



School Catalog

230 North Mission

Wenatchee, WA 98801

(509) 888-7272

www.CRImassage.com

Our Mission

To provide superior massage therapy education in North Central Washington and 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 (10 months)

Begins first Tuesday in September

Graduates mid-June

Classes Held: Tuesday & Thursday 8:30AM - 3:30PM

Clinic Held: Friday

SPRING WEEKDAY PROGRAM - 750 HOURS (10 months)

Begins first Monday in March

Graduates in mid-December

Classes Held: Monday & Wednesday 8:30AM - 3:30PM

Clinic Held: Friday

MASSAGE THERAPY CENTER

Friday Only: 9:00 a.m.- 4:30 p.m.

Students will be required to do 70 hours in the Massage Therapy Center

This 70 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 625 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 in March and graduating the following December. The fall program meets every Tuesday and Thursday. The spring program meets every Monday and Wednesday. In the second half of the program, a third day is required to fulfill the clinical requirements. That day is Friday and the specific hours are scheduled at the beginning of the program.

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 on their own time, before the end of school. 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. 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. 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 \$13,750.00

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

TUITION INCLUDES:

- ❖ Textbooks
- ❖ Student Liability Insurance through ABMP
- ❖ Lab Fees (any items needed for learning activities)
- ❖ Linens (used at school)
- ❖ Oil, lotions and creams (used at school)
- ❖ Columbia River Institute t-shirts to be worn in clinic

ADDITIONAL FEES:

Massage Table

Average cost \$350 - \$850

A table is generally required for the program. Tables will be purchased through Columbia River Institute of Massage Therapy within the first two months of the program.

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 (\$265.00) will be incurred by the student. The cost of state licensure is the responsibility of the student. Department of Health licensing is currently \$226.00 and will be required when applying for licensure. First Aid/CPR is required in order to be licensed. Cost is generally around \$65.00.

A professional massage is required on a monthly basis during the program. Costs range from \$50.00-\$100.00.

Tuition and fees are subject to change.

Refund Policy

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

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

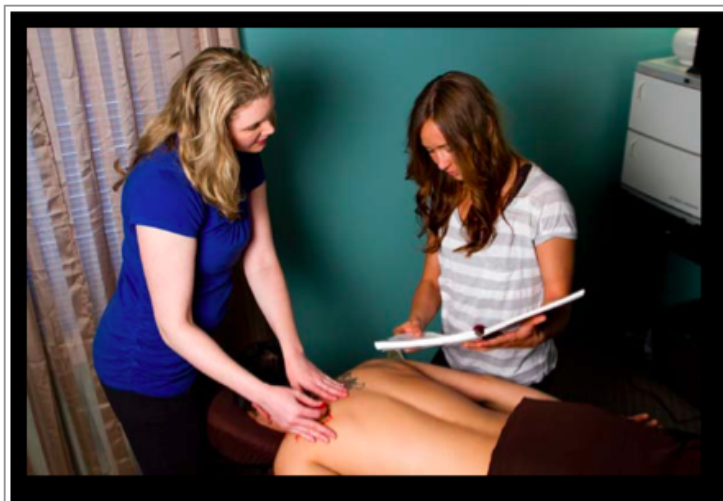
After five (5) days, all money paid except a \$100.00 processing fee will be refunded.

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	116
Kinesiology	87
Pathology	72
Introduction to Massage Therapy	8
Introduction to Body and Table Mechanics	16
Table Stretches	26
Massage Techniques	54
Introduction Classes - Various Modalities	225
Student Clinic	70
Health and Hygiene	8
Medical Record Keeping	16
The Business of Massage	44
First Aid/CPR	8

Course Descriptions (Continued)

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.

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 in the Theory and Practice segment can include:

- ❖ Introduction to Massage Therapy
- ❖ Introduction to Body and Table Mechanics
- ❖ Stretching

Course Descriptions (Continued)

- ❖ Massage Techniques
- ❖ Introduction to Orthopedic Massage
- ❖ Introduction to Deep Tissue Massage
- ❖ Pre-natal Massage
- ❖ Cupping
- ❖ Introduction to Proprioceptive Neuromuscular Facilitation
- ❖ Introduction to Hot Stone Massage
- ❖ Student Clinic

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
- ❖ Ethics

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



Class Size

Class size is limited to six (6) students. On occasion, a student making up hours may temporarily increase the class size to above six. Graduates are always welcome to attend classes at no charge and this may increase class size from time to time.

“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.

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 alternative 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 of massage therapy, 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 be present as needed are essential to becoming 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 5% of the program at any time. If at any time, a student's absence exceeds 5% of the program completed at that time, the student will be put on probation (notified in writing) until the absence rate is below 5%. At a 7% absence rate, students will be given written notice of termination if the absence rate is not reduced. If a student reaches 10% or more absence/attendance ratio, they will be terminated from the program.

Vacations are not permitted to be scheduled during the program outside of school breaks.

