



ALEXANDAR

SCHOOL OF NATURAL THERAPEUTICS

2021 School Catalog

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Statement of License
Alexandar School of Natural Therapeutics, Inc.

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E-mail: workforce@wtb.wa.gov.

Selected programs of study at the Alexandar School of Natural Therapeutics, Inc., 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, US

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Thank You

Thank you for considering Alexandar School of Natural Therapeutics (ASNT) for your Massage education. In this catalog, you will find a lot of information on the school and our Massage Program. Once you have read through the catalog, you may want to contact us for an in-person school tour. During the tour we will be happy to answer any remaining questions that you may have.

Alexandar School of Natural Therapeutics, Inc.

Alexandar School of Natural Therapeutics, Inc. (ASNT) is a locally-owned, private massage school in Tacoma, Washington's Lincoln neighborhood. Since 1979, ASNT has been owned and operated by Aliesha Alexandar, LMT. Aliesha and her husband, Bill Thompson, LMT, are directly involved in the day-to-day operations of the school and, as members of the faculty, teach classes during each program session. ASNT provides a comprehensive 677 Clock Hour Massage Program to prepare you to work in the massage profession. Upon successful completion of the Massage Program you will receive Certification which will enable you to sit for the MBLEx which is required for licensure in Washington and most other states.

School Founder History

Founded by Aliesha Alexandar in 1979, ASNT has been serving our community under her ownership ever since. Aliesha's passion for health and wellness started at an early age while caring for her sick father. In her late teens, she made a precocious turn towards holistic healing that eventually led her to massage. Her love of the healing art of massage prompted her to spread her knowledge through teaching, and, working out of her home, she graduated her first class of four students in 1979. That class laid the cornerstone for ASNT, which has thrived at the same Tacoma location for nearly 35 years. Her innovative blend of Western and Eastern techniques has established her as a pioneer in the field. During her long career, Aliesha has also been a tireless champion of massage, volunteering countless hours of service and, as the president of Washington's AMTA, working to re-establish the respect that massage enjoys today.

About The Local Area

ASNT is located at 4026 Pacific Avenue in Tacoma's Lincoln International Business District. The school occupies three buildings: a main classroom building, an administrative building and a classroom/massage clinic day spa building. There is a large parking area in the courtyard behind the school, and the school is located directly on Pierce Transit bus line #1, which runs seven days a week and stops on the street outside our campus.

The Lincoln International Business District makes up the heart of a diverse and vibrant residential neighborhood. That diversity and vibrancy is reflected in the business district, where some of the best, cheapest Vietnamese restaurants in the Northwest sit in proximity to family-owned restaurants ranging from Mexican and Central American fare to southern cooking. Long-standing businesses such as Lincoln Hardware and Lincoln Pharmacy buttress the neighborhood, and the area is also home to beautiful Lincoln Park and historic Lincoln High School.

There are several grocery and corner stores in the neighborhood, and a quick trip across the I-5 freeway is the Tacoma Mall. ASNT's campus provides easy access to I-5, the Puget Sound, downtown Tacoma, and the rural plains and mountains to the east.

Introduction to Tacoma, Washington

The third largest city in Washington with a population of about 200,000 people, Tacoma is a unique town, a quiet but cosmopolitan city in a stunning natural setting.

Tacoma is located on Commencement Bay, at the southern end of Washington's fabled Puget Sound. It is just 26 miles south of Seattle, 40 miles west of the Cascade Mountains, a two-hour drive east of the Pacific Ocean, and ringed on all sides by the Sound, lakes, rivers and lush forest. The peak of Mount Rainier, which dominates the skyline to southeast, is a constant reminder of nearby natural wonders, and Tacoma itself offers escapes to nature. Numerous green parks dot the city, the crown jewel Point Defiance Park, a nearly 700-acre swath of old-growth fir, cedar, and hemlock perched on stunning cliffs overlooking the Sound.

Nisqually and Puyallup Native American tribes first inhabited the bay where Tacoma sits today, and their presence can still be felt. Tacoma's deep working-class roots took hold with the European-Americans who settled here to harvest lumber. With the advent of the railroad in the late 1800's to link up with its deep-water port, Tacoma enjoyed a boom and earned the nickname "City of Destiny". Today, Tacoma is the 6th largest shipping port in North America, making it a major player in the wave of economic globalization, and home to two major universities and a branch of the University of Washington. The UW Tacoma campus has spearheaded the revitalization of the downtown area, turning into a hub of museums, galleries, restaurants, bars and businesses.

Meanwhile, new restaurants and bars with locally-sourced ingredients and craft cocktails have popped all over town, while the traditional working-class taverns and diners persist, with all their old Northwest charm and Rainier beer in cans. Well-restored, well-attended historic theaters are a reminder of Tacoma's illustrious past, and a symbol of its recent rejuvenation. Tacoma is growing and thriving, but unlike its more famous neighbor to the north, it has remained livable and inclusive. Neighborhoods remain diverse, parking spots are easy to find, light traffic makes biking pleasant, and people may even know your name. Daily life is cheaper, and a pleasant, two-bedroom house in the Lincoln neighborhood costs the same as a studio apartment in downtown Seattle. It rains, of course, about 37 inches a year, but winter temperatures are mercifully mild, and summers are impossibly beautiful. It is, in short, a generous and thriving city in a beautiful surrounding, and a great place to study the healing art of massage.

Mission Statement

"Creating positive change in our environment, one massage at a time."

At Alexandar School of Natural Therapeutics (ASNT), we are dedicated to turning you into a highly skilled Massage Therapist. We value service, and our program is devoted to instilling skills that will change your lives and the lives of the people in your local communities.

Education Philosophy

We believe in making education accessible while still maintaining a rigorous academic standard. The guiding principles of this philosophy are;

Structuring our schedule to make it easy for you to attend class; 4 hours of class per day, classes three days per week and one weekend per month, ability to repeat courses (frequently, at no additional cost)

Semi-flexible assignment deadlines; some homework assignments may be completed by the end of courses instead of weekly or daily deadlines

Rigorous clinical internship; ability to practice techniques outside of class, hone massage skills and develop an individual massage style. You will also become familiar with the operational side of running/working in a massage clinic. Clinical internship is assigned outside of class-time enabling maximum schedule flexibility for you to complete your Clinical Internship requirements

Facility Description

ASNT's facility is housed in 3 buildings;

Reception, Massage Clinic & Day Spa – Our reception is collocated with our massage clinic and day spa. In this building, we operate a full-time massage clinic and day spa where we employ Licensed Massage Therapists to work on the public. This is also the location where of your Clinical Internship under supervision of the Clinic Manager, Licensed Massage Therapists and Faculty. Our clinic has 7 full-sized treatment rooms, sauna, steam room and Finnish showers, computers for online booking, and Pandora/DMX music in all rooms.

Classroom One – The main teaching classroom is specifically designed for teaching hands-on massage techniques. The classroom is equipped with massage tables, stools, television, whiteboards, LCD Projector, overhead projector, skeletons and wall charts appropriate to massage training. The building also houses one

additional full-size treatment room, 2 restrooms, and a small kitchen area for student use.

Administrative Building & Classroom Two – The administrative and record keeping offices are found in this building. Classroom two is a lecture and auxiliary classroom. It is equipped with television, whiteboard, LCD Projector, overhead projector, skeleton and wall charts appropriate to massage training. The building also houses three additional full-size treatment rooms and a small kitchen area in the classroom for student use.

Courtyard – Our rear courtyard area consists of several small area for breaks and study. There is also ample onsite parking here.

Licensing and Approval

Licensed as a Private Vocation School by the WTECB & Approved by WTCEB for Veterans Benefits, ASNT is also approved by the Washington State Department of Health, Board of Massage and is an NCBTMB assigned school.

Memberships and Other Affiliations

ASNT supports the AMTA mission and is an AMTA member school. The AMTA Mission Statement is: "To serve AMTA members while advancing the art, science and practice of massage therapy." As an AMTA member school we are committed to advancing the AMTA mission by providing students the education that will enable them to be great Massage Therapists.

<https://www.amtamassage.org/schools/view/109009>

ASNT is also a charter member of the Washington State Massage Therapy Association (WSMTA). WAMTA advocates for massage therapy as a respected healthcare profession at the State level and provides working resources for Washington State LMT's regardless of membership status in the WSMTA.

<https://www.mywsmta.org>

ASNT is also an NCBTMB assigned school. ASNT supports the NCBTMB mission of offering additional certification to Massage Therapists. Upon graduation from ASNT and fulfillment of the additional NCBTMB requirements to become Board Certified, our students are eligible to sit for the NCBTMB Board Certification exams. The NCBTMB mission is: "To define and advance the highest standards in the massage therapy and bodywork profession. This is achieved by rigorous examination and frequent recertification of Massage Professionals."

<https://www.ncbtmb.org/assigned-schools/united-states/wa/tacoma/assigned-school-category/alexandar-school-of-natural-therapeutics-inc/>

Ownership

ASNT is owned by Aliasha Alexandar, LMT, and Bill Thompson, LMT.

Admissions and Enrollment

Enrollment is subject to availability and may end prior to the stated dates. September 2021 Enrollment ends on September 22, 2021. Late Enrollment ends on October 6, 2021. The September Program is projected to conclude on August 21, 2021. March 2022 enrollment ends on March 23, 2022. Late Enrollment ends on April 6, 2022. The March Program is projected to conclude on February 21, 2023

At ASNT, your admissions process starts with an interview and school tour. This is a chance to look around the facilities, learn about our school's culture and ask questions without any further obligation. If you decide that ASNT is right for you, then you only need to submit your application with a fully refundable \$100.00 application fee. 100% of this application fee is applied to your tuition upon acceptance. Once accepted, you will meet with school staff and directors to review and sign an enrollment agreement and discuss financial options for paying school tuition.

Classes begin each year on the fourth Tuesday of September and the fourth Wednesday of March. While applications are accepted throughout the year, class positions are filled on a first come/first served basis. Submit your application and registration fee as early as possible to reserve your spot in the class you wish to attend.

While ASNT accepts admissions at any time for upcoming classes, we do limit our class size to 20 people. Additionally, there is no more than a 10:1 Student:Instructor ratio for hands-on exercises and 40:1 for lecture. Once this limit is reached, you will be placed on a waiting list and will automatically have a spot in the next scheduled Massage Program with availability. If a person drops out of class within the first two weeks, you may be given the opportunity to join the class in-progress.

Late enrollment – If a Massage Program is not full, ASNT will accept new students up to two weeks after the start of the program. However, it will be your responsibility to make-up missed assignments, notes and coursework and schedule tutoring for material covered prior to your enrollment.

Veterans: See the Veterans section beginning on page 33 for admissions and enrollment information specific to Veterans.
Admission Requirements

Enrollment Requirements

To enroll you must:

- Have a minimum of a High School Diploma, GED or pass an approved ability-to-benefit test.
- Be 18 years of age or older.
- Be in appropriate physical condition to practice massage.

It should be noted that ASNT does not perform criminal history or background checks on our students. A criminal record is not an immediate disqualification from becoming a Licensed Massage Therapist. However, there are some criminal infractions that would prohibit a person from becoming a massage therapist. If you have any conviction other than a minor traffic violation, it is your responsibility to research this issue. ASNT staff will be happy to assist you with this matter.

Avocational Enrollment Option

If you do not meet enrollment criteria and/or you wish to attend classes solely for the purpose of self-improvement and personal knowledge, you may apply as an avocational student. Avocational students do not receive transcripts, gain state licensure or practice on members of the public upon leaving school. Admissions preference is given to students who intend to practice massage as licensed therapists, and ASNT reserves the right to place those students in classes before over avocational students. No Financial Aid including VA Benefits may be used to attend ASNT as an avocational student. Avocational students do not qualify for extended tuition payment programs and must remain current on tuition payments or they will not be permitted to continue training. Avocational students are held to the same academic and conduct standards as all other students.

Statement Of Nondiscrimination

Alexandar School of Natural Therapeutics, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, in any of its activities or operations. These activities include, but are not limited to, student applications and enrollments, hiring and firing of staff and faculty, selection of volunteers and vendors, and provision of services.

We are committed to providing an inclusive and welcoming environment for all members of the public, our students, staff, clients, volunteers, subcontractors and vendors.

Credit For Previous Education Policy

You may be eligible for credit towards courses in your program if you have already met the learning/competency outcomes through previous studies. After enrollment, students may apply for acceptance of prior credit. These applications will be evaluated free of charge by ASNT on a case-by-case basis.

To be eligible for credit towards a prior course, you must demonstrate that you have already completed learning that is relevant, current (completed no more than 5 years prior to your application) and satisfies the learning/competency outcomes of the course. This may require interviews with faculty and testing out of classes and/or practical demonstrations.

Acceptable documentation of previous learning are transcripts and course descriptions from an established and approved massage program. Due to the unique structure of the ASNT massage program, an inability to demonstrate competency and proof of training in the phase one massage courses will automatically disqualify any training received that could be considered equal to training in phases two or three. See our Veterans section for information specific to Veteran students and previous credit evaluation.

