



PORT  
TOWNSEND  
SCHOOL *of*  
MASSAGE

Providing Massage Training  
for  
Professional Licensing

SCHOOL CATALOG  
2018-2019

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This School is licensed under Chapter 28C.10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to: Washington Workforce Training and Education Coordinating Board, 128 10<sup>th</sup> Ave. SW, P.O. Box 43105, Olympia, Washington 98504-3105 (360)709-4600. [Wtecb@wtb.wa.gov](mailto:Wtecb@wtb.wa.gov) and [www.wtb.wa.gov](http://www.wtb.wa.gov). Selected programs of study at Port Townsend School of Massage are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Port Townsend School of Massage does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Natural Therapies, Inc. is a locally owned/operated company that does business as the Port Townsend School of Massage.

This catalog is true and correct for content and policy.

**Revised and Published 9/20/17**

***If one advances confidently in the direction of his dreams  
and endeavors to live the life which he has imagined,  
he will meet with a success unexpected in common hours.***

***- Henry David Thoreau***

## MISSION AND PURPOSE

The mission of the Port Townsend School of Massage is to create and provide a thriving learning community which fosters excellence in natural therapies.

The commitment to recognizing, supporting and enriching each individual is an integral part of our program.

### NAME OF OWNER

Natural Therapies, Inc., Susan Sherman, President  
(Natural Therapies, Inc is located in Port Townsend, WA)

### SCHOOL FACILITY AND LOCATION

Administrative Offices &  
Classroom Location:

1071 Landes Court  
Port Townsend, WA 98368

ADA Access:

Available at delivery entrance

Mailing Address:

Port Townsend School of Massage  
1071 Landes Court  
Port Townsend, WA 98368

Telephone Number:

(360) 379-4066

Web site:

[www.massageeducation.com](http://www.massageeducation.com)

Email:

[info@massageeducation.com](mailto:info@massageeducation.com)

### OUR APPROVALS AND LICENSES

1. Approved by the Washington State Board of Massage
2. Licensed by the Workforce Training and Education Coordination Board
3. Approved for Veterans Benefits
4. Approved by the Commission for the Blind
5. Approved for Employment Securities Retraining Program
6. Approved for M-1 Visa classification for international students

In addition to our approvals we are also proud to be a member of the:

- AMTA (American Massage Therapy Association)
- ABMP (Associated Bodywork and Massage Professionals)
- NCCF (Northwest Career Colleges Federation)
- Port Townsend Chamber of Commerce

### APPROVAL vs. ACCREDITATION

Often the term accreditation creates much confusion. Accreditation is a voluntary process that enables vocational schools to become eligible for federal loan and grant money. Accreditation does not guarantee the quality of a program, instructional staff, professional standards or class size above a minimum level. The majority of massage schools in the US are non-accredited programs and this does not reflect on the quality of those schools. The reality is that many of the finest massage and bodywork schools are purposely modest in size so they can offer highly personalized instruction, and that modest size often doesn't match up with the substantial financial and human resources necessary to warrant school accreditation. To maintain the quality of instruction and smaller class sizes the Port Townsend School of Massage has chosen to remain a non-accredited facility.

## SCHOOL CALENDAR

### WEEKDAY PROGRAM – 650 Hours

**Spring Weekday Program:** Begins March 12, 2018 and is completed December 4, 2018.

**Holidays Observed:** Memorial Day, Fourth of July, Summer Break, Labor Day, and Thanksgiving. With Monday or Mid-week holidays, a Thurs. will usually be added to that week's schedule.

**Class Hours:** Monday, Tuesday & Wednesday, 9:00 a.m. to 3:30 p.m.

### WEEKEND PROGRAM – 525 Hours

**Spring Weekend Program:** Begins March 23, 2018 and is completed May 11, 2019. Classes meet Friday, Saturday and Sunday, every two or three weekends.

**Holidays Observed:** Easter weekend, Memorial Day weekend, Fourth of July weekend, Labor Day weekend, Thanksgiving weekend and Winter Break through New Year's Day.

**Class Hours:**  
 Friday 9:00 a.m. to 7:00 p.m.  
 Saturday 8:30 a.m. to 6:30 p.m.  
 Sunday 8:30 a.m. to 3:00 p.m.

Weekend #	2018		Weekend #	2019	
1	March	23, 24, 25	16	January	4, 5, 6
2	April	13, 14, 15	17	January	25, 26, 27
3	May	4, 5, 6	18	February	*7, 8, 9, 10 (Student Clinic)
4	May	18, 19, 20	19	February	22, 23, 24
5	June	8, 9, 10	20	March	15, 16, 17
6	June-July	29, 30, 1	21	April	5, 6, 7
7	July	20, 21, 22	22	April	26, 27, 28
8	August	10, 11, 12	23	May	9, 10, 11
9	August	24, 25, 26	<b>Graduation!</b>	<b>May</b>	<b>11<sup>th</sup></b>
10	September	14, 15, 16			
11	October	5, 6, 7			
12	October	*18, 19, 20, 21 (Student Clinic)			
13	November	2, 3, 4			
14	November	16, 17, 18			
15	December	14, 15, 16			

**\*Students attend 2-3 days of each Student Clinic session.  
 Dates are subject to change as needed.**

## **LENGTH OF PROGRAM and LICENSING REQUIREMENTS**

The Professional Licensing Program for Massage Therapy is offered in two formats: a 650-hour Weekday Program, and a 525-hour Weekend Program. Both programs exceed Washington State's licensing requirements of 500 hours of training. The Weekday Program is completed in 9 months and the Weekend Program in 14 months. Upon completion of all course requirements for competency, the student is awarded a certificate of completion. This certificate of completion deems the student eligible to sit for the MBLEx exam required by WA State for licensure. The State of Washington also requires that each student complete 4 hours of AIDS/HIV training and currently be certified in First Aid and CPR by the American Red Cross or the American Heart Association. Both requirements are available, for an additional fee, through the school.

