

Oregon School of Massage

The Leader of Body + Mind + Spirit Education Since 1984

2021-2022 Student Handbook



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

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



OREGON SCHOOL *of* MASSAGE

Veterans Administration (VA) Addendum

Statement of Compliance (38 USC 3679)

In accordance with Title 38 US Code 3679, Oregon School of Massage maintains the following policies on students with third-party payment arrangements through the VA:

Additional Payment Information

[...] The School is approved to accept Veterans Administration financial assistance for those students who qualify. Students with third-party payment arrangements from vocational rehabilitation and worker retraining agencies can also be accommodated. An individual covered under educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill ® will be able to start the enrollment process and register for courses upon providing a certificate of eligibility/statement of benefits.

Third Party Payers

An individual covered under educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill ® will not incur penalties, late fees or be denied access to classes or facilities due to delayed disbursement of funds from the VA under chapter 31 or 33. In addition, covered individuals will not be required to borrow additional funds due to delayed disbursement under chapter 31 or 33.

For more information, see P. 14 of the Student Handbook

Progress Policy for VA Students

A VA student is considered in good standing if they complete all but one of attempted courses in a term, and complete all courses with a Satisfactory grade. Students may take a Drop or Withdraw from one course a term and still remain in good standing. A student who is no longer in good standing will receive a warning to correct any issues from the Education Administration Team. The Education Administration Team will monitor all VA student statuses, issue warnings as appropriate, and communicate accordingly with the Oregon VA. Appeals to any Education Administration Team decisions can be made through the General Manager.

Student-to-Instructor Ratio

OSM does not maintain a consistent student-to-instructor ratio. However, Core classes are usually 1:12, while Elective/CE courses are usually 1:8 depending on enrollment changes.

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

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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--normally 1:14. Health science classes range from 16-24 students and many classes have a teaching assistant.

School Administration

President/Owner: Ray Siderius

Vice President + General Manager: Tyler Bieber

Director of Admissions: Nancy Gullic

Director of Education: Dave Holden, LMT

Director of Enrollment Services + Registrar: Cheryl McDonald, LMT

Director of Salem Campus + Technology Coordinator: Jason Aguayo, LMT

Portland Campus

Assistant Bookkeepers: Alexis Baines + Kay Wisner

Assistant Registrar: TBD

Bookkeeper: Anne Phillips

Front Desk + Facilities Coordinator: TBD

Store Supervisor: Shoshana Burda

Salem Campus

Front Desk + Facilities Coordinator: Ian Murray
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 provide 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 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 · boundaries and ethics · sanitation · soft tissue manipulation · technique concepts · anatomy and physiology · kinesiology · pathology · business and employment practices · clinical experience · Oregon and Washington LMT law

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

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 our Portland campus, there is limited parking in the Kristin Square south lot. We request 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 front 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 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 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. 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 in order 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
- 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

- Attend a Massage Training Preview and/or Contact the Admissions Office
- Receive a minimum of 1 professional Swedish massage
- Submit a completed application: essay, massage reflection, resume, references
- Pay \$25 application fee
- Submit photo ID, transcripts, and completed student liability application
- Admissions Interview
- Pay \$150 registration fee + Sign Enrollment Agreement (if accepted)
- Register for first term classes
- Attend a New Student Orientation

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.

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.

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 Monday at the start of the term's Enrollment Period.

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 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 voicemail with a registration request. It will not be processed.

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 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 will be added when there is sufficient interest and an instructor is available.

Attendance

The student must maintain a 90% attendance rate in order 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 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 Course

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 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 to 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 or General Manager.

Educational Materials

OSM chooses educational material based on all of the following criteria:

- Material that 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 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 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 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.

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 students ability to integrate the various components of training. This assessment takes into account more than just the grades for meeting minimum standards (i.e. grades, 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 make-up. 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 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 + 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 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, 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 to 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 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 readmission without re-application. The Leave of Absence (LOA) form must be completed and turned into the Registrar if the student needs to take a term off, up to two years. 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 in order for credits to be assessed for licensure. Financial obligations, 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 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 or Program

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.

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 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's 500-hour requirement is 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. This class is not included in electives towards the 640-hour Certificate Program. Oregon also requires an electronic fingerprint scan. Washington also requires a FirstAid 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.(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.

