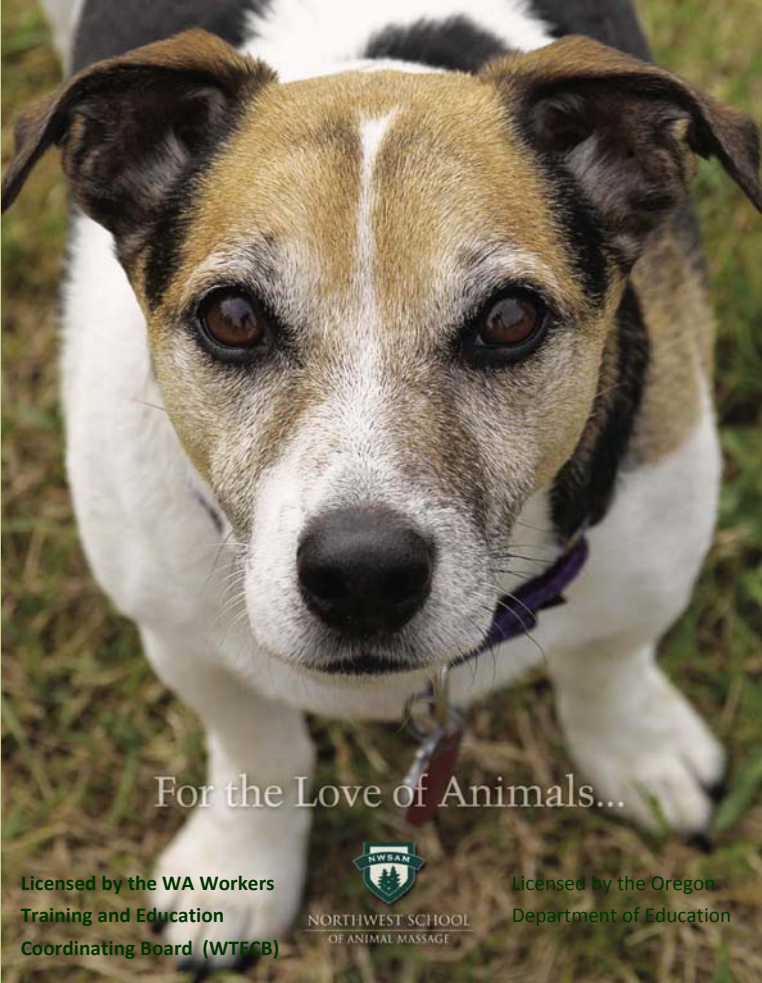


01/2009 Volume 3, Edition 1

Course Catalogue



For the Love of Animals...

Licensed by the WA Workers
Training and Education
Coordinating Board (WTECB)



Licensed by the Oregon
Department of Education

PO Box 670 (33404 Redmond-Fall City Rd.) Fall City, WA 98024

425-222-3703

877.836.3703

www.nwsam.com

Owners and Officials

NWSAM is a Washington LLC owned and operated by Lola J. Michelin. Official(s): Lola J. Michelin, Director of Education

Affiliations/Accreditations

Wa. WTECB

Oregon DOE

IAAMB

ACWT



Admission Requirements

Applicants may be admitted upon satisfying the following requirements:

- Exceed the age of compulsory attendance (16)
- Possess a high school diploma, GED or recognized equivalency certificate

Admissions and Enrollment Process

To apply for enrollment, prospective students must:

- Submit application (by phone, online or by mail)
- Submit minimum deposit for the specific course as described

Admission decisions are based on the application. Applicants will be notified of the school's decision. After notification of acceptance, applicants will have 5 days to complete the registration/enrollment process. We recommend that you register early, as classes fill quickly.

To complete enrollment, applicants must sign and return the student contract for each course and, where indicated, return the First Assignment document. Once enrolled, student access to online features will be activated and, where indicated, a distance-learning instructor will be assigned. Payment must be received or financing arrangements made prior to start of course.

To Enroll Call: 1-877-836-3703

Animal Massage Practitioner Program Information

NWSAM provides quality career training in the field of animal massage. Certification courses are offered at three levels.