Denial Of Admission

ASNT directors believe lifelong education is an important value and ASNT policy is to deny no one admission to our program. If you are ineligible to receive a massage license or wish to enroll as an avocational student, you may attend school as a student not eligible for graduation. However, you will still be held to the same standard and must fulfill the same requirements as all other students. If you become eligible for licensure during or after your course of study at Alexandar, you may request your status be changed after showing documentation that you are eligible for licensure.

If classes are full, all applicants will be offered a position in the following training program at the same tuition rate as the one applied for. If you are enrolling as a student not eligible for licensure and classes fill up, you may be moved to the next available start date at the same tuition rate as the one applied for. Our priority is to provide education for people eligible for licensure.

Readmission Procedure

If you drop out of or are dismissed from ASNT for any reason, you may apply for readmission to your program. ASNT will automatically permit any student to reenroll for one year after the graduation date of the program they were enrolled in. After one year, ASNT will consider the student for re-enrollment on a case-by-case basis.

If a student is dismissed from ASNT, they may, in some cases, apply for re-enrollment. During dismissal proceedings, a determination will be made on the length of time that must pass before a student may reapply.

To reenroll/reapply you must submit a written request to the ASNT directors stating your reason for requesting re-enrollment and, if applicable, your plan for success if accepted back into the massage program.

English Language Proficiency Policy

It is a Washington State Requirement that all ASNT students seeking licensure must have a diploma or GED from an English-speaking high school or ESL certification and be a high school graduate (or equivalent) in their home country. ASNT will also accept a certificate or diploma from an institution of higher learning where English is the primary language.

Requests For Reasonable Accommodation

ASNT is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights and privileges of school services, programs, and activities in compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they need accommodations should contact the school administration. Students with a documented disability must provide a current (within three years) document stating the disability and requested accommodations. This must be done prior to the start of the Massage Program. If you should develop a disability, condition, or illness while in school, ASNT will work with you to accomplish your goal of completing your program.

About Massage Therapy

According to the US Bureau of Labor Statistics: "Massage therapists treat clients by using touch to manipulate the soft-tissue muscles of the body. With their touch, therapists relieve pain, help rehabilitate injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients." US Bureau of Labor Statistics projects the massage profession to grow by 21% by 2029 which is much faster than average. Current wage data for Massage Therapists can also be found on the Bureau's Occupational Employment and Wage Statistics page for Massage Therapists** which shows wages and employment for LMT's in Washington State are much better than the national average.

SOURCE:

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Massage Therapists, at <https://www.bls.gov/ooh/healthcare/massage-therapists.htm> (visited July 05, 2021).

** Bureau of Labor Statistics, U.S. Department of Labor, Occupational Employment and Wages: May 2020, 31-9011 Massage Therapists <https://www.bls.gov/oes/current/oes319011.htm#st>

Program Information

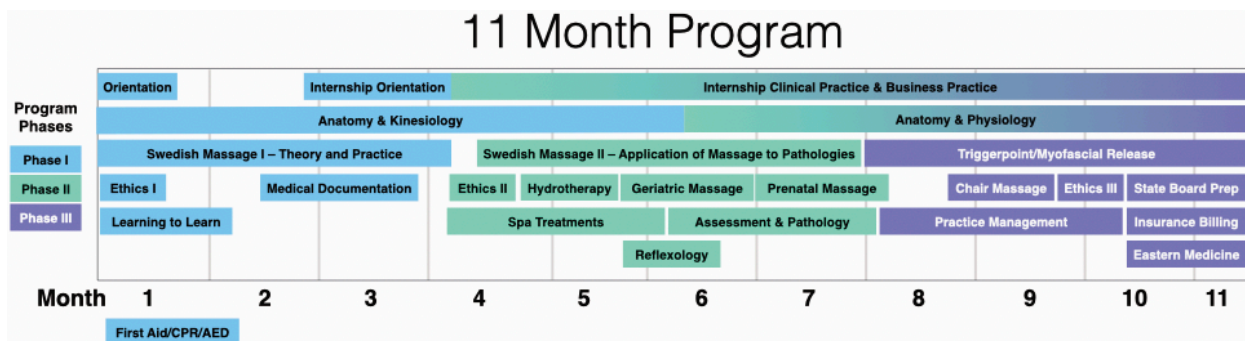
ASNT is a massage school licensed by the WTECB and approved by the Washington State Board of Massage. Prospective students enroll in our 677-hour Massage Program. The 677-Hour Massage Program consists of courses such as Swedish Massage I and Anatomy & Kinesiology. Each course consists of daily class(s). Most days at ASNT consist of a single, four-hour class on one topic. In compliance with WAC 246 -830 -430 (1) ('An hour of education and training is defined as fifty minutes of actual instructional time. '), ASNT adopts a minimum of the 50-minute hour as its educational standard. Each faculty member will provide a minimum of 50 minutes of classroom instruction per scheduled hour of training.

ASNT starts two programs each year, one in September and one in March. Each program holds class three days a week and an average of one weekend each month. We make every attempt to have only one weekend class per month. However, on occasion, more weekend classes may be necessary. Weekdays are divided into day sessions from 9 am to 1 pm and evening sessions from 6 pm to 10 pm. While you may elect to attend the day or evening sessions, you are welcome to attend either session if you have a situation that would prevent you from attending at your normal class-time and if additional space is available in the classroom. Weekend classes range from one four-hour session on Saturday and/or Sunday to eight-hour sessions on Saturday and/or Sunday.

The ASNT Massage Program consists of three phases. Phase One, focuses on the basics of massage and anatomy. Phase Two, is dedicated to applying basic massage skills to common illnesses, injuries, and conditions, as well as hydrotherapy, the start of spa, and clinical internship. Anatomy & Physiology will also begin near the end of this phase. In Phase Three, you will learn to apply your massage skills to chronic long-term injuries, geriatric patients, and learn about the business of massage, insurance billing, massage law, Eastern Medicine Theory, and Medical Records and Privacy laws.

Typical Course Progression

The following chart shows the typical progression of courses in the ASNT 677 Hour Massage program. In some cases, it is not an accurate representation of the duration of a course as much as a guide to approximate time frame of the courses.



Courses Required for Graduation

Successful completion of ALL COURSES are REQUIRED for graduation. There is NO option to skip any ASNT course.

Program Phases (In Detail)

Phase One – Approximately Three Months: You are oriented to school life and adult learning, basic anatomy and massage techniques, basic ethics, practicing on fellow students in a safe and supervised classroom setting. Courses; Alexander School Orientation, Anatomy & Kinesiology, Ethics, Learning To Learn, Medical Documentation, Swedish Massage I: Theory & Practice

Phase Two – Five Months: You will start to apply the basic anatomy and massage techniques to treat conditions, illnesses, and injuries regularly encountered by massage therapists in their practices. This phase also includes the beginning of the clinical internship, where you are working alongside L.M.T.s in our massage clinic and day spa. During the internship, you will begin to gain real-world experience with hands-on application with the general public in a safe, supervised, professional setting. Further Ethics training focusing on working with the public will occur during this phase. Courses; Assessment & Pathology, Ethics, Geriatric Massage, Hydrotherapy, Internship: Business Practice, Internship: Clinical Practice, Internship: Orientation, Prenatal Massage, Reflexology, Spa Treatments, Swedish Massage II: Application of Swedish Massage to Pathologies

Phase Three – Three Months: You will learn about the business of massage, both as an employee and massage business owner. Our curriculum includes training in HIPAA, massage law, business, and further massage ethics training and insurance billing. During this phase, you will also enhance your massage techniques by learning how to apply them to chronic long-term injuries while working with injuries that have deep emotional components. You will also continue the internship program in the clinic. Courses; Anatomy & Physiology, Business Practices: Insurance Billing, Business Practices: Practice Management, Chair Massage, Eastern Medicine Theory, Ethics, State Board Prep, Trigger Point Therapy & Myofascial Release

Internship Prerequisites

To qualify for the Internship portion of the Massage Program you must successfully complete Swedish 1 Theory & Practice, Internship: Orientation, Ethics-Part 1, and Medical Documentation (SOAP). Additionally, on your own time, you must complete in-person First Aid CPR/ AED training for healthcare providers from an American Heart Association or American Red Cross provider and present proof of completion of this course before working with the General Public in the Internship: Clinical Practice portion of the program. If you have not successfully completed these courses, you may continue with other classes on your schedule while completing the prerequisite coursework

You are limited to no more than three massages per day during the first 35 sessions of your internship. Once you have completed 35 sessions, you are approved to do four massages per day. When you first begin in the student clinic, you are performing relaxation massage. As you complete classes in different modalities, your schedule is expanded to perform a wider variety of treatments.

Statement on Heartsaver® First Aid/CPR AED & Bloodborne Pathogens and 4 Hour HIV KNOW

Washington State Massage Law requires that prior to applying for your Washington State Massage License you must attend in-person training and obtain certification in American Red Cross or American Heart Association First Aid/CPR/AED training, appropriate for healthcare providers,

This training is not part of the ASNT program, and ASNT does not give credit for this course. ASNT does host a class 2-times a year for Heartsaver® First Aid/CPR/AED training which you may attend for an additional fee.

ASNT also recommends a short course in Bloodborne Pathogens and HIV KNOW as a source of additional training on infectious disease precautions that are appropriate when First Aid or C.P.R. are being rendered. Both courses are taught by American Heart Association certified instructors who provide proof of training to the attendees and register them as certified with their training organization. A description of the courses are listed below:

Heartsaver® First Aid/CPR AED – Heartsaver® First Aid CPR AED teaches students the critical skills needed to respond to and manage an emergency until emergency medical services arrive. Skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants.

Bloodborne Pathogens and 4 Hour HIV KNOW – BBP Teaches employees how to protect themselves and others from being exposed to blood or blood-containing materials. The course is designed to meet Occupational Safety and Health Administration (OSHA) requirements for bloodborne pathogens training when paired with site-specific instruction. The H.I.V. Know portion of the course provides basic knowledge of H.I.V. and AIDS education. Discuss H.I.V. and AIDS etiology, epidemiology, transmission, infection control, legal issues, ethical issues, and psychosocial issues.

Course Descriptions

Alexandar School Orientation – 4 Clock Hours – ASNT Directors & Staff introduce you to your fellow new students, explain ASNT policies and procedures, discuss strategies for success, complete any missing administrative requirements, and familiarize the you with the school property.

Anatomy & Kinesiology – 76 Clock Hours – The study of the principle of mechanics and anatomy in relation to human movement. In this course, you learn the basics of anatomy and the muscles that move the body as they apply to massage therapy. Particular emphasis is placed on helping you acquire hands-on experience locating the structures and muscles discussed during class lecture time.

Anatomy & Physiology- 76 Clock Hours – Anatomy is the study of the body and its structures. Physiology is the branch of biology that deals with the normal functions of living organisms and their parts. In this course, you learn the basics of anatomy and the body systems as they apply to massage therapy. Special emphasis is placed on the effect of massage on the different body systems.

Assessment & Pathology – 40 Clock Hours – You will learn how to assess a patient and develop a treatment plan in this course. This course will also cover pathologies commonly encountered by massage therapists that are not directly treatable by massage therapy. Treatment contraindications, precautions, and incorporating these into treatment a treatment strategy are also part of the curriculum.

Business Practices: Insurance Billing – 4 Clock Hours – In this course, you will learn about current insurance company practices, documentation of claims medical records privacy rules, HIPAA & how to bill insurance companies for massage services.

Business Practices: Practice Management – 24 Clock Hours – In this course, you will plan for and learn about the day-to-day operations of a massage practice in different settings. You will also learn about business ethics and Washington State and Federal laws relating to massage and the development of policies and procedures relevant to massage practice.

Chair Massage – 4 Clock Hours – Chair Massage is typically administered in a corporate or non-traditional massage setting. Clients are fully clothed and seated on a specially designed chair and performed in more open environments (corporate offices or public events). You will learn to adapt the techniques and treatment strategies from other courses to Chair Massage during this course.

Eastern Medicine Theory – 8 Clock Hours – You will learn about Eastern Medicine Theory. The course will give you a basic understanding of Meridians, the concept of Traditional Chinese Medicine, Ayurvedic Medicine, and Shiatsu Massage.

Ethics – 40 Clock Hours – Ethics is a cornerstone in the medical community and today’s massage practice. Ethics are a vital component to a safe, professional work environment and effective communications with clients and colleagues. At ASNT, we subscribe to the AMTA Code of Ethics. Our Ethics course is divided into three modules addressing the differing roles of ethics as a student working with students, students working on the general public and ethics as a massage professional, and managing a massage practice. You will also review state laws regarding patient privacy, Unprofessional Conduct, and Sexual Misconduct. Review of real-life scenarios and how ethical guidelines can assist massage therapists in navigating these scenarios.

Geriatric Massage – 8 Clock Hours – You will learn to apply massage techniques you have already learned to meet the specific needs of the senior population and those in hospice care. You will also review common age-related conditions and specific treatment strategies. An introduction to massage in hospice care and the current state of the hospice care massage field is also part of this course.