## **ADMISSION REQUIREMENTS**

The applicant must be at least eighteen years of age, have a high school diploma or the equivalent, and be physically capable of giving and receiving massage. Admission of the applicant is based upon the School's determination of the ability and commitment to perform the work necessary to become a massage professional. The written application and personal interview will be used to determine if our program meets the career preparation needs of the applicant. The school does not discriminate against students or potential students based on race, creed, color, national origin, sex, veteran or military status, sexual orientation, or 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. If a student requires special accommodations, a meeting with the School Director will be arranged to determine the availability of said accommodations.

## **ADMISSION/APPROVAL PROCEDURES FOR VETERANS**

In addition to the above, students eligible for Veteran's Benefits must submit copies of transcripts from all previous education and training. PTSM will advise the student and the Department of Veterans Affairs of eligible academic and financial credit granted towards the Program. Students will not receive Veteran's Benefits for any previous related educational coursework for which academic credit was granted.

## **APPLICATION TO THE PROFESSIONAL LICENSING PROGRAM**

The attached application is to be completed and returned to the school with an application fee of \$100.00 and a passport type photo. Upon acceptance by the school the student will complete the enrollment agreement. The application fee will be refunded if the student is not accepted.

The Introduction to Swedish class, the written application, and interviews will be used to determine if our program matches the personal career goals of the applicant.

## **REFUND POLICY**

A full refund will be given if the applicant withdraws no later than the fifth business day (excluding holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training. All books and manuals are non-refundable.

If termination occurs during the first week, up to completion of the first 10% of the Program, the school will retain 10% of tuition. If termination occurs between 10% and 25% of the Program, the school will retain 25% of tuition. If termination occurs between 25% and 50% of the Program, the school will retain 50% of tuition. If termination occurs after 50% of the Program, the student remains responsible for the full tuition as per terms of the contract. Refunds will be paid within thirty calendar days of the student's official date of termination.

## **DISCIPLINARY MEASURES**

A student who does not maintain satisfactory progress, violates safety rules, is discovered cheating or plagiarizing, compromises classroom education, acts in a disturbing or obscene manner, is using or

distributing drugs, is not timely with payments, or is absent more than 5% of the Program, is subject to a probation or immediate termination. If any of these instances occur, the student will be notified in writing. A terminated student will not be considered for re-admission for the period of at least one calendar year. Nothing in our policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

## **GRADING CRITERIA AND GRADING SCALE**

Grades are a summary statement of a student's performance, effort, development, and understanding in the context of a course or component of the program. Grading criteria are based on the learning objectives for the individual course or learning activity. In addition to grades, students receive other forms of ongoing feedback from their instructors, classmates, and student clinic clients.

Grading is based upon a percentage basis, with 100% being the highest possible grade and below 75% being a failing grade. Students must maintain a minimum 75% average in each course. Grades will be given and reported to the student at the end of each completed course. All courses where the student receives below a 75% must be retaken at the student's expense.

## **STUDENT RECORDS AND TRANSCRIPTS**

Instructors and administration have access to student files. Students who wish to see the contents of their file should submit a written request to the administration and make an appointment to review it in the office. Student records are confidential and may only be released on request of the student, not on the request of a third party. The school will provide a transcript to the National Licensing Examination Board and the State of Washington Department of Health within ten working days from the date of completion.

## **ATTENDANCE AND TARDINESS**

Due to the experiential nature of our program we require a high level of attendance. This ensures that the student has fully participated in all components of the learning experience. It is only through being present for the carefully planned sequence of learning experiences that students can develop the skills, knowledge, understanding and behavior that we believe are essential to becoming a caring, competent massage therapist.

### **The attendance and lateness policy is as follows:**

Attendance will be recorded at the beginning of each morning and afternoon class period. Students are required to be in class for the duration of the class period. If at any time you know in advance that you will not be attending class, you must notify the school administration office and your instructor.

A student will be marked as tardy if they are not prepared and present at the start of each class period. A student will be marked as leaving early if they do not attend the full class.

Students may be absent up to approximately 5% of the hours of the Professional Licensing Program (See Student Handbook for hours and details specific to your program). **Students must have the required amount of supervised classroom hours from their curriculum (weekday or weekend) to graduate.**

For any absences, the student must talk with each instructor to find out how to make up the missed work. Each instructor has the final authority in assigning make-up work to ensure that the content has been covered. All make-up work must be completed within the time frame allotted by the instructor to be considered complete. Any late work will result in a lowered grade with possible failure of the course. All supervised make-up hours must be documented and signed. After the curriculum content has been approved by the instructor, any remaining missed hours over 5% of the program must be made up by supervised work approved by the Director. All make-up hour arrangements, tutoring, and make-up or retake tests are at the students' expense.

## CLASS SIZE

Class size is limited to 16 PTSM students. Upon occasion an additional student may be added to a portion of the program as a transfer student and/or PTSM student needing to repeat a portion of their program.

