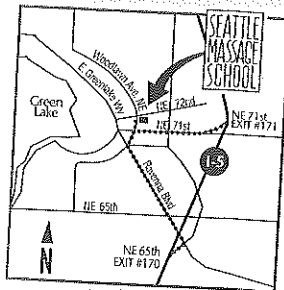


The background of the entire page is a light gray with a fine, dotted texture. It is decorated with a repeating pattern of stylized handprints and swirls. The handprints are simple, with fingers spread, and the swirls are composed of three curved lines. These elements are scattered across the page, creating a rhythmic and organic feel.

SEATTLE
MASSAGE
SCHOOL

1996 / 1997

SEATTLE CAMPUS AND STAFF



7120 Woodlawn Ave. N.E.
Seattle, WA 98115
206-527-0807 • FAX 206-527-1957

Reception Hours: 9:00am - 6:00pm

Bookstore Hours: 9:00am - 6:00pm

Classroom Hours: 7:45am - 10:15pm

Weekend Hours: 8:45am - 5:00pm
 (when classes are scheduled)

The Seattle Area Campus is located one block east of Greenlake Park. The 6,000 square foot facility includes four classrooms, administrative offices, a bookstore, reception area, and all the audio-visual and classroom equipment used by the school.

Auxiliary classrooms are located across the street at 7109 Woodlawn Ave. N.E. Seattle Massage School students have access to the Bastyr University Library at the University Campus in Bothell, WA, (formerly St. Thomas Seminary.)

Additional locations used for internship or student projects:

- Children's Hospital and Medical Center
- Steven's Memorial Hospital

Instructors and Tutors

Jamie Alagna, BS, LMP: Kinesiology 1-4, Massage Theory & Practice 3-4, Sports Massage, Student Clinic

Allan Arment: Business 3-4, Professional Development 3-4

Drew Biel, BS, LMP: Massage Theory & Practice 1-2, Kinesiology 1-4, Seated Massage, Hydrotherapy

Kristen Bowler, LMP: Teaching Assistant, Tutor 1st & 2nd terms

Alexis Brereton, ND: Anatomy & Physiology 1, Hydrotherapy

Kate Bromley, MA, LMP: Kinesiology 1-4, Massage Theory & Practice 1-4, Sports Massage, Pregnancy Massage, Chronic Pain, Student Clinic

Patrick Bufl, ND: Anatomy & Physiology 1-4

Sean Castor, LMP: Massage Theory & Practice 1-2, Seated Massage, Hydrotherapy

Jean Clough, LMP: Teaching Assistant, Tutor 3rd & 4th term

Dennis Duncan, LMP: Massage Theory & Practice 1-2, Kinesiology 1-2, AIDS Education, Hydrotherapy, Professional Development 1-2, Seated Massage, Student Clinic

Barb Frye, BS, LMP: Kinesiology 1-3, Massage Practice 1-2, Massage Theory & Practice 3, Seated Massage, Sports Massage, Student Clinic

Joanne Giudici, AA, LMP: Massage Theory & Practice 1-3, Seated Massage, Sports Massage

Meta Gunzenhauser, LMP: Kinesiology 1-2, Massage Theory & Practice 1-2

Diana Kincaid, LMP: Massage Theory & Practice 1-4, Kinesiology 1-2, Seated Massage, Sports Massage, Business Skills, Chronic Pain, Student Clinic

Continued on back

Continued from front

Yvonne LaSeur, LMP: Massage Theory & Practice 1-4, Chronic Pain, Student Clinic

Beth Lolley, LMP: Massage Theory & Practice 3-4, Student Clinic

Vicki Panzeri, LMP: Kinesiology 1-4, Massage Theory & Practice 1-2, Seated Massage, Hydrotherapy

Paula Pelletier, LMP: Kinesiology 1, Pregnancy Massage Practice 1-2, Seated Massage, Hydrotherapy

Coleen Renee, LMP: Kinesiology 1-4, Massage Theory & Practice 1-4, Seated Massage, Chronic Pain, Pregnancy Massage, Sports Massage, Student Clinic

Marty Ryan, BA, LMP: Massage Theory & Practice 1-2, Kinesiology 1-2, Seated Massage, Hydrotherapy

Kay Rynerson, LMP: Kinesiology 2, Massage Theory & Practice 2,

Diana Thompson, BA, LMP: Massage Theory & Practice 3-4, Sports, Chronic Pain, Business Skills, Student Clinic

Zdenka Vargas, LMP: Massage Theory & Practice 1-4, Sports, Chronic Pain, Student Clinic

Cynthia Wold, BA, LMP: Kinesiology 1-4, Massage Theory & Practice 1-2, Seated Massage, Hydrotherapy, Sports Massage, Student Clinic

Campus Administration Education Coordinator: *Claire Gipson, LMP*
Admission Representatives: *Kat Daniel, Pam Ryan*
Admissions Coordination: *Andrea North*
Education Administrative Assistant: *Laura Goularte*
Financial Aid: *Diane Shimizu, BA; Mandy Benson*
Registrar: *Paige Reed, BA*
Graduate Services: *W. Marie Werth, BA*
Bookstore Manager: *Brian Weyand, LMP*
Reception: *Leah Maslow*
Student Clinic Reception: *Sharon Heckel*

ANATOMY, PHYSIOLOGY AND KINESIOLOGY - COURSE DESCRIPTIONS

Anatomy & Physiology 1 presents an overview of the concepts of Anatomy and Physiology as they relate to massage and begin the in-depth study of the eleven basic systems of the human body, their various anatomical cellular structures and physiological functions. Students learning addresses medical and anatomical terminology and the study of Cytology, Osteology, Myology and the Nervous System.

Anatomy & Physiology 2* is a continuation in the study of the concepts of Anatomy and Physiology as they relate to massage. The students learn terminology, structures and functions relating to Dermatology, the Integumentary, Cardiovascular, Lymphatic, Digestive, and Urinary systems of the body. *Prerequisite is completion of A & P 1.

