



Course Catalog

230 North Mission

Wenatchee, WA 98801

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www.CRImassage.com

Our Mission

To create a thriving environment where students are presented with opportunities to challenge themselves and grow academically, personally and professionally.

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Massage Therapy Professional Licensing Program

Timeline

FALL WEEKDAY PROGRAM - 750 HOURS (9 months)

Begins in September

Graduates in June

Classes Held: Tuesday & Thursday 8:30AM - 4:30PM

SPRING WEEKDAY PROGRAM - 750 HOURS (9 months)

Begins in March

Graduates in December

Classes Held: Monday & Wednesday 8:30AM - 4:30PM

MASSAGE THERAPY CENTER

See CRImassage.com for current hours

Students will be required to do 150 hours in the Massage Therapy Center

This 150 hours is included in the 750 total required hours

Length of Program

The Professional Licensing Program for Massage Therapy is offered two times per year. Each program is a 750 hour program, which exceeds the 550 hour state requirement. The 750 hour program also meets requirements for the National Certification Board of Therapeutic Massage and Bodywork Advanced Certification.

Each program is exactly the same with one starting in September and graduating the following June and one starting March and graduating the following December. The fall program meets every Tuesday and Thursday. The spring program meets every Monday and Wednesday.

Upon successful completion of the program, and successful passing of the state boards, the student will be awarded a certificate of completion from Columbia River Institute of Massage Therapy and be eligible to apply for licensure with the Department of Health.

Licensing Requirements

In addition to the school requirements, the student will also be required to complete First Aid, Bloodborne Pathogens and CPR training certified by the American Red Cross and the American Heart Association. The student must pass the State Licensing Exam (Mblex) as well.

Admission Requirements

All applicants must be at least eighteen (18) years of age as of graduation, have a high school diploma or equivalent and be physically capable of giving and receiving massage. Admission to the program will require two (2) letters of reference, a personal interview and a written application. The school will determine the ability of the student to perform the necessary work to complete the program and succeed as a massage professional.

The school does not discriminate on the basis of race, color, gender, religion, national origin, sexual orientation or marital status.

Application to the Professional Licensing Program

A completed application is required and can be found on the website (CRImassage.com) or requested from the school. It must be completed and returned with a \$100 application fee 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 written application along with references and personal interview will determine if the program matches the personal career goals of the applicant.

“Tell me and I forget. Teach me and I remember. Involve me and I learn.” -Ben Franklin

Tuition and Program Fees

750 Hour Massage Therapy Program \$13,250

A deposit of \$500 is required within two weeks of acceptance to secure enrollment in the program. This payment will be applied to tuition.

Credit cards can be accepted for payment. A 3% processing fee will be added to each credit card transaction. Financial Assistance information can be found within this catalog.

TUITION INCLUDES:

- ❖ Textbooks
- ❖ Student Liability Insurance
- ❖ Lab Fees (any items needed for learning activities)
- ❖ Sheets (used at school)
- ❖ Oil, lotions and creams (used at school)
- ❖ Two Columbia River Institute event polo shirts to be worn at all events and during all student clinic hours
- ❖ First Aid, BBP and CPR training

ADDITIONAL FEES:

Massage Table

Average cost \$350 - \$850

Tables are needed in the first few weeks of school. Columbia River Institute will help students choose tables.

Tuition and Program Fees (continued)

Other Costs

At the end of the program, students will need to take the Mblex exam which will allow them to apply for licensure. This cost (\$195.00 as of 9/15) will be incurred by the student. The cost of state licensure is the responsibility of the student. DOH licensing is currently \$106 and will be due at the end of the school year.

Students are not required to have a table, but CRI has educational discounts through Custom Craftworks and Oakworks. Tables are available to graduates to rent from the school at \$10 per day with a \$250 deposit, refundable upon return of the table in the original condition issued.

Massage chairs are also available to graduates to rent at \$20 per day with a \$250 deposit, refundable upon return of the chair in the original condition issued.

Tuition and fees are subject to change without notice.

Refund Policy

All application fees will be refunded to students who are not accepted.

All deposits will be refunded if student withdraws his/her enrollment within five (5) days of signing the school contract, as long as the training has not begun.

After five (5) days, all money paid except a \$100.00 processing fee will be refunded, assuming the training has not begun.