## LEAVE OF ABSENCE

A leave of absence may be arranged with the Director in an emergency if a student's attendance is in good standing and class work is averaging at least 80%. A leave of absence of up to 6 days may be arranged. Make up work and hours must be completed and documented within two months of the leave.

## TUITION and Other Program Fees\*:

The tuition, lab fees and student insurance fee for the Professional Licensing Program are as follows:

**650-hour Weekday Program:** The tuition is **\$8,450.00**. A deposit of \$500 is required within two weeks of acceptance to secure your enrollment in our program. This payment will be applied to your initial tuition payment. If you select the Installment Plan, a carry fee of \$400 (8% for 9 mo.) will be added. The Initial Payment is due fifteen days prior to the first day of class.

<b>Payment in Full:</b>	<b>\$8,825.00</b> (includes lab fees and student ins.*)
<b>Installment Plan Weekday Program:</b>	\$9,225.00 (includes carry fee)
Initial Payment	\$2,250.00 (includes \$500 deposit)
Monthly Plan (9 payments)	\$775.00 (due on the 1 <sup>st</sup> of each month)

**525-hour Weekend Program:** The tuition is **\$6,825.00**. A deposit of \$500 is required within two weeks of acceptance to insure your place in the program. This payment will be applied to your initial tuition payment. If you select the Installment Plan, a carry fee of \$540 (8% for 14 mo.) will be added. The Initial Payment is due fifteen days prior to the first day of class.

<b>Payment in Full:</b>	<b>\$7,225.00</b> (includes lab fees and student ins.)
<b>Installment Plan Weekend Program:</b>	\$7,765.00 (includes carry fee)
Initial Payment	\$1,500.00 (includes \$500 deposit)
Monthly Plan (14 payments)	\$447.50 (due on the 1 <sup>st</sup> of each month)

\***Lab fees:** Two Individual Instructional Sessions – included in Monthly Plan \$170  
Comprehensive Individual Evaluation – included in Monthly Plan \$155

\***Student Liability Insurance** – included in Monthly Plan \$ 50 weekday  
\$ 75 weekend

**NOTE:** All Program fees paid by credit/debit card will be assessed an additional 3% - this fee is not attached to retail items.

## ADDITIONAL FEES\*:

<b>2 PTSM Event Shirts</b> – must be worn to all events	\$ 50
<b>Related Healing Arts:</b> supply fee for WD class only	\$175
<b>Textbooks:</b> Approximate cost ( <u>all books must</u> be purchased through PTSM)	\$550
<b>Massage Table:</b> Required for hands-on homework. Approx. cost range: (tables are required by second week of program and may be purchased through PTSM)	\$275 - \$750
<b>General Supplies:</b> Students are responsible for providing clean sheets, oil, and other massage supplies or books desired. Approx. cost range:	\$250 - \$300

*\*Please note: All fees are subject to change.*



## FINANCIAL ASSISTANCE

There may be financial assistance available through the Workforce Investment Act if you meet certain low-income or worker retraining program criterion. Call your local WorkSource Center for more information. Alternative financing may also be available. Please make an appointment with the Director to discuss your options.

## PLACEMENT ASSISTANCE

Port Townsend Massage School graduates may have their resume and business cards kept on file if they wish. It is the responsibility of the graduate to keep these up to date. Whenever possible, as potential employers contact the program, names of graduates will be released and/or suggested. We also post job openings on our bulletin boards and our web site as we are made aware of them.

## 650-Hour Weekday Professional Licensing Program

### COURSE DESCRIPTIONS:

#### Human Anatomy and Physiology

**90 Hours**

The goal of this course is to provide the massage practitioner with a solid base of understanding and the necessary resources to expand their knowledge. This course is structured to present anatomy and physiology in an interesting, concise, and stimulating manner. Throughout the course, students gain a thorough and applicable understanding of all the major systems of the body in relation to massage, health and healing.

#### Pathology

**50 Hours**

Common pathologies for each body system are studied including origins, signs and symptoms, and are studied in conjunction with the related anatomy and physiology subject matter. Appropriate delivery of specific massage techniques is addressed for a multitude of pathologies. How massage is indicated or is contraindicated for each disease or injury is an integral part of the class.

#### Swedish Massage

**84 Hours**

Skills acquired in this class build a solid foundation on which all subsequent hands-on coursework is based. The Swedish massage strokes and their physiological effects are thoroughly covered. The student learns to use the strokes to create an individualized massage for relaxation and health. Self-care and proper hygienic methods are emphasized.

- **Body Mechanics** - This portion of the program is introduced in our Swedish Massage Class and continues throughout the program. Students will learn useful skills to help protect their own bodies from injury. Students gain an understanding of basic centering, postural stance, energy awareness and movement in relation to practicing massage and in everyday life postures.
- **SOAP Charting** - SOAP (Subjective, Objective, Assessment, Plan) charting is a standard format for documenting treatment sessions in the health care field. Students begin learning their charting skills in Swedish Massage and continue throughout the remainder of the program. This ongoing instruction will teach the student how to chart simply, concisely and professionally. Upon completion students will be proficient in all stages of charting and be able to successfully communicate with other health care professionals as well as document their clients' progress.

## **Kinesiology**

**60 Hours**

This course offers a comprehensive examination of the major muscle groups including their location, origin, insertion, action and relationships to each other in movement. The function and movement of each type of joint is thoroughly examined. Classroom lecture, palpation skills and movement oriented exercises are combined to make this class enjoyable and invaluable in understanding the body's mechanics of motion in respect to human anatomy.

