



Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy

2636 Spenard Rd.; Anchorage, AK 99503

907-279-0135 www.AKInstitute.com

Authorized by Alaska State Commission on Postsecondary Education

Dear Massage School Applicant,

Enclosed is everything you need to register for our 800 Hour Massage Therapy Program. **We are the school of choice in Alaska for Oriental Healing Massage and Bodywork**, and you will see that we are much more than just a Massage School – we are a healing journey. You will gain a very strong foundation in the way the human body works, massage therapy, acupressure and coming into health. Our background and focus is rooted in Oriental Medicine with a holistic philosophy that does not separate the mind-body-spirit.

We look for students that are interested in a deep approach to health and longevity, willing to incorporate lifestyle changes that embrace and embody a real picture of health and happiness. Our students are enthusiastic, hard working and passionate about massage, healing, excellence, and success. If this is you, we are YOUR school!

Our school places a very high emphasis on ensuring that you are successful in this field. After you graduate and become a Licensed Massage Therapist, we have several work opportunities available to those interested through The Oriental Healing Arts Center and Massage Now!. We also offer a full line of Advanced Massage Therapy and Oriental Medicine courses to further benefit your career, including programs in TuiNa Acupressure Massage (Chinese), Energy Medicine Healing (Taoist), Chinese Herbs, 5-Element Nutrition, Essential Oil Certification, and more.

How the program works:

- We offer 2 schedules to fit various time and financial needs. Full Time Program D is approved for financial aid through Alaska State Student Loans. Part Time Program C is not eligible for financial aid through Alaska State Student Loans, however this program may qualify for other types of financial aid. Please check with your provider to determine eligibility.

Program D1: 800 Hour Massage Therapy Program: Mon, Wed, Fri 9:30am-3:00pm (10 months)
800 Hour Thai Yoga Massage Program: Mon-Thur, 6:00-9:00pm (12 months)

Program C: Both programs - take up to 3 years to complete all classes

- **Program D1: This program is eligible for GI Bill and Alaska State Student Loans.** It is the shortest time period, 10 months for our traditional Massage Therapy Program or 12 months for our Thai Yoga Massage program. Students should be ready to apply a time commitment during non-class hours to complete the required student clinic hours.
- **Program C:** If a flexible schedule best suits your needs this program is for you. Remember that it is not eligible for Alaska State Student Loans, however it may be eligible for other types of funding. We recommend starting with Anatomy as your first class, and if you can take more add on Physiology and Chair Massage. Classes are offered twice each year – Spring and Fall – and you have 3 years to finish all 800 hours.
 - You must take the Anatomy course in order to take any hands-on massage classes so we recommend that you take Anatomy first, or at the same time as a hands-on massage class. It is important to know the muscles and bones you are touching when doing massage.

How to Apply and Register:

1. One of our Recruitment Officers will guide you completely through the registration process, including the application kit, financial aid assistance, and orientation. If you need a Recruitment Officer to work with, contact us at 907-279-0135.
2. The earlier you apply for financial aid the better. Some agencies will not approve funding if you are already attending classes that have started.
3. Payment:
 - Enclose payment for your course tuition. Acceptable forms are cash, check (payable to AKInstitute) or MC/Visa/Discover/AMEX.
 - If you have requested our internal payment plan you must put at least 25% down. Your Admissions Officer will assist you with a Payment Plan Agreement which must be completed and signed.
 - If you have applied for or will be receiving financial aid write in the name of the agency which will be funding your tuition and the total amount.
4. The Massage Therapy Program Director will review your application after which you will receive a letter of acceptance, acceptance pending specific items, or denial to the program.

We are proud to bring you the highest quality education in Oriental Healing Arts. If you have any additional questions or would like to schedule an appointment to discuss the program further please contact us at 907-279-0135.

