

01/2008 Volume 2, Edition 2



**NORTHWEST SCHOOL**  
**OF ANIMAL MASSAGE**

**Course Catalogue**

**PO Box 670**  
**(33404 Redmond-Fall City Rd.)**  
**Fall City, WA 98024**  
**425-222-3703 877.836.3703**



**Licensed by the Wa.  
Workers Training and  
Education  
Coordinating Board  
(WTECB) under  
Chapter 28C.10**

**Licensed by the  
Oregon Department of  
Education**

**Category A Provider  
for the National  
Certification Board of  
Therapeutic Massage  
and Bodywork  
(NCBTMB)**

### **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
- NCBTMB
- 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**

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### **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 and enrichment courses** in massage and related topics such as aromatherapy, animal riki and acupressure. These classes are generally offered as two-day continuing education classes open to professional practitioners as well as the general public. When applicable, participants may qualify for continuing education credits. **Skill camps** are also offered to assist practitioners in developing successful business practices.

On the following pages, you will find detailed descriptions of each course offered. The animal massage certification courses are offered in a classroom-based format or in a combined distance-learning/practical format for the convenience of our students. Students choosing the distance-learning/practical format 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) or over three weeks in an accelerated classroom-format (9 meeting days plus homework). 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 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.

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**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) or over three weeks in an accelerated classroom-format (9 meeting days plus homework).

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.

**Level 300 Large Animal Rehabilitation Massage Program:** 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for large 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 Large Animal Maintenance Massage Program or successful completion of comparable program and testing.



## 2008 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 Accelerated Classroom-Based Massage Course

Registration Fee	150.00
Tuition	1100.00
Materials	<u>750.00</u>
Total	2000.00

### Small or Large Animal Massage Practical Session

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

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# 2008 Certification Course Calendar

## Distance Learning Course

Enroll at any time to begin a six-month enrollment period.

## Classroom-Based Courses (Fri/Sat/Sun or Sat/Sun/Mon)

Course (Redmond Campus Only)	Dates
Level 100 Small Animal Massage	Apr. 7-23
Level 100 Large Animal Massage	May 10-26

## Practical Sessions

<u>Course</u>	<u>Date</u>	<u>Location</u>
Level 100 Small Animal	Jan 15-19	Portland, OR
	Apr 22-26	Pennsylvania
	Apr. 29-May 3	Redmond, WA
	July 15-19	Redmond, WA
	Oct. 28-Nov. 1	Portland, OR
Level 200 Small Animal	Dec 9-13	British Columbia
	May 6-10	British Columbia
Level 300 Small Animal	Sept. 16-20	Oregon
	Feb. 19-23	Redmond, WA
	April 15-19	Portland, OR
	Aug. 26-30	Pennsylvania
Level 100 Large Animal	Nov. 11-15	Redmond, WA
	Feb. 26-Mar. 1	Redmond, WA
	Sept. 23-27	Portland, OR
Level 200 Large Animal	April 8-12	Redmond, WA
	Nov. 11-15	Portland, OR
Level 300 Large Animal	July 8-12	Redmond, WA

## Class Schedule

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

## 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](http://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 three-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: \$495.00

Clock Hours: 21 Meets Fri/Sat/Sun from 8:30-4:30

**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

**Advance Aromatherapy:** This five day advanced course will certify students in selecting and blending essential oils for the health and well-being of animals. Learn the chemistry and the art of aromatherapy. Prerequisite: Introduction to Aromatherapy for Animals.

Cost: \$795.00

Clock Hours: 40 Class meets Tuesday-Sat from 9:00-4:00

**Reiki I/ Reiki II/ Reiki III:** 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

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## 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](http://www.nwsam.com/contact) or visit [www.animalacupressure.com](http://www.animalacupressure.com). Class days and times vary and tuition is paid directly to TallGrass Animal Acupressure.



## NWSAM “How To” Skill Camps

Our "**How To' Skill Camps** are two-day camps that will help you explore new skills and techniques designed to grow your business and create the success you desire for yourself. The "How To" Skill Camps are available to all animal professionals with an emphasis on practitioners offering massage. Complete the entire series or choose those camps that best serve you. The price of each Skill Camp is \$325.00 and includes registration fees, tuition and materials.



Below is a description of the current "How To' Skill Camps offered.

**Train and Present Effectively** - hone your presentations skills while learning to host NWSAM supported one-day massage clinics for animal lovers. Give back through education while adding a unique income stream to your business.

**Forging a Better Business Plan** - blaze a trail for your business growth that takes you to the highest summit.

**Learn Survival Skills** - ride the waves of business in this basic bookkeeping and management course so that there is smooth sailing ahead.

**Be Your Own Marketing Guru** - scale a mountain of marketing ideas to discover the one, true marketing plan for your business.

**Building Better Bridges** - create a network of support and relationships that connect you to your clients.

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## Enrichment Course and Skill Camp Schedule

<u>Course</u>	<u>Date</u>	<u>Location</u>
Train and Present Effectively	Jan 26-27	Redmond, WA
FUNDamentals of Animal Massage	Feb. 15-17	Redmond, WA
Intro. To Aromatherapy	April 5-6	Redmond, WA
Reiki I for Animals	June 7-8	Redmond, WA
Train and Present Effectively	June 14-15	Redmond, WA
FUNDamentals of Animal Massage	June 20-22	Redmond, WA
Connective Tissue Massage I	June 28-29	Redmond, WA
Equine Acupressure (Intro)	July 26-27	Redmond, WA
Reiki II for Animals	Aug. 2-3	Redmond, WA
Advanced Aromatherapy	Aug. 12-16	Redmond, WA
Intro. To Shiatsu for Animals	Sept. 6-7	Redmond, WA
Train and Present Effectively	Sept. 13-14	Redmond, WA
Connective Tissue Massage II	Oct. 4-5	Redmond, WA
FUNDamentals of Animal Massage	Oct. 10-12	Redmond, WA
Reiki III for Animals	Oct. 18-19	Redmond, WA
Intro. To Aromatherapy	Nov. 22-23	Redmond, WA

Additional Skill Camps and Enrichment courses are planned and will be announced on the website at [www.nwsam.com](http://www.nwsam.com). If you do not see a class listed that you are interested in, please contact us at 877.836.3703 or email your request to [info@nwsam.com](mailto:info@nwsam.com) to receive notification of new classes.

## **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 classroom-based course or 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**

Classroom-based courses are held 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](http://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.

Classroom hours and days vary for each class and Practical hours are Tuesday-Saturday from 8:30-4:30 on scheduled class days.

## **Holidays and Other Dates of Importance**

The NWSAM office is closed on Christmas and New Years Day.

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## 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.

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## 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).



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