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.
- 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 2-4 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

- Obtain your Oregon license first to have reciprocity honored
- 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 can be found on the [Washington Department of Health webpage](#).
- 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 massage license application found on the [Washington Department of Health webpage](#).
- Complete the Washington Jurisprudence Exam, located on the same page as the application. Mail results with your application.

For more on licensure in Oregon, visit the [Oregon Board of Massage Therapists webpage](#).

For more on licensure in Washington, visit the [Washington Department of Health webpage](#).

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 (prior to January 1, 2022): \$12,995

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--linens, oils, study aids, professional massages

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

1. *Payment-in-full.* Students must make full payment before the start of their first term. The application, registration, 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 per term (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 the Admissions Coordinator for more information.

5. *OSM Low Interest Loan.* This loan program is not part of any Title IV Federal StudentAid (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 they 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 MasterCard. 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 retraining agencies can also be accommodated. An individual covered under educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill will be able to start the enrollment process and register for courses upon providing a certificate of eligibility/statement of benefits.

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.

Third Party Payers

An individual covered under educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill will not incur penalties, late fees or be denied access to classes or facilities due to delayed disbursement of funds from the VA under chapter 31 or 33. In addition, covered individuals will not be required to borrow additional funds due to delayed disbursement under chapter 31 or 33.

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. Some textbooks and supplies are available in the OSM Store, but may be purchased elsewhere. The following textbooks must be purchased at the OSM store: Shiatsu I & II Short Form Handbook, Shiatsu Long Form Handbook and Can I Deduct That?. 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 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 Exclusion from a 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:* 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 before the end of the 5th class (in the case of a 10 week course). 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. Withdrawal after 50% of class, student is not entitled to a refund.
- *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 + 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' Prior Credit + Refund Policy

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 VASchool Certifying Official for review of prior credit. Prior credit transferability depends on length of time since training, grade earned and compatibility with our program.

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.

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

Records Prior to 1995

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.

Privacy + Student Reporting

Students experiencing issues of any kind while enrolled at OSM may wish to speak with someone confidentially. The General Manager maintains a Confidential Reporting Form for students, staff, faculty, and community members to use when they feel unsafe using every other channel. The form is monitored and maintained solely by the General Manager, and allows a private option for seeking resolution with a peer.

Student Services + Resources

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:

- 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.
 - To find a counselor, therapist, or group in the Portland Metro Area, check

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 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.

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 General Manager or Assistant Registrar for assistance.

Availability of Study Spaces

The Portland office is staffed 8:30am-5:30pm Tuesday-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. We have a small study area with computer access available in the front office. The Salem office is staffed 8:30am Tuesday-Thursday and occasional Saturdays. The Salem student lounge is available for study with computer access.

Massage 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, 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 General Manager if you are able to 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 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 + 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 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.

Cannabis

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 in the course of their enrollment. OSM asks those students to use sound judgment about the impairing effects of the drug before attending class.

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.

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.

To confidentially report an issue, concern, or grievance, [use the Confidential Reporting Form](#).

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).

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 the 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 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. 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 Massage

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 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 a 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 Assistant 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. Students may also opt to use the [Confidential Reporting Form](#), managed solely by the GM.
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 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 Capital 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.

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.

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

COVID-19 Policies for Students

Since March 2020, OSM has been issuing new policies and procedures around COVID-19 to prevent the transmission of the virus and keep the general public safe. Here are the most recent policies for students to follow in 2021/2022:

- All students must provide proof of vaccination or a documented exemption form before attending in-person classes. Exemptions cover medical and religious reasons.
- All students must wear a mask regardless of vaccination status while at an OSM campus location. The mask may only be removed when eating or drinking and socially distanced from others.
- All unvaccinated clinic students must submit a negative test result every week of their clinic term. Each test must be submitted no later than 24 hours prior to their shift.

Miscellaneous Information

Hours of Operation

During each term, OSM-Portland is open Tuesday-Friday from 8:30am-5:30pm; and occasional Saturdays. OSM-Salem is open Tuesday-Thursday from 9am-5pm; and occasional 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 Store at both campuses is open during business hours. 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

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 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-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.

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 a 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 photos used for promotional circumstance, or otherwise.

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 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 - 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.

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 psychological dimensions of massage. In addition to weekly classes, the course includes one Saturday class in Portland and one weekend at Breitenbush Hot Springs.

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)

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.

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)

MASSAGE - 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. 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 touch, massage and bodywork.

