of Operation.....	30
Store Operation.....	30
Inclement Weather	30
Building Security	30
Photography at OSM.....	30
Campus Evacuation Sites.....	31
Core Course Descriptions	32

<i>Faculty.....</i>	<i>36</i>
<i>Approval & Endorsements.....</i>	<i>38</i>
<i>Final Term Checklist</i>	<i>39</i>

Welcome to the Oregon School of Massage

ABOUT THE SCHOOL

Oregon School of Massage (OSM) was founded in 1984 by owner and President Ray Siderius. OSM is a private professional school, licensed by the Higher Education Coordinating Commission, devoted to massage and related health education. The school is committed to providing a holistic education, which integrates the body, mind, 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. 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. Massage classes have a low student to teacher ratio—usually 1:12, with elective/CE courses being on average 1:8 depending on enrollment changes.

SCHOOL ADMINISTRATION

President/Owner — Ray Siderius

Executive Administrative Assistant — Courtney Neal

Admissions Coordinator, Portland Campus — Matthew Maguire

Admissions Coordinator, Salem Campus — Stephanie Patterson

Director of Salem Campus & Technology Coordinator — Jason Aguayo, LMT

Acting Director of Education — Ray Siderius

Registrar — Brian Gilroy

Bookkeeper — Brenda Brittain

Bookstore Coordinator — Soren Day

Portland Facilities & Clinic Coordinator – Lizbeth Corona

Salem Facilities & Clinic Coordinator — Rosa Leonardi, LMT

PROGRAM ADVISORY COMMITTEE MEMBERSHIP

Laura Ann Burda (Former LMT) — Fall 2015 Graduate

Cynthia Ben-Zaken — Spring 2021 Graduate

Patrick Cristobal, LMT — Zama Massage

Glenda Poletti, LMT — Elements Massage Tanasbourne

Tia Rich, LMT — Healing with Serenity, Spring 2021 Graduate

Laszlo Szalvay — Massage Envy

PROGRAM EXPECTATIONS

Massage tables are provided by OSM for in-class use; students must use their own tables outside of class. Students provide their own oil, sheets, blankets, towels, and bolsters.

Upon satisfactory completion of the OSM 640-hour Massage Certificate Program, graduates will have had education in and experience with all 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 · boundaries and ethics · sanitation · soft tissue manipulation · technique concepts · anatomy and physiology · kinesiology · pathology · business and employment practices · clinical experience · Oregon massage laws.

CIVIC AND SOCIAL EXPECTATIONS

OSM's civic and social expectations are:

1. To train students to become 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

CAMPUS LOCATIONS

Portland Campus
9500 SW Barbur Blvd Ste 100
Portland, OR 97219

Salem Campus
2111 Front St NE, Suite 3-101
Salem, OR 97301

PARKING

During daytime classes at the Portland campus, there is limited parking in the Kristin Square south lot. We suggest that you carpool, 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. At our Salem location, there is limited parking available in the parking lot of the building. Please park in designated parking places only and observe posted signs for guests and disability permits.

TRAVEL TO OSM

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. 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 #19 - Broadway/River Rd & #9 Cherry/River Rd. OSM Salem is located just 1 1/2 blocks from Liberty and Pine.

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 at 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 to 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 at 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/MLK Parkway. Merge onto OR-99E BR S. Turn right on Pine St., then left on Front St. OSM 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 to Exit #258/Pacific Hwy E/OR-99E N. Turn left onto Portland Rd. Turn right onto Pine St. and follow it to the end. Turn left on Front St. OSM will be on the right-hand side just south of Pine, located in building #3.

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 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 yourself, clients, 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.

Academic Policies

APPLICATION & ENROLLMENT

Applicants for the program 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 and submit official identification. OSM requires applicants to have received a minimum of one professional Swedish massage within the last year. Applicants will be asked to describe the environment of the session and the techniques the LMT used and holistically address their experience of the massage. 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 the Admissions Interview. Students will be notified of acceptance or denial of admission at the time of the Interview or within 10 days of the Interview. If an applicant is denied enrollment, they may request a meeting with the President for reconsideration of their application.

Applicants will be evaluated in terms of educational background, professional/work experience, and personal motivation. Evaluation will include the student's ability to express themselves both orally and in writing and the demonstrated physical ability to give and receive massage. Preference will be given to applicants who seem best prepared in a combination of areas.

