



Massage Therapy Program Catalog
2022-2023

2022 – 2023

Arlington School of Massage, LLC
Catalog for the Massage Therapy Program

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Approved by the Washington State Board of Massage and Workforce Training Board of Washington
Owners: Karyl Taylor, LMT and Shawwna Failla, LMT
School is licensed under RCW 28C.10
Inquiries or complaints may be made to the
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Arlington School of Massage does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

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Catalog certified as true and correct

The professional massage program is a minimum of 11.5 months in length, consisting of a basis of 720 hours. Including a student clinic experience.

This exceeds the minimum required for licensure in the State of Washington.

Holiday Observed:

Thanksgiving	One week
Christmas	Two weeks
Semester Break	One week
Spring Break	One week
Memorial Day Weekend	1 day
July 4 th	One week
Summer Break	Two weeks

This program begins twice annually, with enrollment in August graduating the following July and in February graduating the following January. Classes meet Monday thru Thursday with morning classes from 10:00am to 2:00pm or evening classes from 6:00pm to 10:00pm.

Certain classes meet on the weekends due to availability of the classrooms and out of state teachers. (*)

Washington State Department of Health requires this program to be completed within 24 months.

Our faculty and students are dedicated to creating a learning environment that is supportive, safe, structured, caring and accepting. In the classroom we not only teach, we also learn. Our commitment to this learning environment is renewed with each new class of students.

For VA applicants breaks more than 5 days will not be eligible for their Basic Housing Allowance (BHA) during the breaks.

(*) Weekend Class

Arlington School of Massage, LLC

Curriculum

The curriculum is structured to teach the art and science of massage therapy as well as sound business practices which help prepare the student for success in a bodywork career.

The curriculum includes various effective techniques, while acknowledging the intuitive aspect of the work. This helps students facilitate their own intuitive and creative potential and assists in creating a blend of established, contemporary techniques and individuality.

Students learn basic massage therapy theory and practice through Swedish massage and build upon this knowledge as they advance with deep tissue and structural bodywork techniques. Students also learn specific modalities involving passive movement, stretching, and range of motion techniques.

Throughout the training, students are taught techniques in personal body mechanics which include movement, stretching, and how best to use their bodies while doing massage work.

To ensure that each student has a solid basis of technical and scientific understanding as well as be able to communicate clearly with other health care professionals, we offer courses in anatomy, physiology, pathology, and kinesiology.

We have a variety of health care professionals who come and speak on various topics such as sports medicine, chiropractic, and naturopathic medicine. We also have courses in First Aid, CPR, and AIDS training.

This program prepares the student to become a knowledgeable as well as effective massage therapist. We are also concerned about our graduate's ability to become successful in the marketplace as a sole proprietor, independent contractor, or employee. As part of this curriculum, several business courses are offered including starting and operating a business, presentation, marketing, basic accounting, insurance billing, resume writing, interviewing, and other sound business practices which emphasize a holistic approach to the health care system.

The student also has the opportunity to work with members of the public in an established clinic setting. This experience offers the student a sense of competence, self-confidence, and self-esteem. It also serves to promote the profession and help create a market for massage therapy by educating the public about the benefits and effectiveness of bodywork. Students are supervised by their instructors and trainers, and massage sessions are reviewed together to encourage the growth and development of each individual practitioner.

The material required to be a Licensed Massage Therapist will be covered by the faculty and staff of the Arlington School of Massage. This includes Swedish massage techniques, medical terminology, indications and contraindications, hydrotherapy, pregnancy massage, deep tissue & myofascial techniques, advanced and clinical applications such as Trigger Point Therapy, Muscle Energy Techniques, Cyriax cross fiber friction, stages of inflammation and various medical conditions. Also covered are business practices, hygiene and ethics, SOAP charting, and human behavior as well as a requirement to complete 50 hours of documented charted massages, directly supervised and reviewed by a faculty member.

Total hours: 720

Once you have completed the above and passed with a 75% grade or higher you will have then completed and graduated from our Massage Therapy Program with a Certificate of Completion. This program will prepare you for the State MBLEx Exam as well as help filling out your Department of Health Application process. The massage therapy program is 11.5 months in length, with enrollment in August and February. This program consists of 16 hours per week with an additional 8-16 hours 1-2 weekends a month which is considered a full-time program. A clock hour constitutes 50 minutes of instructional time.

Department of Health licensing requirements: **WAC 246-830-020**

(1) An applicant for a massage therapist license must be eighteen years of age or older and must submit to the department:

- (a) A completed application on forms provided by the department;
- (b) Proof of successful completion of the required education and training of a massage school, massage program, or apprenticeship program on an official transcript or school completion form sent directly from the applicant's massage school, massage program or apprenticeship program;
- (c) Proof of successful completion of a board approved examination;
- (d) Proof of successful completion of the Washington state massage jurisprudence examination;
- (e) Proof of certification in American Red Cross first aid and American Heart Association CPR or the equivalent. CPR training must be in person;
- (f) The required nonrefundable application fee; and
- (g) A state criminal background check, and, if required by the department, fingerprint cards for a national or state fingerprint based background check.

