

1991-1992

SEATTLE
MASSAGE
SCHOOL

Philosophy

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

Mission Statement

*Seattle Massage School's mission is to assist people in creating meaningful work.
Our goal is to transform touch into a positive force in the world.*

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The School

Location Seattle Massage School, Main offices at
7120 Woodlawn Ave. N.E., Seattle, WA 98115
(206) 527-0807

Hours Business Hours: Monday through Friday,
9:00 am. to 5:30 pm
Bookstore Hours: Monday through Friday,
10:00 am. to 6:30 pm
Operational Hours: Monday through Friday,
7:45 am. to 10:15 pm
Weekends 9:00 am. to 5:00 pm
(when classes are scheduled)

Accreditations and Licenses Seattle Massage School is licensed under laws of the State of Washington, Chapter 28C.10RCW. Inquiries regarding this or any other private vocational school may be made to: Workforce Training and Education Coordinating Board, Building 17, Airdustrial Park, MS P.O. Box 43105, Olympia, WA 98504-3105, (206) 753-5673.

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

- City of Seattle Mayor's Small Business Award, 1990 and 1992. Seattle Massage School is the first business to have won this award twice.
- Nationally accredited by ACCET, the Accrediting Council for Continuing Education and Training
- Curriculum-Approved by the Commission on Massage Therapy Accreditation/Approval (COMTAA) of the American Massage Therapy Association
- Washington State Workforce Training and Education Coordinating Board
- Washington State Board of Massage
- Veterans Montgomery G.I. Bill
- United States Department of Education, Office of Post Secondary Education, Washington, DC, to participate in the following programs:
 - Federal Pell Grant
 - Federal Stafford Loan Program (GSL)
 - Federal PLUS/SLS Loan Program
- Oregon Board of Massage Technicians
- Council of Schools of the American Massage Therapy Association
- Washington Federation of Private Vocational Schools
- National Association of Financial Aid Administrators



- Better Business Bureau of Seattle and Tacoma
- Seattle King County Chamber of Commerce
- Tacoma Pierce County Chamber of Commerce

The Students Seattle Massage School students are all ages and from varied backgrounds. Classes have included students ranging in age from 18 to 80 years (averaging 33 years), from all over North America. Students have educational backgrounds varying from grade 12 or a GED to post-graduate degrees. Most have been successful at occupations ranging from sales to homemaker to academics to health care professional. They may be looking for a new career that allows an opportunity to work with people in a different way, as well as providing options for defining their own work habits and hours. Many have discovered massage as relief for injury or pain and want to share that experience with others. What they all share is a deep commitment to themselves and to the professional growth necessary to operate a successful massage practice.

Curriculum

COMTAA and Washington State Board of Massage curriculum-approved program. Nationally accredited by ACCET.

Professional Licensing Program

- Anatomy and Physiology and Pathology 1, 2, 3, & 4
- Applied Techniques
- Business Development and Business Practice Skills
- Chronic Pain
- Clinical Practice and Treatment
- First Aid, CPR, AIDS Training
- Hospital Internship Program
- Hydrotherapy
- Integrated Massage Review 1 & 2 and MANIKEN®
- Integrated Workshops 1 & 2
- Kinesiology 1, 2, 3 & 4
- Orientation
- Sports Massage
- Student Clinic
- Student Volunteer Project
- Swedish Massage Theory and Practice 1 & 2

Additional Credits:

- MANIKEN®
- Teaching Assistant Program

66-Credit Program The 66 credit program includes all of the above courses, including the electives (*) of Integrated Massage Review 1 & 2 and MANIKEN® and Student Clinic 3 & 4. The Hospital Internship Program may be taken during Term

4 in place of Student Clinic 4. In addition, students may receive additional credits by registering for the Teaching Assistant Program.

51-Credit Option The 51 credit program option is the full program minus the 15 elective credits (denoted by the *). Additional credit options include MANIKEN®, Student Clinic IV, Hospital Internship Program (during Term 4), and Teaching Assistant Program.

Credit Conversion Seattle Massage School uses the following conversion factors of the Accrediting Council for Continuing Education and Training (ACCET) for determining credits to contact hours:

Lecture:	1 credit per 10 contact hours
Labs:	1 credit per 20 contact hours
Externship:	1 credit per 30 contact hours

The conversion for the 66-credit Professional Licensing Program is 891 clock hours. The Conversion for the 51-credit Professional Licensing Program Option is 628 clock hours. A clock hour is defined as 50 minutes of classroom contact.

