



COURSE CATALOG—MASSAGE

750 & 830 Hour Massage Therapy Programs and Professional Massage Certifications:

Tuina Medical Acupressure

Thai Massage

Authorized by Alaska Commission on Postsecondary Education

2636 Spenard Rd. Anchorage AK 99503 907-279-0135 AKInstitute.com

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“The decision to pursue massage therapy is more than just a career choice; it is a calling to be a conduit of healing for others. The profound impact that touch can have on one’s physical and emotional well-being resonates deeply within me.” ~ Massage Student



Board of Directors & Administration

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Operations Administrator & Director of Student Services, VA School Certifying Official

ANNA REMICK, CMT (ret), MQT

Department Directors

Director of Massage Therapy Program

CYNTHIA MCMULLEN, LMT, CHT, MQT

Director of Tuina Medical Acupressure Certification Course, Continuing Education Coordinator

LEEANN BENKO, LMT, MQT

Director of Thai Massage Certification Course

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Sarah Hanuske

Owned by: Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy LLC

About Our School

School History

In 2003 we originally opened as The Oriental Healing Arts School of Massage Therapy. Our basic foundation is in the Taoist Healing Arts which includes Traditional (and Classic) Chinese Medicine. The school was formed as a way to integrate massage therapy as one of the modalities used in Chinese Medicine, directly into the other Taoist Healing Arts which include: Acupuncture, Herbal Therapy, Medical QiGong Therapy, Tai Chi and QiGong, and Feng Shui. While massage therapy was and is currently taught at several other local schools, no other school has the foundation in Taoist Healing Arts as both a philosophy and way of life. In 2008 we added an Acupuncture Program. Finally in 2012 we changed our name to better reflect the scope of education we provide, and we are now **Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (AKInstitute)**.

Our Healing Mission

Our mission is to bring individuals and their lives to wholeness by educating them about the centuries old spiritual path to healing of Tai Chi, QiGong, Qi/Energy Healing, Massage Therapy, Chinese Herbs, and Acupuncture. In striving for health and wholeness we seek an open partnership with the health care community while maintaining our integrity by offering and practicing Tai Chi, QiGong, Meditation, Oriental Healing Herbs, Massage Therapy and Qi/Energy Healing.

Our “Healer” Philosophy

“Healer” means the ability to guide another person to wholeness. Our students are given the opportunity to go through many levels of self-cultivation and self-healing, thereby gaining the experience needed to work with others. We provide an atmosphere of grounding, inner-strength, and growth that is surrounded in the type of compassion required to connect with the human spirit. Through the practice and study of the Taoist Arts, we provide a significantly different level of knowledge, understanding, and approach to health and wholeness.

Want to know what it's like to be a student at our school? Orientation Opportunities:

We want you to come in and see us, feel the energy of our school, and experience the healing environment we work in to make sure that we are a perfect match for you.

Contact us and we will arrange a tour of the school, give you a personal overview of programs and courses available, and someone will assist you with every step of the application process to make sure it is as easy as possible for you.

We also invite you to participate in Massage & Wellness Workshops we offer throughout the year. Not only do you receive fun and very beneficial information, these workshops will let you see firsthand the quality of education and experienced instructors that work with us.

Certifications Offered

Vocational: Massage Therapist

Requires satisfactory completion of the 750 hour Massage Therapy Program. This is a vocational certificate required for professional licensing by the State of Alaska, and other areas that require up to 750 hours of education from a Postsecondary Education Authorized school.

Professional/CEU: Tuina Medical Acupressure Therapist

Requires satisfactory completion of the 258 hour Tuina Medical Acupressure Certification Course. This is advanced continuing education for licensed massage therapists and other health care professionals.

Professional/CEU: Thai Massage Therapist

Requires satisfactory completion of the advanced professional Thai Massage certification course. This is advanced continuing education for licensed massage therapists and other health care professionals.