Hydrotherapy – 16 Clock Hours – Hydrotherapy is the superficial application of heat and cold to the body for therapeutic purposes. Hydrotherapy is a powerful treatment modality used in sports medicine, spas, physical therapy clinics, and many other medical practices. You will learn how to apply hydrotherapy techniques to small areas using hot packs or ice and to the whole body using cold water baths or steam rooms and saunas in this course. Hydrotherapy is taught as both a stand-alone treatment and with the integration of hydrotherapy into massage therapy. Hydrotherapy is also part of Internship: Clinical Practices, Swedish Massage II, and Spa Treatments.

Internship

Internship Business Practices & Internship Clinical Practices – 97.5 Clock Hours – In this course, you develop individual massage skills by practicing on real clients in a supervised setting in our public massage clinic. The time breaks down accordingly. 75 Massage-hours (Internship Clinical Practices), and 22.5 hours (Internship Business Practices), account for the scheduled time between each massage allotted for room set-up/clean-up, completing medical documentation, and evaluating each massage given.

Internship Orientation – 14 Clock Hours – Internship Orientation will familiarize you with the laws, policies & procedures used in the public massage clinic during their Internship Program. You learn about State and Federal Medical Records Privacy Rules (a set of laws created to protect individually identifiable health information). Student Massage Therapists will learn how to observe these laws during the Internship Program. This course concludes with three student massage trades (6-hours). These trades will help you become acclimated to the pace and workflow of a public massage clinic before working with the general public.

Learning To Learn – 4 Clock Hours – Learning to Learn is an orientation to reacclimate adult students to the academic setting. You will learn about proper study habits and strategies for learning success, typical study patterns, learning exercises, and durations to retain information presented during their coursework at ASNT. This course is on the first Monday of each training program before academically intensive coursework.

Medical Documentation (SOAP) – 4 Clock Hours – Medical documentation is the main form of communication between medical providers and other professionals involved in patient care. In this course, you are introduced to the SOAP charting format and how to use an Electronic Health Records (EHR) system. You will employ the SOAP method on an EHR for each patient visit during their Internship Program.

Prenatal Massage – 8 Clock Hours – In this course, you will learn how to apply massage techniques they have already learned to benefit patients during the different phases of pregnancy and fetal growth. An emphasis on contraindications, common pregnancy-related conditions, treatment planning, and strategy is also part of this course.

Reflexology Introduction – 4 Clock Hours – Reflexology is a system of massage used to relieve tension and treat illness, based on the theory that there are reflex points on the feet, hands, and head linked to every part of the body. During this course You will learn to incorporate reflexology techniques into a massage routine.

Spa Treatments – 36 Clock Hours – Spa Therapy is an established area of interest in the Health and Beauty Industry. In this series of classes, we will present the fundamentals of Spa Treatments. You will define and perform various spa treatments, including Aromatic Body Massage, Aromatherapy Facial Massage, Salt Glow Body Polish, Clay Wrap, Body Wrap, and Aromatic Back Treatments. You will learn how to incorporate various forms of bodywork and hydrotherapy modalities into these treatment routines.

State Board Prep – 1.5 Clock Hours – ASNT directors and administrative staff will review the process of applying for and taking exams and a brief review of successful study strategies. ASNT staff will also assist you in completing state licensure applications and how to study for and take the jurisprudence exam.

Swedish Massage I: Theory & Practice – 84 Clock Hours – Swedish Massage is a therapeutic massage and exercise system for the muscles and joints developed in Sweden in the 19th century. Also known as the classical form of massage, Swedish Massage is the foundation of holistic massage education. You will learn how to combine the five major massage movement categories to administer a professional Swedish Massage in this course. Covering elements of; professional communication with the client, anatomy, massage physiology, postural awareness/practitioner ergonomics, remedial gymnastics, safety, sanitary practices, and professional draping, this coursework is the foundation for all massage training at ASNT. You will use the Swedish Massage skills learned in class to develop their unique massage routine.

Swedish Massage II – Application of Swedish Massage to Pathologies – 72 Clock Hours – In this course, you learn to apply techniques learned in Swedish Massage I to conditions, illnesses, and injuries commonly encountered by Massage Therapists. You also learn about Pathophysiology (the study of the functional changes that accompany a particular syndrome or disease) and contraindications related to those conditions. You will also learn how to develop and execute a basic treatment plan.

Trigger-point Therapy & Myofascial Release – 55 Clock Hours – Trigger-point therapies treat and remove pain, stress, and energy blocks in muscles and connective tissue and establish a working relationship between the body, mind, and spirit. Trigger-point and myofascial release are especially effective for treating long-term chronic pain, pain relief, and pain control. You will learn these techniques from ASNT director Bill Thompson, one of the few people designated to teach the Zen Trigger-point technique by its founder, William “Dub” Leigh.

Comprehensive Training

Since our beginning in 1979, ASNT has pioneered innovative training and techniques. As you have read, we have refined a comprehensive, 677-hour massage training program that provides you with a solid foundation by preparing you for the four main reasons individuals seek out massage: relaxation, pain management, rejuvenating spa treatments, and medical treatments. This 677-hour program is a complete curriculum of varied techniques including massage, triggerpoint therapy, medical treatment, injury treatment, chronic long-term injury treatment, and various spa treatments, all designed to address a wide population of clients.

Whatever brings you to the massage therapy profession, you will find ASNT is an excellent choice for a diverse massage education.

State Licensing Exams

ASNT graduates are eligible to sit for the NCETM and NCETMB Exams (<http://www.ncbtmb.org/licensure/licensing>) or the Massage and Bodywork Licensing Exam (MBLEEx) (<https://www.fsmtb.org>). Successful completion of the MBLEEx is required for licensing.

Academic Information

Academic Freedom

ASNT recognizes and supports the principle of academic freedom, and faculty members have the right to teach, conduct research, and publish material relevant to their discipline, even if the material is controversial. ASNT guarantees its faculty the same rights shared by all citizens, which include: the right to free expression, the right to assemble, and the right to criticize and seek revision of the institution's regulations. At the same time, the faculty should recognize an equally binding obligation to perform their academic duties responsibly and to comply with the internal regulations of ASNT. Each faculty member is expected to recognize the right of free expression of everyone in the ASNT community; intolerance and personal abuse are unacceptable. Faculty shall not claim to be representing ANST unless authorized to do so.

Academic Year

The ASNT academic year is 11-months.

Attendance

ASNT attendance policy requires that students maintain 90% attendance for all courses that are part of the ASNT Massage Program. If you have an absence rate of more than 10%, it is your responsibility to make up the missed time within the guidelines of this policy.

We encourage you to attend as much training as possible to stay within these guidelines. ASNT policy is to track attendance to the nearest quarter hour. Missed class is cumulative and will be counted as such.

Example(s): Class A is 20 hours consisting of 5, 4-hour sessions. You may miss 2 hours and still pass the course. If you are absent one day, you miss 4 hours and must make-up a minimum of two hours of class-time. If you are 15 minutes tardy two times, you have only missed a total of 30 minutes of class, well within the 10% limit. If you leave an hour early one day, are tardy 3-days at 30 minutes each you will have missed 2 hours and 30 minutes of class. You must make-up at least 30 minutes of class-time to pass the course.

Class-time may be made up through tutoring at your own expense, extra assignments, attendance at a subsequent class of the same subject matter or a combination. Attendance makeup is done at each course instructors' discretion and will be equivalent to the material and learning objectives of the missed class or classes. Missed class-time is treated in accordance with the ASNT missed assignments policy.

Course Completion Requirements

In general, ASNT requires each student to:

- Maintain 90% attendance in all courses.
- Achieve a score of 70% on all written and practical exams throughout the course. In the event of a failure on an exam a student must: retake the exam in accordance with ASNT missed assignment policy and achieve a passing score to maintain academic progress. Make-up exams cost \$30.00 to \$60.00 depending on the type of exam.
- Demonstrate competency in the application of course theory and practice and classroom performance as evaluated by the instructors. Additionally, study and successful completion of assigned homework is required.
- Conduct yourself in a professional manner as defined in our professionalism policy.
- Specific requirements for each course are included in the respective syllabi, which are distributed by instructors at the beginning of each course.

Program Completion & Graduation Requirements

In general, ASNT requires completion of the Massage Program within 60 days of the scheduled conclusion of the 11-month program. ASNT will make exceptions in cases of Academic and Financial Holds, leave of absence, change in life circumstances, work schedules etc. Communication and a clear plan for continued progress are important to maintain the status as a student past the normal 11-month schedule. ASNT will review your file for progress on a bi-annual basis for progress. Veteran Beneficiaries; ASNT is required to inform the VA when Veteran beneficiaries fail to complete this program within 60-days of their scheduled graduation date. This may have an adverse effect on future Veterans benefits.

Please do not wait until the last minute to make up missed work or clinical hours. Upon completion of the entire massage program you will be granted a Certificate of Completion of the ASNT 677-clock hour Massage Program.

Graduation Requirements

- Maintain 90% attendance in each required course.
- Achieve a score of 70% on all written and practical exams throughout each course. In the event of a failure on an exam a student must: retake the exam prior to graduation or at the course instructors request and achieve a passing score to maintain academic progress. Make-up exams cost \$30.00 for written & \$30.00 - 60.00 for practical.
- Demonstrate competency in the application of course theory and practice and classroom performance as evaluated by the instructors. Additionally, study and successful completion of assigned homework is required.
- Complete required Student Clinic Internship.
- Complete First Aid and CPR training at an additional expense.
- Additionally, to receive your certificate of completion and other graduation paperwork students must:
- Pay all tuition and fees and/or be current on any payment arrangements made.
- Return all library books.

Unsatisfactory Progress

Occasionally, a student may fall far enough behind academically, in attendance or hands-on skills that it is no longer possible for them to complete the program. This will result in being dismissed for unsatisfactory progress. Unsatisfactory progress is; missing more than 35% of scheduled class-time and not making the class-time up through tutoring, failure of two or more final exams from two different courses and an inability to pass retesting after 2 attempts, a determination made by the ASNT Faculty & Board of Directors that a student may not have the academic ability to complete the massage program, non-participation or inability to participate in hands-on massage sessions for a period of more than 2-weeks. Exceptions may be made for inability to participate if a student; is injured and can produce a doctor's note, a clear plan for making up the missed hands-on skills sessions and ASNT Board of Directors has determined a Leave of Absence is unnecessary.

A person dismissed from the program for unsatisfactory progress may reapply if;

- Completed 25% or less of the massage program may automatically join the next class provided they; are current on tuition payments or are fully paid and agree to repeat the entire Massage Program.
- Successfully completed 25% or more of the Massage Program ASNT Board of Directors will evaluate each case and make a determination of where to place them in a following massage program provided, they; are current on tuition payments or are fully paid off and agree to repeat the portions of the Massage Program indicated by ASNT Board of Directors.
- They have completed any additional training or study determined necessary by the ASNT Board of Directors and Faculty.

Exception to Policy

Our goal at ASNT is your success. We understand that unique situations arise that our policy may not fully cover or address. ASNT reserves the right to make exceptions to policy when it is in the best interest of a student, does not violate rules and regulations governing our school, would be fair, and when the exception would not violate the spirit of our written policy. If a situation arises and a student believes an exception to policy is necessary, they must submit a request in writing to the Board of Directors detailing the reason for the exception. The ASNT Board of Directors is responsible for decisions on any exceptions granted.

Grades – Participation and Professional Competence

Participation – Participation is the act of taking part, and massage is by nature a hands-on trade. Giving and receiving massage, classroom palpation exercises, as well as contributing to classroom discussions are all examples of the type of participation you will experience at ASNT. Participation is essential to your massage training. Each course will have different levels of participation required to successfully complete the course. While participation is not graded, low participation can prevent successful completion of a course, require tutoring and/or result in suspension or dismissal from school. Expected levels of participation are outlined in the syllabus in each course, and instructors will discuss expectations for specific courses on the first day of each course.

Professional Competence - Professional competence is the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served. At ASNT, we will begin to instill professional competence in each therapist we train. Each course will have different standards of professional competence required to successfully complete the course. While professional competence is not graded, it can prevent successful completion of a course, require tutoring and/or result in suspension or dismissal from the Clinical Internship and/or school. Expected levels of professional competence are outlined in the syllabus in each course, and instructors will discuss expectations for specific courses on orientation day.

Grading System

ASNT utilizes a pass/fail grading system. In general, to pass a course you must: not miss more than 10% of the total course time, achieve 70% score on all tests and final exams, demonstrate competency in the application of course theory, practice and classroom performance as evaluated by the instructors, and successfully complete assigned homework. Test scores and copies of essential tests and assignments will be maintained as part of the student file. Not all testing and assignments on the progress report will be kept in the student file. For example, there will be quizzes and homework assignments that are handed back to students after grading.

The ASNT Academic Excellence Award is given to the student(s) that maintain the highest average on all testing and assignments throughout the entire program.