Anatomy & Physiology 3* is a continuation in the study of the concepts of Anatomy and Physiology as they relate to massage. Students learn about human senses, proprioception, sports physiology, endocrinology, the respiratory and Lymphatic systems. This course includes review of information learned in Anatomy and Physiology 1 and 2, and relating the acquired information to such topics as the pathology, inflammation, tissue repair and how massage affects them. *Prerequisites are completion of A & P 1 & 2.

Anatomy & Physiology 4* is a continuation in the study of the concepts of Anatomy and Physiology as they relate to massage. Students learn about Immunology, Rheumatology, Arthrides, and Abdominal Organ Palpation. This course includes review information learned in Anatomy and Physiology 1, 2 and 3. In addition, students learn more in depth information about pathology, contraindications and indications for Massage. *Prerequisites are completion of A & P 1, 2 & 3.

Kinesiology 1 presents the foundational information of the musculoskeletal system and the biomechanical relationships of muscles with the joints they move, as it relates to massage. This course includes, anatomical and kinesiological terminology, and study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be included as students learn the muscles, bones and joint structures of the Back, Shoulder, Chest, and Arm regions. Students enhance their understanding of Kinesiology by intermittently using the MANIKEN® system.

Kinesiology 2* presents a continuation in the study of the musculoskeletal system as it relates to movement massage. This course includes, anatomical terminology, and study of the major muscles of the body, their actions and location. Palpation, Active and Passive range of motion, and movement analysis will be addressed as students learn the muscles, bones and joint structures of the Pelvis, Legs, Abdomen, Head and Neck regions. Students enhance their understanding of Kinesiology by intermittently using the MANIKEN system. *Prerequisites are completion of Kinesiology 1.

Kinesiology 3* presents a continuation in the study of the musculoskeletal system as it relates to massage. Students learn in-depth, the structure and function of the major synovial joints of the upper body. Isometric and Isotonic Resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and assess the range of motion, to identify muscular and fascial resistance thereby enhancing the palpation and observation skills necessary in advanced practice of massage. *Prerequisites are completion of Kinesiology 1 & 2.

Continued on back

Kinesiology 4* presents a continuation in the study of the musculoskeletal system as it relates to massage. Students learn in-depth, the structure and function of the major synovial joints of the lower body. Isometric and Isotonic Resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and assess the range of motion, to identify muscular and fascial resistance thereby enhancing the palpation and observation skills necessary in advanced practice of massage. *Prerequisites are completion of Kinesiology 1, 2 & 3.

Please Note:

All aforementioned courses receive letter grades (A, B, C, D and E).

MASSAGE THEORY AND PRACTICE - COURSE DESCRIPTIONS

Massage Theory 1 presents students with the theoretical foundation for the practice of Swedish Wellness Massage. This course explores theoretical aspects which include history of massage and the profession today, psychological impact of touch and safe touch protocols, practitioner self care and body mechanics, hygiene and infectious diseases, listening and communication skills, engaging clients participation and feedback, physiological effects of the various strokes, indications, contraindications, ethics and professionalism, centering and grounding, breath work, visualization, and record keeping practices.

Massage Theory 2* is the continuation of the exploration of the theoretical aspects of massage begun in Massage Theory 1. This course includes the study of important underlying anatomy and sites of caution (possible areas of client endangerment), listening and communication skills, professional relationships, safe touch protocols, boundaries, client behavior protocols and interventions (how to handle difficult situations and emotional release in a professional manner), and record keeping practices. *Prerequisite is completion of Massage Theory 1.

Massage Practice 1 explores the hands on aspects of massage. This course addresses all aspects applicable to providing a quality one hour Swedish full-body wellness massage. Included in this course are applications of Swedish massage techniques (i.e., effleurage, petrissage, friction, vibration, tapotement, Swedish gymnastics and nerve strokes), client positioning and draping, practitioner body mechanics and self care practices, listening and communication skills, palpation skills, client observations, screening techniques, and record keeping as the tool for documenting each massage. Students experience all aspects of massage by both giving and receiving massage, through supervised in-class exchanges and out-of-class massage homework assignments.

Massage Practice 2* is the continuation of the exploration of the hands on aspects of massage. This course addresses all aspects applicable to providing a quality one hour full-body Swedish wellness massage while incorporating deep tissue applications. Included in the course are deep tissue techniques (pain free massage techniques to access the deeper tissue and structures of the body), intensive practice to enhance palpation skills, specific techniques which are applicable to releasing various disorders of the soft tissue and ways to integrate all previously learned techniques, client positioning and draping (including alternate positions), practitioner body mechanics and self care practices, listening and communication skills, client observations (including postural assessments, principles of alignment, physical aspects of stress, and movement), screening techniques, and record keeping as the tool for documenting each massage. Students experience all aspects of massage by both giving and receiving massage, through supervised in-class exchanges and out-of-class massage homework assignments. *Prerequisite is completion of Massage Practice 1 and Massage Theory 1.

Massage Theory and Practice 3* is designed to enhance the basic skill and knowledge of students and to provide in-depth understanding of how to develop and apply treatment plans to support or recover the health and well being of clients who suffer from soft tissue disorders commonly associated with the upper body (Head, Neck, Shoulder, Arm, Upper Back, and Chest) and various other pathologies (including those systemic in nature). Both theory and practice are included in this course and students give and receive massage, during supervised in-class exchanges and out-of-class massage homework assignments. Swedish wellness massage and deep tissue techniques are reviewed while advanced techniques are introduced to augment the students treatment plans. *Prerequisites are completion of Massage Practice 1 & 2, Massage Theory 1 & 2 and Hydrotherapy.

Continued on back

Massage Theory and Practice 4* is a continuation of the exploration begun in Massage Theory and Practice 3, focusing on developing and applying treatment plans which support or recover the health and well being of clients who suffer from soft tissue disorders commonly associated with the lower body (trunk, pelvis, legs and feet) and various other pathologies (including those systemic in nature). Both theory and practice are included in this course and students give and receive massage, during supervised in-class exchanges and out-of-class massage homework assignments. All previously learned techniques are reviewed while other advanced techniques are introduced to augment the students treatment plans. *Prerequisites are completion of Massage Practice 1 & 2, Massage Theory 1 & 2 and Massage Theory & Practice 3.