(2) The secretary may request additional supporting documentation as necessary.

(3) The secretary will not grant a license under this chapter to any person who has been convicted of violating RCW [9A.88.030](#), [9A.88.070](#), [9A.88.080](#), or [9A.88.090](#) or equivalent local ordinances within the eight years immediately preceding the date of application, except as provided in RCW [9.97.020](#).

All other inquires contact Washington State, Department of Health at (800) 525-0127 or www.doh.wa.gov.

We enjoy giving back to our local community by not only providing employment options, but also provide affordable massage therapy services. We provide continuing education for current licensed massage therapist so that they may expand their knowledge of the many modalities that the massage field offers. Giving opportunities to expand their practice options.

Course Description

Orientation* - (ORI000) 8 hours

Orientation for classes is a mandatory class held shortly before regular classes begin for each start date. During this time policy and procedures of Arlington School of Massage are gone over as well as student expectations. This is the time textbooks are purchased for class and massage tables are ordered, if necessary. The beginning of learning the basic massage strokes will be introduced. Each student receives a Student handbook and an Enrollment Agreement. Students will be asked to wear comfortable clothing for the hands on portion of this class and to bring a set of twin sheets to use for the table time learning. This includes performing and receiving massage.

Hygiene - (HYG001) 4 hours

This class goes into the ins and outs of what massage therapists have to consider when actively working at any clinic or spa. We discuss everything from appearance down to how you should maintain your massage room.

Learning Styles - (LEA002) 4 hours

This class begins the term start with a highly interactive and informative course outlining the various learning styles; visual, kinesthetic, and auditory. In addition students learn organizational skills and strategies for test taking. Students complete the class with tools in hand to use throughout their education.

Medical Terminology - (MDM003) 4 hours

This class is designed for the student to understand and become comfortable with medical terminology used in anatomy, physiology, and kinesiology classes. Students learn Greek and Latin derivatives and how they combine with other prefixes and suffixes to make up the medical terminology used today. This supports the student's ability to communicate with other health care professionals.

Kinesiology - (KIN100) 64 hours

This course looks at the specifics of the musculoskeletal system with the student learning and gaining an understanding of various muscles and joints and how they relate to each other in movement of the body.

Massage Theory and Practice – (MTP103) 40 hours

This course introduces the student to the basics of Swedish Massage. They learn how to perform a full body massage as well as the benefits of receiving massage. Student's also learn the indications, contraindications and physiological effects for massage. Other material covered is history of massage, hygiene, safe draping, body mechanics, and the interview process. This class lays the foundation which the advanced classes will build upon.

Anatomy & Physiology – (APY101) 64 hours

This is a comprehensive course in the structure and function of the human body covering ten major systems of the body with their structure and function. Also covered are related topics of massage indications and contraindications.

(*) Weekend Class

Integrated Massage 1 and 2 - (ING105 & ING205) 84 hours

The focus of this class involves a creative review of the core curriculum as well as a hands on and receiving approach to the material. It is designed as a support class to the other classes but also involves some of its own material in Chart Noting, Medical Terminology and Gait Analysis.

First Aid/CPR* - (CPR101) 8 hours

This course is Red Cross certified in the current first aid and CPR training methods. It is a requirement by the State of Washington for all massage therapists to be certified in first aid and CPR. This class is provided by I Know CPR.

Pregnancy Massage - (PRG113) 8 hours (*)

This class covers the basics in giving a safe, comfortable and relaxing massage to pregnant mothers. This benefits, indications, contraindications and specific considerations for each trimester will be covered. Students will experience a massage in both side-lying and semi-recumbent positions.

Seated Massage* - (CHA207) 8 hours

In this course the student will learn how to give and receive a 15 minute on-site massage utilizing their basic Swedish massage techniques and pressure point work. Students also learn how to create a successful on-site business and have the opportunity to use their skills while working with the public, including various on-site events.

Polarity/Cupping/Eastern - (POL110, CUP111, EAS112) 24 hours (*)

The Arlington School of Massage incorporates various eastern philosophies including cupping and Polarity therapies into its program. This part of the curriculum draws on principals of Chinese medicine and utilizes the meridians of the body found in many styles of bodywork. Each class includes 8 hours of hands on and receiving the different types of bodywork.

Deep Tissue - (DPT104) 24 hours

This class delves into the concepts and application as well as receiving of bodywork. It looks at several applications of deeper structural work and the deeper postural muscles and fascia. Trigger point work, myofascial release and postural release work will be included. Students will also learn how to focus their intention to create an overall experience as well as an effective treatment massage session.

Hydrotherapy/Spa - (HYD105, BOW106, IHM107, HTS108, ARO109) 24 hours (*)

Hydrotherapy is a modality utilizing the therapies of hot and cold applications. Students learn the basic theory and practice, as well as indications and contraindications of this modality. Several techniques will be covered including local and contrasting applications. Participation is required.