Educational Objectives The Professional Licensing Program prepares the student to become a successful Massage Practitioner. The student will be eligible to sit for the Washington State Massage Licensing Exam upon completion of the program.

Course Descriptions

Anatomy and Physiology 1, 2, 3, and 4 This course offers an in-depth look at structures and functions of the human body. In Terms 1 and 2, we cover the systems of the body, i.e., skeletal, muscular, nervous, circulatory, digestive, renal, endocrine, respiratory, and reproductive, as well as basic cytology, histology, osteology, articulations, myology, hematology, and angiology. In Terms 3 and 4, we explore the systems as they relate to pathology, in the areas of osteology, myology, arthrology, inflammation, sports physiology, nutrition, and dermatology.

Applied Techniques The purpose of this course is to advance the basic skills of all students and to create an understanding of how best to apply all techniques to support the health and well being of clients. The course includes the advanced techniques of **Deep Tissue** and **Trigger Point** work, **Sports Massage**, **Postural Balancing**, **Polarity Techniques**, and **Wholistic Healing Principles**.

The **Deep Tissue** portion of the course covers massage techniques to encourage tissue release. Included are approaches for working with the connective tissue layers and deeper musculature. Students will also learn the palpation skills necessary to discern differences in tissue condition, develop sensitivity to tissue layering, develop their knowledge of muscle attachments, and be able to feel tissue response.

Trigger Point work is the use of massage to release chronic pain points.

Sports Massage is the use of specific massage techniques on athletes, either to prepare them for or help them recover from an event or workout.

Postural Balancing is a way of using various range-of-motion and post-isometric relaxation (Muscle Energy) techniques to assess and treat muscular imbalances affecting posture.

Polarity Techniques are acupuncture techniques used to balance the energy meridians in the body.

Wholistic Healing Principles explored at this time include aspects of emotion in healing. Within the safe environment of the class, students will discover the bonds that develop between practitioner and client learn how these bonds evolve in the healing process.

Business Practices and Professional Development

The Business Development and Business Skills portion of the program consists of 4-hour classes during Terms 1, 2, and 3, and 15 hours in Term 4. During Terms 1, 2, and 3, we explore the entrepreneurial skills and concepts necessary to establish a successful massage practice. Each class focuses on an aspect of building a business, including creating business plans, basic business start up, marketing, and financial planning. Students are assisted in creating a business plan that incorporates personal goals and desires. The weekend class covers the skills needed to operate a massage practice including billing procedures for insurance and Labor and Industry (L&I), Personal Injury Protection (PIP), and basic accounting. The course also covers successful approaches to job search, resume preparation, and career development.

Chronic Pain Chronic Pain is a category of various musculoskeletal pathologies in which unrelieved pain is the primary experience of the client. Approaches for understanding

and treating the client with arthritis, fibromyalgia, and chronic fatigue are presented. There will be opportunity to work with clients with these conditions under the supervision of the instructor. Overview of adapting of massage and managing daily activities for clients with degenerative musculoskeletal pathologies is included.

Clinical Treatments The basics of maintaining a massage practice as an aspect of the health care profession are taught in this portion of the program. Topics include: treatments for various medical referrals; how to refer to and work with other health care providers; how to obtain medical referrals; maintaining charting and records to cover liability; medical terminology and abbreviations; standards of communication with other health care providers.

Also included in the Clinical Practices portion is pathology as it relates to treatment plans for clients with specific conditions, including such inflammatory conditions as fibrositis, arthritis, carpal tunnel syndrome, and thoracic outlet syndrome. Clinical Treatments also includes the principles of treatment for musculoskeletal injuries, including assessment skills, and treatment of sprains and strains, muscle and joint injuries, and strain-counterstrain techniques. Several typical injuries (e.g., ankle sprains, rotator cuff tendinitis) are covered in depth.

First Aid, CPR, and AIDS Education for Massage Professionals American Red Cross First Aid and American Heart Association CPR are taught, with an emphasis on massage practice. The school also includes in its curriculum a class on AIDS and massage practice, which meets Washington State requirements for health care professionals. The 4-hour AIDS training covers the material necessary to meet the Washington State AIDS Omnibus Bill, including etiology and epidemiology, transmission and infection control, psycho-social issues, and legal and ethical issues. This training includes a portion on drug awareness and its implications for the health care practitioner.