Sincerely,

Cynthia McMullen
 Massage Therapy Program Director

And Michele Keck,
 Thai Yoga Massage Program Director

800 Hour Swedish Acupressure Massage Therapy Program
Current Dates and Times for Spring 2018

- All day classes and student clinic are held at The Oriental Healing Arts Center, 2636 Spenard Rd., Anchorage, AK 99503 and Massage Now! 2606 Spenard Rd. Anchorage, AK 99503

Program D1: (Days) Mon, Wed, Fri. April 2, 2018 – February 25, 2019 (10 Months)

All classes (640 hours) are held on Mon, Wed, and Fri from 9:30am – 3:00pm, with a 30-min. lunch break at 12:30.

Student Clinic: 160 hours required. Clinic is open 7 days per week and is completed according to the student's own schedule.

Program C: Part Time. April 2, 2018 – April 2, 2021
Take up to 3 years to complete all courses.

MT8A	Anatomy/Kinesiology	Mondays 9:30a-12:30p 4/2/18 – 10/1/18
MT8P	Physiology	Wednesdays 9:30a–12:30p 4/4/18 – 9/26/18
MT8CM	Chair Massage	Fridays 9:30a -12:30p 4/6/18 – 6/15/18
MT8TM	Table Massage	M,W,F 1:00-3:00p 4/2/18 – 10/3/18, and Fridays 9:30a – 12:30p 6/22/18 – 10/3/18
MT8E	Ethics of Touch	M,W,F 9:30a – 12:30p 10/5/18 – 10/12/18
MT8B	Business Practices	M,W,F 9:30a – 12:30p 10/15/18 – 10/24/18
MT8MP	Acupressure & Meridian Therapy	M,W,F 1:00-3:00p 10/5/18 – 12/7/18
MT8PSP	Pathology & Special Populations	M,W,F 9:30a – 12:30p 10/26/18 – 12/7/18
MT8TOM	Oriental Medicine for Bodyworkers	M,W,F 1:00-3:00p 12/10/18 – 2/25/19
MT8AM	Acupressure Massage Lab	M,W,F 9:30a – 12:30p 12/10/18 – 2/25/19

MISC:

Student Clinic & Little Shaolin Clinic: 160 hours required, student sets own schedule outside of class time.

**Application Kit
For
800 Hour Swedish Acupressure Massage Therapy
Program
Or
800 Hour Thai Yoga Massage Program**

This kit includes:

State of Alaska Massage Therapy Licensing Requirements
Application
Course Registration Form
Questionnaire

In addition, please provide:

Passport size photo (face shot)
Copy of High School Diploma or equivalent
2 letters of reference
Brief essay in regards to your goals concerning this program
Photocopy of Legal Identification for Proof of Age (Driver's License or Passport)

Important – Read and sign and the end

Massage Therapy Program applicants must be aware of the licensing requirements for the State of Alaska in order to work in the field of massage therapy after graduation. If there are any requirements, particularly in the area of crimes and convictions that are of concern to be a barrier in becoming licensed, your application to our program will only be approved if we deem that you are a successful candidate to pursue licensing, or you acknowledge that you are aware you may not be approved for a license in the State of Alaska and you wish to apply for reasons other than becoming licensed.

MESSAGE THERAPY LICENSING REQUIREMENTS FOR THE STATE OF ALASKA

- Completion of a course of study of at least 500 hours of in-class supervised instruction and clinical work from a board-approved massage school.
AND
Verification of having passed the MBLEX national exam (NOTE: The MBLEX exam is only available in written English and Spanish. Interpreters are not allowed. It can be taken by students towards the end of our program or after graduation.)
- Have been fingerprinted and passed a national criminal history record check. (We will go through this process together during our Business Practices class.)
- Have a current CPR certification and completion of at least 4 hours of safety education in bloodborne pathogens and universal precautions. (NOTE: This training is offered through our school via an outside approved agency. The cost of approximately \$90-\$115 is not included in tuition. Applicants may opt to take training from any approved agency of their choice.)
- Has not been convicted of, or pled guilty or no contest to, a crime involving moral turpitude, or who has been convicted of, or pled guilty or no contest to, a crime involving moral turpitude if the board finds that the conviction does not affect the applicant's ability to practice competently and safely. The State of Alaska Massage Therapy Board's definition of moral turpitude is:
 - (1) homicide;
 - (2) manslaughter;
 - (3) assault
 - (4) stalking;
 - (5) kidnapping;
 - (6) sexual assault;
 - (7) sexual abuse of a minor;
 - (8) unlawful exploitation of a minor, including possession or distribution of child pornography;
 - (9) indecent exposure;
 - (10) unlawful distribution or possession for distribution of a controlled substance;
 - (11) prostitution;