Reflexology - (REF114) 8 hours (*)

This class explores how pressure points on the feet can stimulate our nervous system and increase overall health and well-being. Students will learn specific points using charts and diagrams, and a full foot routine to include within a massage session or offer as a stand-alone service. Participation is required.

(*)Weekend Class

Stretching* - (STR210) 8 hours

This class student's will learn different stretches for different areas of the body to help enhance their massage. This can be used in events where you would bring your table especially at sporting events.

Intro to Kinesio Taping* - (IKT222) 8 hours

This class is an introduction to Kinesio Taping. Students will learn contraindications and how to tape various areas of the body. This can be used in events where you would bring your table especially at sporting events

Pathology - (PAT203) 52 hours

This course is designed to outline the various conditions and diseases found in each body system. This class integrates well with the hands-on clinical massage class.

AIDS - (AID208) 4 hours

This class teaches the latest information and protocol when dealing with blood borne pathogens. It is a required class for health care providers in the state of Washington.

SOAP Charting - (SOP200) 4 hours

This class follows along the "hands on" classes to teach the basics and structure of massage documentation for insurance billing. It provides a foundation for documenting treatment sessions and professionalism with other health care professionals.

Orthopedic Assessment Skills - (OAS201) 48 hours

This course continues to look at the specifics of the musculoskeletal system with the student learning and gaining an understanding of various muscles, ligament, joints and how they relate to each other in movement of the body. Also covered are pathologies, assessment of movement and range of motion.

Treatment Massage - (TXM202) 60 hours

In clinical treatments the theories and applications of several pathologies and specific conditions are covered. Students learn assessment and treatment of each condition, with the signs and symptoms of each being addressed. Included are hydrotherapy applications and range of motion testing. Other treatments covered are Cyriax cross fiber friction, Muscle Energy Technique and passive positional release methods. Participation is required.

Manual Lymphatic Drainage* - (MLD209) 8 hours

This module class takes a beginning look at how our lymphatic system impacts our health. Students will learn safety protocols along with a standard routine to incorporate into their body of work. Participation is required.

Clinical Research* - (CLR211) 8 hours

This class covers a brief overview of clinical research. Students will explore the different levels of clinical research and their significance. It explains the relevance of the clinical research in the massage field.

(*)Weekend Class

Business Practices - (BUS204, INS205) 16 hours

Students will learn the basics in planning, building, managing, and growing a successful massage practice. Included are marketing strategies, basic accounting, resume writing, insurance billing, presentation, interview process and building a clientele.

Ethics and Professionalism - (ETP206) 32 hours

This class covers the Washington State Law for Massage Therapy and its licensing standards. The student will also learn theories of ethical principles and standards that apply to practicing massage therapy.

Student Clinics - (SCS212) 72 hours

The Student Clinic provides each student with supervised hands-on experience with volunteer patients in a working setting. Students are given the opportunity to utilize their marketing, assessing and SOAP chart noting skills as well as addressing massage and Hydrotherapy techniques. Each massage session is done in a professional clinic with private treatment rooms under the direct supervision of a licensed massage therapist with a minimum of 3 years experience in the field. The instructor to student ratio is 1 instructor to 6 student's massaging. In addition there will be a Seated Massage Clinic day where each student will demonstrate their learned skills from class.

State Exam Review - (STR214) 4 hours

This 4 hour class is designed to review the Candidate Handbooks and policies for taking either of the accepted licensure exams by the State of Washington. Information on both the MCBTMB and the MBlex exams are covered and the students finish this class with all the needed paperwork to apply for their examination.

Final Reviews - (REV215) 20 hours

These classes include a review of the coursework in Kinesiology, Anatomy & Physiology, Massage Practice, Clinic Massage, & Pathology; with the emphasis on preparing the student for their final examinations and successfully graduating the massage program.

(*)Weekend Class

Instructors

Karyl Taylor, LMT, License # MA60475800 graduated from Lincoln Technical Institute in Lowell, Massachusetts in the year 2008. Since then she has become board certified and specializes in scar tissue, whiplash, neck pain, headache/migraines, TMJ disorder, nerve impingements, and various other soft tissue injury relief. She also enjoys researching the latest breakthroughs in massage therapy and it's scientifically proven benefits. Always loves answering questions about massage as it is her passion in many ways. She started teaching at Denton Massage School in 2015 and continues to do research in adult learning. Currently Karyl owns her own massage clinic in Arlington as well as co-owner/Teaching Director of the Arlington School of Massage.

Lisa Noste, LMT, License # MA00018345 has practiced massage therapy at the Wellness Clinic from 2003-2018. In September of 2018, Lisa retired from massaging and closed her practice. Lisa has been an instructor at the Arlington School of Massage formally Denton Massage School since 2006. Currently, Lisa teaches Massage Theory and Practice, Indian Head Massage, Integrated, Charting and Billing. Lisa has also taught Deep Tissue, Medical Terminology, Body Wraps and Hot Rock Massage as well as a teacher's assistant for Kinesiology, Clinical and Hydrotherapy. Current member of AMTA. Graduated from Spectrum School of Massage and has a B.A. in Economics from Washington State University.