Student Clinic 3 & 4* is included in the Comprehensive Program and an optional elective of the Basic Program. This course is designed to create a professional clinic setting where students learn by experience. Students identify key aspects of maintaining a practice, problem solve difficult situations, run the operations and delivery of service with instructor supervision and support. Students experience working with the public by providing massage for clients on a weekly basis. *Prerequisites are completion of Massage Practice 1 & 2, Massage Theory 1 & 2, Hydrotherapy, AIDS Education and First Aid/CPR.

Hospital Internship* may be taken during fourth term in place of Student Clinic in the Comprehensive Program or as an elective in the Basic Program Option (space is limited - students must apply, interview and be accepted into this course). This program allows students to provide massage in a hospital patient care setting. Massage is performed under the supervision of hospital internship coordinator (L.M.P.) with the assistance of hospital staff for patients in a variety of wards. The wards vary per program and currently include oncology and obstetrics. *Prerequisites are completion of Massage Practice 1 & 2, Massage Theory 1 & 2, Massage Theory & Practice 3, Pregnancy Massage, AIDS Education and First Aid/CPR.

Please Note:

All aforementioned courses receive letter grades (A, B, C, D and E).

SPECIALTY WORKSHOP / SEMINAR - COURSE DESCRIPTIONS

Student Development, Communication and Learning Skills Workshop/Seminar is provided to students as an integral part of completing the professional licensing program. In this class, students begin developing their personal learning goals and understand more about how they learn. General communication and learning skills are introduced along with an overview of the program as class preparation is also discussed during these sessions.

First Aid/CPR Certification Workshop/Seminar Multimedia American Red Cross First Aid and American Heart Association CPR are taught with an emphasis on massage practice.

Seated Massage Workshop/Seminar covers how to massage a client in the seated position (utilizing seated massage chairs and other adaptations). In addition, students explore the use of seated massage as a marketing tool for their practice, as an introductory tool for clients who have not yet received massage or when hesitant to disrobe, and as an exclusive massage business tool. Students identify and experience the special adaptations needed by the practitioner in order to provide massage in this setting, practice listening and communication skill and develop strategies for working in business and corporate settings.

Hydrotherapy Workshop/Seminar* is the theory and practice of incorporating hot and cold hydrotherapy applications with massage. This course covers the history of hydrotherapy, physiological effects of heat and cold, indications and contraindications, and practical applications for specific treatment or general spa type effects. Students experience physiological effects while applying and receiving various hydrotherapy applications. *Prerequisites are completion of Massage Theory 1 and Massage Practice 1.

Pregnancy Massage Workshop/Seminar* covers specific information about pregnancy from trimester to trimester. Included are contraindications and indications, client positioning, practitioner body mechanics, application of Swedish and deep tissue techniques specifically for pregnant clients, addressing the common physical, emotional and mental issues relating to pregnancy. *Prerequisites are completion of Massage Practice 1, Massage Theory 1, and currently enrolled in Massage Practice 2 and Massage Theory 2.

AIDS Education for Massage Professionals Workshop/Seminar* is included to address client and practitioner concerns about AIDS in relation to massage. This course includes all requirements for health care professionals as identified by the State of Washington, in the AIDS Omnibus Act for Health Care Workers. This course relates all required information to the application and practice of massage to further enhance students ability to practice safely regardless of their own or their clients HIV status. *Prerequisites are completion of Massage Practice 1, Massage Theory 1, and currently enrolled in Massage Practice 2.

Sports Massage Workshop/Seminar* focuses on the theories of massage and athletic training, the effects of massage on sports performance, as well as sport specific massage techniques for pre-event, post-event and training massage treatments. In addition, sport specific pathologies will be explored while identifying applicable techniques and treatment plans (this includes review and appropriate application of hot and cold hydrotherapy). *Prerequisites are completion of Massage Practice 1 & 2, Massage Theory 1 & 2, Hydrotherapy and First Aid/CPR.

Massage for Chronic Pain Workshop/Seminar* addresses various musculoskeletal pathologies in which unrelieved pain is the primary experience of the client. Students identify common physical, emotional and mental reactions to chronic pain and practice techniques which facilitate a reduction of chronic

pain effects, and/or interrupt the pain-spasm-pain cycle. *Prerequisites are completion of Massage Practice 1 & 2, Massage Theory 1 & 2 and Massage Theory & Practice 3.

Professional Development 1 Workshop/Seminar is devoted to exploring the beliefs and communication skills necessary to establish, operate and maintain a healthy and professional massage practice. Students identify their own personal and professional beliefs and communication patterns (especially those associated with difficult client situations) and begin to notice how they may effect their future massage practice.

Professional Development 2 Workshop/Seminar * is devoted to exploring the legal and professional aspects applicable to establishing, operating and maintaining a healthy and professional massage practice. Students relate their own personal and professional beliefs with laws that currently exist and notice how these laws will effect their future massage practice. *Prerequisite is completion of Professional Development 1.

Professional Development 3 Workshop/Seminar* is devoted to exploring the entrepreneurial, marketing and communication skills necessary to establish and operate a healthy and professional massage practice. Students create a business/work plan that incorporates personal goals while staying within the bounds of law. Students identify marketing strategies which support the successful execution of the business/work plan they create. *Prerequisites are completion of Professional Development 1 & 2.

Business Skills Workshop/Seminar* explores the business skills necessary to establish, operate and maintain a healthy professional massage practice. Students revisit their business plan (from Professional Development III) and identify approaches to job or facility search, resume preparation, marketing techniques, financial record keeping, taxes, insurance and I. & I billing, professional affiliations and proactive involvement in shaping the profession. *Prerequisites are completion of Professional Development 1, 2 & 3.

Professional Development 4 Workshop/Seminar* is devoted to applying the entrepreneurial, marketing, business and communication skills obtained in previous courses. Students will demonstrate their ability to make a professional presentation of their business/work plan. Students will obtain guidance and feedback from the instructor and peers to insure the highest probability of success of establishing and operating a healthy, professional massage practice following graduation. *Prerequisites are completion of Professional Development 1, 2 & 3 and Business skills.