CORE INSTRUCTORS

BettyAnn Akin LMT #13726 is a 2006 graduate of Oregon School of Massage. She has a busy massage practice where she offers therapeutic massage and Reiki sessions in Dallas Oregon. She is crazy about yoga, hiking and traveling and is working towards becoming a yoga teacher.

Michael Dixon Barry, LMT #23043 is OSM's former General Manager/Director of Education and a regular Core instructor at the Salem Campus. He teaches in upper-level bodywork classes, including Massage Upper and Lower, APS, and Statutes.

Joni Brewer, LMT #6605 has taught wildlife rehabilitation, computer programs and Sunday school. She teaches Anatomy and Physiology at the Salem campus.

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, 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.

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.

David Holden, B.S., LMT #26151 has been a practicing LMT since 2011. His educational background includes an Associates degree in Psychology from Darton College in Georgia, as well as a B.S. in Biological Anthropology at the University of South Florida where he received training in skeletal analysis, both of which inform his approach to massage and bodywork. While owning and operating his own massage practice, he has held the titles of Lead Massage Therapist at Hand & Stone in Florida, as well as Massage Instructor, Program Manager and Dean of Academics at Sunstate Academy in Clearwater, Florida. He is a certified Mindful Pro Educator through the Milady Mindful Teaching Pro Program, and was named Educator of the Year for the state of Florida by the FAPSC for the 2017-2018 school year. His interests include human anatomy, kinesiology, and specifically the human skeletal system. Proficient in several

therapeutic modalities of massage, his interests have always been geared towards the training and development of massage students, LMTs, and fellow massage instructors. He has written and taught several Continuing Education courses on topics such as Hot Stone Massage, Postural Analysis, and Orthopedic Assessments for LMTs, and has helped hundreds of students pass the MBLEx and achieve their goals of becoming licensed Massage Therapists.

Bonnie Lee, LMT #18719 is an OSM alumni since 2011 with fun modalities added to her tool belt along the way, including Ashiatsu, 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.

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.

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.

ADDITIONAL INSTRUCTIONAL STAFF

Frank Coppieters, 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.

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 LyonsAmbulance 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.

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*.

Kevin Moore, LMT #7647 is a Portland massage therapist specializing in the ReEmbody Method, a bodywork approach he has incorporated into two elective courses. Starting Fall 2021, he is also teaching the Recordkeeping + Tax Reporting course.

Angela Sidlo CR, CA, CHC is an holistic health practitioner, has been combining her love of aromatic plant medicine and herbs in her practice as a way to offer healing to the body. As a certified reflexologist, certified health coach, aromatherapist, reiki master teacher and tai chi instructor, she has shared this wellness model for the past 10 years. She has been teaching aromatherapy in Oregon for the past 7 years and finds a passion in sharing this holistic approach to wellness with bodyworkers.

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 maternity massage courses at OSM.

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

Federation of State Massage Therapy Boards

1901 S Meyers Rd., Ste. 240

Oakbrook Terrace, IL 60181-5243

(800) 296-0664

www.fsmtb.org

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



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

3225 25th Street SE

Salem, OR 97302

(503)-947-5727

CLASS PREREQUISITE(S)

Anatomy + Physiology I	None
Anatomy + Physiology II	AP I
Anatomy + Physiology III	AP I
Advanced Practice Skills (APS)	Clinic
Business of Massage	Massage Upper + Massage Lower
Clinic	Massage Assessment + Applicant*
Communications/Ethics	Massage Fundamentals*
Hydrotherapy	Massage Fundamentals, AP I
Kinesiology Upper Body	Massage Fundamentals, AP I
Kinesiology Lower Body	Massage Fundamentals, AP I
Massage Fundamentals	None, Massage Basics Recommended
Massage Theory	Massage Fundamentals*
Massage Upper Body	Massage Fundamentals, Communications/Ethics, Kinesiology Upper*
Massage Lower Body	Massage Fundamentals, Communications/Ethics, Kinesiology Lower*
Massage Assessment + Application	Massage Upper + Massage Lower, Hydrotherapy, Pathology I
Palpation Skills	Massage Upper + Massage Lower, Kinesiology Upper + Kinesiology Lower
Pathology I	AP I, AP II Recommended
Pathology II	Pathology I, AP II + III Recommended
Shiatsu I	AP I*
Statutes	Communications/Ethics, Clinic

* = May be taken concurrently

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 fingerprints taken, and pass the FSMTB MBLEx exam to become licensed.

Notes

Notes

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 yourself, 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.



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