Anna Houston, LMT License # MA00021955 a life long PNW resident has been practicing massage therapy since 2005. She graduated from Ashmead School of Massage with her professional massage license and spa specialist certification. Specializing in both relaxation and treatment massage. Anna enjoys spending time with her daughters, exploring local sites, working in the garden and beachcombing. Her motto is, "The time to relax is when you don't have time for it." Anna currently teaches Kinesiology 1 and Integrated.

Jason Bohbot, LMT License # MA00015302 went to Brenneke massage school in 2000/2001. After getting his massage license, he started working in an injury treatment clinic, seeing people for chronic pain, L&I claims, car accidents, etc. From the beginning, before massage school, he started getting Rolfing sessions. He became fascinated with myofascial release, Structural integration, which fueled his interest to get licensed as a massage therapist. After sometime practicing massage, he started an apprenticeship for close to 5 years with a Rolfer. Most of how he sees injury and treatment comes from those early sessions. Over the years while in private practice, he did some work as an assistant teacher, in classes both at Brenneke massage school as well as with the apprenticeship. "I love what I do, and I am very excited to be teaching at Arlington school of massage, passing on what I've been able to learn to new students learning to become massage therapists". Jason is currently teaching Massage Theory and Practice, Deep Tissue and Treatment Massage.

Paula Shepherd, LMT License # MA60310052 is a 2012 graduate of Denton Massage School. She has been in private practice since then as Power of Touch Massage, working in a variety of environments including the Wellness Clinic, the Stillaguamish Athletic Club (sports massage emphasis), Symmetry Chiropractic (medical massage, L&I and auto accidents), and currently works in a spa setting at the Suite Salon and Spa. She has worked at the massage school periodically since her graduation in various capacities such as Kinesiology TA, Integrated teacher, Student Clinic Head Supervisor and currently teaches Anatomy and Physiology. She has always loved the human body and took many prerequisites for medical school in college, including Anatomy and Physiology and working as a TA in the cadaver lab. Paula believes the human body has remarkable abilities to grow, change, improve and heal itself. Touch is an amazing power that can facilitate these ongoing processes. Power of Touch Massage aims to provide clients with the opportunity to experience quiet time to relax, rejuvenate their mind and spirit,

while experiencing the therapeutic benefits to the body systems that massage provides. Her mission statement, "Helping You Build Your Best Body", means offering a variety of services to her clients including: injury and accident recovery, relief from muscle soreness due to training, workouts or daily living, relaxation and stress relief, and overall wellbeing. Paula has been married for 25 years. She has four wonderful children, 3 boys and 1 girl, ages 16 - 24. When she isn't massaging or teaching she enjoys running, exercise, cooking, gardening and reading. As a consequence of her love of music, she teaches piano and also plays organ, saxophone, guitar and ukulele. She values serving and being active in her church and community. Paula is currently teaching Anatomy and Physiology.

Kaeli LaMont, LMT License #MA61231558 and **PTA** License #P160289516 Kaeli is a graduate of the Arlington School of Massage. Kaeli has worked in a physical therapy setting for the past 16 years with the last nine of those years spent as a physical therapy assistant becoming proficient in a variety of settings, including skilled nursing, home care, orthopedic outpatient and women's health clinics. Her current specialties are manual lymphatic drainage and lymphedema care as well as injury rehab and prevention. She adjusted careers from Physical Therapy to Massage Therapy in 2021 so she could better serve her clients, their goals and enhance their potential of finding balance within their bodies. Kaeli is a graduate of: Bastyr University's Bachelor of Exercise Science and Wellness Program Class of 2005; Whatcom Community College with a degree of Physical Therapy Assistant in 2012; Klose Training with a certification of Lymphedema Therapist in 2019; and Intra Oral Massage Endorsement in 2022.

Erin Pieckiel, LMT License #MA61102664 Erin has found her gift as a massage therapist. Early career choices were Certified Medical Assistant, where she worked with a prominent hand surgeon, and a stint in the service industry working for a popular food chain which grew into a training role for front-of-house staff. It was not until she began working as an office manager and medical biller of a massage therapy clinic that she started to realize her true calling. Since graduating from ASOM, Erin has opened her own successful massage therapy clinic while continuing to be a resource for the school. Having the hunger for learning and the passion to share she is always excited to be here connecting with people wanting to grow, much like herself. Special interests are in PTSD, lymphatic drainage, cranial sacral, and injury recovery to name a few and her continuing education opportunities are largely focused in these areas.

Director/Co-Owner

Shawwna Failla, LMT License #: MA60782999 is a graduate from Denton Massage School in June of 2017 and is currently practicing in her own clinic, The Wellness Clinic, LLC. Shawwna has a background of 30 years of management experience in a chiropractic office setting. Shawwna currently teaches Hygiene, State Exam Prep and Integrated 1 classes. Current member of AMTA. Shawwna has always loved working with the public. In her spare time Shawwna loves spending time with her family and friends.