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 for us to provide the best educational support. See the Education Team if you have a question about how OSM can accommodate your needs.

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

1. A copy of prior massage transcripts, licenses, and certifications
2. A letter from the Oregon Board of Massage Therapists, if applicable
3. An Admissions Interview

HOW TO ENROLL

To enroll at OSM, complete the application and enrollment process.

1. Attend a Massage Training Preview and/or contact the Admissions Office
2. Receive a professional Swedish massage (within the last year)
3. Submit a completed application, which includes two essays, two professional references, and two personal references
4. Submit a photo ID (front and back) Valid ID includes Driver's License, State-Issued ID card, or Passport.

5. Submit a high school diploma, GED, or college transcripts
6. Schedule and complete an Admissions Interview
7. Complete enrollment paperwork, which could include an Enrollment Agreement, financial contracts, and insurance
8. Pay the \$150 registration fee and other associated fees/deposits
9. Register for first term classes
10. Attend New Student Orientation

Students who have specialized backgrounds, such as licensed medical professionals should speak with an Admissions Coordinator.

NON-DISCRIMINATION POLICY

OSM prohibits any form of discrimination or bias, implicit or not, in its academic community and business practices. OSM acknowledges its role in dismantling systems of white supremacy. Hate in any form, but especially on the basis of race, color, national origin, religion, age, sex, marital status, sexual orientation, gender identity and presentation, or disability, has no place at OSM.

OSM'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 STARTING THE 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. Application fees are non-refundable.

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.

STUDENT LIABILITY INSURANCE

Student Liability Insurance is required for all students. 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. If students do not have liability insurance, the insurance will be provided by Oregon School of Massage at no cost.

OSM works with Associated Bodywork & Massage Professionals (ABMP) to provide free insurance to enrolled students. 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 10:00am on the first day of registration week. Students may also call in to register. Phone and in-person registrations begin at 10:00am on the start of the term's Enrollment Period.

New Students

1. 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

1. Continuing students typically register during week seven for the following term.
2. 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.
3. Please do not leave a voicemail with a registration request. It will not be processed.

Final Quarter Students

1. Students enrolled in the certificate program who have declared final quarter status are given priority and can register early for the following term.
2. Payment is required at the time of registration. Quarterly students registering by phone must have a credit card number ready to process payment.
3. Please do not leave a voicemail with a registration request. It will not be processed.

Because some classes fill quickly, it is important that you register as soon as you can. Additional classes may be added when there is sufficient interest, and an instructor is available.

Schedule an appointment with Admissions if you are unsure what classes to take moving forward. Note that it is your responsibility to make sure the classes you register for do not overlap and work with your schedule.

ATTENDANCE

The student must maintain a 90% attendance rate to receive credit for a course. If a 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 Courses

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 the class. Tuition will be refunded per the refund policy, and the student will be billed a schedule change fee of \$25. Otherwise, a student is generally allotted one missed class.

14- to 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 Courses

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 hours 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 your instructor for clarification.

Other Expectations

Students who are unable to attend a class should call to notify the instructor and Registrar. When a student misses class, it is their responsibility to obtain class information and assignments. If the student misses a quiz or test, they must make arrangements with the instructor to take a make-up exam. If a student is withdrawing from a course, the student must notify OSM 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. If a student is late for class 3 times in a quarter, it will count as an absence. Please remember that communication with your instructors about your progress through each class is critical.

CHILDREN & PETS

OSM asks that students, instructors, and employees not bring pets or children to class or work. Emergency exceptions to this policy require the approval of the President.

EDUCATIONAL MATERIALS

OSM chooses educational material based on all the following criteria:

- Material abides by Fair Use Law
- 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 weigh 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 aspects such 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 earn 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 retaking 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 a reduced retake fee. A student may retake a class no more than two times. Further repetition is not allowed without permission from the Program Director.

As you progress through training at OSM, you will find that components of one class start to cross over into the next and so on, until everything is integrated together. Periodically, the OSM staff review students' progress in classes, in part to assess the student's ability to integrate the various components of training. This assessment considers more than just the grades for meeting minimum standards (i.e. professionalism, attendance, participation, technical skills, communications skills, etc.).

In cases where integration does not meet school standards, students may be required to repeat some training even if they have received a passing grade in the class. In addition, depending upon the circumstances, OSM may ask the student to seek professional assistance or counseling.