Level 100: Maintenance Massage: This foundation course provides the basic skills needed to provide animal massage for the health and well-being of either large animals (horses and livestock) or small animals (dogs, cats).

Level 200: Performance Massage: This advanced course provides specific training for individuals wishing to work in competitive arenas with athletic animals.

Level 300: Rehabilitation Massage: This advance course provides specific training for individuals wishing to specialize in massage related to recovery from injury or illness. This training does not include activities covered under veterinary medicine and is not designed as a substitute for proper veterinary care.

NWSAM also offers **workshops** in massage and related topics such as aromatherapy, animal riki and acupressure. These classes are open to professional practitioners as well as the general public. When applicable, participants may qualify for continuing education credits.

On the following pages, you will find detailed descriptions of each course offered. The animal massage certification courses are offered in a combined distance-learning/practical format for the convenience of our students. Students will be required to complete the distance-learning portion of the program prior to attending a practical session. Practical sessions are offered over a five-day period several times each year. The distance-learning program must be completed within six months of the date of enrollment and students must choose a practical date and location by the time they have completed 50% (three months) of the enrollment period. It is possible to extend the enrollment period and to change the date and location of the practical session.

Course Catalog

(The Level 100/200/300 courses are licensed by the OR DOE and the WTECB)

Level 100 Small Animal Maintenance Massage Program: 150 Clock Hour Program designed to teach the fundamental skills needed to provide massage for the health and well-being of small animals (dogs, cats, companion animals). The program can be completed through a combination of distance-learning (100 hour program) plus resident instruction (5 day hands-on practical). Subjects of study include:

Behavior and Handling	35 hours
Anatomy and Physiology	35 hours
Kinesiology	30 hours
Massage Theory and Practice	35 hours
First Aid	5hours
Report/Journal	10 hours

Prerequisite: None

Level 200 Small Animal Performance Massage Program: 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for small animals involved in athletic activity or competition. The program can be completed through a combination of distance-learning (100 hour program) plus resident instruction (5 day hands-on practical). Subjects of study include:

Behavior and Handling	35 hours
Anatomy and Physiology	30 hours
Kinesiology	30 hours
Massage Theory and Practice	30 hours
First Aid	5 hours
Case Studies/Report/Journal	20 hours

Prerequisite: Level 100 Small Animal Maintenance Massage Program or successful completion of comparable program and testing.

To Enroll Call: 1-877-836-3703

Level 300 Small Animal Rehabilitation Massage Program: 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for small animals recovering from injury or illness. The program can be completed through a combination of distance-learning (100 hour program) plus resident instruction (5 day hands-on practical). Subjects of study include:

Behavior and Handling	15 hours
Anatomy and Physiology	30 hours
Kinesiology	25 hours
Massage Theory and Practice	40 hours
First Aid	20 hours
Case Studies/Report/Journal	20 hours

Prerequisite: Level 100 Small Animal Maintenance Massage Program or successful completion of comparable program and testing.



Level 100 Large Animal Maintenance Massage Program: 150 Clock Hour Program designed to teach the fundamental skills needed to provide massage for the health and well-being of large animals (horses and livestock). The program can be completed through a combination of distance-learning (100 hour program) plus resident instruction (5 day hands-on practical). Subjects of study include:

Behavior and Handling	35 hours
Anatomy and Physiology	35 hours
Kinesiology	30 hours
Massage Theory and Practice	35 hours
First Aid	5 hours
Report/Journal	10 hours

Prerequisite: None

Level 200 Large Animal Performance Massage Program: 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for large animals involved in athletic activity or competition. The program can be completed through a combination of distance-learning (100 hour program) plus resident instruction (5 day hands-on practical). Subjects of study include:

Behavior and Handling	35 hours
Anatomy and Physiology	30 hours
Kinesiology	30 hours
Massage Theory and Practice	30 hours
First Aid	5 hours
Case Studies/Report/Journal	20 hours

Prerequisite: Level 100 Large Animal Maintenance Massage Program or successful completion of comparable program and testing.

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Prerequisite: Level 100 Large Animal Maintenance Massage Program or successful completion of comparable program and testing.