School History: The Arlington School of Massage purchased The Denton Massage School in October 2017. The Denton Massage School began in 1999 with former owner, MaryRose Denton, LMT as an apprenticeship program. With increasing growth, the program became vocationally licensed in 2002, but maintains its root by continuing to offer smaller class sizes and a learning environment based on mentorship and professional principles. In 2006, Denton Massage School began offering its massage program twice a year, with classes beginning in September and January. The Arlington School of Massage is located in the charming downtown Arlington, serving the greater Snohomish, Skagit, Island and Whatcom counties.

At ASOM we train our teachers to be the top instructors of our field, keeping them up to date with the latest information and research surrounding the massage field.

Outside Consultants

Kate Bromley, LMT, ME, BCPP (Board Certified Polarity Practitioner) License # MA00004831

Kate has been a Licensed Massage Therapist in the state of Washington for over 25 years. Now retired, she specialized in geriatric massage, medical treatment massage, relaxation massage, Polarity therapy, aromatherapy and lymphatic drainage. She maintained a private practice for 25 years as well as working in a chiropractic, naturopathic, spa and business setting. Kate has been actively teaching in the massage field ever since she was license and currently at the Arlington School of Massage since it originally opened as Denton Massage School. In addition, she taught at other Pacific Northwest Massage Schools and has presented at both nation and state massage conventions as recently as 2018. She continues to teach advanced continuing education classes on an ongoing basis. Teaching is a passion for Kate, a privilege and a pleasure. One of her special skills is helping students integrate material and knowledge, organizing it for practical and everyday use.

Bridget Boylan, PT, LAc, CYT License # AC00002691 & PT00005456 Bridget graduated from Northeastern University in June of 1989 with a Bachelor of Science in Physical Therapy. She has maintained her credentials and has practiced in Georgia, South Carolina, and Washington state. She later studied Myofascial Release under John Barnes, PT and Regi Boehme, OTR at an intermediate level. She studied Acupressure at the Berkley School of Acupressure and trained in Jin Shin Do in Seattle, another form of Acupressure. Bridget also studied Sound Healing through Acutonics Institute of Integrative Medicine, based in New Mexico. In 1999, Bridget decided to go to Acupuncture School at the Wu Hsing Tao School of Five Element Acupuncture in Seattle, Washington and graduated in October, 2004. At the same time, she took Masters Level Science courses through Edmonds Community College. Since then, Bridget has taken a 200 hour Teacher Training course in Yoga in Seattle, Washington. Bridget's focus in her Physical Therapy practice is Pediatrics, and her focus in Acupuncture is Trauma Release and Preventive Wellness. Bridget has advanced course work in Essential Oils and has trained to incorporate Flower Essences as an adjunct to her Acupuncture services. Bridget is currently teaching our Eastern Class.

Massage Therapists Associations

AMTA and ABMP are reputable resources that list the names, addresses, and licensing requirements for all the appropriate regulatory agencies in all states that regulate the practice of massage therapy and bodywork.

Course Outline

First Semester

Orientation	8 contact hours
Hygiene	4 contact hours
Learning styles	4 contact hours
Medical Terminology	4 contact hours
Kinesiology 1	64 contact hours
Massage Theory & Practice	40 contact hours
Anatomy & Physiology	64 contact hours
Integrated Massage	64 contact hours
First Aid/CPR	8 contact hours
Pregnancy Massage	8 contact hours
Seated Massage	8 contact hours
Polarity / Eastern	16 contact hours
Deep Tissue	24 contact hours
Body Wraps	4 contact hours
Indian Head Massage	4 contact hours
Hot Stone Massage	4 contact hours
Aromatherapy	4 contact hours
Hydrotherapy	8 contact hours
Student Clinic (Swedish/Deep Tissue/Spa)	40 contact hours
Reflexology	8 contact hours
Stretching	8 contact hours
Intro to Kinesio Taping	8 contact hours

Second Semester

Pathology	52 contact hours
AIDS training	4 contact hours
SOAP Charting	4 contact hours
Orthopedic Assessment Skills	48 contact hours
Treatment Massage	60 contact hours
Integrated II Massage	20 contact hours
Manual Lymphatic Drainage	8 contact hours
Clinical Research	8 contact hours
Cupping	8 contact hours
Business/Billing	16 contact hours
Ethics	32 contact hours
Student Clinic (Treatment)	32 contact hours
State Exam Preparation	4 contact hours
Final Review and Exams	20 contact hours

Arlington School of Massage LLC

Location and Facilities:

The Arlington School of Massage is located in the older part of downtown Arlington in a charming, historic building. The facility provides a real life professional atmosphere.

Classroom activities are held in a 1000 sq. ft. room with an additional classroom approximately 800 sq. ft. However, class sizes will be no more than 8 students per class with 1 instructor.

Hands on courses have one (1) instructor and an assistant, providing each student with individualized instruction. ASOM will provide necessary training aids (ie. muscle models, full size skeleton), equipment (ie. hot towel caddy, hot rock stations, massage table and chairs) and supplies are available for use on school campus. Students have access to a lending library of books and videos and classroom computer.