Additionally, specific requirements for each class can be found in respective syllabi, which is distributed by instructors at the beginning of each course. Each course instructor will inform you of any additional requirements for their courses during orientation.

Assignments not subject to the 70% rule are quizzes and other learning activities where the learning objective is not necessarily an assessment of knowledge. Course instructors will inform you of the standard for successful completion of each assignment.

Leave Of Absence Policy

Any student may request a leave of absence at any time for any reason. ASNT will grant a one-year leave of absence and you may rejoin classes at any appropriate time during the year. (Typically, you will have two opportunities during a one-year period to rejoin classes). After one year, your leave of absence will expire. ASNT will evaluate requests on a case-by-case basis upon receiving a written request that explains why the extension is necessary. If a leave of absence expires, you will be considered a dropped student. To rejoin classes, you will need to reapply to ASNT. See our Readmission Policy for more information.

During a Leave of Absence, you may complete missed assignments and if eligible, may work on your Internship Course.

Missing Assignments Policy

ASNT considers any non-financial deficiency related to attendance, internship, grades, or assignments as missing assignments. All assignments must be turned in to the appropriate instructors for grading and/or completion prior to graduation. If you have outstanding assignments on graduation day, you will still participate in graduation. However, all graduation paperwork will be held until all assignments are complete. During this time, you will be considered an inactive student on academic hold. Once all deficiencies are corrected, ASNT will issue your graduation paperwork within seven business days. While on Academic Hold ASNT will review your file for progress on a bi-annual basis for progress. If satisfactory progress is not being made ASNT will place you on probation and detail the steps you need to make to successfully complete the Massage Program.

In general; if missing assignments are not made-up prior to the completion of a pre-requisite course you will not be able to participate in the following class (an exception may be made in cases where tutoring or retesting is scheduled but has not yet occurred). If you have missing assignments and your graduation date has passed you will not receive your school

completion paperwork, nor will school completion forms be submitted to the Washington State Department of Health, Board of Massage or to the Federation of State Massage Therapy Boards until all assignments are completed and graded.

New Student Orientation

New student orientation is held the first day of each ASNT program.

Satisfactory Academic Progress Policy

All students must maintain a minimum of 70% on all testing, assignments, and exams. If you score below 70% you must retake a test. Further information on retakes can be found in the missing assignments policy.

Student Status

- Active Student – any student actively attending classes at ASNT.
- Junior Student – The newest Massage Program to begin at ASNT will be considered the junior program and students enrolled in this program will be Junior Students.
- Senior Student – The Massage Program closest to graduation is considered the senior class and the students enrolled in this program are considered Senior Students.
- Student Internship – When practicing massage under supervision of the Alexandar Massage Clinic, students are considered student interns.
- Inactive Students – Any student with missing assignments who is not actively attending classes and/or past their graduation date. See our missing assignments policy for more information.
- Graduate – Any student who has fulfilled all the graduation requirements as outlined in our school policy.

Transcripts & Records

Upon graduation, each graduate will receive one transcript at no additional cost.

A student, former student, or graduate may request a copy of an official transcript of academic coursework that has been completed by submitting a request in writing, by email, or phone. The current fee for a transcript is \$25.00. Requests may take up to two weeks to process. ASNT will only assign credit for courses that are fully completed. Any missing assignments or any course in-progress will appear on the transcript as Incomplete with zero clock-hours credit.

When transferring your massage license to another state or jurisdiction: Occasionally, ASNT staff will be required to fill-out paperwork per that state or jurisdictions requirements. If this is the case, an initial fee of \$100.00 will be required to begin the transfer process. However, there may be additional fees for research, paperwork completion, postage and other fees that may be required. These fees must be paid in-full prior to ASNT releasing the completed paperwork to the state or jurisdiction where application is being made.

ASNT will not issue transcripts or related paperwork to individuals with delinquent financial obligations with ASNT. Once an account is brought current (in some cases, this may require full payment of any obligation) ASNT will issue transcript(s) and/or paperwork as requested.

ASNT will maintain a copy of each students record as long as ASNT is in operation. If ASNT is no longer in operation, ASNT will transfer the original records or copies of the records in accordance with RCW 28C.10.160 to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, Washington 98501, Telephone: 360-709-4600, email: workforce@wtb.wa.gov

Student Services

Advising/Tutoring

ASNT directors are available during office hours for advising/mentoring. The directors have an open-door policy and are happy to work with you at any time. While no appointment is needed, the directors may have other appointments and you may have to wait until they become available. The directors can also be reached by email after office hours. Please allow 24-hours for a response.

ASNT Faculty is available for tutoring at an additional cost and on a limited basis. Contact the individual course instructors for a scheduling and pricing.

American Massage Therapy Association Membership (AMTA)

ASNT is an AMTA member school and carries liability insurance through the AMTA for the school, directors, staff, and faculty. As a student at ASNT, you will be provided with a free AMTA student membership. This membership will also provide you with Student Liability Insurance as part of the AMTA membership along with other AMTA membership benefits. It is important to note, Student Liability Insurance only covers massage practice under the supervision of ASNT instructors.

Books And Supplies

ASNT has books and massage supplies available in our school store at very good prices. We do encourage you to purchase textbooks, massage tables and massage equipment online due to the low pricing. See the pricelist in this catalog and on our website for our book lists and suggested places to purchase them at reasonable rates. Course instructors will list and explain where to purchase any specific items required for their course.

Career Services

ASNT maintains a consistent flow of job notices through relationships with massage employers in the area. School administration updates the Job Board in Classroom Two is regularly and maintains a list. If you are looking for a massage job, contact the school administration for assistance.

Continuing Education

Washington State requires LMT's to obtain 24 hours of continuing education every two years. ASNT offers continuing education on a regular basis. Contact the school administration for more information.

Counseling

ASNT does not employ counselors, nor do we provide counseling services however, we do understand the value of counseling to an individual's overall well-being. ASNT staff can assist students in locating qualified counselors should the need arise. Contact the ASNT staff in the administrative office for assistance. Any requests of this nature are strictly confidential.

Licensing

In Washington State, massage therapists are licensed as healthcare providers and must obtain a license. To become licensed, applicants must successfully complete a course of study in a state-approved massage program. Applicants must also obtain a passing score on the MBLEx and must be 18 or older. Licensing requirements for massage therapy may require that an applicant possess good moral character and report any prior criminal convictions. Any massage therapy student or graduate who has a prior criminal conviction may experience limitations or denial of employment opportunities and professional licensure. The fees for testing and licensure are subject to change. We suggest you contact the Washington State Department of Health, Board of Massage at (360)-236-4700 or view their website at <https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MassageTherapist> for the most current fees. In the last phase of training, ASNT will provide a class on how to apply for and obtain your Washington State Massage Therapists License.

Housing & Cost of Living

ASNT does not provide school-sponsored housing or dormitories. The current cost of living for a single adult for one year in Tacoma, WA is estimated at \$27,035.00*. Keep in mind, that this is a minimal subsistence calculation, the Tacoma WA population is growing and living expenses are increasing accordingly.

*<https://livingwage.mit.edu/counties/53053>

Library

ASNT maintains a library of books, professional trade journals, videotapes/DVDs and audiovisual equipment for student use while on campus. These items are available during business hours, or by scheduling a time with the administrative office.

Professional Associations

All ASNT students are required to carry AMTA student insurance while serving their internship at ASNT. AMTA insurance is included with the free AMTA student membership, which you can choose to continue or discontinue after your training at ASNT is complete. Information on the AMTA insurance program is fully covered in the classes preparing you for your student internship.

Alumni of ASNT may apply for membership in any or as many professional massage therapy association(s)/organization(s) of their choice. These memberships support and advance the profession of massage therapy and their members' professional career choices.

Student/Faculty Ratio

ASNT will have no more than 10:1 ratio during hands-on classes and 40:1 for lecture classes. In some cases, teaching assistants will be in the classroom to help students with their hands-on skills.

School Policies

Cameras

Cameras may be used in class for class purposes (i.e. recording demonstrations). ASNT policy is that explicit permission be obtained from the course instructor and fellow students prior to camera usage, and that any footage taken include only the area(s) being demonstrated on, the footage taken is for the use of the entire class. If posted online, footage must be posted in a way that the general public cannot access the footage. Any footage that the course instructor or fellow classmate objects is to be erased and removed at their request.

Camera use in any way during testing will result in an automatic failure of a test. Course instructors may institute rules on camera usage during their classes that are more restrictive than ASNT Policy. These will be covered in each course introduction. If you have any questions about these policies, ask your course instructor.

Computers and Smart Devices

Smart Devices & Computers may be used in class for academic purposes (i.e. study aid, recording class lectures with permission, etc...). ASNT policy is that no calls be taken during class unless an emergency situation arises. If you need to take an emergency call you will need to leave the classroom prior to answering the call. Phones, Smart Devices or Computers used in any way during testing will result in an automatic failure of a test.

Course instructors may institute rules on phone usage during their classes that are more restrictive than ASNT policy. These will be covered in each course introduction. If you have any questions about these policies, ask your course instructor.

Cancellation And/Or Postponement Of Start Date

ASNT reserves the right to postpone or cancel the start date due to insufficient enrollment. If this occurs, the student may request: (1) a guaranteed reservation in the next scheduled class for that program, or (2) cancellation of enrollment with a full refund of all monies paid.

The student may also choose to postpone his/her start date. In the event of a postponement of a start date, whether at the request of the school or the student, a written agreement is required to be signed by the student and the school. The agreement must set forth: (a) whether the postponement is for the convenience of the school or the student, and (b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course has not commenced, or if the student fails to attend by the new start date set forth in the student enrollment agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules that govern the institution.

Children On Campus

Children under the age of 18 are not permitted in any ASNT classes. Children should not be on the premises unattended at any time.

Complaint Policy

ASNT is committed to open, ongoing communication between students, staff and faculty members. If a student has a concern or complaint regarding the program, staff or faculty member, the student should follow the procedure outlined below:

Address the issue directly with the appropriate staff or faculty member. If the student is unable to address the issue directly with the staff or faculty member, they may discuss the concern with the school directors. When addressing a concern to the school directors, it is best to put the complaint in writing. The complaint should contain the following information:

- The nature of the complaint

- The approximate date(s) the problem occurred
- The name(s) of the individual(s) involved in the problem and/or other students involved
- Important factual information, dates of meetings with staff and/or faculty members,
- Outcome of meeting(s)

The student may at any time file a complaint with the school's state licensing agency, the Washington Workforce Training and Education Coordinating Board.

Send complaints to:

WASHINGTON WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, 128 10th Ave. SW, Olympia, Washington 98501 Tel. 360.709.4600, Fax 360.753.5662, Web: <http://wtb.wa.gov>, E-mail: workforce@wtb.wa.gov.

Crime Awareness And School/Campus Security

ASNT directors, faculty and staff are concerned that every student, employee, and client experience a safe and secure environment while at our school. It is the responsibility of everyone to be aware of safety and security matters and to promptly report any crime to school officials and to the local police. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal. ASNT strictly prohibits the possession of weapons and the illegal use of alcohol, controlled substances, and drugs on any ASNT property.

ASNT maintains its own off-street parking area and night-time security patrol for the safety and security of students and their property. ASNT will not accept responsibility for any unattended items. If a theft or loss occurs, notify the school administration as soon as possible.

Any student caught damaging or stealing another student's property is subject to suspension or immediate dismissal.

Drug Free Workplace and Campus

The illegal possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on ASNT property or during any ASNT-sponsored event is strictly prohibited. Offenders are subject to suspension or immediate dismissal from ASNT, and local law enforcement agencies are notified, as applicable.

Illegal possession or use of alcohol, or intoxication, or being under the influence of alcohol while on ASNT grounds or during any ASNT-sponsored activity is strictly prohibited. Offenders are subject to suspension or immediate dismissal from ASNT, and local law enforcement agencies are notified, as applicable.

Family Educational Rights and Privacy Act

ASNT maintains school records in compliance with FERPA. In most cases, FERPA will not extend to ASNT students' parents since ASNT is a school beyond high school level and the majority of our students are over the age of 18. Below, is a brief summary of your rights under FERPA.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records
- unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the

right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and/or State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For more information on FERPA you may visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Health Requirements for a Successful Career and Medical Concerns

Massage is an adaptable career and many people with physical limitations are able to safely and successfully practice massage. ASNT does not discriminate on the basis of disabilities or physical limitations and will work with each individual to develop their own style of massage. It is your responsibility to maintain an acceptable level of physical fitness and notify the school administration and your course instructors if you are experiencing difficulties performing massage.

ASNT does not discriminate against persons with an illness or based on HIV status. It is the individual's responsibility to ensure the safety of clients, fellow students, faculty and staff. It is possible for you to practice massage safely with an illness or HIV. However, if you have any questions or concerns, contact the administration and your course instructor for guidance.

If you are experiencing a contagious illness (cold, flu, chicken pox, etc.) you must not attend classes or perform student clinic internships while in the contagious stage. Immediately notify the school administration, clinic manager, or course instructors if you are experiencing an illness of this type. If you are unsure, see your medical care provider and contact the school administration for guidance.