All absences will be made up in the Massage Therapy Center. Any hours missed will be added to the 70 hours already required. In addition, all missed homework must be completed in a timely manner determined between the student and instructor.

Leave of Absence

A leave of absence may be arranged with the Director in a situation of extenuating circumstances. 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 5% of any particular class will be subject to probation and termination if the percentage of absence exceeds 10% at any time.

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. Waiting one year will not guarantee readmission.

Distance Learning

In extenuating circumstances, classes may be conducted via an online platform. This will only pertain to academic book work, not bodywork. Should there be a need to conduct any class via distance learning, the bodywork will be delayed until meeting in person is an option. This can potentially delay the date of graduation.



School Calendar & Deadlines

Academic Year

Program	Class Dates	Application Deadline	Class Days & Times	Clinic Days & Times
Spring Start 750 Hour	March-December	Rolling Admissions	Mon & Wed 8:30 - 3:30	Fridays July-December 8:30-1:00 or 12:30-5:00
Fall Start 750 Hour	September-June	Rolling Admissions	Mon & Wed 8:30 - 3:30	Fridays January-June 8:30-1:00 or 12:30-5:00

Dates vary, contact school for specific start and end dates. Applications are accepted until the class is full, early submission of applications is highly encouraged.

School Breaks & Holidays Observed

- ❖ Memorial Day
- ❖ Summer Break (three weeks)
- ❖ Labor Day
- ❖ Thanksgiving/Fall Break
- ❖ Winter Break (three weeks)

Financial Assistance

We do not accept any federal financial aid. We are contracted with several state agencies which may fund your education depending on qualifications. Some of these agencies include Department of Vocational Rehabilitation, WorkSource, SkillSource, and Labor and Industries. ***We do not contact them on your behalf.*** If you are currently working with one of these agencies, you can ask them directly if you qualify for funding. Each of these agencies has very specific criteria that Columbia River Institute is not able to speak to.

Students often ask about grants. There are many grants available but Columbia River Institute does not recommend any particular grants and ***does not assist students*** in acquiring grants.

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 Payment Plan

Columbia River Institute offers an in-house payment plan. Details are outlined in the following chart:

	Option A	Option B	Option C
Deposit (due upon acceptance)	\$500.00	\$500.00	\$500.00
First Payment (Due the 15th of the month prior to program start date)	\$13,250.00	\$1350.00	\$275.00
Subsequent Payments (Due the 15th of the month until paid off)	None	\$1350.00 for 9 additional months	\$275.00 per month during school and \$450.00 after beginning the month of graduation
Total Paid	\$13,750.00	\$14,000.00	\$14,500.00
Financing Fee Paid	None	\$250.00	\$750.00
Interest	0%	0% if paid on time	0% if paid on time

If a student applies and is accepted in the month before the program, both the deposit and the first payment will be due.

Students may pay off the balance at any time with no pre-payment penalty however, they will not be given a discount on the financing fee. However, if a student who has elected to use Option C decides to pay off the balance prior to the 15th of the month before graduation, that student will be credited \$250.00, making the full amount paid the same as option B.

No interest is assessed on the payment plans unless a student misses a due date or payment is returned NSF. Upon the first missed due date, a late fee of \$10.00 per day will be assessed beginning the 16th of the month until the payment is made. Upon the second missed due date, the outstanding balance will be subject to a 12% interest rate for the duration of the payment plan.

Columbia River Institute uses ACH for all payments. A checking account is required. If a student prefers to pay with a credit card, a 3% fee will be added.

Tuition (continued)

Tuition includes student liability insurance through ABMP, books and book bag, all supplies required for class, three CRI t-shirts and one CRI sweatshirt.

Tuition does not include massage table, Washington State DOH licensing fee, First Aid/CPR, monthly professional massages, or FSMTB testing fees.

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.

Additional Policies

Columbia River Institute does not discriminate against students or potential students on the basis of 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.

Columbia River Institute of Massage Therapy will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious 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 does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class

missed. The student shall work with the instructor to determine a schedule for making up missed work.

Students with disabilities may contact the school directly to request additional reasonable accommodations.

Nothing in these policies or catalog prevents the student from contacting the Workforce Board at (360) 709-4600 at any time with a concern or complaint.

Owner and Administrator

Annie LaCroix, L.M.T., B.A., M.S.

- ❖ Masters of Science, Human Nutrition and Functional Medicine, University of Western States
- ❖ Bachelor of Arts, Interpersonal Communication, University of Puget Sound
- ❖ Licensed Massage Therapist, School of Therapeutic Touch
- ❖ Kinesiology Instructor, School of Therapeutic Touch
- ❖ Anatomy & Physiology Instructor, School of Therapeutic Touch
- ❖ Continuing Education Provider, Institute of Rehabilitative Massage

“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.”

Other Faculty Members include Massage Therapists and Guest Instructors who bring a wide variety of experience to the school.



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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