Philosophy and Objectives:

The Arlington School of Massage is dedicated to promote excellence in massage therapy and to instilling confidence, competence, and professionalism in each of its graduates. The working knowledge, curriculum, and one on one learning environment aids students in becoming skilled health care practitioners, and assists them in attaining their fullest potential in the professional world. Many massage therapists may work in a variety of environments from sole proprietor to employment in a chiropractic office, physical therapy office or relaxing spa setting.

We believe that positive thought and healthy lifestyles support successful learning. This is illustrated by the holistic awareness brought to the program, its curriculum, and teaching styles. We strive to combine Eastern and Western concepts into an integrated and harmonious blend of techniques.

Our **GOAL** is to produce quality medical massage therapists that go on to lead long successful careers. ASOM aims to be the main resource hub for current practicing massage therapists. We also enjoy giving back to our local community by not only providing employment options, but also providing affordable massage therapy services. We provide continuing education for current licensed massage therapists, to expand their knowledge of the many modalities that massage field offers. Giving opportunities to expand their practice options. We train our teachers to be the top instructors of our field, keeping them up to date with the latest information and research surrounding the massage field.

ASOM Mission Statement: At ASOM we strive to set the standard. We provide a therapeutic, educational environment. Our focus is to guide our students, not only to graduate, but to go on to be successful massage therapists with long lasting careers.

Professional Conduct: Faculty and Student:

This program abides by Washington State approved educational professional standards. Students are taught and proactive professional draping techniques. Classroom nudity is prohibited. Students are fully clothed while giving a massage. Students are taught to professionally respond to client requests. This program requires students to perform and receive massage as classroom participation.

Dress Code:

It is the policy of Arlington School of Massage for each student to wear attire appropriate to the field of massage. For in class time, clothes that are comfortable and easy to move in are suggested. Revealing clothing including but not limited to low cut shirts, tank tops, short skirts or tight clothing are not acceptable. During any of the professional clinical hours and Field Practice required dress code will be gone over separately but will still be in accordance to the overall school policy.

Application Procedure:

To apply, prospective applicants should contact an admissions representative at the Arlington School of Massage to schedule an appointment for a personal interview and tour of the school facilities. At that time, applicants will complete the application for enrollment and receive a copy of the schools' catalog. Applicants must provide a copy of a high school diploma or transcript, or a GED equivalent, along with a \$200.00 enrollment fee, which \$100.00 is not refundable after five business days. School officials will review the application for enrollment and notify the applicant of his/her admission into the school program.

Admissions Policy:

Applicants must be 18 years of age or older and have a high school diploma or equivalent as well as be able to pass a background check. Physical handicaps will be evaluated individually. The massage program is a non-discriminating program. People of all races, creeds, colors, ages, religions or gender preferences are welcome. Acceptance will be made upon receipt of the application and fee of \$200.00 deposit, and completion of an interview.

Admission is based upon the information provided in the application and through the interview process. Prospective students are asked questions regarding their goals; why they are choosing the massage field and what future type of employment they envision. Questions regarding student's academic abilities such as independent focus, study skills and learning styles are addressed. A member of Arlington School of Massage administration and/or faculty may be present during the interview process.

We may also discuss plans to take some courses at junior college such as Study skills, Medical Terminology, Anatomy and Physiology and Kinesiology.

If it seems likely that the program will be too difficult for a student, we will discuss plans to better prepare them for enrolling at a future date. This usually involves related courses at a junior college.

For VA only: This is to inform veterans of limitations in enrollment should there be more than 85% veterans in this program.

Administrative Policies:

Grading Systems for Exams: Standards of progress

- A 90% - 100%
- B 80% - 89%
- C 75% - 79%
- D 60% - 69%
- F 59% and below.

There are quizzes, midterms and final tests to help students evaluate their understanding of the material being covered each term. Instructors monitor each student closely and will talk with them with a verbal

warning should their grade fall under 75% in the class. Promotion to each successive phase of the program and graduation shall be dependent on mastery of the knowledge and skills presented.

A certification of completion is awarded to those completing the 720 hours and earning a score of 75% or higher on written and practical exams, and completing an additional 50 hours of documented massage outside of class time. This is homework and not included with Clinical and Field Practice. Students are expected to participate fully in all class or program activities.

**** Please note:** It is illegal for students to receive money for their practice massages. The Board of Massage would prohibit licensure for 5 years and any malpractice liability coverage could be voided. Receiving re-numeration or compensation for massage is a cause for dismissal from the program.

Transfer of Credit:

Credit transfers are assessed on an individual basis using the same criteria of one semester credit hour is equal to 37.5 clock hours and/or one quarter credit hour is based on 25 clock hours of direct faculty instruction. The transfer of credits from this institution is 100% determined by the receiving institution. Students may be tested in a subject to determine equivalency.

Arlington School of Massage maintains a written record of previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training; with the training period shortened proportionately, and the veteran or eligible person as well as the Department of Veteran Affairs so notified.