Student Project* is a individualized learning opportunity which is student designed to meet personal or professional needs and interests, within approved guidelines. Each student must complete only one project (by no later than the seventh week of term 4) as a requirement for completion of the Professional Licensing Program. A variety of projects are available including research papers, case studies, massage at community events and more, please refer to the guidelines for the complete list and descriptions (students receive a copy at the end of first term and they are posted at each campus). *Prerequisites are based on the type of project chosen (see project guidelines for details).

Please Note:

All aforementioned courses receive pass/fail grades (P/F).

TUITION AND PROGRAM EXPENSES

		Basic Program Option	Comprehensive Program Option*
<i>Tuition & Fees</i>	Registration Fee	\$ 100.00	\$ 100.00
	Tuition Cost**	<u>\$7064.00</u>	<u>\$8331.00</u>
	Total	\$7164.00	\$8431.00
<i>Supplies</i>	Required Textbooks (approximately)		\$ 150.00
	Miscellaneous Supplies (variable)		\$ 300.00
	Massage Table and Accessories		<u>\$ 700.00</u>
	Total		\$1150.00

* The Comprehensive Program contains supervised hands-on Student Clinic. The Basic Program does not. The Basic Program is offered in the evenings only, whereas the Comprehensive Program is offered mornings and evenings.

**Tuition includes the cost of all Workbooks.

The \$100.00 Registration Fee is due at the time of application for admission. A payment of \$900.00 is due on or before the business day closest to the 15th of the month prior to the start of class. Financial Aid may be used to cover this payment, but not the Registration Fee.

Financing The School has a number of financing arrangements available to assist students in meeting their educational goals. Students who qualify may utilize Federal Financial Aid Programs and/or Third Party Payment Programs. The School also has payment plans to help students defray balances not covered by these financial assistance programs (see accompanying enclosure).

Federal Financial Aid Title IV Federal Financial Aid is available to students who qualify. SMS currently participates in the Pell Grant, Stafford Loan, and Parent/Plus programs. Financial Aid applications are available from the Admissions Representatives at each campus.

Third Party Payment Applicants with financial sources other than Federal Financial Aid (e.g., Labor and Industries, Work Force Training Funds) must have either a legal voucher(s) for registration fee and tuition or must pay the registration fee (\$100) before applying for admission. Students are responsible for supplying Seattle Massage School with correct billing information and necessary forms. All tuition must be received before graduation for the student to receive a completion certificate.

PAYMENT PLAN OPTIONS

There are several different payment options to assist students in meeting their financial responsibilities. All of the following plans require a \$100 registration fee paid at the time of application for admission, and a \$900 tuition deposit due on or before the 15th of the month prior to the start of class. **Federal Financial Aid may be combined with plan C, D, or E and used to cover the \$900 payment, but not the registration fee.**

COMPREHENSIVE PROFESSIONAL LICENSING PROGRAM OPTION

Plan A: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$7281.00, the balance of tuition, less a \$150.00 discount, is due one week before classes begin.

Plan B (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$3715.50 is due one week prior to the start of classes. The balance of tuition, \$3715.50, plus a finance charge of \$167.20 (9%APR), is due within six months after the start of classes.

Plan Q (four payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$7431.00, plus a finance charge of \$249.84 (9% APR), is due in quarterly payments of \$1920.21. Payments are due the 15th of the month of each term start.

Plan C (twelve payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$7431.00, plus a finance charge of \$367.20 (9% APR), is due in twelve monthly payments of \$649.85. Payments are due on the 15th of each month.

Plan D (eighteen payments): ***This plan is available only to those applicants applying for financial assistance.*** The balance of tuition, after financial assistance, will be financed at 12% APR and is due in eighteen monthly payments. Payments are due on the 15th of each month.

Plan E (twenty-four payments): ***This plan is available only to those applicants applying for financial assistance.*** The balance of tuition, after financial assistance, will be financed at 15% APR, and is due in twenty-four monthly payments. Payments are due on the 15th of each month.

BASIC PROFESSIONAL LICENSING PROGRAM OPTION

Plan A: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. Payment of \$6014.00, the balance of tuition less a \$150 discount, is due one week before classes begin. Total tuition with discount is \$6914.00.

Plan B (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$3082.50 is due one week prior to the start of classes. The balance of tuition, \$3082.50, plus a finance charge of \$138.69 (9%APR), is due within six months after the start of classes.

Plan Q (four payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$6164.00, plus a finance charge of \$207.24 (9% APR), is due in quarterly payments of \$1592.81. Payments are due the 15th of the month of each term start.

Plan C (twelve payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$6164.00, plus a finance charge of \$304.60 (9% APR), is due in twelve monthly payments of \$539.05. Payments are due the 15th of each month.

Plan D (eighteen payments): ***This plan is available only to those applicants applying for financial assistance.*** The balance of tuition, after financial assistance, will be financed at 12% APR and is due in eighteen monthly payments. Payments are due on the 15th of each month.

Plan E (twenty-four payments): ***This plan is available only to those applicants applying for financial assistance.*** The balance of tuition, after financial assistance, will be financed at 15% APR, and is due in twenty-four monthly payments. Payments are due on the 15th of each month.

DELINQUENT ACCOUNTS

Students will be contacted when their account is 30 days or more past due. Graduate or withdrawn student accounts over 90 days late will be sent to a collection agency. Graduates with delinquent accounts will not be provided with transcripts until the financial obligation is addressed.

REFUND POLICY

Refund Before Entering Classes:

Applicants may cancel their enrollment in person or in writing before the beginning of classes. Applicants not requesting cancellation before their scheduled starting date will be considered students.

1. You will receive a full refund of all money paid if you are not accepted by the school.
2. You will receive a full refund of tuition and fees paid if you withdraw not later than midnight on the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided you have not commenced training.
3. After five business days, (excluding Sundays and holidays) the school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less. "Registration fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

Refund After Entering Classes:

For Purposes of Refund the Official Date of Termination is the last date of recorded attendance.