INCOMPLETE GRADES

Incomplete grades must be made up within the timeline 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 makeup exam. Instructors decide on whether a makeup exam is to be given. 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, prior to the next scheduled class. 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 9:00am 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 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 & 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 retake 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 Education Team.

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 Education Team. 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 repeats 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 for audit tuition.*)

PROBATION, SUSPENSION, EXPULSION

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 Education Team.

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 expelled when the above requirements are not satisfied within one year. Re-entry to the program requires a new application, which should include the applicant's statement addressing previous expulsion.

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 and Code of Ethics, or for not honoring the financial agreements they have entered 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 readmission without re-application. The Leave of Absence (LOA) form must be completed and given to 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 for credits to be assessed for licensure. Financial obligations and scheduled payments will still need to be met while on leave of absence.

TRANSCRIPTS

OSM keeps student records on file for 25 years. Students may request an official transcript of their records for a \$5.00 fee. 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 CHANGE WHILE ENROLLED

Students who experience a name change during 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 the current legal name.

TRANSFERRING CREDIT FROM ANOTHER SCHOOL OR PROGRAM

The School will evaluate training for transfers 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.

Please Note: 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 may 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 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 & 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 to become licensed.

Oregon requires a current Basic Life Support (BLS) certification. This class is not included in electives towards the 640-hour Certificate Program. Oregon also requires an electronic fingerprint scan and 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. (Payment plan and Loan students in good standing are exempt.)
- 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.

For Oregon Licensing

- Submit an Online MBLEx application and fee to the Federation of State Massage Therapy Boards (FSMTB) to take the written exam.
- Your education will be verified through the Education & Verification Center at FSMTB.
- An official transcript will be mailed to the OBMT for students in good financial standing 2 to 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 scanned.
- Take the licensing exam (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 more on licensure in Oregon, visit the [Oregon Board of Massage Therapist website \(https://www.oregon.gov/obmt/Pages/license.aspx\)](https://www.oregon.gov/obmt/Pages/license.aspx)

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.

Financial Policies

TUITION & FEES

Application Fee (non-refundable): \$25
Registration Fee (non-refundable after 5 business days): \$150
640-Hour Massage Certificate Program (after January 1, 2022): \$13,995
Required Textbooks (approximate): \$700
Massage Table (approximate/not required): \$650
Miscellaneous Supplies (approximate): \$565

ADDITIONAL ENROLLMENT & STUDENT 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
Repeating a Class (2-year limitation): 75% of class tuition (courses 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: \$40 Library Missing Book Fee: \$30

Please Note: Fees are not covered by any locked-in tuition payment plan.

PAYMENT OPTIONS

All payment options **only cover tuition**.

1. *Paid-in-full.* Students must make full payment before the start of their first term. 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 (\$500 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. 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. *Quarterly.* 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. *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 \$500 required. The payments begin immediately in the first term and are due on the first of each month. Students will not be allowed to register for the upcoming quarter if they are delinquent with the monthly payment. Payments are considered late after the 15th of the month, and 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 the Admissions Coordinator for more information.

4. *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 the OSM Loan Committee. If the applicant does not demonstrate adequate financial resources and/or credit history they will be asked to obtain a co-borrower, who will fill out a separate application. If approved, students pay an initial \$150 processing fee. The fixed interest rate is currently 5%, and a minimum deposit of \$500 is required. Students will not be allowed to register for the upcoming quarter if they are delinquent with the loan payment. A payment is considered late after the 15th of the month, and 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 MasterCard.

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 the 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 on the first quarter of textbooks. Some required textbooks are used for multiple classes throughout the program. Some textbooks and supplies are available in the OSM Store but may be purchased elsewhere. The textbook *OSM Healing Massage Techniques*, is a custom book printed solely for OSM and is available at the bookstore. Textbooks purchased in the Store may be returned within 7 days of purchase with receipt and in the 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 Starting the 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 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.

Withdrawal of Expulsion from a Class: If a student is a “no-show” on the first day of a 10-week course and does not respond to the notification from the Registrar, 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: A student may be eligible for a pro-rated refund if upon official notification of a student’s withdrawal from an individual course it is prior to 50% completion or, in the case of a 10-week course, before the end of the 5th. 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 in the form of a check to the student. The student is not entitled to a refund when withdrawing after 50% of the class.

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 obliged to pay for the full course and is not entitled to a refund.