## **Deep Tissue Massage**

**50 Hours**

Deep Tissue massage uses slow and steady pressure to access and positively affect the deeper layers of the body's tissues, locating and treating areas that may be compromised. This course will introduce observation of postural imbalances, and will address factors leading toward tissue impairment, including injury and habitual posturing. Students will learn how to lengthen and potentially release holding patterns in the most effective and energy efficient way. The majority of this course is hands-on experience.

## **Clinical Treatments**

**55 Hours**

This course covers the physiology of traumatic and overuse injuries, and appropriate massage treatments. We will examine stages and physiology of inflammation; healing stages; appropriate interviewing and charting for injury clients; observation and assessment of injury sites through visual assessment, range of motion, palpation and other assessment techniques. Postural assessment, introduced in deep tissue, will be examined on a more comprehensive level. Treatment techniques include Swedish strokes, deep tissue, cross fiber friction, and myofascial release. Types of conditions to be addressed include: sprains/strains, hypertonicities, repetitive stress syndrome, tendinosis/tendinitis, and neurovascular compression.

## **Professional Practices**

**55 Hours**

The best hands-on technique in the world can fall flat if a professional demeanor is not developed with your client at the onset. These lectures offer the tools necessary to become the consummate professional in your bodywork practice. Areas of focus include marketing, business management, state and local laws, hygiene and record keeping. Before graduating, students will be guided through the steps required to take the Washington State exam.

## **Professional Ethics & Communication**

This course is a key portion of our professional practices curriculum. The coursework is designed to improve the student massage practitioner's awareness and abilities in communicating with their clients, other health professionals and their community at large. Verbal and non-verbal communication, client interaction, human behavior, boundaries, and the ethics of touch will be covered in this thought-provoking course.

## **Student Clinic**

**45 Hours**

Student Clinic is an opportunity for each student to provide massage to the public under the supervision of a Licensed Massage Practitioner. Clinic provides a supportive atmosphere, preparing students for the transition from school to professional work as an LMT. Student Clinic occurs twice during the program. All the techniques learned may be integrated into massages during these clinics.

## **Elements of Eastern Philosophies and Practices**

**30 Hours**

**\*5-Element Theory \*Meridians \*Yin-Yang \*Acupressure \*Chakras \*Self-Care**

This course is an experiential introduction to theoretical and practical Eastern modalities; including the concepts of ki/qi/prana, yin & yang, basic meridians, chakra theory, shiatsu stretches, 5-Element and 8-Principle theories, treatment strategies, and demonstrations of other modalities. Discover how to

activate acupuncture points. Explore these centuries-old methods of keeping one's ki/qi/prana, or life force, alive and well, and learn how to integrate elements of these philosophies into your bodywork practice.

### **Sports Massage**

**20 Hours**

This course is an introduction to sports physiology, massage strokes, and sports injury assessment and treatment. The physiology component includes learning about changes that occur in a human body as a result of aerobic and strength training. The massage portion covers sports massage strokes and the application of these strokes to muscle groups to achieve specific results. The injury portion covers the assessment and appropriate treatment of many common sports injuries.

### **Hydrotherapy**

**9 Hours**

This exciting, hands-on course covers the use of hot water, cold water and ice as useful complements to therapeutic massage. The physiological effects of hot and cold applications, as well as indications and contraindications for use will be taught.

### **On-Site Massage**

**15 Hours**

On-site massage is the most accessible modality of massage used today. It is often the first type of massage ever received by the public, creating the perfect vehicle for public education about the benefits of massage. In this course, the student will learn how to give a healthful massage while seated in either a massage chair or at a desk. Students will be introduced to basic concepts in marketing, ethics, professionalism and documentation in managing an on-site business. Skills learned in this class may be used throughout the year in school-sponsored events which may include community outreach and public massage events.

### **RELATED HEALING ARTS**

**87 Hours**

These course offerings will not only enhance the licensed professional's practice, but will offer a mind-broadening opportunity, opening new doors to explore training in other modalities.

- **Self-Care for the Bodyworker** - In this course, the student will explore strategies to support optimal health and longevity as a future bodyworker. We will examine mechanisms of physical self-care; time management and life balance; and tools to support one's overall well-being.
- **Cancer & Massage** - This course offers basic guidelines for safely performing massage on people affected by cancer and cancer treatments. Being prepared to modify the bodywork after surgery, radiation treatment or chemotherapy is essential to a positive experience for both practitioner and client. For those wishing to pursue work with cancer clients as a specialty, developing a plan for continued education and a solid referral source is emphasized.
- **Therapeutic Touch** - developed in 1970 by Dolores Krieger, RN, PhD and Dora Kunz, former president of the Theosophical Society, is a contemporary interpretation of several ancient healing practices. It is an intentionally directed process of energy exchange during which the practitioner uses hands as a focus to facilitate the clients' innate ability to heal. Therapeutic Touch is an energy balancing technique that is particularly helpful by itself or to use with massage. It promotes relaxation, decreases anxiety, relieves pain, increases wound healing and enhances the immune response. If massage is contraindicated, TT is helpful as an alternative technique to offer clients. Students completing the class will receive a Certificate of Completion, enabling them to proceed to the next level of training.
- **Headache Treatment** - This class covers the treatment of tension headaches from the perspective of massage, Trigger Point Therapy, Ayurvedic Medicine and Polarity Therapy. We will cover seated and table work, and how to create a treatment plan based on findings discovered during intake interviews.