Students Records:

Student records will be kept indefinitely in a secured locked office at all times and may be accessed by the individual student or parent/guardian if student is under the age of 18 years old. A request of records and/or transcripts must be submitted in writing, with signature of student acknowledgement, before being released.

Absentee/Attendance Policy:

It is the expectation of the Arlington School of Massage that each student abides by regular attendance at scheduled class meetings. Arlington School of Massage's policy on attendance is if more than 10% of class time is missed in each course the student will be required to receive tutoring to make up the missed work, the missed class time, and the support, not only proper learning but the learning environment as well. For example, in a 40 hour class, 4 hours (1 class) may be missed before tutoring is required to make up missed work. If a student is absent more than 10% of a single course and has exhausted all tutoring options, the student will be terminated from the entire program. The student may have an option to take a leave of absence and reapply for the following term. Acceptance for re-applying is up to the discretion of the directors.

Classes do begin on time and attendance will be taken. A student will be considered tardy after 10 minutes into class and absent after 30 minutes without prior arrangements made with the Educational Director. The weekend module courses cover topics not repeated during normal class time, so attendance is mandatory.

If a student misses in excess of 20% of a weekend class (more than 1.5 hours per one-day class) then the student must receive tutoring to make up the information and class time.

Tutoring for the weekend modules is at the instructor's discretion and schedule. Overall, a student must maintain a 75% grade, which may include attendance as a portion of the criteria. If a 75% grade is not maintained, the student may be required to repeat the class failed, as described in the probation policy.

Student Conduct:

Drug & Alcohol abuse: Students who are suspected of processing, using or distributing drugs or any other controlled substance will be subject to dismissal from the Arlington School of Massage Program. Students who possess, use or distribute alcohol on school premises will also be subject to suspension or dismissal. The school reserves the right to do a random drug test.

Behavior: Disruptive behavior can result in probation or dismissal. Examples of disruptive behavior include, but not limited to, excessive talking in class, substance abuse and unwillingness to participate in class activities. Receiving remuneration for massages is also cause for dismissal. Use of cell phones in class, talking or text messaging is only allowed during breaks, not in class.

Classroom Participation: Classroom participation is a requirement in this program. Classroom participation consists of but not limited to performing massage, receiving massage, group projects and role play.

Cheating: Students caught cheating on a test will be fined \$150.00 and given a failing grade for the test. The second offense will result in dismissal of the program.

Probation:

A student may be placed on probation if she/he is not meeting the requirements for graduation. The initial warning will consist of the student meeting with the Educational and School Directors'. If actions are not corrected, a contract agreement will be drawn up between the student and the instructor to correct the problem within a defined period of time. An unfulfilled contract will result in any of the following:

1. Student may have to repeat the failed class. Should student have to repeat the failed class, student will be responsible for paying an additional 50% tuition's fee of the failed class.
2. One week leave of absence from school.
3. Permanent Dismissal of program.

Appeals may be addressed case by case with the instructor and owners and re-admittance shall be at the owners' discretion.

The following are conditions that may result in probation:

1. Failure to maintain academic progress: This will be determined by each instructor and will be based on class performance including test scores, homework assignments and exchanges.
2. Failure to meet attendance guidelines: This is also determined by each instructor, as attendance is relative to each class.
3. Failure to meet behavior guidelines: This will be determined jointly by the staff and owners. All course work and probation or tutor contracts must be completed two weeks prior to graduation to graduate from school.
4. Failure to meet financial guidelines: This will be determined by contract set up between ASOM and student. This includes any three consecutive missed payments or delinquencies in payment schedule. Any or all of these may result in a delay of graduating and receiving a diploma.

ARLINGTON SCHOOL OF MASSAGE LLC

TUITION AND OTHER COSTS:

Enrollment Fee: \$ 200.00
(Due at time of acceptance. \$100.00 non-refundable after five days)

Tuition for Massage Program \$12,500.00
(See next pay for payment options)

Massage Table \$ 200.00
(Mandatory usage outside of class time and off school premises)

Textbooks \$ 595.00
(All textbooks are purchased through our bookstore)

Arlington School of Massage Event Shirts \$ 20.00
(Worn to all events and student clinics)

Essential Oil Kit \$ 20.00
(Used in aroma therapy and student clinics)

Student Liability Insurance \$ 15.00
(Must have in order to work on the public)

Possible Additional Costs:

Individualized Instruction Sessions \$ 40.00
(Tutoring)

Other Supplies

Students' are responsible for purchasing and providing clean sheets, blankets and towels, oils and creams, bolster and any other massage supply desired.

Payment Options:

Plan A: Enrollment fee of \$200.00 is paid with application. Payment of \$13,350.00 is due two weeks prior to start of program.

Plan B: Enrollment fee of \$200.00 is paid with application. Payment of \$13350.00 is due in two installments of \$6,675.00
. No finance charge is incurred.