See our [Website](#) for information on additional courses we offer for personal enrichment and as adjunct skills for professional massage therapists, such as:

- **Travel Study Tour – as offered**
Medical QiGong Energy Healing
- **On-Line Courses:**
 - **Essential Oil Courses based in 5-Elements, Chinese Medical Aromatherapy, and Chakra systems**
 - **Traditional Taoist Five Element Nutrition**
 - **QiGong Videos**

Definitions

Throughout this catalog, the terms listed below are defined to mean the following:

The terms ***certified, Certificate of Achievement, and Certificate of Completion*** refer to the type of educational credential given to signify the satisfactory completion of the requirements for education at our institution. A Certificate of Achievement is awarded for courses that measure attendance and grades based on published standards. A Certificate of Completion is awarded for courses that only require attendance and do not use a grading system.

In some, but not all cases, certification may be accepted as a requirement to vocational licensing, or as a supplement towards one's occupation, which would be determined by the body governing the license or occupation. For example, The American Massage Therapy Association (AMTA) requires its members to have supplemental and on-going education in the form of a specific number of hours and type of study. AMTA determines whether or not they will accept a certificate of study.

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (**AKInstitute**) has been authorized by the Alaska Commission on Postsecondary Education as a provider of Postsecondary Education; therefore the State of Alaska will accept our Certification towards vocational licensing as a Massage Therapist. Other states that require approved education are likely to accept our Certification towards vocational licensing as a Massage Therapist.

Approved Education is defined as an educational program that is authorized under post-secondary education status approved by any state, or is accepted towards certification from The National Certification Examination for Therapeutic Massage and Bodywork (NCBTMB). For example, the Alaska Commission on Postsecondary Education is the authorized agency that approves education for vocational training within the state of Alaska.



Our Faculty

The majority of our Massage Therapy faculty members maintain successful private practices at Massage Now and Oriental Healing Arts Center. This garners a level of excellence that is passed on to our students in the form of hands-on massage techniques and client interactions. In addition, the instructors have valuable experience in the business skills required to be successful in the complimentary alternative health care industry. It is our top priority to ensure our graduates are of excellent quality, attractive to a variety of employers, and have the strong reputation of our school behind them.



**Tai Chi Master The Oriental Healing Arts Center
Chairman of the Board, AKInstitute
Tao Shih Pei Wo Lun, Shifu Warren Pretlow, CMT, OBT**

“Tao Shih” is a Taoist title meaning “Teacher of The Way (Tao)”. “Shifu”, a special title that is earned in the martial arts community, is a Chinese word that means “Master Teacher”. Tao Shih Pei Wo Lun is a master of Taoist internal arts. He has been a practitioner of Taijiquan, QiGong Meditation, and various mind, body and spirit healing modalities for over 30 years. In 1985, after 6 years of dedicated study, Tao Shih Pei Wo Lun was certified to teach Taijiquan and QiGong by his Taoist mentor La Ma (Almanzo Lamaroux).

Tao Shih Pei Wo Lun learned the principles and methods of QiGong healing from various Taoist Masters (Tao Shihs) and Taoist priests of the Yellow Dragon Temple Elixir School of Taoism. He also studied Tui Na Acupressure under the tutelage of the Taoist Priests of the Yellow Dragon Temple Elixir School of Taoism under Master Sher K. Lew.

In addition to Taoist studies, he dedicated another 6 years studying Traditional Oriental Medicine. He is certified in Tui Na Acupressure, Chinese Health and Exercise, and earned a diploma in Massage Therapy through the Pacific College of Oriental Medicine in San Diego, California, 1990.