The Date of Withdrawal of a student shall be:

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

Your money will be refunded based upon the period of charges incurred. Your account will be charged in four installments in the first four periods of attendance which correspond with the four 11 week academic terms for the twelve month program in which you have enrolled. These installments are called tuition charges. It is the policy of Seattle Massage School to charge your account by period of attendance and if you withdraw, you will not be liable for periods of uncharged tuition. Seattle Massage School will charge the tuition to the accounts of all new students on the Monday following the commencement of classes. All continuing students will be charged tuition for the new period of attendance the day the term begins. Students on Leave of Absence are considered active students at the beginning date of each term and their accounts will be charged with second and subsequent term charges at the beginning date of each term of attendance for the twelve month period for which they originally enrolled.

In the event a student discontinues the School will retain earned tuition as follows. When a student withdraws any refund is based upon the period of attendance for which charges have accrued. The school will retain the \$100 registration fee plus any and all fees for textbooks or equipment purchased through the school bookstore. Withdrawal during the first term of attendance

You attend:	Retained of Term 1 Tuition Charges:*
Week 1	10%
Week 2	20%
Week 3	30%
Week 4	40%
Week 5	50%
Week 6	60%
Week 7 through 11	100%

*You will not be liable for periods of uncharged tuition

Withdrawal between the first and second term of attendance or during subsequent periods of attendance is based upon the total program cost.

You attend:	Retained	Program Tuition:
Week 11	25%	of program tuition*
Week 12 to 22	50%	of program tuition*
Week 23 to 33	75%	of program tuition*
Week 34 and beyond	100%	of program tuition

The enrolling student recognizes that she or he is fully responsible to the school for all charges incurred regardless of financial aid funding. Any financial aid funding that the student has not completed by the filing of forms or signing of check(s) will add to a balance owing to the school and payable at the time of withdrawal or graduation. A student may contract for the additional balance owed. The student also acknowledges that if s/he withdraws from the program at any time and the school is unable to process federal financial aid, or if the school must return previously awarded aid to the source, that the student is immediately liable for payment of all charges incurred to date. Failure to pay will constitute default by the student to the school of her/his financial obligation to the school.

If the school discontinues instruction in any program after the students enter training, including circumstances where the school changes it's location, students will be notified in writing of such events and are entitled to a prorata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued and the refund must be

Philosophy

Seattle Massage School believes Massage Therapy is a valuable and positive career choice that promotes health, supports personal growth and provides professional fulfillment.

Seattle Massage School is committed to excellence in massage education. Our client centered approach supports our graduates to be successful massage practitioners.

Seattle Massage School's mission is to assist people in creating meaningful work.

Our goal is to transform touch into a positive force in the world.

Education Objectives

The objective of the Professional Licensing Program (both Basic and Comprehensive) is to prepare students to become successful massage practitioners. Quality touch and interpersonal connections are our core concepts of massage training. Seattle Massage School provides an interactive, learner centered educational environment for both practical skills and academics.

School Locations

Seattle Massage School has three campuses in the Puget Sound region. They are located in Seattle, Tacoma and Everett. For more information, see the accompanying individual campus information insert. Hours of operation: 9:00 AM to 6:00 PM at all locations

EXECUTIVE OFFICE

6869 Woodlawn Ave. NE, Suite 120, Seattle, WA 98115
Phone: 206-524-3605 • Fax: 206-729-4306

SEATTLE CAMPUS

7120 Woodlawn Ave. NE, Seattle, WA 98115
Phone: 206-527-0807 • Fax: 206-527-1957

TACOMA CAMPUS

5005 Pacific Highway E, Suite 20, Fife, WA 98424
Phone: 206-926-1435 • Fax: 206-926-0651

EVERETT CAMPUS

2721 Wetmore Ave., Everett, WA 98201
Phone: 206-339-2678 • Fax: 206-258-2620

FINANCIAL OFFICE

323 NE 72rd Street, Seattle, WA 98115
Phone: 206-525-0101 • Fax: 206-525-6304

ADMINISTRATIVE PERSONNEL

Executive Director: Kerry Ann Plunkett, LMP
Director of Finance: Becky Ochs, CPA
Director of Financial Aid: Barbara Mangini
Director of Education: Dawn Schmidt, BS, LMP
Education Manager: Sean McDaniel, LMP
Executive Assistant: Jessica Trottier

ACCOUNTING PERSONNEL

Eric Benzel, BS, Accountant
Angie Sigler, BA, Accountant
Robyn Prout, BA, Accountant

OWNERS/OFFICERS OF THE BOARD

President: Paul Rerucha
Vice President: Nancy Rerucha
Secretary: Kerry Ann Plunkett

About Seattle Massage School

School History

Seattle Massage School continues to set a national standard for massage education and service to students. The School was founded in September, 1974, to teach massage skills to people wishing to practice professional massage in Washington State. The first advanced course for continuing education was offered in 1977. SMS was the first massage school in Washington to be state licensed by the predecessor to the Workforce Training and Education Coordinating Board, in 1982. The School, which was purchased by Paul Rerucha in August of 1986, has been at its current location since July, 1987. Since 1986, courses have been revised and the number of instructional hours increased to meet and exceed national education standards.

The school's curriculum was approved by the Commission on Massage Therapy Accreditation/Approval (COMTAA) of the American Massage Therapy Association in February, 1988, and by the Washington State Massage Board, under new curriculum guidelines, in September, 1988.

In August, 1988, the business was incorporated under the rules of the State of Washington as High Tide, Inc., and doing business under the trade names Seattle Massage School, and Seattle Massage. The corporation is wholly owned by Paul and Nancy Rerucha.

The school applied for and received National Accreditation by the Accrediting Commission for Continuing Education and Training (ACCET) in July, 1989 (the second school of massage on the West Coast to achieve such status), and was approved to administer Title IV funds by the Department of Education in December, 1989. (ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Codes and subsequent legislation.)

SMS created an in-house Student Clinic in 1989, which has expanded every year to provide a diversity of massage service to the community. We now offer an elective 4th term Hospital Internship Program in local hospitals. In addition, SMS runs on-going volunteer clinic programs at various locations.

We now have campuses located in Seattle, Tacoma and Everett. Additional locations may be added in the coming years.

Our Students

Seattle Massage School students are all ages and from varied backgrounds. Classes have included students ranging in age from 18 to 80 years (averaging 33 years), from all over the world. Students have educational backgrounds varying from grade 12 or a GED to postgraduate degrees. Most have been successful at occupations and are looking for a new career that allows an opportunity to work with people in a different way, as well as providing options for defining their own work habits and hours. What they all share is a deep commitment to themselves and to the professional growth necessary to operate a successful massage practice.