Plan C: Enrollment fee of \$200.00 is paid with application. Payment of \$4,000.00 is due two weeks prior to start of program with 10 (ten) monthly installments of \$972.40 due by the fifth day of each month. (This amount includes a 374.00 finance fee)

Plan D: Enrollment fee of \$200.00 is paid with application. Payment of \$4,000.00 is due two weeks prior to start of program with 15 (fifteen) monthly installments of \$660.73 due by the fifth day of each month. (This amount includes a 561.00.00 finance fee)

Payments accepted by cash, check credit or debit card. There will be a 2% additional fee for card processing.

ARLINGTON SCHOOL OF MASSAGE LLC

Ownership:

The Arlington School of Massage operates as a limited liability corporation.

Owners are Shawwna Failla, LMT and Karyl Taylor, LMT

Arlington School of Massage LLC

Enrollment Refund Policy

Refund before entering classes:

1. You will receive a full refund of all money paid if you are not accepted by the school.
2. You will receive a full refund of all money paid if the applicant withdraws no later than midnight on the fifth business day (excluding Sundays and Holidays) after signing the contract or making an initial payment, provided that the applicant has not commence training.
3. After five business days (excluding Sundays and Holidays), the school may retain \$100.00 of the registration fee. "Registration Fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records systems.
4. Refunds will be made within 30 days of the student's official day of termination.

Official Termination Date:

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

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

Refund After Entering Class:

1. If you terminate during the first week or ten percent of contracted instructional time, whichever is less, the School may retain ten percent of the tuition costs plus established registration fee.
2. If you terminate after the first week or ten percent instruction, whichever is less, but prior to completion of twenty-five percent of contracted instructional time, the school may retain twenty-five percent of tuition costs plus established registration fee.
3. If you terminate after completion of twenty-five percent but prior to completion of fifty percent of contracted instructional time, the school may retain fifty percent of tuition costs plus established registration fee.
4. If you terminate after completion of more than fifty percent of contracted instruction time, the School may retain the full tuition costs plus established registration fee.
5. If a school continues to operate under its license but discontinues instruction in any program after training of students has begun, the students enrolled in the discontinued program are entitled to a prorated refund of all tuition and fees paid unless comparable training is arranged by the school to be provided at another public or private vocational school and such arrangements are agreed to in writing by the student.

Leave of Absence

In the event a student requires a leave of absence from their studies, they must submit their request in writing to the Arlington School of Massage Direction of Education. After receiving a written request, the student and school director will meet and agree on an appropriate time frame for the leave of absence. The student may request to take up to one semester off and must complete their schooling within 18 months of their original start date. After that time the student may be requested to repeat the entire Program at their financial expense.

Harassment Policy

Arlington School of Massage is committed to a healthy, harassment free work environment for all our students, faculty and employees. Arlington School of Massage has developed a policy intended to prevent harassment of any type, including sexual harassment, of its students, faculty and employees and to deal quickly and effectively with any incident that might occur. A further definition of harassment is included in our school's policy handbook.

Cancellation of classes

The school reserves the right to cancel a starting class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all money paid. The school reserves the right to suspend, cancel or postpone a class or classes after training has begun in the event of an occurrence that unavoidably limits the use of the school facilities such as fire, flood, storm, war, or civil disorder. In such case a pro-rata refund will be made of any fees or tuition prepaid by the student, unless the student elects to continue the training in a later class.

School Complaint Policy

Student concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactory resolved at this level should be submitted in writing to the School Director. Written responses will be addressed within five (5) working days. Please see formal complaint procedures outlined in Student Policy Handbook.

For VA Students ONLY

1. Registration Fee

An established registration fee in the amount not to exceed \$10.00 need not be subject to proration. Where the established registration fee is more than \$10.00, the amount in excess of \$10.00 will be subject to proration.

2. Breakage Fee

Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, the remaining part, if any, to be refunded.

3. Consumable Instruction Supplies

Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4. Books, Supplies and Equipment

a. The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

- The school furnishes the books, supplies and equipment.
- The school includes their costs in the total charge payable to the school for the course.
- The veteran or eligible person withdraws or is discontinued before completing the course.

b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

c. The school will provide massage tables, massage chairs, hot towel caddy and hot rock supplies during class and student clinic.

5. Tuition and Other Charges

Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6. ASOM will permit any covered individual to attend or participate in massage therapy program during the period beginning on the date on which the individual provides to ASOM a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 of this title and ending on the earlier of the following dates:

1. The date on which the Secretary provides payment for course of education to ASOM.
2. The date that is 90 days after the date on which ASOM certifies for tuition and fees following receipt from the student such certificate of eligibility.

ASOM will not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other school facilities, or the requirement that a covered individual borrow additional funds, only any covered individual because of the individual's inability to meet his or her financial obligations to ASOM due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33 of this title.

For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under Chapter 31 or 33 of this title.

7. Prompt Refund

In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Selected programs of study at Arlington School of Massage are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

*Catalog certified as true and correct for content and policy.

8. Religious Accommodation

The Arlington School of Massage (ASOM) will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a schedule course/program requirement. Students requesting a religious accommodation should make the request, in writing directly to their instructor or School Director with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor/School Director to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation or arranging for an increased flexibility in assignments due dates.

VA Student Only Continued

School Certifying Officials:

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