- **Reflexology** - Students are introduced to the art of reflexology via the history, philosophy of treatment, zone therapy, and organ mapping. Contraindications and common responses to reflexology are examined. Students learn a relaxing one-hour reflexology treatment that will compliment any bodywork session.
- **Spa Treatments** - Learn to take your massage practice to another level by adding spa treatments to your menu of services! Students will learn how to market spa treatments to their clients and how to draw a wider variety of clientele into their practices. The treatments learned in the classroom are easily incorporated into any regular massage space. The spa kit included with this class will enable students to exchange treatments in class, as well as give practice treatments at home.
- **Pregnancy Massage** - This course offers specific information about how to safely give massage to women in various stages of pregnancy and the benefits thereof. Physiological and anatomical changes and contraindications specific to pregnancy are thoroughly covered. Side-lying positioning, bolstering and other special massage techniques are considered.
- **Integrative Techniques** - At the culmination of the Swedish Massage, Deep Tissue Massage, and Clinical Treatment coursework, the student explores how to incorporate the techniques they've just learned into a one-hour bodywork session based upon what the client requests. This takes the student out of the "routine", and helps to create a tailor-made session for each individual person.
- **Public Massage Event** - Students will travel to an off-campus location to deliver on-site chair or sports massage to the public in an organized, supervised event. This is an excellent opportunity to interact with the public and gain confidence and experience in a supportive setting.

## **525-Hour Weekend Professional Licensing Program**

### **COURSE DESCRIPTIONS:**

#### **Human Anatomy and Physiology**

**90 Hours**

The goal of this course is to provide the massage practitioner with a solid base of understanding and the necessary resources to expand their knowledge. This course is structured to present anatomy and physiology in an interesting, concise, and stimulating manner. Throughout the course, students gain a thorough and applicable understanding of all the major systems of the body in relation to massage, health and healing.

#### **Pathology**

**50 Hours**

Common pathologies for each body system are studied including origins, signs and symptoms, and are studied in conjunction with the related anatomy and physiology subject matter. Appropriate delivery of specific massage techniques is addressed for a multitude of pathologies. How massage is indicated or is contraindicated for each disease or injury is an integral part of the class.

#### **Swedish Massage**

**85 Hours**

Skills acquired in this class build a solid foundation on which all subsequent hands-on coursework is based. The Swedish massage strokes and their physiological effects are thoroughly covered. The student learns to use the strokes to create an individualized massage for relaxation and health. Self-care and proper hygienic methods are emphasized.

- **Body Mechanics** - This portion of the program is introduced in our Swedish Massage Class and continues throughout the program. Students will learn useful skills to help protect their own bodies from injury. Students gain an understanding of basic centering, postural stance, energy awareness and movement in relation to practicing massage and in everyday life postures.
- **SOAP Charting** - SOAP (Subjective, Objective, Assessment, Plan) charting is a standard format for documenting treatment sessions in the health care field. Students begin learning their charting skills in Swedish Massage and continue throughout the remainder of the program.
- **Session Integration** - Toward the end of Swedish, students will explore how to incorporate the techniques just learned into a one-hour Swedish massage session based upon what the client requests. This takes the student out of the "routine" and helps to create a tailor-made session for each individual person.

## **Kinesiology**

**60 Hours**

This course offers a comprehensive examination of the major muscle groups, their location and relationship to movement. The function and movement of each type of joint is thoroughly examined. Classroom lecture, palpation skills and movement oriented exercises are combined to make this class enjoyable and invaluable in understanding the body's mechanics of motion in respect to human anatomy.

## **Deep Tissue Massage**

**45 Hours**

Deep Tissue massage uses slow and steady pressure to access and positively affect the deeper layers of the body's tissues, locating and treating areas that may be compromised. This course will introduce observation of postural imbalances, and will address factors leading toward tissue impairment, including injury and habitual posturing. Students will learn how to lengthen and potentially release holding patterns in the most effective and energy efficient way. The majority of this course is hands-on experience.

## **Clinical Treatments**

**50 Hours**

This course covers the physiology of traumatic and overuse injuries, and appropriate massage treatments. We will examine stages and physiology of inflammation; healing stages; appropriate interviewing and charting for injury clients; observation and assessment of injury sites through visual assessment, range of motion, palpation and other assessment techniques. Postural assessment, introduced in deep tissue, will be examined on a more comprehensive level. Treatment techniques include Swedish strokes, deep tissue, cross fiber friction, and myofascial release. Types of conditions to be addressed include: sprains/strains, hypertonicities, repetitive stress syndrome, tendinosis/tendinitis, and neurovascular compression.

- **Integrative Techniques** - At the culmination of Clinical Treatments, students explore how to integrate all techniques learned to date into a one-hour bodywork session. This includes initial evaluation and client request for treatment. Each session becomes personalized for that client.
- **SOAP Charting** – This ongoing instruction teaches the student how to chart simply, concisely and professionally. Upon completion of Clinical Treatments students will be proficient in all stages of charting and be able to successfully communicate with other health care professionals as well as document their clients' progress.

## **Professional Practices**

**55 Hours**

The best hands-on technique in the world can fall flat if a professional demeanor is not developed with your client at the onset. These lectures offer the tools necessary to become the consummate professional in your bodywork practice. Areas of focus include marketing, business management, state and local laws, hygiene and record keeping. Before graduating, students will be guided through the steps required to take the Washington State exam.