“Education is all a matter of building bridges.” - Ralph Ellison

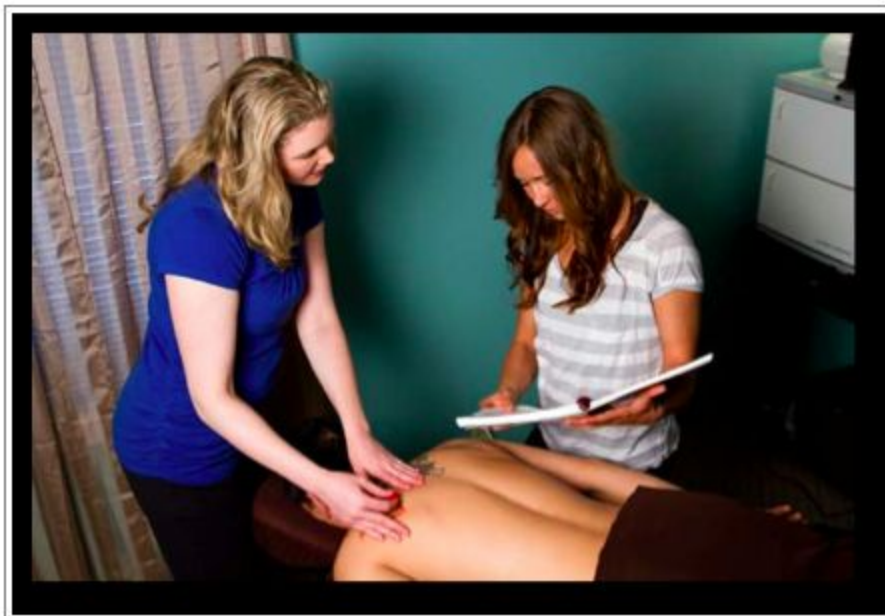
Refund Policy (Continued)

The following refund schedule will apply to students who have started the program:

Percentage of program completed	Amount of Tuition that is <u>non-refundable</u>
One week or up to 10%	10%
More than one week but less than 25%	25%
25% - 50%	50%
More than 50%	100%

Any refundable monies will be returned within 30 days of the last recorded day of attendance based on the following:

- ❖ Written notice of student's intent to discontinue the program
- ❖ Termination due to violation of school policy
- ❖ When a student fails to attend school for a 30 day period without notice



Course Descriptions

Massage Therapy Program - 750 Hours

SUBJECT	HOURS REQUIRED
Anatomy and Physiology	111
Kinesiology	87
Pathology	52
Introduction to Massage Therapy	8
Introduction to Body and Table Mechanics	16
Remedial Gymnastics	16
Massage Techniques	54
Introduction Classes - Various Modalities	180
Student Clinic	150
Health and Hygiene	8
Medical Record Keeping	16
The Business of Massage	44
First Aid, BBP and CPR	8

ANATOMY & PHYSIOLOGY

This course provides a solid foundation of the workings of the human body. It covers all the systems of the body and how they relate to one another. An emphasis of massage's influence on each system is highlighted.

KINESIOLOGY

This course teaches all the muscles and movements of the human body. Students will palpate and locate various muscles. Students will understand movement in relation to posture, injury and general body mechanics.

Course Descriptions (Continued)

PATHOLOGY

This course explores the common pathologies of each body system with specific focus on how it relates to massage. We will discuss disease and dysfunction in relation to the body system. Each student will be required to submit a report on a chosen pathology.

THEORY AND PRACTICE

These courses give students an overview of massage, teach basic massage techniques and demonstrate advanced techniques to increase student awareness of multiple modalities. The Theory and Practice component of the program is primarily hands-on with a focus on creating a solid foundation for massage and the knowledge to expand. Student clinic is run similarly to a day spa and will give students the opportunity to experience running a massage business.

Classes included in the Theory and Practice segment include:

- ❖ Introduction to Massage Therapy
- ❖ Introduction to Body and Table Mechanics
- ❖ Stretching
- ❖ Massage Techniques
- ❖ Introduction to Lymphatic Drainage
- ❖ Introduction to Deep Tissue Massage
- ❖ Pregnancy Massage
- ❖ Introduction to Orthopedic Massage
- ❖ Eastern Modalities
- ❖ Introduction to Integrative Massage
- ❖ Chair Massage
- ❖ Introduction to Proprioceptive Neuromuscular Facilitation
- ❖ Introduction to Reflexology and Acupressure
- ❖ Aromatherapy
- ❖ Hydrotherapy and Spa Applications
- ❖ Introduction to Hot Stone Massage
- ❖ Student Clinic

Course Descriptions (Continued)

CLINICAL AND BUSINESS PRACTICES

This course covers all aspects of running a successful massage therapy practice. Students learn the laws and ethics of massage. Students, over the course of the year, will create a business plan tailored to each student's career goals. Students will learn about business entities, tax laws, bookkeeping, record keeping and management.