Class Sizes

Enrollment varies with each start. Generally, March and September are the larger starts. Each class is divided into sections. For Kinesiology and Massage classes, each section has 22 students maximum. Lecture classes can accommodate 22 to 35 students per section. In addition to the instructor, each class may have Teaching Assistants available to help students.

Facility

Each Seattle Massage School location has up to date portable massage tables, screens or curtains, hydrotherapy supplies, visual and video equipment. Learning aids include skeletons, muscle and bone charts, anatomy models and MANIKEN® system clay muscle sculpting kits.

Our Credentials

Accreditations and Licenses

To obtain further information about Seattle Massage School's licensing, accreditation, or certification, please contact the campus directly for addresses and phone numbers.

Seattle Massage School is accredited, approved, licensed, or recognized by:

- Nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).
- Curriculum-Approved by the Commission on Massage Therapy Accreditation/ Approval (COMTAA) of the American Massage Therapy Association
- Licensed by Washington State Workforce Training and Education Coordinating Board
- Approved by Washington State Board of Massage
- Participates in Veterans Montgomery G.I. Bill
- Approved by United States Department of Education, Office of Post Secondary Education, Washington, DC, to participate in the following programs:
 - Federal Pell Grant
 - Federal Stafford Loan Program
 - Federal PLUS Loan
- Approved by Oregon Board of Massage Technicians
- Member of Council of Schools of the American Massage Therapy Association
- Member of Washington Federation of Private Vocational Schools
- Member of National Association of Financial Aid Administrators
- Member of Better Business Bureau of Seattle and Tacoma
- Member of Seattle King County Chamber of Commerce
- Member of Tacoma Pierce County Chamber of Commerce
- Member of Everett Chamber of Commerce

Awards and Recognition

In honor of our commitment to excellence and our contribution to our community, Seattle Massage School has been the recipient of some prestigious local and national awards. These include:

- The City of Seattle Mayor's Small Business Award 1990 and 1992

Seattle Massage School is the first organization to have won this award twice.

- The Blue Chip Enterprises Award 1993***

This prestigious national award given by the National Chamber of Commerce recognizes excellence in business.

- INC. 500 1993***

Each year INC. Magazine recognizes the nation's 500 fastest growing small businesses. Seattle Massage School was ranked #222 in the country.

We are proud of the recognition we have received. We believe this reflects not only Seattle Massage School's commitment to quality and service, but also recognizes the massage profession as a whole.

Curriculum

The objective of the Professional Licensing Program (both Basic and Comprehensive) is to prepare students to become successful massage practitioners. Quality touch and interpersonal connections are our core concepts of massage training. Seattle Massage School provides an interactive learner centered educational environment for both practical skills and academics.

Students will be eligible to sit for the Washington State Massage Licensing Exam upon completion of the program. The Professional Licensing Program is Nationally accredited by Accrediting Council for Continuing Education and Training (ACCET). The curriculum is approved by Commission of Massage Training Accreditation and Approval (COMTAA) and Washington State Board of Massage.

Term One includes:

- Anatomy & Physiology 1
- Kinesiology 1
- Massage Theory 1
- Massage Practice 1
- Student Development, Communication and Learning Skills Workshop/Seminar
- Seated Massage Workshop/Seminar
- Professional Development 1 Workshop/Seminar

Term Two includes:

- Anatomy & Physiology 2*
- Kinesiology 2*
- Massage Theory 2*
- Massage Practice 2*
- AIDS Education for Massage Professionals Workshop/Seminar*
- First Aid/CPR Certification Workshop/Seminar
- Pregnancy Massage Workshop/Seminar*
- Hydrotherapy Workshop/Seminar*
- Professional Development 2 Workshop/Seminar *

Term Three includes:

- Anatomy & Physiology 3*
- Kinesiology 3*
- Massage Theory and Practice 3*
- Business Skills Workshop/Seminar*
- Sports Massage Workshop/Seminar*
- Professional Development 3 Workshop/Seminar*
- +Student Clinic 3*

Term Four includes:

Anatomy & Physiology 4*
 Kinesiology 4*
 Massage Theory and Practice 4*
 Massage for Chronic Pain Workshop/Seminar*
 +Student Clinic 4* or possibly +Hospital Internship*
 Professional Development 4 Workshop/Seminar*
 Student Project*

All courses listed are required for graduation from the Professional Licensing Program.

All courses marked with asterisk () have prerequisites.

Comprehensive Program

This program includes all of the above courses. The Hospital Internship Program may be taken during term four in place of Student Clinic (space is limited and students must apply, interview and be accepted into the program).

Basic Program

This program is offered only in the evenings. It includes the full program minus the courses identified with the plus (+). Additional credit options include Student Clinic 3 or Hospital Internship (during term 4).

Continuing education hours are available for term 3 and 4 students who choose to participate in the Teaching Assistant Program

Credit Conversion

Seattle Massage School uses the following conversion factors to determine contact hours to credits (as identified by ACCET and Workforce Training and Education Coordinating Board of Washington):

Lecture - 10 contact hours = 1 credit
 Labs - 20 contact hours = 1 credit
 Externship - 30 contact hours = 1 credit

Contact hours are defined as 50 minutes of classroom contact. Contact hour and credit totals are outlined on the program overview.

School Calendar

Program Schedules

Classes begin four times a year: March, June, September, and December. The programs are taught in four 11-week terms over 12 months. A one to two week break is provided between terms and over the December Holidays.

The Professional Licensing Program Comprehensive is offered as a morning or evening program with some afternoon classes. Professional Licensing Program Basic is offered as an evening program only.

Classroom Hours

- Morning classes meet between 8:00 am and 12:15 pm.
- Afternoon classes vary from 12:30 pm to 5:30 pm.
- Evening classes meet between 6:00 pm and 10:15 pm.

Program Length

The Professional Licensing Program Basic and Comprehensive lasts 12 months. The maximum length of time allowed to complete the program is 18 months (six terms).