2009 Certification Course Fees

All fees are applicable to each level of training, (Level 100, 200 or 300). Registration fees are non-refundable. Financing is available for approved students. Distance-learning courses and Practical sessions can be purchased separately or together, but both must be completed for certification. Tuition discounts offered when purchasing multiple levels.

Small or Large Animal Massage Distance Learning Course

Registration Fee	100.00
Tuition	700.00
Materials	<u>700.00</u>
Total	1500.00

(plus \$20.00 shipping/handling)

Small or Large Animal Massage Practical Session

Registration Fee	50.00
Tuition	400.00
Materials	<u>50.00</u>
Total	500.00

To Enroll Call: 1-877-836-3703

2009 Certification Course Calendar

Distance Learning Course

Enroll online, by phone or by mail at any time to begin a six-month enrollment period.

Practical Sessions

<u>Course</u>	<u>Date</u>	<u>Location</u>
Level 100 Small Animal	Feb.17-21	Redmond, WA
	Mar.31-Apr.4	Philadelphia
	Apr.14-18	British Columbia
	June 16-20	Hood River, OR
Level 200 Small Animal	Mar.17-21	Hood River, OR
Level 300 Small Animal	Jan.13-17	Portland, OR
	May 5-9	Issaquah, WA
Level 100 Large Animal	Mar.10-14	Redmond, WA
Level 200 Large Animal	May 26-30	Redmond, WA
Level 300 Large Animal	July 7-11	Redmond, WA

Class Schedule

Classes meet from 8:30AM-4:30PM on scheduled days.

Additional practical dates are added regularly.
Visit www.nwsam.com for an updated calendar.

NWSAM Enrichment Courses

Enrichment Courses are for continuing education or self-improvement and are not required to be licensed by the OR DOE or WTECB. These courses are open to all students. For a schedule of courses, visit www.nwsam.com or call 877.836.3703. Cost of each course includes registration, tuition and materials.

FUNDamentals of Animal Massage: Learn animal massage for your pets or livestock in this interactive two-day course. This class is ideal for the pet owner or horse-owner wishing to learn basic skills. It is also an ideal primer for our career certification courses or as a refresher course.

Cost: \$325.00

Clock Hours: 12 Meets Sat/Sun from 9:00-4:00

Introduction to Aromatherapy for Animals: This fun and interactive two-day workshop will cover the basic properties of several popular essential oils, how to test for application and how to properly blend oils.

Cost: \$325.00

Clock Hours: 12 Class meets Sat/Sun from 9:00-4:00

Animal Reiki: Explore the gentle power of Reiki through each of these three levels of training. Learn to attune your own energies, recognize the energies of the animals around you and direct your healing power toward your inner and outer worlds. Reiki I and II are taught together as a two –day course and Reiki III is its own two-day course.

Cost: \$325.00

Clock Hours: 12 Class meets Sat/Sun from 9:00-4:00

Animal Communication: Join nationally recognized animal communicator, Polly Klein, in this two day class on telepathic animal communication. Participate in exercises designed to open you up to hearing the animals around you.

Cost: \$325.00

Clock Hours: 12 Class meets Sat/Sun from 9:00-4:00

To Enroll Call: 1-877-836-3703

NWSAM Enrichment Courses

Introduction to Shiatsu: Explore one of the oldest eastern styles of bodywork during this two-day workshop. Techniques learned in this class can be used for self-care or in the care of your dogs, cats or horses. Basics of point work, positioning and release techniques will be covered. Loose, comfortable clothing is recommended.

Cost: \$325.00

Clock Hours: 12 Class meets Sat/Sun from 9:00-4:00

Connective Tissue Massage I / II: Learn how to assess and address the health and function of connective tissue in relationship to the other body systems. Explore a range of approaches to relieving tension and postural distortion. These two-day courses are an excellent addition for anyone practicing bodywork.

Cost: \$325.00

Clock Hour: 12 Class meets Sat/Sun from 9:00-4:00

Animal Acupressure and Traditional Chinese Medicine: We offer acupressure training through our reciprocal relationship with TallGrass Acupressure. To see when classes are offered at NWSAM campuses, please visit our schedule of courses at www.nwsam.com/contact or visit www.animalacupressure.com. Class days and times vary and tuition is paid directly to TallGrass Animal Acupressure.