Proper selfcare also extends to the practice of massage. Appropriate body mechanics and using tables at the appropriate height is an important aspect of this self-care. Please take responsibility for performing movements with your body in a comfortable position and with the table at the correct height. All massage tables are adjustable. Never perform movements that cause discomfort or strain. Instructors will give students individual attention regarding body mechanics questions. Please don't hesitate to ask for their assistance.

Pregnancy or Serious Illness

If you become pregnant or have a serious illness while in school, ASNT will work with you to formulate a plan for completion of your education. Priority is given to your health and well-being. Common options are a leave of absence, reduction of schedule or an extension of the program with another class. If a leave of absence is necessary, the normal rules regarding leave of absence are suspended for the duration of your pregnancy or illness.

Personal, Religious, or Spiritual Accommodation

ASNT will make good faith efforts to provide reasonable religious, spiritual, personal accommodations to students who have sincerely held practices or beliefs that conflict with a scheduled course/program requirement. Students requesting accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible.

Being absent from class or other educational responsibilities will 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 to determine a schedule for making up missed work and class-time. While there is no limit to the number of accommodations ASNT will approve, the student should be mindful of the additional expense they could incur and time constraints involved in tutoring to make-up class time.

Practical Examinations

ASNT course instructors conduct formal and informal practical examinations when applicable. Course instructors will notify and prepare you for the formal practical exams. Information on practical exams will also be found in course syllabus and handouts

Reservation Of Rights

ASNT reserves the right to:

- Modify existing or new programs by addition, deletion, or variation.
- Reschedule or consolidate classes.
- Change faculty members by replacement or substitution.
- Relocate the facility, within a reasonable distance, and with 60 day's notice to students.
- Cancel classes when sufficient enrollment is not obtained.

Any changes to the policies or the calendar will be published and distributed as necessary.

School Closure Or Class Cancellation

ASNT may close the school or cancel classes (including student massage therapy center) for the following reasons:

- Extreme weather situation in which it is determined unsafe for students to travel.
- Emergency situation in a particular classroom (e.g. lack of electricity or air conditioning/heat).
- Teacher unavailable due to illness or personal emergency and a qualified substitute is unavailable. • Other unforeseen events

School Closure Due to Weather

ASNT will notify students by email and post on Facebook and the school website by 7:30am on days when classes are canceled due to weather. If AM class is canceled, PM class is also canceled. ASNT follows Tacoma School District on weather related closures. If Tacoma schools are delayed one or two hours, morning classes will begin at 10:00am. Evening classes will continue as scheduled on days when class is delayed. If dangerous conditions begin to develop during evening classes, instructors may decide to end class early.

We at ASNT understand that some of our students come from areas where the weather may be much different than Tacoma. If you feel unsafe traveling due to weather, we would prefer that you stay home. You may still incur an absence or missed assignment, but ASNT will work with you to correct any deficiency in accordance with ASNT policy.

Student Internships do not normally close on days with inclement weather. If you cannot make your appointments due to weather, contact the Clinic Supervisor immediately to get your appointment's covered. Any student in this situation will not be subject to the normal clinic rules for missed appointments as long as you contact the Clinic Supervisor.

School Massage Clinic

ASNT student internship program is hosted by the Alexandar Massage Clinic and Day Spa. This clinic is open Monday – Friday 8:30am – 7:30pm, Saturday 8:30am - 3:00pm. Hours may be extended if sufficient client therapist business exists. The clinic is closed on New Years Day, Labor Day, July 4th, Memorial Day, Thanksgiving Day & Christmas Day.

School Phones, Computers and Other Electronic Equipment

Student use of school phones, computers and other electronic equipment is restricted to only those specifically identified and marked for student use.

Smoking On Campus

Smoking is only permitted in the designated smoking area.

Student Appearance

Due to the active nature of massage therapy, ASNT maintains a relaxed dress code for participation in classroom activities. Course Instructors may modify dress codes to better fit their classroom activities, which will be covered in each course introduction day. In general, the ASNT dress code is clean, loose-fitting clothing that is not revealing and that you can move around and be active in.

The Student Internship program dress code is more restrictive and appropriate for work in a Massage Clinic and Day Spa setting. This dress code is fully outlined during Student Internship Orientation class.

Student Contact Information

It is your responsibility to keep the school administration and clinic supervisor updated with your contact information. ASNT will not make your contact information available to any outside parties or other students.

Transferability Of Credits

The ASNT mission is to prepare you for a career in massage therapy. Therefore, the coursework and the corresponding clock hours earned in the massage therapy program are not intended to apply to further education and will likely not be transferable to any other college.

If a student plans to transfer coursework completed at ASNT to another post-secondary institution, it is the student's responsibility to determine if that institution will accept the completed coursework. It is helpful to keep a school catalog with course descriptions, syllabi and other coursework documents when attempting to transfer credits.

ASNT does not imply, promise, or guarantee transferability of its credits to any other higher education institution.

Transfer

ASNT will evaluate transfers on a case-by-case basis and will perform qualified transfers for a fee. ASNT will use the Washington State Department of Health, Board of Massage guidelines for transfers.

Typical documentation needed to begin a transfer will be; a detailed resume, transcripts from an approved massage program with course descriptions, continuing education transcripts with course descriptions, verification of state licensure with no actions taken from all jurisdictions where licensed, exam results from the NCBTMB or FSBMT, current AIDS awareness and First Aid/CPR/AED training for healthcare practitioners. Contact the school administration for more information.

Visitors to the Classroom and Campus

ASNT does not permit unauthorized visitors in any classroom. All visitors must register with the receptionist upon arrival.

Student Conduct

Standards of Conduct

ASNT Students, Directors, Faculty, and Staff adhere to AMTA and NCBTMB Ethical Standards except where conflict with state or local laws or regulations may supersede the ethical codes. ASNT is also in compliance with the FERPA. ASNT Standards of Conduct are readily available in the School Catalogue and The Student Orientation Handbook. All standards of conduct apply equally to ASNT Students, Directors, Faculty, and Staff even if a policy appears to state otherwise.

Statement on Communication

Communication is the key to success. It is important to communicate with fellow students, instructors, school staff or School Directors when appropriate. If students have any problems, including problems related to the policies in this book, it is imperative that you speak to the appropriate person immediately so that we may assist you in being successful.

Feedback is a crucial part of your learning experience here. It is expected that as part of your training you will give open and honest feedback about the techniques being practiced in class in a sensitive manner.

You owe it to your partner to remain present and focused when you are being worked on. This is not the time to grab a quick nap or expect that your aches and pains will be alleviated. We expect you to participate fully whether you are on the table or off.

Anti-Hazing

Hazing is strictly prohibited at ASNT. Participation in Hazing activities can result in disciplinary action or immediate dismissal from the program.

Attendance Policy

Terminology - Students at ASNT are enrolled in a 677 Clock Hour MASSAGE PROGRAM lasting 11-months. The Massage Program consists of 23 COURSES such as Anatomy & Kinesiology and Ethics. Each Course consists of one or more CLASSES. Classes are typically 4 hours in length, exceptions are clearly noted on the program calendar. Students are required to attend all Classes with an absentee rate of no more than 10% of total Course time.

Attendance records are kept by individual instructors and logged into our Student Information System for ASNT records.

- **Tardiness:** If you are late for a class or leave class early you will be marked as tardy. When you arrive late for a class, attempt to join in without disrupting the class. If you miss more than 25% of the class you will be considered absent. Since it is the students' responsibility to make up any time or material missed in classes it would still be beneficial to participate in the class as an observer.
- **Excessive Tardiness:** If you are tardy from a course more than three times you will be referred to a school director for counseling on your educational goals.
- **Absences:** A student may be absent up to 10% of the total course time. If you are absent more than 10% of the total course time you will be required to make up the missed time with one-on-one tutoring with the primary instructor of the course or their designee. The cost for this tutoring is \$60.00 per-hour of tutoring.
- **Excessive Absences:** If you are absent more than 25% of the total course time you will be excused from the class and required to repeat the entire course the next time it is offered.
- You will also be referred to a school director for counseling on your educational goals. The cost of repeating the course will be determined by the school and based on tuition plus a \$100.00 administration fee per course.
- **Incomplete:** If you are absent for more than 25% of the total course you will receive an Incomplete. There is a 4-week limit on any makeup work or tutoring. If outstanding work or class-time is not made up within four weeks of course completion you will receive an Incomplete. You will be referred to a school director for counseling on your educational goals and be required to repeat the course. The cost of repeating the course will be determined by the school and based on tuition plus a \$100.00 administration fee per course.

If you should have to miss a class due to illness or unexpected emergency, please call to notify us as soon as possible.

Boundaries

ASNT has great regard for personal and professional boundaries. We ask our students to respect the individual boundaries of their clients, classmates, faculty and administrators. This issue will be discussed at length in the Ethics, Practice Management and Student Internship classes.

Classroom Integrity

Learning massage and being in a classroom environment can be stressful for some students. Please help us foster a safe learning environment by treating the classroom as a healthcare environment and allowing your fellow students the space to be vulnerable. Please treat the classroom with the same level of confidentiality and privacy as a treatment room.

Compensation For Massage

WAC 246 -830 -005 (7) clearly states that no unlicensed person (including students) may receive compensation for massage that they perform. ASNT policy is to maintain accordance with this law.

Confidentiality

In support of the students and the community, it is our practice to share medical information between the faculty, administration and clinic manager unless confidentiality is explicitly requested. Medical information will not be shared beyond the immediate faculty members who interact with the student.

However, when receiving massage during class or a demonstration, it may be necessary to self-disclose a medical condition with massage contraindications for your safety. This information should be conveyed to the minimum necessary people and those persons are expected to keep this information confidential. Failure to keep information of this nature confidential would be a privacy violation and may result in disciplinary action.

Draping and Nudity

Draping – The arrangement of massage linens creating a firm boundary protecting client privacy and autonomy while maintaining client comfort in relation to the environment and massage technique(s) being administered

ASNT students are subject to draping standards developed by the Washington State Department of Health Board of Massage. These are codified in the Washington Administrative Code (WAC) which is printed in full below this section. Regardless of setting (classroom, clinic internship, etc.) any individual receiving a massage is a Client and any Individual giving a massage is a Student Therapist. Intentionally disregarding this policy or any part thereof, may result in disciplinary action.

In summary:

- Student Therapists are taught to practice professional draping technique in all hands-on massage classes
- Faculty supervise and assist Student Therapists to ensure appropriate draping technique(s) are applied
- ASNT will provide private areas for preparing to receive massage, nudity is prohibited
- Client genital areas are always securely covered
- When administering massage in the classroom, or during clinic internship, Student Therapists are to be fully clothed
- The concept of Minimal Exposure is practiced (only the body part to which massage techniques are being applied is exposed)
- Massage techniques are ALWAYS applied up to the boundary created by draping or over the massage linens. Applying massage techniques under draping is to be avoided
- Draping is to be applied to all genders equally
- Student Therapists are taught to how to professionally communicate with clients about draping
- Student Therapists are taught to ensure Written Consent is or has been obtained prior to massage
- Student Therapists are taught to obtain Verbal Consent prior to major draping changes during each massage
- Student Therapists are taught to ensure Client comfort in relation to environmental conditions (temperature, noise, fan noise/air movement etc.)

WAC 246-830-560 Coverage and draping

(1) A massage therapist must:

- (a) Allow a client or patient privacy to dress or undress except as may be necessary in emergencies or custodial situations; and
- (b) Always provide the client or patient a gown or draping except as may be necessary in emergencies.

(2) Massage therapists must use safe, functional, and hygienic coverage and draping practices that comply with WAC 246-830-500 during the practice of massage when the client or patient is disrobed. The drape or drapes must be sufficient to ensure the genitals and the gluteal cleft distal to the coccyx, anus and rectum are not exposed, and the breast area is not exposed except as allowed in subsections (3) and (4) of this section. Safe, functional, and hygienic coverage and draping means:

- (a) The massage therapist explains, maintains and respects coverage and draping boundaries;
- (b) Massage or movement of the body does not expose genitals or gluteal cleft distal to the coccyx, anus and rectum, or does not expose the breast area except as allowed in subsections (3) and (4) of this section; and
- (c) All linens that are used with the client or patient are kept and maintained in accordance with WAC 246-830-500.

(3) With prior signed or initialed written and verbal informed consent from the client or patient, the gluteal cleft and breast drapes may be temporarily moved in order to perform therapeutic treatment of the area consistent with WAC 246-830-550, 246-830-555, and 246-830-557. In addition, with informed and written consent, a client or patient may choose to have their upper torso undraped during the entire massage.

(4) If variations to this coverage and draping rule occur, a massage therapist must:

- (a) Maintain evidence of education and training in specific modalities that require variations in coverage and draping;
- (b) Receive voluntary and informed consent of the client or patient prior to any variation of coverage or draping; and
- (c) Document in the client's or patient's record the rationale for any variation of coverage or draping.

(5) Any written consent required by this section may be included within an overall general consent to massage document, if clearly delineated and either specifically initialed or signed.