WITHDRAWALS & 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 is a “no-show.” Students dropping a class must give at least 24 hours’ notice prior to the beginning of the class to receive a refund. If the student is a “no-show” and does not meet the minimum attendance requirements, he/she will receive a grade of “U” and no refund will be given.

Privacy Policies

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 the OSM website.

INFORMATION WE COLLECT

OSM will only collect personal information from you directly or with your express consent. We do not disclose personal information obtained from you except as required by law or as 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 through the Third-Party Authorization Form.

RETENTION OF FORMER STUDENTS' RECORDS

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. To protect your personal information, we maintain physical, electronic and procedural safeguards that comply with our legal requirements.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include inspection of the student's education records. The right to request amendment to the record. Rights to consent and disclosure information. And the right to file a complaint. See Full Policy here: <https://www.oregonschoolofmassage.com/students/ferpa/>

RECORDS OLDER THAN 25 YEARS

In accordance with the School's commitment to retaining information and documentation for 25 years, OSM is engaged in a multi-year Archive Digitization Project that may involve the destruction of certain non-essential past student records. All student transcripts will be scanned and kept on file for your reference. To request a copy of other student records from your time enrolled, we recommend reaching out to the Registrar's Office as soon as possible.

Student Services & Resources

ACADEMIC SUPPORT SYSTEMS

OSM provides a variety of on-campus learning support tools: bones for study, clay for muscle modeling, libraries, and computers. A student resources page with website bookmarks for interactive study aids and more 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:

- The best support system is fellow classmates who can offer ongoing contact. Students are encouraged to start a study group or interest club outside of class.
- Many of our staff members have backgrounds in counseling and/or personal growth therapies. Instructors can provide limited support and counseling on a case-by-case basis. Referral to other mental health professionals will also be provided if desired.

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 provide students and graduates with email notifications 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 not to 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.

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, emailing, or leaving a message in their mailbox. If immediate assistance is needed, or you do not feel comfortable contacting your instructor, please see the Registrar for assistance.

AVAILABILITY OF STUDY SPACES

The Portland office is staffed 8:30am - 5:30pm Tuesday through Friday and occasional Saturdays. Students are welcome to use the Portland campus for study or practice when classrooms are available. We recommend that you call to confirm before coming.

The Salem office is staffed 9am – 5pm Tuesday through Thursday and occasional Saturdays. The Salem student lounge is available for study with computer access.

MESSAGE PRACTICE SPACES & TABLES

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, they 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 General Manager if you can help.

PROFESSIONAL ORGANIZATIONS FOR LMTs

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 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 and LMT Gatherings are presentations on professional issues intended for students and LMTs. These gatherings are held periodically in Portland and Salem, respectively. Both Massage Connections and LMT Gatherings are free events. Dates, times, and locations are listed on the OSM website. OSM has both a private Facebook Student/Alumni group and a public Facebook page for networking purposes.

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 are 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, such as for the academic newsletter or school-related inquiries. Check your email regularly.

TIDINESS & 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.

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. 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.

ANTI-HARASSMENT

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. Oregon School of Massage's policy is to maintain an environment free from any form of harassment. 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 at 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 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.

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 missing 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.

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, WEAPONS, & SMOKING

No student, faculty or staff member may be under the influence of drugs or alcohol while on OSM premises. Possession of illegal drugs, alcohol or weapons on campus is not permitted. Smoking is not permitted in campus spaces. 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. Exclusions to coverage under students Liability Insurance Policy may apply if practicing in or outside of class while under the influence of any intoxicant/drug/alcohol. This includes legal, prescribed, or illegal substances (*see insurance policy for details*).

Students are not allowed to use recreational cannabis, or be under the influence of recreational cannabis, while on OSM premises. Students may opt to use cannabis during their enrollment outside of class. OSM asks those students to use sound judgment about the impairing effects of the drug before attending class.

EQUITY STATEMENT

Oregon School of Massage believes in advancing equity in massage therapy education. This extends to our campus culture. We believe in supporting one another, meeting each other where we are, and committing ourselves to consistent self-improvement. We believe wholeheartedly in the inherent worth, dignity, and beauty of each person. We also believe that postsecondary education is inequitable to many learners. We strive to do better. We commit to offering mutual respect and dignity to all learners, honoring the diversity of each member of the OSM community. We respect individual differences and beliefs. OSM does not discriminate on the basis of race, sex, age, gender, sexual orientation, gender identity, class, ability, or citizenship status. We commit to supporting a learning community for all who seek it.