## **Professional Ethics & Communication**

This course is a key portion of our professional practices curriculum. The coursework is designed to improve the student massage practitioner's awareness and abilities in communicating with their clients, other health professionals and their community at large. Verbal and non-verbal communication, client interaction, human behavior, boundaries, and the ethics of touch will be covered in this thought-provoking course.

## **Student Clinic**

**24 Hours**

Student Clinic is an opportunity for each student to provide massage to the public under the supervision of a Licensed Massage Practitioner. Clinic provides a supportive atmosphere, preparing students for the transition from school to professional work as an LMT. Student Clinic occurs twice during the program. All the techniques learned may be integrated into massages during these clinics.

## **Elements of Eastern Philosophies and Practices**

**30 Hours**

***\*5-Element Theory \*Meridians \*Yin-Yang \*Acupressure \*Chakra \*Self-Care***

This course is an experiential introduction to theoretical and practical Eastern modalities, including the concepts of ki/qi/prana, yin & yang, basic meridians, chakra theory, shiatsu stretches, 5-Element and 8-Principle theories, treatment strategies, and demonstrations of other modalities. Discover how to activate acupressure points. Explore these centuries-old methods of keeping one's ki/qi/prana, or life force, alive and well, and learn how to integrate elements of these philosophies into your bodywork practice.

## **Sports Massage**

**15 Hours**

This course is an introduction to sports physiology, massage strokes, and injury assessment and treatment. The physiology component includes learning about changes that occur in a human body because of aerobic and strength training. The massage portion covers sports massage strokes and the application of these strokes to muscle groups to achieve specific results. The injury portion covers the assessment and appropriate treatment of many common sports injuries.

## **On-Site Massage**

**12 Hours**

On-site massage is the most accessible modality of massage used today. It is often the first type of massage ever received by the public, creating the perfect vehicle for public education about the benefits of massage. In this course, the student will learn how to give a healthful massage while seated in either a massage chair or at a desk. Students will be introduced to basic concepts in marketing, ethics, professionalism and documentation in managing an on-site business. Skills learned in this class may be used throughout the year in school-sponsored events which may include community outreach and public massage events.

## **Hydrotherapy**

**9 Hours**

This exciting, hands-on course covers the use of hot water, cold water and ice as useful complements to therapeutic massage. The physiological effects of hot and cold applications as well as appropriate times and contraindications for use will be taught.

## **ADMINISTRATION**

### **Susan M. Sherman, BFA, LMT, ART - Owner/Director**

- BFA, Bowling Green State University
- LMT, Port Townsend School of Massage, 1997
- ART, Full Body Certified
- Kinesio Taping Level 3
- Advanced Certification in Orthopedic Massage, Port Townsend School of Massage
- "Most enthusiasm of anyone anywhere"

### **Elizabeth Piglowski, LMT – Assistant Director**

- LMT, Port Townsend School of Massage, 2002
- Advanced Certification in Orthopedic Massage, Port Townsend School of Massage
- Private practice in Port Townsend, specializing in chronic pain and injury conditions
- Nationally Certified in Therapeutic Massage & Bodywork
- "Rock & Roll mom"

### **Bill Darlington, LMT - Office Manager, Continuing Education Coordinator**

- LMT, Port Townsend School of Massage, 2006
- Business owner/manager of several Port Townsend businesses
- Research director for local consumer group
- Distance runner
- "All around really nice guy"

... and special acknowledgement to **Fairin Woods, Founder**

## **FACULTY**

### **Pamela Adams, BA, DC – Anatomy and Physiology, Pathology**

- BA English Literature, St. Olaf College
- Doctor of Chiropractic, Life Chiropractic College West
- Certified Iyengar Yoga Instructor
- Owner/practitioner, Holistic Health Clinic, 1993-2005
- Instructor, Life Chiropractic College West, 2005-2011
- Specialty in preventative care and treatment of older adults

### **Gregory Bolton, BS, LMT – Deep Tissue, Clinical Treatments, Sports Massage, Professional Ethics**

- BS, Secondary Education
- LMT, Seattle Massage School, 1983
- Massage instructor since 1983
- Private practice specializing in injury treatment and myofascial release

### **Kay Darlington, BS, LMT, CNA – Anatomy and Physiology, Pathology, Student Clinic**

- BS, Western College for Women
- MS, University of Washington
- LMT, Port Townsend School of Massage, 2003
- Advanced Certification in Orthopedic Massage, Port Townsend School of Massage
- Private practice focusing on relaxation, treatment, hot stone and energy release techniques

### **Bree Grim, LMT – Pregnancy Massage, Professional Ethics**

- LMT, Port Townsend School of Massage, 2011
- Advanced Certification in Medical Massage for Pregnancy, Labor and Postpartum, Bodywork for the Childbearing Year
- Advanced Certification in Orthopedic Massage, Port Townsend School of Massage
- Advanced training in the Vodder method of Manual Lymph Drainage
- DONA trained doula since 2010
- Childbirth educator
- Private practice, specializing in orthopedic treatment and perinatal massage therapy