Non-Fraternization Policy

Due to the possibility of favoritism and the unequal status that exists between faculty and students, personal friendships, dating and/or sexual relationships between faculty and active students are strictly prohibited. In addition, relationships between students and administrative staff are also strictly prohibited. Preexisting relationships are not subject to this policy, but school administration must be notified of the relationship and all parties are expected to act in a professional manner at all times.

Further Guidance on Relationships

In all healthcare professions, we must take care to make appropriate choices in our personal and professional relationships. Unfortunately, in professional life how things appear is just as important as reality. As part of your training at ASNT we have established standards of behavior similar to those found in the professional world. Students may be confronted with several relationship dilemmas:

- Student-to-Student – We encourage friendship among our students. However, we discourage dating or sexual relationships due to the complications intrinsic in this style of relationship. If students are dating one another, they will not be permitted to work together in the classroom or clinic internship.
- Student to LMT – We have several LMTs working around ASNT who do not work in a Supervisory or Instructor capacity. We encourage friendship with these LMTs, as they can be very helpful in your experience here. We discourage dating or sexual relationships due to the complications intrinsic in this style of relationship. If a student is openly dating an LMT that is associated with ASNT, they will not be permitted to work with that LMT during clinic internship.
- Student to Faculty, Staff, Supervisors – We at ASNT encourage students to get to know our instructors in a professional capacity as Massage Practitioners, Mentors, and Teachers while enrolled in the massage program at

ASNT. Violation of this standard will result in dismissal of the instructor and suspension or dismissal of the student.

- Student to Client – At ASNT, we will expect our students to comply with established state laws regarding relationships with clientele. If a student dates a client, they have worked on in the clinic, they will come under review by the school directors. The most likely outcome of this infraction is dismissal from the training program and being reported to the State Board of Massage for Unprofessional Conduct.

Note: pre-existing relationships make many of the above guidelines null and void however, it is the students responsibility to disclose these relationships at the earliest possible time. If there are any questions about relationships please consult a Faculty member or School Director for guidance. Additionally, as part of the Massage Program there is extensive ethics training which will cover relationships in greater detail.

Personal Property

ASNT policy is to respect other students personal property as you would want yours respected. It is your responsibility to secure your personal property when attending classes. ASNT will not assume responsibility for theft or loss of your property. It is best to leave valuable items at home.

ASNT maintains its own off-street parking area and night-time security patrol for the safety and security of students and their property. ASNT will not accept responsibility for any unattended items. If a theft or loss occurs notify the school administration as soon as possible.

Any student caught damaging or stealing another student's property is subject to suspension or immediate dismissal.

Professionalism

Merriam-Webster define professionalism as "...the conduct, aims, or qualities that characterize or mark a profession or a professional person..."

To further define the area of professional standards, the following criteria have been established as common throughout healthcare field and learning environments. While violation of these standards are not cause for dismissal they will result in counseling and if continued violations occur may result in stronger disciplinary action.

- Maintain professionalism, for example:
 - Develop confidence in personal and professional skills
 - Respect for fellow students and instructors
 - Maturity
 - Behavior that is consistent with communicated intent
 - Ability to separate personal needs from client needs, etc.
- Demonstrate appropriate communication skills, for example:
 - Use of language appropriate to the environment
 - Ability to accept and utilize feedback
 - Ability to give constructive feedback to fellow students
 - Ability to listen without interruptions or retort, i.e. non-defensively, etc.
- Demonstrate the ability to relate to other students, staff, faculty, and clients:
 - Empathy
 - Compassion
 - Tolerance
 - Acceptance
 - Honesty
 - Compromise
- Demonstrate comfortableness with a variety of body and personality types, etc.
- Integrate into the class group as an accepted member and demonstrate appropriate group dynamics.
- Demonstrate sensitive and appropriate methods of touch.
- Maintain professional and personal boundaries.
- Demonstrate appropriate social skills, for example:
 - Respect for the learning process in self and others
 - Use of appropriate channels when addressing concerns
 - Take responsibility for actions

- Proper hygiene, for example:
 - Cleanliness
 - Neatness
 - Proper Hand hygiene (nails trimmed and hands clean)
 - Clean clothes
 - No perfume, colognes or strong scents (respect for allergies)
- Appropriate language relating to gender, race, ethnicity, culture and sexual preference, etc.
- Massage without sexual overtones, either overt or covert.
- Resolve conflicts in a mature manner.
- Emotionally stable, for example:
 - Untreated depressive or manic behavior.
 - Untreated issues of body image and touch that result in inability to receive massage from fellow classmates or professionals as assigned, etc.
- Readily working with classmates of all genders and identities.
- Refrain from disruptive behavior, for example:
 - Chatting during class
 - Intentionally sleeping during lectures
 - Being rude to fellow classmates or instructors or staff
 - Dominating discussions to the exclusion of others
 - Being repeatedly late to class, etc
 - Gossip/complaining to other classmates
 - Inciting discontent

Student Behavioral Expectations

A student is subject to disciplinary action up to and including withdrawal/termination for:

- Acts of dishonesty, including but not limited to: cheating on quizzes, tests, papers, hands-on homework documentation, or other assignments; plagiarism; accepting compensation for massage.
- Fraudulent activities including but not limited to: willful misrepresentation by a student concerning qualification for admission, continuing eligibility as a student, eligibility for financial aid, current enrollment information, status or position at ASNT, or permission to act under authority granted by ASNT.
- Forgery, alteration or misuse of school documents, records or identification.
- The unlawful possession, use, or distribution of illicit or prescription drugs on campus.
- Possession, use, intoxication, or being under the influence of alcohol while on campus.
- Possession of firearms or other weapons on campus.
- Gambling on campus.
- Any act or threat of physical assault or intimidation directed toward any member of the school community or any other individual on campus.
- Sexual harassment or hazing as described in the harassment policy and anti-hazing policy.
- Theft or attempted theft of ASNT property, or any theft on campus.
- The defacing or destruction of ASNT property.
- Use of indecent, illegal, disruptive language and/or actions.
- Insubordination in carrying out instructions of faculty or staff.
- Any refusal to abide with or violation of federal, state, or local regulations.
- Smoking in unauthorized areas.
- Continued violation of the ASNT dress code.
- Violation of draping and nudity policy.
- Furnishing false information to, for or against any student, faculty member, or ASNT employee.
- The inability to desexualize massage.

ASNT believes in the use of progressive discipline (verbal warning, written warning, probation, and dismissal). However, ASNT Directors reserve the right to forgo progressive discipline dependent on the seriousness of the circumstances (i.e., collective student history, seriousness of conduct, issues of safety, facts surrounding the conduct, etc.),

Codes of Ethics

AMTA Code of Ethics

This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

Principles of Ethics

The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

Massage therapists/practitioners shall:

- Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
- Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
- Demonstrate professional excellence through regular self-assessment of strengths, limitations and effectiveness by continued education and training.
- Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
- Project a professional image and uphold the highest standards of professionalism.
- Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients and associates.

AMTA Rules of Ethics

The Rules of Ethics are mandatory and direct specific standards of minimally acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

- Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
- Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
- Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
- Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member's position, in any way that is unauthorized, improper or misleading.
- Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

Effective Date May 1, 2010

NCBTMB Code of Ethics

NCBTMB Certificants* shall act in a manner that justifies public trust and confidence, enhances the reputation of the profession, and safeguards the interest of individual clients. Certificants will:

- I. Have a sincere commitment to provide the highest quality of care to those who seek their professional services;
- II. Represent their qualifications honestly, including education and professional affiliations, and provide only those services that they are qualified to perform;
- III. Accurately inform clients, other health care practitioners, and the public of the scope and limitations of their discipline;

- IV. Acknowledge the limitations of and contraindications for massage and bodywork and refer clients to appropriate health professionals;
- V. Provide treatment only where there is reasonable expectation that it will be advantageous to the client;
- VI. Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued education training;
- VII. Conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all persons;
- VIII. Refuse to unjustly discriminate against clients and/or health professionals;
- IX. Safeguard the confidentiality of the client's identity and information in all conversations, advertisements, and any and all other matters unless disclosure of identifiable information is requested by the client in writing, is medically necessary or is required by law;
- X. Respect the client's right to treatment with informed and voluntary consent. The certified practitioner will obtain and record the informed consent of the client, or client's advocate, before providing treatment. This consent may be written or verbal;
- XI. Respect the client's right to refuse, modify or terminate treatment regardless of prior consent given;
- XII. Provide draping and treatment in a way that ensures the safety, comfort and privacy of the client;
- XIII. Exercise the right to refuse to treat any person or part of the body for just and reasonable cause;
- XIV. Refrain, under all circumstances, from participating in a sexual relationship or sexual conduct with the client, whether consensual or otherwise, from the beginning of the client/therapist relationship and for a minimum of six (6) months** after the termination of the client therapist relationship, unless an ongoing current sexual relationship existed prior to the date the therapeutic relationship began;
- XV. Avoid any interest, activity or influence which might be in conflict with the practitioner's obligation to act in the best interests of the client or the profession;
- XVI. Respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs and the client's reasonable expectations of professional behavior. Practitioners will respect the client's autonomy;
- XVII. Refuse any gifts or benefits that are intended to influence a referral, decision or treatment, or that are purely for personal gain and not for the good of the client; and
- XVIII. Follow the NCBTMB Standards of Practice, this Code of Ethics, and all policies, procedures, guidelines, regulations, codes, and requirements promulgated by the National Certification Board for Therapeutic Massage & Bodywork, Inc.

*ASNT is an NCBTMB assigned school. While the students and faculty are not "NCBTMB Certificants" we ascribe to the NCBTMB Code of Ethics as an assigned school.

**Superseded by Washington State Law, see WAC 246-16.100 for the most current standard

Discipline

Non-Academic Probation Or Dismissal

ASNT may place a student on non-academic probation or cancel a student's enrollment due to incompatibility with the program or for any violations of the student conduct policy, as described in the school catalog and student handbook. A student will be notified, in writing, of a non-academic probation or dismissal. Any student wishing to appeal a non-academic dismissal may do so, in writing, to the ASNT Directors within seven business days of the dismissal action. The written appeal must be supported with appropriate documentation of any mitigating circumstances and an explanation of how the circumstances have been remedied or changed.

The Board of Directors will review the appeal and will determine whether the student's circumstances warrant reinstatement. The student may be asked to appear in person during the appeal review process. A student who is granted an appeal may be reinstated. However, the student will be on non-academic probation, the terms of which will be agreed upon by the student and ASNT Directors and placed in writing in the student's file.

With reason, the student may:

- Request that an ASNT Director recuse themselves from the review process
- Request that any information that could be of a discriminatory nature be excluded from any written record
- Request a private interview with an ASNT Director to explain circumstances (In this case ASNT and the student will need to agree on a third-party to witness the interview)

Student Non-Harassment Policy

It is ASNT policy to promote an educational environment that is free of harassment in any form. Sexual harassment (including sexual discrimination) of students occurring in the training environment or in other settings in which students may find themselves in connection with the school is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Please note that this policy sets forth our goals of promoting a training environment that is free of sexual harassment and discrimination. The policy is not designed or intended to limit our authority to discipline or take remedial action for conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. In addition, ASNT reserves the right to dismiss any student who willingly and knowingly makes false allegations of sexual harassment.

Definition of Sexual Harassment

Sexual harassment means sexual advances, sexual discrimination, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of enrollment or as a basis for education or training; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with a student's education by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a staff or faculty member for sexual favors in exchange for actual or promised grades or status constitute sexual harassment. No member of ASNT faculty or staff, or any designated agent or third party of ASNT shall in any form or to any degree, promise, imply or grant any preferential treatment to any student for engaging in sexual conduct or submission to sexual harassment. The legal definition of sexual harassment is broad. In addition to the above examples, sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating or humiliating to students may constitute sexual harassment.

While it is not possible to comprehensively list additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances and/or the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets or jokes; written or oral references to sexual conduct; gossip regarding one's sex life
- Comment on an individual's body unrelated to the treatment process
- Comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons, or graphic verbal commentaries about an individual's body, dress or habits
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under any circumstances by this policy. When abuse is directed at an individual because of their race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, it will be considered an aggravating factor and result in immediate suspension from training while the matter is investigated.

It is important to recognize that in healthcare a therapist works in varied settings with all people. It is the responsibility of each person to be vigilant, respectful of others, and conduct themselves in a professional manner at all times and, refrain from such harassment.

Harassment Complaint Procedure

Students who feel they have been harassed should follow the Student Complaint Procedure outlined in In the previous section. All complaints regarding harassment of any kind should be directed to ASNT Directors.

Promptly after learning of such alleged conduct, ASNT Directors will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. ASNT Directors may hire an outside organization specializing in these specific investigations to oversee and/or fully conduct an investigation. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against School-related retaliation.

In the case of allegations of sexual harassment, ASNT Directors will promptly investigate to determine what has occurred and will take necessary steps to eliminate the harassment, prevent its recurrence, and correct its effects, regardless of whether the person who was harassed files a formal complaint or otherwise requests action.