HYGIENE & PROFESSIONAL ATTIRE

Students are expected to practice professional hygiene appropriate to the massage profession. This includes, but is not limited to, keeping breath, hair, and body clean and free of perfumes, cosmetics, hairspray, smoke, and body odor. Fingernails should be 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.

INSTRUCTORS/STAFF PROVIDING OR RECEIVING MESSAGE 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. Other than participating in a student assignment:

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

STUDENTS CHARGING FEES FOR MESSAGE

Oregon massage statutes explicitly forbid the practice of massage without a license, including:

- Performing massage for money,
- Performing massage as barter for goods or services, and
- Performing massage in a manner that conveys it is a professional service

Students may not advertise, at any time prior to licensing, their massage services. This includes using business cards, websites, Craigslist, and voicemail, 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.

STUDENT EXPULSION & APPEAL

A student may be expelled 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 expels a student prior to completion of their program, the student will be notified in writing. The cancellation and tuition refund policy cited earlier will apply. A student who has been expelled may appeal the decision or may apply for re-entry the following quarter or in subsequent quarters. The General Manager will determine whether to re-enroll

the student.

STUDENT GRIEVANCES

The School encourages the development of communication skills as part of professional practice. Therefore, students are encouraged to take grievances about another student or an instructor directly to the individual involved and speak to student services. Grievances not settled in this manner should follow these steps:

1. Notify the Registrar and take part in a facilitated meeting; or
2. Contact the General Manager and schedule a private meeting to discuss your concerns.
3. If either meeting is not successful, submit a written grievance to the President and GM labeled as "Internal Grievance" via email, certified letter or by using the school's internal grievance form directly to the GM of the school. The written internal grievance letter must state each individual grievance and the student must provide any support for each grievance with supportive documents.
4. After the school receives the written internal grievance, the school will have 15 days to review the student's internal grievance, do an investigation and respond back to the student with a written determination. Students aggrieved by the 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, Office of Academic Policy, and Authorization, 3225 25th Street SE, Salem, OR 97302, www.oregon.gov/highered., (503) 947-5751. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS659A.820 with the Commissioner of the Bureau of Labor and industries.

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. Contact your instructor if after reading these guidelines you are still unsure.

Do not attend class if:

- You are experiencing COVID-19 symptoms
- Your illness is contagious
- You're running a fever
- You're vomiting or experiencing extreme intestinal distress
- You're feeling generally unwell, and it will interfere with your studies

Miscellaneous Information

HOURS OF OPERATION

During each term, OSM-Portland is open Tuesday through Friday from 9am - 5pm, and occasionally Saturdays. OSM-Salem is open Tuesday through Thursday from 9am - 5pm, and occasionally Saturdays. OSM 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 Portland Store is open from 10:00 am to 5:00 pm Tuesday through Friday, and the Salem store is open 8:30 am to 5:00 pm Tuesday through Thursday. 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.

INCLEMENT WEATHER

On snow or ice days, students should call the school and listen for voicemail 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 closures on radio stations 1190AM - KEX, 7.5AM - KXL, 95.5FM - KXL or 102FM - KINK. Salem students can listen to stations 1490AM - KBZY, 1220AM - KCCS, 1460AM - KCKX or 1430AM - KYKN.

BUILDING SECURITY

In Portland, the outside lobby doors and OSM's front and back doors are locked at 6:30pm Tuesday through 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 5:00pm Tuesday-Thursday. Please use only the main or south entrance to enter or leave the building.

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., 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 identity
- to assist OSM staff members in keeping student records accurately filed
- to create a student ID card

Photographs of classroom and other school activities include classroom activities, 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 not to provide students, or others, with copies of any photos used for promotional circumstance, or otherwise. All students should sign a Photo Release Form. You have the option to opt in or out.

CAMPUS EVACUATION SITES

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

Core Course Descriptions

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

ADVANCED PRACTICE SKILLS

6 core hours/3 Sessions & 34 elective hours

This 40-hour training includes 34 elective hours and 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.

Prerequisites: 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.

Prerequisites: None

ANATOMY & PHYSIOLOGY II

30 hours/10 sessions

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

Prerequisites: AP I

ANATOMY & PHYSIOLOGY III

30 hours/10 sessions

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

Prerequisites: AP I

BUSINESS OF MASSAGE

15 hours/5 sessions

This class covers professional ethics, business planning and the role of massage in the healthcare field. Some marketing strategies will be discussed.