***Hospital Internship Program** Hospital Internship Programs allow students to provide massage in a hospital patient care setting. Massage is performed under the supervision of hospital staff for patients in a variety of wards. The wards vary per program and currently include oncology and obstetrics. This program can be taken in Term 4 in lieu of Student Clinic 4 for those students in the 66-Credit program. Students in the 51-Credit program can take this program as an elective in Term 4, with instructor reference.

Hydrotherapy Hydrotherapy is the theory and practice of using heat and cold in massage therapy. This course covers the history of hydrotherapy, physiological effects of heat and cold, and practical applications of the various forms of heat and cold. It also includes compresses, cryotherapy, localized and general applications (e.g., packs and wraps), and other forms such as sauna, steam, and whirlpools. Students have ample opportunity to practice many hydrotherapy forms during the course.

***Integrated Massage Review** This course, which is part of the 66-Credit program, is designed to fully integrate all aspects of Anatomy, Physiology, Kinesiology, and Massage Theory and Practice as the student progresses through the first half of the program. This course give students additional instructor supervision in the practice of massage skills and the understanding of their application. In addition, Kinesiology is supported by the use of MANIKEN® materials. Students will construct each of the muscles with clay and attach them to a skeleton. This creative hands on approach assists students to achieve a greater level of competency. "The mind cannot forget what the hands have learned."™ This approach integrates both halves of the brain and accommodates all learning style

Integrated Massage Workshops Integrated Workshops during Terms 1 and 2 provide an opportunity for the student to develop the communication skills to determine the client's needs, and reinforce the value of meeting the needs of the individual client. These classes include building rapport, setting up an appropriate environment for massage, whole body treatment, alternative massage positions, body mechanics and movement awareness. Additionally, Seated Massage for business office settings and alternative environment is presented.

Kinesiology 1, 2, 3, and 4 Kinesiology covers the anatomy of muscles, how they work, and the biomechanical relationships of the muscle with the joints they move. In Terms 1 and 2, students learn about the skeletal system, muscle anatomy, joint structure, the locations and names of major muscles, and begin to develop the palpation skills necessary to identify individual muscles and their attachments. These skills, which are requisite for understanding and treating client soft-tissue problems, are emphasized throughout the kinesiology program. Terms 3 and 4 include a review of muscle attachments, joint structure, ligaments, body mechanics and ROM tests for various joints.

Orientation The purpose of Orientation is to help students develop the necessary skills and attitudes important for completion of the program. Orientation begins the process of identifying what it is the student wants to experience in the learning process and as a graduate/professional practitioner. Study skills, learning styles, creation of support, and general orientation to the school and programs are covered.

Sports Massage The Sports Massage Workshop includes sports physiology, massage techniques for athletes, pre-event, post-event, and training treatments, and the use of MET (Muscle Energy Technique), cryotherapy, and ROM (Range-of-Motion) techniques.

***Student Clinic** Student Clinic, which is part of the 66-Credit program, is designed to teach key aspects of clinical practice, operations and delivery of service, with instructor supervision. Students will provide massage for Student Clinic clients on a weekly basis. Experience working with the public builds the confidence necessary for a successful massage practice. Student Clinic may be done in the school's training clinic, with the option of doing an internship in approved hospitals and clinics during Term 4.

Student Project Each student is expected to complete a project or term paper by 4th Term. Examples of projects include: coordinating events such as massage for the Special Olympics Dance-A-Thon; massage at local sporting events; working with AIDS patients; volunteering at Childrens Orthopedic and the Country Doctor Clinic. Research papers may meet the requirement if they include use of massage for a medical condition such as carpal tunnel syndrome; use of massage in catastrophic illness; chronic fatigue syndrome. Term papers and projects are kept in the Education Office for reference. Students are expected to spend 30 hours outside of class on their project.

Swedish Massage Swedish Massage is a whole massage system that focuses on a complete massage experience for the client. The skills of Swedish massage are integrated to create a full-body approach in the delivery of massage. Through in-class and out-of-class exchanges, students learn massage through the experience of receiving as well as giving massage. This intimate understanding of the massage is vital to whole body massage. This course covers not only the practical application of Swedish massage strokes, but it also explores the theoretical aspects of massage (i.e., physiological effects of the various strokes). Students learn how to apply strokes, and why the strokes can be effective for their clients. In addition to

the basic strokes, this portion of the class provides students with treatment models for the advanced practice they will learn in 3rd and 4th Term (i.e., Clinical, Sports Massage, Deep Tissue, and Injury Treatment modalities). Students also learn indications and contraindications for massage, as well as positioning and draping the client, practitioner body mechanics, and endangerment site

Additional Credit Courses

MANIKEN® MANIKEN® is included in the 66-Credit program's Integrated Massage Review class. This class can also be taken as an elective by those students in the 51-Credit program, for an additional tuition fee.