Credit for Previous Training

Proof of previous training can be submitted for consideration. Due to the curriculum and the clock hour nature of the course, award of credit is at the discretion of the school. For applicants wishing to take the advanced levels of training without completing the Level 100 course, proof of prior training must be submitted and a placement examination successfully completed.

Certification Offered

Students who successfully complete the distance-learning portion of the program may receive a Certificate of Completion in Animal Massage indicating the hours and subjects covered.

Students who successfully complete the distance-learning combined with the practical session receive a Certificate of Achievement as an Animal Massage Practitioner. Each level of training results in its own certificate.

Workshops such as the Aromatherapy class will result in a Certificate of Completion with the defined subject matter and hours indicated.

Placement Services Offered

NWSAM does not currently offer specific placement services. We do however maintain a website listing of graduates and try to match graduates with opportunities that are brought to our attention.

Facility

Our flagship campus is located in Redmond, Wa. Satellite campuses are located throughout the United States and Canada and facilities vary depending on time of year and amenities available. Specific facility information can be seen at www.nwsam.com. Facilities are equipped with classroom space, restrooms, break area or kitchen, kennels or stables as needed and all animal models are provided. Personal pets or visitors are not allowed in class except under prior arrangement for safety and to ensure a proper educational environment for all.

Hours of Operation

Administrative Offices are open Mon-Fri from 9:00-5:00PM.

Practical hours are Tuesday-Saturday from 8:30-4:30.

Holidays and Other Dates of Importance

The NWSAM office may be closed to observe US holidays including Thanksgiving, Christmas and New Years Day.

Grading System

100%	Excellent	Pass
90-99%	Good	Pass
80-89%	Fair	Pass
0-79%	Poor	Fail



Satisfactory Progress Standards for Academics and Attendance:

Students must maintain satisfactory academic and attendance progress while enrolled in training. Distance-learning students study at their own pace, but must complete all activities and quizzes within the 6 month enrollment period. Resident students must attend all class meetings or schedule make-up sessions for missed hours to maintain satisfactory progress.

If a student fails to maintain satisfactory progress by failing to adhere to the academic or attendance standards outlined, the student may be placed on a 30 day probation. The Student is responsible to complete the actions determined to rectify their situation within the 30 days. If the Student fails to take action or meet the actions determined, they may be terminated from the program.

If the student completes the work but does not reach the 80% passing grade requirement, then the Student must contact the school to arrange for additional study time or retesting. The Student is responsible for making all arrangements necessary and for all fees associated with make-up time or retesting.

Progress records are kept by the school until course grades are transcribed. Academic transcripts are maintained in the student file.

Readmission Policy: Readmission is at the sole discretion of the school.

To Enroll Call: 1-877-836-3703

School Policies

Attendance Policy: Student must attend all classes and complete the defined hours of study. Student must abide by school and farm/kennel/facility rules as provided by School or as may be implemented by School from time to time.

Tardiness: Repeated tardiness is disrespectful to fellow students and instructors. Anticipated tardiness must be excused by an instructor prior to occurrence. Students with two unexplained or unexcused tardies will be placed on probation and may be terminated upon the next offense. Due to the limited class meetings and accelerated learning, tardiness will seriously impair your ability to demonstrate proficiency for certification.

Makeup Policy: Students may schedule time to makeup work for missed class times. The student is responsible for coordinating a make-up time with an instructor and may be responsible for fees associated with that instructor's time at the discretion of the school. All activities and quizzes for the self-directed study must be completed prior to attending a practical session. A student may extend their enrollment period if they are unable to complete in the agreed upon period; an extension fee will apply.

Nature of Physical and Property Risk: Student acknowledges that, due to the nature of animal massage, injury or damage may occur to the Student's self and or property. Student agrees to assume the risks involved in the contemplated School activities. Student and Student's agents, heirs, successors and assigns do release and hold harmless the School, its principals, agents, employees, volunteers, representatives, heirs, successors and assigns, as well as affiliates including Legacy Hunters and Jumpers, Inc or other properties where the School is located and/or conducts class, and owners of all animals that are provided as models for class or are encountered during class, from any and all liability, costs or damage incurred by Student resulting from Student's involvement, unless as a direct result of the School's gross negligence or intentional misconduct.