Prerequisites: 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.

Prerequisites: *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.

Prerequisites: *Massage - Fundamentals (recommended 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.

Prerequisites: *Massage - Fundamentals, AP I (recommended: AP II)*

KINESIOLOGY – UPPER & LOWER 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.

Prerequisites: *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 the psychological dimensions of massage. In addition to weekly classes, the course includes two Saturday classes.

Prerequisites: *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.

Prerequisites: *Massage - Fundamentals (may be concurrent)*

MESSAGE - UPPER & 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: *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.

Prerequisites: *AP I (may be concurrent)*

STATUTES**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.

Prerequisites: *Communication/Ethics*

ELECTIVES FOR THE MASSAGE CERTIFICATE PROGRAM

Students in the 640-hour Massage Certificate program need to take a minimum of 119 hours of electives, 34 of which contribute toward Advanced Practice Skills Seminar. 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.

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 touch, massage, and bodywork.

CORE INSTRUCTORS

Jonathan Berg LMT #1363 is a certified Hakomi therapist with a private practice in Northeast Portland. His focus is Hakomi-based Somatic patterning and massage. He is the OSM Clinic Director.

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 at OSM.

Marian Wolfe Dixon, MA, LMT #3902, CHT is a contract LMT for Providence Hospice and PartTime Faculty at Concordia University. She is the author of Myofascial Massage, Body Lessons 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.

Kirstin Feldman LMT #14558 is a graduate of OSM and has been an LMT for over 15 years. She has practiced in a variety of settings, including the OSM LMT clinic, and continues to love massage. She is excited to be the new Fundamentals instructor. Kirstin has 2 kids, 2 cats, innumerable books, and loves to travel, even if that's just to the nearest hiking trail.

Alexis Glover, LMT #25023 is a Salem-based LMT who specializes in upper-level bodywork courses. She primarily teaches Massage and Kinesiology core courses. She brings experience in cranial sacral therapy, pregnancy massage, and trigger point therapy.

Caroll Hueller LMT #7441 has had a full-time massage practice for 20 years. A graduate of OSM, she has worked in many settings, and currently maintains a part-time practice based from her home outside Lyons, OR. Massage was the conduit that helped establish a confidence, identity, and connection to the community that defines her now. She has always enjoyed the foundations of the practice, connecting body mechanics with her past dance training. Along with her work in massage, Caroll also owned and operated a small wholesale/retail nursery for over 20 years, raising herb and vegetable starts. Her focus on the family farm now is gardening, taking care of a large flock of happy chickens and the dogs that bring her so much enjoyment.

Bonnie Lee, LMT #18719 is an OSM alumni since 2011 with fun modalities added to her tool belt along the way, including Shiatsu, as well as being an ACE certified personal trainer for better assisting her clients in her home studio. Being back at OSM now as an instructor is where she had unexpectedly set her sights for from the moment, she first enrolled back in 2009 and is loving the science of Kinesiology and the round table discussions during the Business intro class she teaches.

Suzie McLaughlin, LMT comes to OSM from the Southwest Institute of Healing Arts in Tempe, Arizona. She loves sharing information, especially about the miraculous creation that is the human body. Over the years, she has come to understand that sensation in the body is a form of communication. She loves assisting others in understanding what the body is trying to communicate to them. A wonderful side effect of this work is often a reduction in pain, especially, but not limited to, chronic pain. This quest to understand sensation has led her to learn different therapies, including many Massage modalities, such as, Energetic Myofascial, Manual Lymphatic Drainage, oncology massage, other medical modalities, as well as Yoga therapy, Coaching, Hypno therapy and Yoga Nidra. She combines these therapies to customize a client's unique needs. She is a published author of *Redefining Rich: 8 Steps to Unlatch Emotions from Money and Create Wealth*. This is yet another way to spread the word that your body can help you understand, through sensation, what may be blocking long desired goals, even financial ones.

Christobal Mazingo Goodwin, RN, MSN is a Board-Certified Holistic Nurse and Certified Diabetes Educator. He is a Master-prepared Registered Nurse with over 30 years of combined healthcare, wellness, and workplace safety experience. Originally from the Midwest, Chris worked as a travel nurse and spent several years in Arizona before settling in Oregon. Chris can speak Spanish and likes to practice his language skills when opportunities present themselves. He currently works as a Care Manager with Kaiser Permanente and he teaches Anatomy and Physiology for OSM. His areas of holistic healthcare interests include therapeutic bodywork, chakra spiritual healing, and Reiki energy practice.