(12) sex trafficking

Questions on the State of Alaska Application for Massage Therapy License you must answer: The following questions must be answered. “Yes” answers may not automatically result in license denial. If you answer “Yes” to any of the questions, you will be asked to explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, etc.) to the Massage Therapy Board attached to your license application. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

1. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, “crime” includes a misdemeanor, felony, or a military offense, including a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. “Convicted” includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.

Yes or No

2. Have you held or do you hold ANY professional license that has ever been revoked, suspended, surrendered, subject to stipulation, placed on probation, been subject to any other restriction or disciplinary action in any jurisdiction, or been denied ANY professional license?

Yes or No

3. Within the past five years, have you been or are you addicted to, excessively used, or misused alcohol, narcotics, barbiturates, or habit-forming drugs? Yes or No

4. Within the past five years have you been disciplined by an employer or national certifying organization for care that did not conform to minimum professional standards, for unethical conduct or for sexual misconduct in connection with the delivery of massage therapy services to a client

Yes or No

All information submitted with the Massage Therapy License application is considered public information unless required by state or federal law to remain confidential. If additional information of a confidential nature is required, you will be notified in writing. Licensee information, including mailing addresses, is available on the division’s website at ProfessionalLicense.Alaska.gov under License Search.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS, to be aware of in order to maintain a viable Massage Therapy license:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

To review the complete Massage Therapy Licensing Application see:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofMassageTherapists.aspx>

APPLICANT SIGNATURE:

I have read and understand the requirements I must meet in order to apply for a Massage Therapy License in the State of Alaska. By acknowledging this information I agree not to hold Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy liable in the case that I do not meet the necessary requirements to become licensed.

I agree that I do or will meet the necessary requirements for licensing and submit this application to Alaska Institute in order to pursue vocational education.

OR

I do not or might not meet the necessary requirements for licensing and submit this application to Alaska Institute in order to pursue education that I acknowledge may not result in the ability to become licensed in the State of Alaska.

Signed: _____ Date: _____

Printed Name: _____

Notice of Finding of Financial Unsoundness

It is required to report that during our recent authorization renewal, the Alaska Commission on Postsecondary Education found that aspects of our audited financial statements showed operating losses which deem our school to fall into the category of financially unsound. Our school strongly cares about your safety and success with us, and we are fully covered by an insurance policy that protects 100% of your tuition in the case that for any reason our programs discontinue, which we must state, but feel is an unlikely scenario. In the situation that our programs do not continue we have the full capacity to finish teaching all current classes with the same high quality and standards expected of us. We are strongly committed to our purpose of providing excellent education in the Taoist Healing Arts that include Massage Therapy and Acupuncture. We have applied resources towards a large renovation project over the past years in order to grow and offer better employment opportunities to our graduates, and we expect our investment to be fruitful for our school and our alumni. We are a community of healers, we are proud of the excellent quality of our graduates, and with an open attitude of transparency we are very willing to talk with you more or provide you with references among our alumni that would be happy to speak with you about their educational experience at our school. If you would like any further information directly from the Alaska Commission on Postsecondary Education please feel free to contact them at 907-465-6741.