The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances, and will be conducted in a fair and expeditious manner. The investigation will include a private interview with the person filing the complaint and with witnesses. The school will also interview the person alleged to have committed sexual harassment. In addition, we will inform the person filing the complaint that federal regulation prohibits retaliation and that if they are afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs.

All allegations of sexual harassment will be investigated within 10 business days of the initial complaint. The directors will notify the student who has filed a complaint of sexual harassment of the findings within five (5) business days of their final determination by sending a written copy of the findings by certified mail to the student's address that is on file with the school.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee or student, ASNT will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment or dismissal from school, as applicable, and may include other such forms of disciplinary action as appropriate under the circumstances. This may include referral to the Washington State Department of Health, Health Systems Quality Assurance Division and local law enforcement

State Remedies

In addition to the above, if a student believes they have been subjected to harassment or sexual harassment and feel that ASNT Directors have not properly addressed the complaint, they may file formal complaints to:

WASHINGTON WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, 128 10th Ave. SW,
Olympia, Washington 98501 Tel. 360.709.4600, Fax 360.753.5662, Web: <http://wtb.wa.gov>,
E-mail: workforce@wtb.wa.gov.

Using ASNT's complaint process does not prohibit a student from filing a complaint with the Washington Workforce Training and Education Coordinating Board.

Veteran's Policies

Selected programs of study at the Alexandar School of Natural Therapeutics 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.

Veterans Information

All Veterans who are attending through a VA program must comply with standards stated for non-VA students, with the following exceptions:

- ASNT will not charge an application fee to VA Students if you declare you are a VA benefit recipient at the time of enrollment.
- ASNT should receive a VA Certificate of Eligibility prior to enrollment in VA Benefit programs. It is preferred that the VA Certificate of Eligibility be received prior to the commencement of classes however, if the VA Certificate of Eligibility is not received a VA Student may attend classes until the VA Certificate of Eligibility is received. If your VA Certificate of Eligibility is not turned in in a timely manner you may have a delay in receiving your benefits.
- ASNT will not charge interest to VA Students on unpaid tuition balances. VA Students will be charged interest on accounts not paid for by VA funds (Late charges, missed appointment fees etc.). VA Students will be responsible for all unpaid balances. If there is a remaining balance on any account after conclusion of classes including tuition, you will be charged interest on those accounts. If you receive only partial payment of tuition ASNT has other financing options available to you. See the school SCO for more information.
- ASNT will perform a previous credit evaluation for all VA Students. See the SCO for the appropriate form. In general, you will need to provide transcripts and course descriptions for any training you have received previous to enrollment at ASNT. ALL VA STUDENTS WILL COMPLETE THIS EVALUATION DURING THE FIRST TERM OR BENEFITS WILL BE SUSPENDED AFTER THE FIRST TERM. If previous credit is granted, the Veteran will be able to receive reduction in hours and charges proportionately. Both the student and the VA will be notified of any such decision.
- All Veteran's absences are noted on computer and on paper forms monthly in the Veterans student file.
- At the beginning of the Massage Program your certified attendance will average 12-clock hours each week (with some fluctuations on weeks with weekend classes). Once Internship begins, (usually after your third month of training) your average clock hours will increase to 18-clock hours which is considered full time. This may have an impact on some of your VA benefits. ASNT will certify your attendance to the VA as it is scheduled. The VA will make determinations on benefit payments based on these certifications per VA policy. Be aware vacations, holidays, or any break from class of 5 days or more may also impact VA benefit payments so plan accordingly.
- For Veterans, any absences over the maximum 10% of total class time must be made-up or a written plan must be made with-in one calendar month of exceeding the 10% limit. Violation of this rule will result in unsatisfactory progress and the Veteran will become subject to review for dismissal. The only exception to this policy for Veterans occurs when the Veteran can document his absence as medical, family emergency, annual training, deployment or similar circumstances. The Veteran must have that documentation approved by the Director and inform the SCO of any absence.
- Veterans must complete all courses to obtain your best possible GI Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.) benefit. Any incomplete course may result in the Veteran becoming personally responsible for unpaid tuition.
- All Veteran's grades are noted on computer and monthly progress reports in the Veterans student file.
- Veterans should be aware of the Missed Assignment Policy and take care to correct these deficiencies with-in a 30-day period while in the massage program and with-in 60 days after scheduled graduation. In some cases, these deficiencies can result in a reduction of benefits from the VA.
- VA beneficiaries must complete the program within 60 days of their scheduled graduation date. ASNT reports gaps in training to the VA. Veteran's benefits are discontinued once a leave of absence has been reported. When a student returns from their leave of absence, ASNT will recertify them with a new graduation date.
- Enroll Early; ASNT Enrollment is First Come-First Served, enrollments are granted in the order that applications are received. In accordance with the VA's 85/15 rules ASNT will not enroll more than 85% Veteran representation in a program. Meaning if you are a late enrollee and we have over 85% Veteran enrollment then you may not gain a spot in the program you are applying for. This has never occurred in ASNT history. However, if this does occur, ASNT will offer you automatic enrollment in the next program.

- Students who are receiving Veteran's education benefits and who withdraw from school, for any reason, will have their Veteran's education benefits terminated. Any outstanding balances will become the personal responsibility of the Veteran and be subject to interest charges.
- Course Completion: In general, ASNT requires completion of the Massage Program with-in 60 days of the scheduled conclusion of the 11-month program. ASNT will make exceptions in cases of Academic and Financial Holds, leave of absence, change in life circumstances, work schedules etc. Communication and a clear plan for continued progress are important to maintain the status as a student past the normal 11-month schedule. ASNT will review your file for progress on a bi-annual basis for progress. Veteran Beneficiaries; ASNT is required to inform the VA when Veteran beneficiaries fail to complete this program within 60 days of their scheduled graduation date. This may have an adverse effect on the student's future benefits. Please do not wait until the last minute to make up any missed work or clinical hours.
- The ASNT VA SCO are Amanda Karczewski and John Casebere. They can be contacted at 253.473.1142 or by email info@alexandarmassageeschool.com.

Nothing in the Student Conduct Policy prevents the student from contacting the Workforce Board at the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, Washington 98501, Telephone: 360-709-4600, email: workforce@wtb.wa.gov

Financial Information

Cost of Going to School

Tuition for the ASNT Massage Program is \$13,000. Associated books, fees, First Aid/CPR/AED course, HIV BBP course and personal supplies normally costs under \$1000.00 over the course of the 11-month program. To reduce your cost significantly ASNT does not:

- Require you to purchase a massage table or other expensive massage equipment.
- Require you to purchase most of your books from ASNT.

Each course instructor will provide a list of items needed for class during each class orientation day and will give suggestions on how to obtain the needed items as inexpensively as possible. Refer to the complete price list on page 39 of this catalog for more information.

Application Fee

ASNT's application fee is \$100.00. This application fee reserves your place in your chosen program until you complete our enrollment agreement and make financial arrangements. This fee is applied to tuition and is fully refundable if you withdraw from our program prior to the start of your chosen program.

Financial Aid

ASNT's participation in government-sponsored financial assistance programs is limited. We accept VA Benefits (See our Veterans section for information specific to Veterans) and Washington State Worksource Benefits when available. We offer three different in-house options to help you meet the cost of education. Each student that is not Veterans Administration or Worksource related is required to meet with the school CFO, at which time the student's eligibility is evaluated and a personalized student financial plan is structured.

ASNT 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.

ASNT Payment Programs

Payment-in-Full

ASNT accepts payment in full by cash, check, Visa or Mastercard.

Quarterly Payments

ASNT will accept quarterly payments with a 10% finance charge on any outstanding balance.

Three-year Plan

ASNT will enroll qualified students in a three-year payment plan. Typically, 25% down and payments under \$300.00 per month at 10% interest are arranged. There is no penalty for early payoff. See CFO William Thompson for more information on this program.

External Financial Assistance

ASNT will assist students with supplemental assistance programs, including:

Veterans Benefits

ASNT is approved for the training of Veterans and eligible dependents of Veterans. Students must apply for these benefits prior to admission and must submit the application to the ASNT VA School Certifying Official. Contact Stephanie Hodson or John Casebere our VA School Certifying Officials at 253.473.1142 or info@alexandarmassageschool.com for more information.

Worksource

ASNT is an Eligible Training Provider for the Washington State Worksource programs. The programs are administered through your local Worksource office. For more information, visit the Worksource website at <https://fortress.wa.gov/esd/worksource/StaticContent.aspx?Context=TrainingPrograms>, or your local Worksource office listed here <https://fortress.wa.gov/esd/worksource/StaticContent.aspx?Context=WSDirectorySeeker>.

CANCELLATION AND REFUND POLICY

REFUND BEFORE ENTERING CLASSES:

Refunds are regulated by WAC 490-105-130 as a minimum standard. However, the ASNT refund policy is more beneficial to the student than the minimum set by WAC 490-105-130.

- (1) Students 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 tuition and registration fees if you withdraw not later than midnight of the fifth business day after signing the contract provided you have not commenced classes.
- (3) After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less. "Registration Fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.
- (4) 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:
 - a. When the school receives notice of the student's intention to discontinue the training (in writing and sent by certified mail).
 - b. When the student is terminated for a violation of a published school policy which provides for terminations.
 - c. When the student, without notice to the institution, fails to attend classes for thirty calendar days.
- (5) If training is terminated after entering classes, the student is financially obligated to the school according to the following formulas or maximum charges:
 - a. If you terminate during the first week or ten percent of contracted instruction, whichever is less, the school may retain ten percent of tuition cost plus established registration fee. (Equal to 10% of the total tuition cost, or \$100 whichever is less.) If you terminate after the first week or ten percent of 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.
 - b. 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 plus established registration fee.
 - c. If you terminate after completion of more than fifty percent but less than 75% of contracted instructional time, the school may retain the full tuition cost plus established registration fee.
 - d. If you terminate after completion of more than seventy-five percent of contracted instructional time, the school may retain the full tuition cost plus established registration fee.
- (6) If a school continues to operate under its license but discontinues instruction in any program after the training of students has begun, the students enrolled in the discontinued program are entitled to a pro rated 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 except as provided by WAC 490-100-220(4).
 - a. Notice in advance of the discontinuance must be provided to the agency and to students in writing, including at the least data required under WAC 490-100-220(2).
 - b. The term "discontinued" generally applies to the elimination by the school of a particular course offering prior to its completion. However, the term includes circumstances where program(s) commenced at a specific location under terms of an enrollment agreement are relocated to substituted physical site.
 - c. A student affected by relocation may voluntarily accept transportation and other arrangements offered by the school in order to continue his/her training or may file a refund claim. The enrolled student must make requests for refunds pursuant to this provision in writing within 90 days following discontinuation of the program. Money due the applicant/student shall be refunded within thirty days after receipt of the request.
- (7) All money due the applicant/student shall be refunded within thirty days after the date of termination. The school will mail a check for the unused funds to the last known address of the applicant/student.
- (8) If a school fails to fulfill its obligation to complete any program of instruction after training of students has begun, the students enrolled are entitled to a refund of all tuition and fees paid. Requests for refunds must be made in

writing by the enrolled student within 90 days following discontinuation of the program. Money due the applicant/student shall be refunded within thirty days after receipt of the request.

Unpaid Balance

ASNT policy is to charge interest on all unpaid balances once the balance is 30 days past due. Except for the following;

- A prior arrangement has been made with the School CFO regarding the specific unpaid balance
- Veterans Exempt under certain circumstances - ASNT will not charge interest to VA Students on unpaid tuition balances. VA Students will be charged interest on accounts not paid for by VA funds (Late charges, missed appointment fees etc.). VA Students will be responsible for all unpaid balances. If there is a remaining balance on any account after conclusion of classes including tuition, you will be charged interest on those accounts. If you receive only partial payment of tuition ASNT has other financing options available to you. See the school SCO for more information

Veterans Administration Beneficiaries Refund Policy Explained

Students enrolled under Veteran's Administration funding are subject to VA refund policies as outlined below.