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.

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.

Approval & Endorsements

Effective 2018, Oregon School of Massage curriculum is endorsed by COMTA, the Commission on Massage Therapy Accreditation. OSM's massage program is approved by the Oregon licensing board. 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. Salem, OR 97301

www.oregon.gov/OBMT

(503) 365-8657

WA State Dept. of Health/Board of Massage

310 Israel Rd., PO Box 47860

Tumwater, WA 98501-7860 www.doh.wa.gov/massage

(360) 236-4866

3225 25th Street SE Salem, OR 97302

(503)-947-5727

Federation of State Massage Therapy Boards

1901 S Meyers Rd., Ste. 240 Oakbrook Terrace, IL 60181-5243

(800) 296-0664

www.fsmtb.org

COMTA-Endorsed Curriculum

NE 2101 Wilson Blvd Suite 302

Arlington, VA 22201 www.comta.org



Oregon State Approving Agency for Veterans Education and Training

255 Capitol St. NE Salem, OR 97310

(503) 947-5751

Higher Education Coordination Commission

Final Term Checklist

- ☐ 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 BLS/CPR class. You must have a current CPR card to apply to the Oregon Board.
- ☐ If applying to the Washington Massage Board, the easiest process is to obtain licensure in Oregon first and then apply to WA. They will honor reciprocity. In addition, you will 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 finger- prints taken, and pass the FSMTB MBLEx exam to become licensed.



640-Hour Course Tracking Guide

QUARTERS

CORE CLASSES	PREREQUISITES	HRS							
Anat & Phys I	none	30							
Anat & Phys II	A&P I	30							
Anat & Phys III	A&P I	30							
Kinesiology Upper	A&P I, Massage Fund	30							
Kinesiology Lower	A&P I, Massage Fund	30							
Pathology I	A&P I (A&P II recommended)	30							
Pathology II	A&P I, Path I (A&P II and III recommended)	30							
Science Core Total		210							
Massage Fundamentals	Highly recommended: Communication/Ethics	45							
Massage Upper Body	Massage Fund & Comm/Ethics AND before or concurrently: Kines Upper	30							
Massage Lower Body	Massage Fund & Comm/Ethics AND before or concurrently: Kines Lower	30							
Shiatsu I	Before or concurrently: A&P I	30							
Massage Assessment & Application	Massage Upper & Lower Body, Hydrotherapy, Pathology I	30							
Hydrotherapy (wknd or 5 wks)	Massage Fund., A&P I (A&P II recomm)	15							
Massage Theory (5 wks)	Massage Fundamentals (may be concurrent)	14							
Palpation Skills (5 wks)	Massage Upper & Lower (may be concurrent w/ 2nd course)	15							
Bodywork Core Total		209							
Communication & Ethics	Concurrently with Massage Fundamentals	30							
Business of Massage (5 wks)	Mass Upper & Lower or Shiatsu SF Clinic	15							
Statutes (2 wks)	Comm/Ethics, Clinic (may be concurrent)	6							
Swedish Clinic OR Shiatsu Clinic	Before or concurrently: Massage A&A, Palpation Skills OR Shiatsu II, Comm/Ethics, Path I, Palp Skills (recomm)	45							
Advanced Practice Skills	Massage A&A, Clinic, Final Quarter Declaration	6							
Professional Development Core Total		102							
ELECTIVE HOURS		119							
*1 Business Elective Required	ex: Recordkeeping/Tax Reporting, On-Site Chair, Digital Marketing, Insurance Billing, Embodied Ethics								
TOTAL		640							
***If choosing Shiatsu SF Clinic, following electives required:									
Shiatsu II	Shiatsu I	30							
Shiatsu SF Clinic Tutorial	Shiatsu SF Clinic (concurrently)	3							

Please note: this guide is provided for tentative planning purposes only and is subject to change. See your Student Services Coordinator if you have any questions or need assistance planning.

Notes



Oregon School of Massage

The Leader of Body - Mind - Spirit Education Since 1984

Portland Campus | 9500 SW Barbur Blvd, Ste 100 | 503-244-3420

Salem Campus | 2111 Front St NE, Unit 3 | 503-585-8912

www.oregonschoolofmassage.com