Classes included in the Clinical and Business Practices segment include:

- ❖ Health and Hygiene
- ❖ Medical Records
- ❖ The Business of Massage

Class Size

Class size is limited to eight (8) students. On occasion, a transfer student or a student making up classes may be added to the group.

“Education is not the filling of a pail, but the lighting of a fire.” -William Butler Yeats

Grading Criteria and Grading Scale

Grades will be a summary statement of the student's progress, performance and effort. Grading criteria will be based on the learning objectives for each individual course or activity. Students will receive monthly reports which will include grades, attendance and feedback. Additionally, students will receive feedback from instructors, other students and student clinic clients.

Grading Criteria and Grading Scale (Continued)

Grading is based on a percentage basis, 100% being the highest possible grade. Students must maintain a 75% grade in each course. In addition to bi-weekly reports, students will receive an evaluation on each completed course.

All courses where the student receives less than a 75% must be re-taken at the student's expense and within the context of the school calendar. If the class to be re-taken is not offered again within a reasonable amount of time, the instructor can devise an alternate to the class as long as it upholds the learning objectives of the class that the student is re-taking. The cost will be the same as if the student had re-taken the actual course.

Student Records and Transcripts

Records and transcripts of each student are confidential and can only be viewed by instructors and administration. A student may review their own file by submitting a written request and making an appointment to view the file in the office. No student records will be released to a third party unless requested by the student. Records are kept for 50 years from the date of graduation, per state law.

Attendance and Tardiness

Due to the hands-on nature, a high level of attendance is expected throughout the duration of this program. It is essential that students participate fully in all components of the learning experience. The ability to plan ahead, manage time, and being as present as needed are essential to being a successful massage therapist. To this end, the attendance and tardiness policies will be strictly enforced.

Attendance will be recorded at the beginning and end of class. Students who know, in advance, they will not be attending class must notify the school. A student is considered tardy if they are not present and prepared at the start of each class. If a student leaves class early, the missed hours must be made-up.

Attendance and Tardiness (Continued)

Students can miss a maximum of 10% of any particular class. Some classes total four (4) hours, others total up to 90 hours. In either case, missing 10% or more of the class will be considered less than acceptable academic progress. Students who miss a test day will be considered to have failed the test and required to score at least 85% on the retake.

All absences will be made up in the Massage Therapy Center. Any hours missed will be added to the 150 hours already required. In addition, all missed homework must be completed in a timely manner determined between the student and the teacher.

Leave of Absence

A leave of absence may be arranged with the Director in an emergency situation. The student must be in good standing with attendance and grades to be considered for a leave of absence. Parameters of the leave of absence will be decided on a case by case basis. Students who are in good standing may leave the program and be subject to the standard refund policy as listed in this catalog. They may reapply when circumstances change.

Grievance Policy

The grievance policy is designed to provide an effective and acceptable means for all students and staff to address complaints. The procedure should be dealt with as follows:

- ❖ Complaint should first be brought to the attention of the staff or student
- ❖ If the complaint is not satisfied, it should be brought to the Director
- ❖ If the complaint is not satisfied by the Director, it shall be brought, in writing, to the Board of Directors
- ❖ The Board of Directors will meet with the person filing the grievance to discuss resolution
- ❖ If the faculty or student is still not satisfied, the complaint can be filed with Washington WorkForce Training and Education Board

Disciplinary Measures

A student who does not maintain satisfactory academic progress, violates safety rules, acts in an obscene or disturbing way, distributes or uses drugs, cheats or plagiarizes or compromises classroom education is subject to probation or termination.

In addition, students who are absent for more than 10% of any particular class will be subject to probation or termination.

Any student who is not timely with payments will not be allowed to attend class until payment is brought current. Students will be responsible for any classes missed and subject to school attendance policy.

All students will be notified in writing if any of these offenses occur. A terminated student will not be considered for readmission for a minimum of one (1) year from the date of termination.