Refunds to VA Beneficiaries will be determined according to the official date of termination as stated in paragraph 1, below. The amount refunded will be calculated as stated in paragraph 2, below:

1. The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manner:
 - a. When the school receives notice of the student's intention to discontinue the training (in writing and sent by certified mail).
 - b. When the student is terminated for a violation of a published school policy which provides for terminations.
 - c. When the student, without notice to the institution, fails to attend classes for thirty calendar days.
2. All VA Beneficiaries refunds will be calculated in the following manner
 - a. The school only certifies tuition (no fees) to the VA. The school will calculate the total amount of VA payments made to the school as of the date of withdrawal. This will be known as 'Tuition Paid'
 - b. The school will multiply the students total clock hours of attendance by the cost of one clock hour plus 10%. This will be known as 'Tuition Due'. The 10% will be waived in the event the student terminates enrollment at the end of a school quarter and has maintained perfect attendance
 - c. The school will subtract 'Tuition Due' from 'Tuition Paid'
 - d. If the 'Tuition Paid' amount is more than the 'Tuition Due' amount the school will refund the unused funds to the appropriate party in accordance with VA Policy within 30 days
 - e. If the 'Tuition Paid' amount is less than the 'Tuition Due' amount and there are no pending VA payments, the school will bill the student in accordance with the school Unpaid Balance Policy as it applies to Veterans as stated in the ASNT Unpaid Balance Policy
 - f. The cost of any unused books or supplies issued by the school and posted to the students account will be 100% refunded or removed from the students billing once the materials are returned to the school in new/unused condition

Veterans Administration Beneficiaries Refund Policy

Alexandar School of Natural Therapeutics agrees that if a Veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other chargers will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. Registration fee. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
2. Breakage fee. Where Alexandar School of Natural Therapeutics school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.
3. Consumable instructional 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:

- (1) The school furnishes the books, supplies and equipment,
 - (2) The school includes their cost in the total charge payable to the school for the course,
 - (3) The Veteran or eligible person withdraws or is discontinued before completing the course.
5. The Veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.
 6. Tuition and other charges. Where Alexander School of Natural Therapeutics 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 paragraph, 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.
 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 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.
 8. Any refund of remaining tuition and fees paid to ASNT by the Veterans Administration on behalf of the Beneficiary will be refunded directly to the Veterans Administration.

School Price List



School Price List

Tuition	\$13,000.00
Prior to Internship	
Purchase Online - Links Provided	
Mosby's Fundamentals of Therapeutic Massage, 7th Edition (Textbook & Resources) Sandy Fritz - ISBN: 9780323661836 https://evolve.elsevier.com/cs/product/9780323661836?role=student	\$75.96
Trail Guide to the Body Essentials (Textbook and Workbook) - Andrew Biel - ISBN: 978-0-9968359-8-5 https://booksofdiscovery.com/product/trail-guide-to-the-body-textbookworkbook-combination-6th-edition/	\$98.41
Purchase Through School	
Alexandar Essentials of Swedish Massage DVD (purchase prior to Orientation)	\$50.00
Alexandar Swedish I Manual	\$35.00
Aromatherapy Lab Fee	\$10.00
After Internship Begins	
Purchase Online - Links Provided	
Applied Anatomy & Physiology for Manual Therapists 2nd Edition (Textbook) - Archer, Pat & Nelson, Lisa A. - ISBN: 978-0998266367 https://booksofdiscovery.com/product/applied-anatomy-physiology-for-manual-therapists-2nd-edition/	\$77.95
Study Guide for Applied Anatomy & Physiology for Manual Therapists 2nd Edition (Workbook) Archer, Pat & Nelson, Lisa A. - ISBN: 9780998266374 https://booksofdiscovery.com/product/applied-anatomy-physiology-for-manual-therapists-review-guide-2nd-edition/	\$34.95
A Massage Therapist's Guide to Pathology, 7th Edition (Textbook) Ruth Werner - ISBN: 978-0-9982663-4-3 https://booksofdiscovery.com/product/a-massage-therapists-guide-to-pathology-7th-edition/	\$79.95
Purchase Through School	
ASNT Spa Handout Packet	\$15.00
ASNT TP/MFR Manual	\$30.00
First Aid/CPR/AED & HIV/BBP class package	\$100.00
Total	\$13,607.22

ATTN: Books of Discovery Purchases - Use Student Discount Code STU15 at checkout for 15% off your order.

NOTE

All prices are subject to change. Purchase books through our online bookstore to ensure correct edition. View book details at <https://www.alexandarmassageschool.com/bookstore/> and click "Buy on amazon.com." Books may be available at cheaper rates through online sellers.

The Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of veterans and eligible beneficiaries to receive benefits under Title 38 and Title 10, USC approves selected programs of study at Alexandar School of Natural Therapeutics, Inc.

TUITION

The total cost of tuition, books (estimated), and fees are **\$13,607.22**. These totals do not include sales tax. A \$100.00 registration fee (applied to tuition) is required to reserve your place in the program. Unless you have obtained financial aid, a minimum down payment of 25% is required prior to the beginning of school. There is a monthly 1.5% finance charge on any unpaid balance. All fees are due and payable before your first class of each calendar quarter. VISA and Master card payments are accepted.

REFUNDS

All refunds are disbursed in accordance with WAC 490-105-130 and are detailed in our Enrollment Agreement.

As of: 9/1/21

General Information

Administrative Staff

Aliesha Alexandar, LMT, SAMP Director/President

Bill Thompson, LMT Director/CFO

John Casebere, IT Administrator/VA SCO

Kaylee Kaniss, LMT Enrollments/Administrative Assistant

Amanda Karczewski, LMT Administrative Assistant/VA SCO

Kim Valentine, LMT Clinic Manager

Faculty

Aliesha Alexandar, LMT Founder and Director of ASNT

With over 35 years of experience in the profession, Aliesha's dream of massage therapy become a licensed, recognized source of health care has come true. While maintaining her private practice, Aliesha served as President of Washington's board from 1980-88. Since, Aliesha has worked towards maintaining excellent curriculum as well as a pleasant, healing environment at ASNT. She has taught Swedish Massage and is currently teaching the Aromatherapy Facial and Body Spa Treatments courses. Aliesha has developed a skin care line, SECRETS OF ISIS, that utilizes the principles of aromatherapy and pure natural botanical ingredients. Aliesha is still active on various committees serving the massage profession.

Bill Thompson, LMT Certified Zen Bodytherapy® Practitioner, Certified Zen Triggerpoint® Practitioner, Advanced Zentherapy Practitioner®

Bill has over 30 year's experience in Body Centered Therapies, and has worked the past 20 years in structural integration. Bill was tutored by one of the most internationally recognized master body workers, William "Dub" Leigh, and is one of the few people certified by "Dub" to teach Zen Bodytherapy® and Zen Triggerpoint Anatomy®. At ASNT, Bill teaches Triggerpoint and Myofascial work as part of the core curriculum. He also teaches advanced classes in Zen Triggerpoint Anatomy® and Zen Bodytherapy® as Continuing Education Units. Bill integrates a variety of modalities from his past work in structure, movement and energy into his classes.

Linda Bucher, LMT

Linda graduated from Alexandar School of Natural Therapeutics in 2005. She received her Associate of Applied Science in Complementary Alternative Medicine with and Aromatherapy Major from the American College of Health Care Sciences in Portland, OR. Linda received her Small Animal Massage Certification from the Northwest School of Animal Massage, Reflexology Certification from the International School of Reflexology & Meridian Therapy, and has also trained in Indian Scalp Massage and Chair Massage. Linda is an active part of the American Massage Therapy Association Washington State Chapter and the Washington State Sports Massage Team. Linda teaches Practice Management, Chair Massage & Reflexology

Craig Chappelle, LMT

Craig graduated from ASNT in 2003 after a career as an athlete and personal trainer. Pain accumulated from sports injuries, a rigorous training regimen and a number of physically demanding jobs led Craig to a new career in massage. He specializes in blending Structural Integration with Swedish Techniques, and emphasizes breath, proper body alignment and energy work.

Christine Prokay, LMT

Christine is originally from Brunswick, Ohio. She earned her A.A. in Complimentary Alternative Medicine with a focus on Aromatherapy and Herbal Studies from the American College of Healthcare Sciences, Portland, OR, in 2014. She received a certificate in Herbal Retail Management in 2014 from the American College of Healthcare Sciences. She received her Diploma in Aromatherapy from the American College of Healthcare Sciences in 2013. She received for A.A. in Allied Health Sciences and Adult Education from the Community College of the Air Force, Maxwell AFB, AL in 2011. She received a certificate in natural product manufacturing from the American College of Healthcare Science in 2010. Christine received her massage therapy education from Alexandar School of Natural Therapeutics, Tacoma, WA in 2008.

Since graduation, she has taken several continuing education courses. She has been certified in intra-oral massage, cupping massage, active isolated stretching, kinesio-taping, additional sports massage courses, Zen Bodytherapy, Alzheimer disease, PTSD & TBI and herbal body wraps. She also received her doula certification in 2014 from the Simkin Birthing Center at Bastyr University, Seattle, WA. Christine writes newsletters for her business Bella Luna Massage. She does extensive research on disease processes, essential oils, holistic medicine and nutrition for her newsletters. Christine sent over 20 years of active duty service in the Air Force as a medical technician, EMT-Basic, and manager of education and training. She also took on additional responsibilities as a sexual assault victim advocate, women's self-defense instructor, CPR, First-Aide, & EMT instructor and CPR program manager. She is trained on principles of instruction and instructional system design, vital for developing educational programs. In her free time, she enjoys traveling, spending time with her family, teaching women's self-defense, doing anything in the great outdoors, cooking and volunteering with the local military community.

Jon Stefan

Jon is a full-time Licensed Massage Therapist in Tacoma, WA. After graduation from ASNT Jon studied Zen Bodytherapy®, Zen Triggerpoint Anatomy®, Lymphatic Drainage, Berry Method, Sports Massage, and Ethics. Jon has been a clinic supervisor and teaching assistant at ASNT and is now a full faculty member.

Kim Valentine, MPH, BA, LMT

Kim is a Licensed Massage Therapist with certifications in Medical Massage Pediatric Massage Cupping Massage Geriatric Massage Spa & Hydrotherapy treatments, Intraoral Massage and a Reiki Master. Kim is also a Certified Music Practitioner, Certified Singing Bowl, Certified Gong and Certified Sound Therapist. Kim has extensive experience working with Geriatric and Hospice patients and is an experienced teacher in teaching academics (i.e. science, biostatistics, math, English) and the healing arts (i.e. cupping, Reiki, sound therapy, music therapy).

Calendar Information

A complete school calendar for the first three months of school is provided at Orientation. The school calendar for March and September programs are hosted on the school website at <http://www.alexandarmassageschool.com>. Links to a constantly updated online calendars will also be provided with-in the first 10 days of school. Quarterly calendars are emailed to students in PDF format at the beginning of each quarter.

Enrollment is subject to availability and may end prior to the stated dates. September 2021 Enrollment ends on September 22, 2021. Late Enrollment ends on October 6, 2021. The September Program is projected to conclude on August 21, 2021. March 2022 enrollment ends on March 23, 2022. Late Enrollment ends on April 6, 2022. The March Program is projected to conclude on February 21, 2023

September program class days are every Monday, Tuesday and Thursday with weekend classes once a month and Holidays and Breaks as outlined in the next section. March program class days are every Monday, Wednesday and Friday with weekend classes once a month and Holidays and Breaks as outlined in the next section.

Holidays & Breaks

ASNT will not conduct classes or Student Internships on the following holidays: New Year's Day, Memorial Day, July 4th, Thanksgiving, day following Thanksgiving, Christmas Day.

Additionally, ASNT will attempt to schedule the following breaks in program:

- All Programs - 1 Week Vacation in July for both March and September Program centered around the July 4th Holiday.
- March Program – Minimum 1-week vacation in August beginning on the second or third Monday in August
- Winter Holiday Break – Monday or Tuesday prior to Christmas Day to the first class day after January 2nd

Student Internship

ASNT Student Internship program will operate during all breaks except as noted above. Massage appointments with interns at the Alexandar Massage Clinic & Day Spa are generally available 6 days a week. All Massage Internship hours are completed outside of scheduled class-time to be completed at the time most convenient for your schedule. To make an appointment, please call our office during normal reception hours: Monday - Friday, 8:30AM to 7:30PM, Saturday, 8:30 AM to 2:00 PM, or book online at <http://www.secure-booker.com/alexandarschool/MakeAppointment/Search.aspx>

ASNT reserves the right to restrict or extend availability of student internship booking times as necessary due to client availability, staff/faculty scheduling, vacations, Holidays & Breaks.

Office Hours

Monday - Friday, 8:30 AM to 4:00 PM Saturday, 8:30 AM to 2:00 PM

Class Hours & Days

- March Class – Monday, Wednesday & Friday 9:00am – 1:00pm or 6:00pm – 10:00pm
- September Class - Monday, Tuesday & Thursday 9:00am – 1:00pm or 6:00pm – 10:00pm
- Weekend Classes – Once a month weekend class are held. Generally, hours for Saturday & Sunday classes are 9:00am – 5:30pm however, they may be shorter duration or only on one weekend day.

Contact Information

Alexandar School of Natural Therapeutics, Inc

4026 Pacific Ave.Tacoma WA. 98418

ASNT Reception 253.473.1142

ASNT Fax 253.473.3807

ASNT Email Address info@alexandarmassageschool.com

Directions

From I-5 Take exit 133 for I-705 N/WA-7 S toward City Center

Keep left at the fork, follow signs for Washington 7 S/Pacific Avenue

Keep right at the fork, follow signs for State Route 7 S/38th St W/Mt Rainier and merge onto WA-7 S/S 38th St

Turn left onto Pacific Ave

Destination will be on the right

Alexandar School of Natural Therapeutics, Inc 4026 Pacific Ave.Tacoma WA. 98418

Reception 253.473.1142

Fax 253.473.3807

info@alexandarmassageschool.com