1 Inner Space Community Acupuncture, 2015 Renovation Student Acupuncture & Advanced Massage Classroom & Clinic



2 Massage Now 2015 Renovation Professional Swedish Massage Clinic – Employment Opportunity for our Alumni



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APPLICATION FOR ADMISSION TO 800 HOUR MASSAGE THERAPY PROGRAM OR 800 HOURA THAI YOGA MASSAGE PROGRAM

Application Date: _____

Legal Name:	
Home Address:	
Mailing Address (if different):	
Social Security Number:	Date of Birth:
Day Phone:	Message Phone:
E-Mail:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Birth:

Academic History: List High School graduated from, or equivalent, and all college education. (Minimum 2 years college education preferred.) Attach a copy of your High School Diploma or copy of transcripts if not available.

Institution/Location	Major/Degree	Dates Attended

APPLICATION FOR ADMISSION

Employment Information (please list all employment for the past 5 years)

Name of Employer	Location	Position/Title	Phone Number	Dates of Employment

Emergency Contacts: (please list 2)

Name:	Relationship:
Address:	Phone:
Name:	Relationship:
Address:	Phone:

Application Checklist: Your application should include the following attachments:

- Copy of High School Diploma
- Completed Course Registration
- One passport size photo
- Two personal letters of reference
- Completed questionnaire
- Brief essay on your goals in regards to this program

Please initial next to each statement indicating that you have read it:

_____ If admitted to AKInstitute, I agree to comply with all rules and regulations of the School as set forth in the Course Catalog and other School publications, including revisions as provided. I understand that violation of any rules or regulations will be considered grounds for suspension or termination from the School.

_____ I am aware that massage therapy is physically demanding, and that I am physically able to pursue this work. I also certify that I am free of any communicable and contagious diseases and in general good health. If I have any health concerns I will address them to the school administrator.

_____ I understand that the massage therapy courses will require college level study and class participation skills, and that I am able and willing to undertake study on this level.

Signature: _____ Date: _____

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy

800 HOUR MASSAGE THERAPY PROGRAM (SWEDISH & ACUPRESSURE MASSAGE) COURSE REGISTRATION 10 MONTH PROGRAM D

4/2/18 – 2/25/19

- **This program is eligible for Alaska State Student Loans.**
- A vocational Certificate of Achievement will be awarded upon satisfactory completion of all courses.
- 800 Hours must be completed for graduation.
- **All classes must have a minimum of 4 registered students in order to be held.**

Student Name:	Date:
Mailing Address with zip code:	
Day Phone:	Message Phone:
E-Mail:	

Program D1: Days

All classes are held on Monday, Wednesday, and Friday from 9:30 AM – 3:00 PM including a 30-minute lunch break. Location: The Oriental Healing Arts Center, 2636 Spenard Rd. Anchorage, AK 99503 and Massage Now! 2606 Spenard Rd., Anchorage, AK 99503

Program covers the following topics:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Anatomy/Kinesiology • Physiology • Chair Massage • Table Massage • Ethics of Touch • Business Practices for Massage Therapy | <ul style="list-style-type: none"> • Acupressure & Meridian Therapy • Oriental Medicine for Bodyworkers • Acupressure Massage Lab • Pathology & Special Populations • Student Clinic & Little Shaolin Clinic (Lab) |
|--|---|

Cost of 800 Hour Massage Therapy Program: \$14,922.00

Payment for Program D1:

Please bill my Credit Card: MC/Visa/AMEX/Dis	TOTAL TUITION: \$ _____
Account #: _____	AMOUNT ENCLOSED: \$ _____
Exp Date: _____ Amount: _____	BALANCE DUE: \$ _____
Signature: _____	PAYMENT PLAN: <input type="checkbox"/> YES <input type="checkbox"/> NO
	OR FINANCIAL AID: <input type="checkbox"/> YES <input type="checkbox"/> NO