### **Jane Hansen, LAc, LMT – Elements of Eastern Philosophies, Swedish Massage, Student Clinic**

- B.S. Biology, The Evergreen State College, 2002
- AOS, LMT Massage Therapy, The Swedish Institute, 2005
- MSTOM, L.Ac Acupuncture and Oriental Medicine, Pacific College of Oriental Medicine, 2010
- Yearlong study with Dr. Wang Ju yi, Beijing, China, 2013
- Nationally certified and licensed as a Massage Therapist and Acupuncturist in NY and WA States.
- Private and group practice since 2006

### **Julie Johnson, LMT – Clinical Treatments, Sports Massage**

- LMT, Port Townsend School of Massage, 2004
- Advanced Certification in Orthopedic Massage, Port Townsend School of Massage
- Certified in Pre- and Perinatal Massage
- Balanced Body Pilates Instructor and AFAA Group Exercise Instructor
- Private practice specializing in Orthopedic, Treatment, Sports and Pregnancy Massage

### **Shanon Leonard, RN – Anatomy and Physiology, Pathology, Kinesiology**

- BA, Asian Studies, Washington State University
- RN Diploma, South Puget Sound Community College
- Somatic Educator and Owner of BodyWise Somatics
- Clinic Nurse, Jefferson Healthcare and Group Health Cooperative



**Brianna Noach, LAc, LMT, MSW – Elements of Eastern Philosophies**

- MAc, Northwest Institute of Acupuncture and Oriental Medicine, Seattle, WA
- LMT, Boulder School of Massage Therapy, Boulder, CO, 1993
- MSW, University of Washington, Seattle, WA
- Instructor of massage therapy since 1995
- Private practice integrating acupuncture and bodywork, including Shiatsu, Reiki, craniosacral, qi gong and deep tissue

**Johanna Perkins, BA, LMT – On-Site, Hydro, Reflexology, Headache Tx, Student Clinic, Intro to Swedish**

- B.A. in Art and Outdoor Education, College of St. Teresa, Winona, MN
- Polarity Practitioner since 1975
- Nasya Therapist from the Ayurvedic Tradition of India
- Other specialties: Advanced Certification for Orthopedic Massage; Chinese Medicine modalities including ACMOS & Feng Shui

**Elizabeth Piglowski, LMT – Deep Tissue, Kinesiology, Intro to Swedish, Student Clinic**

- LMT, Port Townsend School of Massage, 2002
- Advanced Certification in Orthopedic Massage, Port Townsend School of Massage
- Private practice in Port Townsend, specializing in chronic pain and injury conditions
- Nationally Certified in Therapeutic Massage & Bodywork
- “Rock & Roll mom”

**Trudy Sanders, BS, LMT - Prof. Practices, Cancer Massage**

- BS, Biology, Seattle University
- LMT, Spectrum School of Massage, 1998
- Private practice since 1998 in Oak Harbor, WA with a focus on integrating massage with oncology treatments.
- “Is not known to run with scissors, but doesn't color between the lines either”

**Jen Williams, LMT – On-Site Massage, Intro to Swedish, Student Clinic**

- LMT, Port Townsend School of Massage, 2013
- Working as a massage therapist at a chiropractic clinic in Sequim, WA since 2014
- Associates in Occupational Studies Degree in Holistic Healthcare, from Southwest Institute of Healing Arts (SWIHA), Tempe AZ 2011
- 18 years of military service, member of the WA ANG since 2011
- Awesome wife and mother to two entertaining kids

## **GUEST INSTRUCTORS**

### **Piper Diehl, LMT - Spa Treatments**

- LMT, Port Townsend School of Massage, 1998
- Private practice since 1998, specializing in Deep Tissue, Swedish, & Spa Treatments
- Proprietor of Ludlow Bay Massage and Wellness Spa, Port Ludlow

### **Cathy Fanslow-Brunjes, RN, MA, CNS, QTT – Therapeutic Touch**

- Has specialized in work with Hospice patients and their families for thirty-five years
- Staff Practitioner at Providence Regional Cancer Partnership in Everett, WA
- Qualified Therapeutic Touch instructor from basic through advanced levels
- Author of Using the Power of Hope to Cope with Dying: The Four Stages of Hope, 2008

### **Janet Goldenbogen-Self, RN, QTT – Therapeutic Touch**

- Registered Nurse since 1979
- Doctorate of Naturopathy from the Clayton College of Natural Health
- Private practice as Holistic Health Counselor since 1993
- Reiki Master teacher/practitioner
- Studied with Dolores Krieger, RN, PhD, co-founder of Therapeutic Touch
- Qualified Therapeutic Touch instructor through Nurse Healers Professional Assoc.

### **Ellen Falconer, LMT, MLD-CDT – Insurance Billing**

- LMT, Port Townsend School of Massage, 2005
- Owner of In Balance Therapeutic Massage and Bodywork, Port Townsend
- Manual Lymphatic Drainage practitioner
- Complex Decongestive Therapy practitioner
- Always busy using her creativity as a baker, sail maker, marimba and mbira performer

### **Connie Norman, LMT, Esthetician, Cosmetologist – Spa Treatments**

- LMT, Port Townsend School of Massage; Massage School of Santa Monica
- Ten yr Owner/Operator - The Enchanted Garden Skin Care Salon, Agoura Hills, CA
- Dermal Institute Graduate - 1994
- Newberry School of Beauty Graduate - 1968
- Practices all types of body work, spa wraps, scrubs, facials, waxing and related services

***What you can do, or dream you can do, begin it;  
boldness has genius, power and magic in it.***

***- Johann von Goethe***

# PORT TOWNSEND SCHOOL OF MASSAGE

1071 Landes Court, Port Townsend, WA 98368  
(360) 379-4066

## APPLICATION FOR ADMISSION

**Attach  
Current  
Photo  
(head shot please)**

(check one):

**650-Hour Weekday Program**  
March 12, 2018 – Dec 4, 2018

**525-Hour Weekend Program**  
March 23, 2018 – May 11, 2019

When filling out this application, take your time and answer thoroughly. Please type or print clearly. Most questions will require the use of additional sheets of paper. Make sure these attachments to your application are labeled clearly. If you have any questions give us a telephone call. Any information disclosed in this application is strictly confidential.