TA Program SMS's Teaching Assistant Program is a training program for advanced students to gain teaching experience and build teaching skills. TA's assist in Kinesiology and Massage Practical classes in all Terms. The TA program is a first step in becoming a massage instructor at SMS. Students in Terms 3 and 4 can be TA in Terms 1 and 2; graduates can be TA in any of the Terms. Credits are given on the student's transcript for all completed terms. There is no charge for the TA program.

School Calendar 1993 - 1994

Professional Licensing Classes begin four times a year: March, May, September, and December. Please ask for a schedule of the program being considered.

Program The programs are taught in 11-week terms. A one- to two-week break is provided between each term.

For specific dates of attendance and breaks, please see the schedule of the particular program under consideration. The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the schedule for any particular class, or to modify the course work required for graduation based on legislative professional or educational mandates or any other reason which the school may deem necessary.

Holidays observed at Seattle Massage School:
New Year's Day, Martin Luther King Day, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas

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

Students have the option of enrolling in morning or evening sections.

Classroom Hours Morning classes meet between 8:00 am and 12:15 pm.
Afternoon classes meet between 1:00 pm and 5:30 pm.
Evening classes meet between 6:00 pm and 10:15 pm.

Program Schedules Refer to the Calendar Of Classes for the schedule of the particular program you are interested in.

Application and Enrollment Applications are accepted and interviews conducted throughout the year. A six-week introductory course and one-day workshops are available. Please contact the Director of Admissions to schedule an interview or to inquire about specific dates.

Applicants are evaluated without discrimination on the basis of age, sex, race, national origin, religion, creed, sexual preference, or general disability. Applicants are reviewed and interviewed by the Director of Admissions or appointed designee, and evaluated on the basis of each applicant's motivation and academic abilities to benefit. Application information is confidential. Students are guaranteed the right of access to their student file, by written request. Student information will not be released to unauthorized persons or agencies without the written consent of the student.

Student Services

Advisement Faculty and administrative staff are available to discuss student progress or special needs. When required, students may be referred to our Counselor or Learning Specialist, at no charge to the student. Students who have a more serious need for professional counseling will be referred to appropriate community resources.

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

Teaching Assistants Seattle Massage School provides a training program for advanced students and graduates who desire to learn teaching techniques. Teaching Assistants act as helpers in the classroom. Third Term students have the opportunity to apply to be a T.A. for Terms 1 and 2. Graduates may become Teaching Assistants for any level of the program.

Honors Students are acknowledged for superior work. Generally those who average 90% or better in all course work, and who meet all SMS standards of progress, qualify. Final honor student selections are made by an Honors Committee. This distinction is acknowledged on the Certificates of Graduation.

Library Privileges Seattle Massage School students have access to excellent medical library facilities at John Bastyr College of Naturopathic Medicine.

Placement Placement services are offered to graduates of the programs. The Placement Office works with the graduate to establish her/his ideal work setting, matches the graduate's desires to available positions, and assists in creating plans for private practice. The office also sends mailings of current placement opportunities. Although the securing of a position cannot be guaranteed, the graduate may be assured that efforts will be made to assist in finding suitable employment.

Audit Privileges Graduates of Seattle Massage School have audit privileges for lecture classes subject to the approval and guidance of the Director of Education. The price is dependent upon the number of course hours.

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

Alumni Nights Alumni Nights are open to graduates of any massage school to provide networking and exchange opportunities on a regular basis. They include a short program a topic of interest to Massage Practitioner.

Other Services Professional massage is available for Seattle Massage School Students at a reduced rate during certain hours at the Seattle Massage Health Center.

School Policies

Entrance Requirements Performance Levels Applicants to the school must be a minimum of 18 years of age by graduation. They must be high school graduates, have a GED equivalent, or be enrolled in a GED program (see Admissions Section). All applicants are screened and interviewed by the Director of Admissions or an appointed designee.

All applicants are required to complete an admission interview, and complete a registration packet and an necessary tuition financing contracts. Previous experience with massage is not a requirement but may be helpful.

Applicants may be denied admission on the basis of demographics, health problems, hygiene, lack of financial capability, lack of physical capability, insufficient motivation or the judgement of the Director that massage education is inappropriate based upon the admission or subsequent interviews. Denial of admission to the program final and may not be appealed.