Reflexology Certification Program

Length of Program

REFLEXOLOGY CERTIFICATION PROGRAM - 225 HOURS

- ❖ 105 Classroom Hours
- ❖ 50 Clinic Hours
- ❖ 70 Independent Case Study Hours

The Reflexology program begins every January

Class is held every Monday and Wednesday

All students must complete 50 hours in our student clinic. These hours are scheduled by the student and must be completed in order to receive a certificate of completion.

Available hours for the clinic are Thursday, Friday and Saturday.

Independent case studies must be completed in order to receive a certificate of completion. These are done on the student's own time.

Course Schedule & Tuition

Reflexology Certification Program	\$2850
Reflexology Test (Administered by ARCB)	\$295
Textbooks	(approx. \$150) TBD
Reflexology Chair	Prices Vary

Books and a reflexology chair must be purchased by the student. A book list will be sent when student is enrolled and different brands of chairs will be discussed in class.

Please note all students are required to take the American Reflexology Certification Board (ARCB) test in order to be certified. Traditionally, these tests are offered once or twice a year in the Northwest. Due to the difficulty in determining the ARCB test schedule, Columbia River Institute of Massage Therapy cannot accurately know when graduates will take their certification test.

Class Descriptions

REFLEXOLOGY HISTORY

A thorough exploration of the resurgence of Reflexology in the U.S. and the history of this therapy throughout the world with focus on various theories and forms.

ZONES

Introduction to the horizontal and vertical zones as they relate to the foot and correspond to different parts of the body. We will also explore other theories of reflexology as they are taught in Traditional Oriental Medicine and Lymphatic movement.

REFLEX POINTS

Students will learn the maps of the feet and the areas to trigger the reflex points that are associated with the body as well as the techniques of applying the pressure to produce the “trigger.”

ANATOMY & PHYSIOLOGY

Study of the structure of the foot and leg, including bones, muscles, tendons, arches, nerves and venous system to include the understanding of the biomechanics of the foot.

PATHOLOGY

Explores common pathologies of each body system with specific focus on how it relates to reflexology. We will discuss disease and dysfunction in relation to the body system.

BUSINESS

Learn best practice standards and develop a business plan. Other subjects of discussion are local and state laws and ordinances, bookkeeping and accounting.

Class Descriptions (Continued)

ETHICS

Discussion on the moral and rules of conduct concerning Reflexology, including confidentiality (HIPAA) and scope of practice.

CLINIC

Work on members of the public in a supervised internship situation to gain practice and confidence before graduation.



Aromatherapy Certification Course

Length of Program

AROMATHERAPY CERTIFICATION PROGRAM - 60 HOURS

Offered every September and March
Meets for three weekends, exact TBD
Saturday and Sunday 9:00AM - 5:00PM

Course Schedule & Tuition

\$975.00 and includes all supplies needed for class, including 30 samples of essential oils.

For students desiring an Aromatherapy Certification, all three (3) weekends must be taken, five (5) case studies must be completed and a test must be passed. The case studies include oversight and individual consultation from an instructor. (The case studies will take approximately 20 additional hours total. Four (4) hours per study.)

Class Descriptions

AROMATHERAPY: Weekend One

Includes the history of essential oil use, safe essential oil use, and what aromatherapy is all about. We will explore and focus on ten (10) essential oils and how to use them in your household. This class will focus on creating a chemical-free house. We will learn to make household cleaners, air fresheners, cutting board cleaners, a pot scrub, tile and glass cleaners... and so much more.

16 hours of CE contact hours

Class Descriptions (Continued)

AROMATHERAPY: Weekend 2

Building on the training from Level 1, we will explore 10-15 more essential oils. We will create a personal aroma blend that targets whatever issue you would like such as insomnia, anxiety, fatigue or any other number of issues. We will learn how to make blends for lotions, lip balms, perfumes, body washes and soap - to name a few. We will discuss the therapeutic properties of the 10 essential oils that are part of the class. All participants will leave with recipes for personal care products and a description of each essential oil used.

All supplies will be provided for class, however additional supplies will be offered at a student-only discount on the day of the class.

16 hours of CE contact hours

AROMATHERAPY: Weekend 3

With the foundational information from Weekend 1 and Weekend 2, this class will explore some of the therapeutic home uses of essential oils. We will discuss making blends to address issues such as allergies, depression, insomnia, colds, flu, congestion, dandruff, acne and a host of other ailments. This class will be everything you need to develop a home medicine cabinet based on aromatherapy. This class does not teach diagnosing or the internal use of essential oils. We will explore additional essential oils and their therapeutic uses for family wellness.

All supplies provided, discounts on additional supplies during the day of class.