### Basic Information

Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Gender \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
Telephone \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell)  
Email Address \_\_\_\_\_ SS# \_\_\_\_\_

### Educational Experiences (circle level completed)

GED High School: 9 - 10 - 11 - 12 College: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8

**Please have a copy of your GED, high school or college transcripts sent to PTSM.**

### Name and Location of:

High School \_\_\_\_\_

Professional/Vocational School \_\_\_\_\_

College \_\_\_\_\_

Areas of Study \_\_\_\_\_

Additional Educational Experiences or Accomplishments: \_\_\_\_\_

Have you ever been dismissed from a school? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

**Employment History**

Current or Most Recent Employment \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Employer's Name and Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Previous Employment \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Employer's Name and Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Do you have any medical, physical, or psychological conditions, which may influence your ability, or may require special adaptation, to complete your training or your effectiveness as a massage practitioner? (these may include, but not be limited to: surgeries, injuries, diseases, chronic fatigue syndrome, fibromyalgia, abuse issues, and PTSD to name a few). Use a separate sheet of paper if necessary. Please take your time and answer as honestly as possible so that we may work together to the best of our abilities. \_\_\_\_\_  
\_\_\_\_\_

Have you ever been treated for any mental or physical conditions, including substance abuse? If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Are you currently taking any medications? If so, please list: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor other than traffic offenses? If yes, please explain with the knowledge that this is confidential and does not necessarily exclude you or hinder you from seeking a state license. \_\_\_\_\_  
\_\_\_\_\_

How did you hear about Port Townsend School of Massage? \_\_\_\_\_

**Personal Information** - (please do not use a relative for your references)

Personal Reference \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Personal Reference \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Business Reference \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**Please answer the following questions on a separate sheet of paper.**

**Written Interview**

Please answer the following questions. A casual tone is fine. Take your time and answer thoroughly. Make sure everything is labeled clearly with your name and date.

1. What is your motivation for enrolling in Port Townsend School of Massage? Please include short and long term, personal and professional goals.
2. Describe how you will organize your schedule to support your commitment to your massage education. Please refer **specifically** to your work and family responsibilities and **how you will structure your study/practice time**. Tell us what will “go” or how you plan to make room for school. Keep in mind that there is usually 1 hour “out of class” for every 1 hour in class and that for most of the program you will be required to give/receive outside practice massages. A realistic sample week from a daily planner would be a good example of this.
3. Please write a brief assessment regarding your academic strengths and weaknesses; include any learning challenges, if applicable.
4. What are your expectations of this program?
5. What self-care strategies do you use to take care of yourself physically, mentally and emotionally?
6. Write a reflection on your relationship with touch. Much of this program is about giving and receiving touch and many emotions may surface. The following questions are examples of what you may want to ask yourself to begin:
  - What does touch mean to me and why?
  - What experiences have I had with touch that makes it important to me?
  - Is there anything inside myself, that I am aware of, standing in my way?

**Application Checklist – all items need to be satisfied before the application can be considered complete and progress to the interview stage of the application process.**

A transcript has been ordered from a previously attended school. \_\_\_\_\_

My letter of recommendation has been sent. \_\_\_\_\_

I have completed/scheduled 'Intro to Swedish Massage'. Date: \_\_\_\_\_

I have received at least 2 professional massages within the past year \_\_\_\_\_

I have included the application fee of \$100, with a check payable to PTSM and a current head shot style photo (approx 2" x 2"). \_\_\_\_\_

The application fee is non-refundable. Port Townsend School of Massage will call to schedule an interview when all completed application materials have been received.

The information I have provided in this application is true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Do not wait until  
all the conditions are perfect  
for you to begin.  
Beginning  
makes the conditions perfect.***

***- Alan Cohen***

**Port Townsend School of Massage**  
**1071 Landes Court**  
**Port Townsend, WA 98368**  
**(360) 379-4066**

**Letter of Recommendation**

Please submit one letter of recommendation. The letter should be from someone you have known for at least two years and sent directly to PTSM. A relative of the applicant should **not** write the recommendation.

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Giving the Recommendation \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Please address the following, in any format that suits you.

- 1) How long have you known the applicant?
- 2) What is your relationship to the applicant?
- 3) In your perception, what are the applicant's strengths and weaknesses?
- 4) Please comment on the ability of the applicant to focus his/her attention to short and long term goals.
- 5) Please make additional comments based on your experiences.

**Please mail this letter of recommendation directly to:**

**Port Townsend School of Massage**  
**Admissions Coordinator**  
**1071 Landes Court**  
**Port Townsend, WA 98368**

**This letter of recommendation may be emailed to [susan@massageeducation.com](mailto:susan@massageeducation.com).**

Please call PTSM at (360) 379-4066 with any questions or concerns.



***Nothing in life is to be feared, it is only to be understood.***

***- Marie Curie***