The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the schedule for any particular class, or to modify the course work required for graduation based on legislative, professional or educational mandates or any other reason which the school may deem necessary.

Seattle Campus

Spring Term classes begin:	March 10	and end	May 23
Summer Term classes begin:	June 9	and end	August 22
Fall Term Classes begin:	September 8	and end	November 21
Winter Term Classes begin:	December 1	and end*	February 27, 1998
*Winter Break: December 24 through January 1, 1998			

Tacoma Campus

Spring Term classes begin:	March 11	and end	May 23
Summer Term classes begin:	June 9	and end	August 22
Fall Term Classes begin:	September 8	and end	November 21
Winter Term Classes begin:	December 1	and end*	February 27, 1998
*Winter Break: December 24 through January 1, 1998			

Everett Campus

Spring Term classes begin:	March 10	and end	May 23
Summer Term classes begin:	June 9	and end	August 22
Fall Term Classes begin:	September 9	and end	November 21
Winter Term Classes begin:	December 1	and end*	February 28, 1998
*Winter Break: December 24 through January 1, 1998			

School Closure Holidays

Holidays the school is closed include: New Years Day, January 1; Martin Luther King Day, January 20; Memorial Day, May 26; Independence Day, July 4; Labor Day, September 1; Thanksgiving, November 27 & 28; Christmas Day, December 25; December /Winter Holiday Break, December 24 through January 1, 1998.

Student Services

Seattle Massage School recognizes the importance of a strong system of support that students need when they return to school and make the transition into a new career. In an effort to assist our students in this process Seattle Massage School offers the following Student Services:

Counseling and Advisement

Faculty, Education Coordinators and Registrars are available to discuss student progress or special needs. When required, students may be referred to our Counselor at no charge to the student. Students who have a more serious need for professional counseling will be referred to appropriate community resources.

Learning Specialist

Students who attend Seattle Massage School have free access to the services of our professional Learning Specialist. These services include both individual consultation and workshops designed to support students in their learning process. Topics covered include time management, goal setting, learning style awareness, study skills, and test taking skills. In addition, our Learning Specialist assists in creating a learner-centered environment and curriculum for our students.

Independent Tutoring

Group or individual tutoring in Anatomy & Physiology, Kinesiology, and Massage Practical are generally available. Fees for tutoring are minimal.

Seattle Massage School Tutoring

Students who attend SMS and are not maintaining satisfactory progress have access to tutoring services free of charge. These services are provided by staff tutors.

Teaching Assistants

Seattle Massage School provides a continuing education program for advanced students and graduates who desire to learn teaching techniques. Third and Fourth Term students have the opportunity to apply to be a Teaching Assistant (T.A.) for Terms One and Two. Graduates may become T.A.s for any level of the program. A Continuing Education Certificate is awarded for completion of Teaching Assistant Hours.

Honors

Students are acknowledged for superior work. Generally those who complete the program in 12 months, attain a 3.5 GPA or better in all course work and who meet all other SMS standards of progress, qualify. This distinction is acknowledged on the Certificates of Graduation.

Financial Aid

Title IV Federal Financial Aid is available to enrolled students who qualify. Federal Financial Aid applications are available from the Admissions Representatives at each campus. Each Campus has a Financial Aid Office to assist enrolled students on an individual basis to determine their eligibility. Seattle Massage School currently participates in the Federal Pell Grant, Federal Stafford Loan, and Federal Plus Loan programs. For more information see the Tuition and Program Expenses insert or contact the School directly.

Library Privileges

A SMS lending library is available at each campus as a service of the Bookstore. Seattle Massage School students have access to excellent medical library facilities at Bastyr University, located in Kirkland at St. Thomas Seminary.

Graduate Services

Placement

Placement services are offered at no charge to our graduates. A Graduate Services Office is located at each campus. Graduate Services will work with the graduate to establish her/his ideal work setting, matching the graduate's desires to available positions. They can also assist the graduate in creating plans for private practice. The office also sends graduates mailings of current placement opportunities. Graduates may be assured that efforts will be made to assist the graduate in finding suitable employment.

Graduate Speaker Nights

Graduate Speaker Nights support graduates by providing on-going opportunities for professional development and networking. Each speaker event includes a workshop on a topic of interest for massage practitioners. These events are free of charge.

Continuing Education

Continuing Education events are offered throughout the year. These are one time offerings in a variety of massage techniques and advanced massage treatment. These courses are available to all Licensed Massage Practitioners.

Placement Results

Employers and contractors of our graduates include:

- Breitenbush Hot Springs-Detroit, OR
- Center for Outpatient Rehab at Providence
General Medical Center-Everett, WA
- Children's Hospital and Medical Center-Seattle, WA
- Fred Hutchinson Center-Seattle, WA
- Gene Juarez Salons-National
- Hyatt Grand Champion Hotel-Palm Springs, CA
- Massage Bar-Seattle, WA
- Sitka Medical Center-Sitka, AK
- Sol Duc Hotsprings-Port Angeles, WA
- Spa Broadmoor-Colorado Springs, CO
- Sport Chiropractic-Kent, WA
- Washington Athletic Club-Seattle, WA

Many of our graduates are self-employed in individual practice under their own or a business name. Some of these are:

- A Perfect Touch-Port Angeles, WA
- Bellevue Massage Therapy-Bellevue, WA
- Bodyworks-Seattle, WA
- Hands With Heart Healing-Port Angeles, WA
- Healing Arts Studio-Seattle, WA
- Healing Hands Massage Clinic-Bothell, WA
- Healthbreak-Seattle, WA
- Heartspring Associates-Seattle, WA
- Muscle Energy Health Center-Seattle, WA
- Rasmussen Massage Therapy & Health Center-Mukilteo, WA
- Roosevelt Massage Center-Seattle, WA
- Valley Massage Therapy-East Wenatchee, WA

School Policies

The following policies and standards are guidelines to ensure the quality of our program and your education. Please refer to the Student Handbook for further explanation.

Application and Entrance Requirements

All applicants to Seattle Massage School are screened and interviewed by our admissions staff. Applicants are evaluated on the basis of their motivation and academic ability to benefit from our professional program. Applicants are evaluated without discrimination on the basis of age, sex, race, national or ethnic origin, religion, creed, sexual preference, or general disability.