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy

800 HOUR MASSAGE THERAPY PROGRAM (SWEDISH & ACUPRESSURE) COURSE REGISTRATION PART TIME PROGRAM C

- **This program is not eligible for Alaska State Student Loans.**
- A vocational Certificate of Achievement will be awarded upon satisfactory completion of all courses.
- 800 hours required for graduation.
- **All classes must have a minimum of 4 registered students in order to be held.**

Student Name:	Date:
Mailing Address with zip code:	
Day Phone:	Message Phone:
E-Mail:	

Check The Schedule For Which You Are Registering:

Up to 3 Years, register for individual courses below:

800 Hour Swedish & Acupressure Massage					
Course Name	Course Number	Total Hours	\$ of Course	Dates & Times	Total Cost
Anatomy	MT8A	75	\$1,749.00	Mon 9:30-12:30 4/2/18 – 10/1/18	
Physiology	MT8P	75	\$1,749.00	Wed 9:30-12:30 4/4/18 – 9/26/18	
Ethics of Touch	MT8E	12	\$279.84	M,W,F 9:30-12:30 10/5/18 – 10/12/18	
Business Practices	MT8B	15	\$347.00	M,W,F 9:30-12:30 10/15/18 – 10/24/18	
Chair Massage	MT8CM	30	\$699.60	Fri 9:30-12:30 4/6/18 – 6/15/18	
Table Massage	MT8TM	195	\$4,547.40	1:00-3:00 4/2/18 – 10/3/18 and Fri 9:30-12:30 6/22/18 – 10/3/18	
Acupressure & Meridian Therapy	MT8MP	50	\$1,166.00	M,W,F 1:00-3:00 10/5/18 – 12/7/18	
Pathology & Special Populations	MT8PSP	50	\$1,166.00	M,W,F 9:30 - 12:30 10/26/18 – 12/7/18	
Oriental Medicine for Bodyworkers	MT8TOM	56	\$1,305.92	M,W,F 1:00-3:00 12/10/18 – 2/25/19	
Acupressure Massage Lab	MT8AM	82	\$1,912.24	M,W,F 9:30 - 12:30 12/10/18 – 2/25/19	
Student Clinic		160			
		800	\$14,922.00		

<i>This section for school use only, please leave blank:</i>	
	PROGRAM START DATE:
	PROGRAM END DATE:

Cost of 800 Hour Massage Therapy Program: \$14,922.00
Program C with 3 year schedule has "Pay as you go" option.

Payment for Program C:

Please bill my Credit Card: MC/Visa	TOTAL TUITION: \$ _____
Account #: _____	AMOUNT ENCLOSED: \$ _____
Exp Date: _____ Amount: _____	BALANCE DUE: \$ _____
Signature: _____	PAYMENT PLAN: <input type="checkbox"/> YES <input type="checkbox"/> NO

Questionnaire and Proof of Age for Application to Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy

Applicant Name: _____ Date: _____

Legal Identification (type,number, **attach photocopy**): _____

Age: _____ Date of Birth: _____

(Please attach a separate sheet of paper if necessary)

1. What do you know about Massage Therapy & Thai Massage in general?
2. What do you know about Eastern/Oriental Medicine?
3. Do you plan to make Massage Therapy and/or Oriental Medicine your career?
4. How do you envision your life will change after studying Massage Therapy / Thai Massage?
5. Have you or anyone you know ever had Massage Therapy? For what and how did it help?
6. Have you or anyone you know ever been treated with Eastern/Oriental Medicine techniques (acupuncture, herbs, medical qigong, Ayurveda)? For what and how did it help?
7. This program has a strict attendance policy. There will also be a reasonable amount of homework in some classes, plus 160-227 hours of event and student clinic hours required outside of class time. Is this a commitment that you can make? What other obligations do you have to consider? (family, job, other)
8. How does your family, friends, spouse or significant other feel about you taking this program?
9. We have very high standards in our program. When you leave here with an education backed by our name, we want that to mean something in the community at large. What qualities do you have that will support this standard and move yourself forward?
10. What does "healing" mean to you?

Applicant Signature: _____