16 hours of CE contact hours

School Calendar & Deadlines

Academic Year: 2015-16

Program	Class Dates	Application Deadline	Class Days & Times	Clinic Days & Times
Fall - Massage 750 Hour	9/8/15 - 6/16/16	August 1 (early deadline May 1, save \$500)	Tues & Thur 8:30 - 4:30	Begins January: Wed, Thurs, Fri, Sat (not all days)
Aromatherapy Certification	Oct 10, 11, 24, 25 Nov 7 & 8, 2015	September 1 (early deadline Aug 15, save \$175)	Sat & Sun 8:30 - 4:30	N/A
Reflexology Certification	1/4/16 - 3/2/16	November 1 (early deadline Sept 1, save \$500)	Mon & Wed 8:30 - 4:30	Begins February: Fri OR Sat
Spring - Massage 750 Hour	March	February 1 (early deadline Oct 1, save \$500)	Mon & Wed 8:30 - 4:30	Begins June: Wed, Thurs, Fri, Sat (not all days)
Aromatherapy Certification	TBD in Oct/Nov 2016	September 1 (early deadline Aug 15, save \$175)	Sat & Sun 8:30 - 4:30	N/A
Reflexology Certification	TBD in Jan 2017	November 1 (early deadline Sept 1, save \$500)	Mon & Wed 8:30 - 4:30	Begins February: Fri OR Sat

Dates may change slightly from the above calendar. Applications are accepted until the class is full, so if it is past the deadline, please call the school to see if there is still room available.

School Breaks & Holidays Observed

- ❖ New Year's Day
- ❖ Spring Break
- ❖ Memorial Day
- ❖ Fourth of July
- ❖ Summer Break
- ❖ Labor Day
- ❖ Fall Break
- ❖ Thanksgiving
- ❖ Christmas

Discounted Tuition

Alumni or Students enrolled in the Massage Therapy Program and/or the Aromatherapy Certification Course can received discounted tuition:

Massage Therapy Program	\$13,250 (plus books & table)
Aromatherapy	\$975
Reflexology	\$2,850 (plus books & chair)
Total for All Three (3) Combined	\$17,075
Take all three for	\$16,500 (\$575 Discount)
Total for Aromatherapy & Massage	\$14,225
Take both for	\$14,000 (\$225 Discount)
Total for Reflexology & Massage.....	\$16,100
Take both for	\$15,750 (\$350 Discount)
Total for Reflexology & Aromatherapy	\$3,825
Take both for	\$3,700 (\$125 Discount)

Classes do not have to be taken concurrently.

Students may enroll in one class at a time.

Discount will not be applied until the next program has been started.

All class schedules are set to allow them to be taken concurrently if desired.

Financial Assistance

There are a variety of options for financial assistance. Students may qualify through the Workforce Investment Act, Worksource Centers, Veteran's Assistance or conventional loans. Many students choose to fund their education through bank loans or third-party sponsors such as employers, family or friends.

In-House Financing

Columbia River Institute of Massage Therapy offers in-house financing for students who are unable to finance school through conventional avenues. We do not do a credit check and we offer the loans at 0%, although we do add a carrying fee to the cost of the tuition. You can pay via check or cash. Credit card payments will have a 3% fee added. You can finance with use for up to 36 months, depending on the program you are taking.

The first payment is due to hold your place in the particular class you are enrolling in. Each payment after that is due on the 25th of the month, beginning the month before school starts. Please see attached policies page for detailed loan arrangements. If a student makes a large down payment the payment schedule will be amended to reflect a lower monthly payment amount.

The monthly payment plans are as follows:

Programs(s) There is a discount for taking more than one program at a time - this discount is reflected in the "total tuition" column.	Loan Term	Total Tuition	Carrying Fee	Total Amount Due	Monthly Payment Total Amount /Loan Term
Massage	30 months	\$13,250	\$500	\$13,750	\$458.33
Reflexology	6 months	\$2,850	\$150	\$3,000	\$500
Aromatherapy	3 months	\$975	\$50	\$1,025	\$341.67
Massage & Reflexology	36 months	\$15,600 (\$500 discount)	\$500	\$16,100	\$447.22
Massage & Aromatherapy	30 months	\$14,025 (\$200 discount)	\$500	\$14,525	\$484.17
Reflexology & Aromatherapy	12 months	\$3,625 (\$200 discount)	\$200	\$3,825	\$318.75
Massage, Reflexology & Aromatherapy	30 months	\$16,575 (\$500 discount)	\$500	\$17,075	\$474.30

In-House Financing (Continued)

Tuition includes student liability insurance, all supplies required for class, CPR, BBP, and First Aid Training, two (2) CRI polos for clinic.