Cancellation/Discontinued Program: School reserves the right to discontinue a program. Student may be entitled to a) a refund of payment(s) made to School based on refund policy or b) an opportunity to reschedule a later course in such an event. Student may elect to cancel enrollment at any time by requesting to withdraw in writing. Refunds will be subject to the refund policy. Withdrawals/terminations may take 30 days to process.

Student Conduct Policy: Student assumes the responsibility for reasonable standards of behavior while on School property or while participating in program activities. Student agrees not to engage in inappropriate or illegal conduct, which may be the basis for Student suspension or termination, including but not limited to; attending class under the influence of alcohol or narcotics, disruption of class or classes, violation of school regulations or policies, showing lack of respect for another student, animal and/or instructor, stealing or destruction of property, misrepresentation, unprofessional or unethical conduct, excessive absence or tardiness, negligence in the practice of animal massage and any other conduct which the School, its instructors or other students reasonably deem to be harmful to the School's reputation, the academic process or inappropriate for the profession of animal massage therapy. Students may not bring children, pets or other guests to class sessions unless specifically instructed or invited to do so.

Disciplinary Process: Warning notices may be issued to students who are in jeopardy of probation, unsatisfactory progress or termination. Lack of response to warning notices may result in action including probation, suspension, termination and/or loss of financing. Warning notices may be issued for violations of academic, attendance or conduct policies. A first warning may be issued verbally or in writing to indicate the policy violation. A second warning will include the school's decision to pursue probation, suspension or termination and the action required.

Probation: A notice will indicate the length of probation, specific areas of deficiency and a demand for the student to arrange a meeting. The Student is responsible to coordinate the date/time/place/method of meeting. Terms of the probation and action required for resolution will be determined and a written document prepared to be kept in the student file.

Suspension: A student who fails to respond to prior warning notices or has not remedied a violation may be suspended from attending classes or access to online learning may be denied. Return to school is contingent upon Student meeting the School's identified standards.

Termination: Student may be permanently terminated from school if they fail to respond to repeated warnings or to meet the requirements to remedy probation or suspension. A student who has been terminated is due no refund and can only be reinstated at the school's discretion. Balances owed will be due immediately.

Although the school has established a progressive notification process, the authority is retained to impose immediate probation, suspension or termination when appropriate.

Recordkeeping/Transcript Request: All documentation relative to the program (student file/ transcripts/ financing agreements...) will be maintained at the school's administrative offices and kept for a minimum of 50 years. Students may request a copy of the documents in their file or their transcript in writing. Copies of those documents will be delivered to the student for a fee.

Practical Session Policies: Certain policies exist pertaining to the practical sessions. Payment for practical sessions is due at the time of enrollment. * If a Student wishes to change the date or location of their session after enrollment, a \$100.00 fee will be assessed for the change. If the School cancels a practical session, the Student will be entitled to reschedule at no fee or receive a refund. All distance-learning activities and quizzes must be completed and a Student's account must be in good standing with the accounting department before attending a practical. Students who arrive at a scheduled practical who are not in good standing (delinquent financing account) or who have not completed the work will not be admitted.

*NWSAM is licensed by Oregon Dept. of Education. Students who attend classes in Oregon are subject to OAR Admin. Rule, Chapter 581, Division 045.

Past Due Loans: Students loans more than 30 days past due are considered to be in default. Student will receive a notification of past due account with their account statement. If an account is 60 days past due, written and verbal notification will be attempted. At the next payment due date (1st day of the following month), the account will be turned over to collection.

Legal Practice: It is the student's responsibility to obtain information regarding legal requirements for the practice of animal massage in their locale.

Student Grievance Procedure

Oregon Residents: Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Oregon Department of Education, Public Service Bldg., 255 Capitol Street NE, Salem, OR 97310.

All Other Students: The school is licensed under Chapter 28C.10. Inquiries or complaints regarding this or any other private career school may be made to the Washington Workforce Training and Education Coordinating Board, 128 10th Ave. SW, Olympia, WA 98054-3105 ((360) 753-5673).



NORTHWEST SCHOOL

OF ANIMAL MASSAGE

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Fall City, WA 98024

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