Applicants must be a minimum of 18 years of age upon graduation from Seattle Massage School. They must provide proof that they are a high school graduate or have a GED. All applicants are required to complete an admission interview, a registration packet, and any financial agreements. Previous experience in massage is not a requirement but may be helpful.

Applicants may be denied admission on the basis of health problems, poor hygiene, lack of financial capability, lack of physical capability or insufficient motivation. Applicants may also be denied if they do not exhibit the ability to benefit from Seattle Massage School's Professional Licensing Program. Denial of admission to the program is final and may not be appealed.

Application information is confidential. Students are guaranteed the right of access to their student file, by written request. Student information will not be released to unauthorized persons or agencies without the written consent of the student.

Applications are accepted and interviews conducted throughout the year. Introductory massage courses are offered at each campus. Please contact the Admissions Department to schedule an interview or to inquire about workshops.

Academic Standards

Grading is numerical, ranging from 0 to 4.0. Students must maintain a minimum GPA of 2.0 and must have a cumulative GPA of 2.00 to graduate. Honors are awarded to students who average 3.5 cumulative GPA or better, meet all standards of progress for graduation, and complete the program within 12 months.

Statements of academic progress will be provided at the end of each term. Additional copies are available upon request, for small fee. Please refer to the Standards of Academic Progress in the school's Student Handbook. The grade of A / 4.0 is given for scores of 93 - 100%; B / 3.0 for scores of 85 - 92%; C / 2.0 for scores of 77 - 84%; D / 1.0 is given for scores of 70 - 76%; E / .0 is given for scores of 69% and below (grades are not rounded up to the next percentage). All E courses must be retaken. Students will be charged for all course retakes.

Standards of Academic Progress

Please see the Standards of Progress policy in the Student Handbook or the Course Workbook. The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level of course work. The progress of students encountering difficulty in maintaining standards will be reviewed. Those who need help can utilize a variety of options, including individual or group tutoring, study groups, or our Learning Specialist or Counselor. All assigned work must be completed before the end of each quarter. Students maintaining the minimum credit requirements may successfully complete the program in 18 months.

Progress is measured in the following ways:

- a) Progress in learning theoretical material is measured through quizzes and examinations.
- b) Progress in learning practical material is measured through demonstration, student feedback, instructor feedback, and practical exams.
- c) In addition to class time, documented messages outside of class, study, and completion of assigned homework are required. All students are also required to complete a student project by Term 4.
- d) Minimum cumulative GPA considered satisfactory is C / 2.0.
- e) All courses with 'E' grades must be retaken. Students will be charged for all retakes.

Attendance

Regular, punctual attendance is expected of all students. Missing more than 20% of any class is considered an absence. Make-ups are required for all missed exams and practical classes. Each course instructor will specify how make-ups will be handled.

Behavior and Conduct Standards

Inappropriate behavior, including, but not limited to, disruptive talking in class, cheating, failure to abide by SMS policies, and behavior that disrupts class or could be interpreted as harassment, can result in probation or dismissal. For more detailed information on SMS Behavior and Conduct Standards please refer to the Student Handbook.

Drug and Alcohol Awareness Policy

SMS is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol. Therefore, possession, distribution or use of illicit drugs or alcohol are not tolerated. For more detailed information on SMS Drug and Alcohol Awareness policies please refer to the Student Handbook.

Drug Abuse Referrals

Seattle Massage School has established a referral relationship with community drug abuse agencies. Referrals are made to these agencies as needed.

Complaint Procedure

If problems arise, students should make every effort to resolve them through the procedures described in the Student Handbook. If the problem is not resolved, the student has the right and is encouraged to submit a written complaint to either the Washington Workforce Training & Education Board or the Accrediting Council for Continuing Education and Training. The address and procedures for this are listed on page 14 of this catalog.

Graduation Requirements

Students must have a GPA of 2.0 or greater, complete all course work, and discharge all financial obligation to the school to receive their graduation certificate, and for the school to release transcripts. For more detailed information on SMS Graduation Requirements please refer to the Student Handbook.

Probation

Probation may be invoked by an Administrative Representative of SMS (Registrar, Education Coordinator, Education Director or Education Manager). Probation is used for: 1) Failure to maintain Standards of Progress, 2) Inappropriate behavior, or 3) Failure to fulfill financial agreements. Probation does not exceed 90 days and exact length of probation and specific objectives are given at the time of notification.

Termination

Reasons for Termination are: 1) Voluntary Withdrawal, 2) Failure to return from a Leave of Absence (LOA), 3) Lack of available space following a LOA, 4) Prolonged absence (over 30 days), 5) Failure to meet SMS Standards For Behavior, or 6) Failure to meet Academic Standards of Progress. Terminated student must have an exit interview with the Registrar.

Re-enrollment

Students who withdraw from the program may apply for readmission. A \$100 registration fee will be charged for readmission. Students may be denied readmission for lack of timeliness in completing assigned work, failure to follow through on any agreements, or demonstrated lack of ability to benefit from the program.

Licensing Requirements

Massage Practitioners

In order to legally practice massage in the State of Washington, a person must be licensed by the State of Washington, Department of Health. This involves passing a written exam administered by the State of Washington. To be eligible for the exam an applicant must have graduated from a Washington State Board of Massage accredited school, and be 18 years of age or older. Applicants with felony convictions within the last eight years may have licensure denied. Appeal of this ruling is possible.

Students planning to practice in another state should contact the agency responsible for administering the massage practice law in that state or municipality, for licensing requirements. See SMS Student Handbook for a list of other states with Practice and Licensure requirements for massage practice.

Licensing and Accreditation Information

Seattle Massage School is licensed under laws of the State of Washington, Chapter 28C.10RCW. Inquiries regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board
Building 17, Airdustrial Park, MS
P.O. Box 4310
Olympia, WA 98504-3105
360-753-5673.

Seattle Massage School is accredited by the Accrediting Council for Continuing Education and Training (ACCET). Inquiries regarding accreditation may be made to:

Accrediting Council for Continuing Education and Training (ACCET)
1560 Wilson Boulevard, #900
Arlington, VA 22209
703-525-3000.