Tuition does not include books, massage table, Washington State DOH licensing fee, and FSMTB testing fees.

As of Spring 2016, books will be included in the cost of the tuition, as a result tuition prices will increase slightly.

Table in Tuition Program: Any student that pays tuition in full, prior to the start of class, will receive a free Custom Craftworks Massage table.

Placement Assistance

Columbia River Institute is committed to a strong Alumni Program that aids graduates in placement opportunities. The school will keep all student resumes and business cards on file if requested. It is the responsibility of the student to keep such items updated.

In addition, the school will have a placement board located at the school and online. Whenever possible, Columbia River Institute will put graduates in touch with prospective employers. Columbia River Institute will also hold periodic events for local employers to meet our current students.

Social Media Policy

Columbia River Institute does not allow the posting of photos on any website or social media platform, except on a school approved website. To this end, students are not permitted to take any pictures with a personal camera, phone or any other technology inside the school, student clinic or during school-related events without express permission granted from the Director.

Social Media Policy (Continued)

Any pictures taken by students without permission and posted to any social media outlets (i.e. Facebook, Twitter, etc.) will result in a written warning of probation or immediate termination. Students wishing to post school-related pictures must receive permission from the Director prior to posting.

Likewise, Columbia River Institute has a strong social media presence and will not post any photographs of students without a signed release by the student. We also strongly encourage the tasteful use of social media when engaged in a profession such as massage therapy. Displaying images, school-related or not, that undermine the professionalism of massage therapy is unacceptable. Social media is an excellent marketing outlet and we encourage and train students to use it professionally.

Administration and Faculty

Annie LaCroix, L.M.P. - Director and Owner

- ❖ Bachelor of Arts, Interpersonal Communication, University of Puget Sound
- ❖ American Massage Therapy Association Board Member - Washington Chapter
- ❖ Licensed Massage Therapist, School of Therapeutic Touch
- ❖ Kinesiology Instructor, School of Therapeutic Touch

“My decision to become a massage therapist was based largely on wanting to provide a service that would increase the quality of life for those suffering from chronic pain. Teaching is my true passion and being able to share massage with eager students brings me a sense of constant fulfillment.”

Billie Jo Ellis, C.R. - Reflexology Instructor

- ❖ Graduate, Meridian Reflexology at Columbia River Institute of Massage
- ❖ Certified Nurse Assistant
- ❖ Practicing reflexology and hospice caregiving since 1990

Billie Jo is committed to making a positive difference in the lives of those she serves. Giving hope and touch are some of her passions; reflexology has been a perfect way to accomplish this.

Administration and Faculty (Continued)

Billie Jo has lived in the Leavenworth area since 2000. She likes living in the beautiful panorama of God's country and enjoys the relationships she's developed here.

Some of Billie Jo's other interests are Missions, organic gardening, singing and cooking tasty and healthy meals. In addition to reflexology, she's skilled in caregiving and aromatherapy. Above all, Billie Jo values her faith, and relationships with her husband, four children (and their spouses) and last, but not least, her grandchildren.

Katrina Clark - Instructor & Clinic Supervisor

- ❖ Graduated from massage school in 2010

"I was born and raised in the Wenatchee Valley, however I've spent a couple years living around the Seattle area, which is where my family is from.

My interest in massage sparked after a back injury over 10 years ago. I went through extensive physical and massage therapy and couldn't believe how much massage helped my rehabilitation. I graduated massage school in 2010 and have worked in the spa industry, as well as taking insurance clients. I also teach at Columbia River Institute, which I've come to realize is my true passion. Being able to work with students, one-on-one, in class and supervising Student Clinic has been such a rewarding experience. Having a front row seat to watching the students cultivate their passion and gain confidence is one of the best things.

When I'm lucky enough to find some spare time, you can find me hiking the trails with my pug Delilah or traveling the world!"



Columbia River Institute of Massage Therapy
Department of Health Board of Massage Approved
School Number 0291

This school is licensed under Chapter 28C.10 RCW.

Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board
128 - 10th Ave. SW, Box 43105
Olympia, Washington 98504
Web: wtb.wa.gov
Phone: (360) 709-4600
Email: wtecb@wtb.wa.gov

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