Academic Standards Grading is numerical, ranging from 0 to 4.0. Students must score 75% or better on exams, and have a cumulative Grade Point Average of 2.0 to graduate. Honors are awarded to students who average 90% or better in all courses, and who meet all standards of progress for graduation. Statements of academic progress will be provided at the end of the program. Additional copies are available upon request, for a small fee. Please refer to the Standards of Academic Progress in the school's Student Handbook. The grade of 4.0 is given for scores of 95 to 100%; 3.5 for scores of 90 to 94%; 3.0 for scores of 85 to 89%; 2.5 for scores of 80 to 84%; 2.0 for scores of 75 - 79%; 1.5 for scores of 70 to 74%; 1.0 for scores of 65 - 69%; 0 for scores below 65%.

Program/Subject Please see the Standards of Progress policy in the Student Handbook or the Course Workbook.

The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level of course work. Students must pass course exams with a score of 75%, and average 75% for all graded work in a course. Advancement from Term 1 requires a GPA of 1.5 or greater; advancement from Terms 2 and 3 requires a GPA of 2.0 or greater; graduation requires a GPA of 2.0 or greater.

Students encountering difficulty in maintaining standards will be reviewed as necessary. Those who need help can utilize a variety of options, including individual or group tutoring, study groups, or our Learning Specialist or Counselor. All assigned work must be completed before the end of each quarter.

Progress is measured in the following ways:

- a) Progress in learning theoretical material is measured through quizzes and examinations.
- b) Progress in learning practical material is measured through demonstration, student feedback, instructor feedback, and practical exams.
- c) In addition to class time, documented massages outside of class, study, and completion of assigned homework are required. All students are also required to do a student project in either Terms 2, 3, or 4.
- d) Minimum grades considered satisfactory are 75% on written tests and massage exams.

Attendance Regular, punctual attendance is expected of all students. Students must notify the school when an absence is anticipated. Absence or tardiness of more than 10% classes may result in probation. Missing more than 20% of class time may be grounds for failing a class or dismissal from the program. Absences can not be made up. Tutorial sessions may be used to make up missed material, although any class missed remains an absence. Attendance records are available upon request. Attendance is monitored through the Education Office. Tardiness beyond 20% of any given class period will be marked as an absence.

Leave Of Absence Leaves of Absence are granted for emergencies only, and require written communication to the Education Manager. An LOA may not exceed 60 days, except for medical reasons. Students receiving Title IV Student Financial Aid may not take more than one Leave of Absence.

Conduct Any student who fails to maintain satisfactory progress shows a pattern of absence or tardiness, violates safety or cleanliness rules, interferes with other student's work, is boisterous, vulgar, or obscene, under the influence of drugs or alcohol, or does not make timely tuition payments is subject to probation or suspension. A written warning may be made to provide adequate time for response.

Re-Admission A suspended student may be re-admitted after an interview with the Director. Re-admission is at the discretion of the Director. A student who is re-admitted to the program after a dismissal or withdrawal may be liable for re-registration fee of \$100, plus any increases in tuition.

Graduation Students must have a GPA of 2.0 or greater, complete all course work, and discharge all financial obligations to the school to receive their graduation certificate, and the school to transmit transcripts.

To Practice Massage Requirements In order to legally practice massage in the State of Washington, a person must be licensed by the State of Washington, Department of Health. This involves both written and practical exam. To sit for the exam one needs to have completed a course of study approved by the Washington State Board of Massage, and be 18 years of age or older. Those planning to practice massage in another state should contact the agency responsible for administering the massage practice law in that state, in the particular municipality, for requirements.

Class Sizes Class sizes at Seattle Massage School vary, with the September program usually the largest. Practical sections may have up to 22 students and workshops around 30 students. Lecture classes may accommodate 25-35 students.

History

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

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

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

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

SMS created an in-house Student Clinic in 1989, and has expanded every year to provide a diversity of massage service to the community. We now offer an elective

4th term Student Clinic Externship at Stevens Memorial Hospital in Edmonds, WA for the Green Lake Campus and Tacoma General Hospital for the Fife Campus. In addition, SMS runs on-going volunteer clinic programs at various locations. (Check with the Campus Volunteer Services Coordinator for details.)

Commencing in 1991, the School has pursued a strategy of providing instruction in locations which have been underserved by massage therapy education. Our initial branch was our sister campus in the Tacoma area. Additional locations will be added in the coming year.

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