Tai Chi 10 Class Graduates



**CEO, Administrator,
Massage Therapy Program Director, and Instructor
Cynthia McMullen, LMT, CHT, MQT, SM**

Cynthia is the Director of The International Institute of Medical QiGong, Alaska Chapter. She earned her diploma in Massage Therapy from the University of Alaska in 1999 and her title of Medical QiGong Therapist in 2000 from The International Institute of Medical QiGong- USA. Cynthia studied Tui Na Massage at The Chinese Academy of Traditional Chinese Medicine in Beijing, China in 1999, and Thai Massage with The International Institute of Medical QiGong - Alaska in 2002. In 2004, after 7 years of dedicated study, Cynthia received the Taoist title of Shih-Ma by her Taoist mentor Tao Shih Pei Wo Lun. In 2005 she received the title of Herbalist in Traditional Taoist Herbology from The International Institute of Medical QiGong - Alaska. In 2017 Cynthia became certified in Hypnotherapy through the National Guild of Hypnotists (NGH). She has 6 years formal training and apprenticeship in Acupuncture, and is certified in Esoteric Colorpuncture. She holds more than 25 years of teaching and training experience, and a former profession of ACE certified Personal Trainer in the Washington DC area. Cynthia has maintained a private practice in Oriental Healing Massage and Medical QiGong Bodywork since 1999. In addition, she also teaches classes in Meditation, QiGong, Five Element Nutrition, Essential Oils, and several of the Oriental Medicine and Medical QiGong courses offered at The Oriental Healing Arts Center.



**Administrator & Director of Student Services,
Recruitment Senior Officer, Financial Aid and Compliance
Anna Remick, CMT (ret), MQT, LS, MA**

Anna has recently retired from a wonderfully satisfying private practice in Massage Therapy and Oriental Healing Massage. She achieved the title of Medical QiGong Therapist in 2002 and the level of Herbalist Apprentice in the study of Traditional Taoist Herbology in 2005 at the International Institute of Medical QiGong - Alaska. She holds a Masters Degree in Deaf Education and retired from that profession after 26 years of teaching in the public schools of both Alaska and California. She is a former President of The American Massage Therapy Association (AMTA), Alaska Chapter and co-founder of Massage Now!, our Swedish Massage clinic.



**Thai Massage Certification Course Director,
Chair and Table Massage Lead Instructor, Clinic Manager
Michele Keck, LMT, MQT, LS**

Michele has been studying Oriental Medicine and the Taoist Arts since 2001. She earned her diploma in Massage Therapy from The Oriental Healing Arts School of Massage Therapy in 2003 and the title of Medical QiGong Therapist from the Taoist International Retreat of Alaska and the International Institute of Medical QiGong - Alaska in 2004. She earned the title of Oriental Healing Massage Therapist Level 2 in 2005 and is certified in Tui Na Acupressure Massage and Thai Massage. In 2008 Michele participated in advanced level Tui Na studies in Beijing, China. Michele teaches classes in Tai Chi, Yoga, QiGong, and Meditation and has maintained a private practice in Oriental Healing Massage since 2003. She is the director and instructor of the Thai Massage program. Michele teaches advanced Thai Massage and Yoga to professional massage therapists, healthcare practitioners, and the general public. She has participated on an international level in yoga teacher training programs, retreats and workshops, and brings this valuable depth of information to her students.



**BioScience Instructor
Christy O'Brien, LMT**

Christy studied secondary and adult education before changing her major and earning her B.A. in Women's Leadership in 2009 from the Humboldt State University, CA. Always interested in ways to deeply help people, Christy studied massage therapy and graduated from Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy in 2016. In addition, Christy has studied Tuina Medical Acupressure and Thai Massage. Because of her passion for Anatomy and the way the body structurally works, in 2019 Christy began working on her Rolfing Certification from the Dr. Ida Rolf Institute in Boulder, CO. She brings her experience as a professional massage therapist with a busy private practice together with her ever-growing knowledge of anatomy and physiology as she guides students through an excellent understanding of human bioscience and movement.



**Tuina Medical Acupressure Certification Course Director,
Tai Chi Body Mechanics Instructor, Recruitment Team
Manager**

LeeAnn Benko, LMT, MQT, SM

In 1989 Lee Ann received her Bachelor's degree in Biology and Chemistry. In 1995, 16 years later, she began her study of Traditional Taoist Arts And Oriental Medicine. This study led her to gain certificates and/or diplomas in Massage Therapy (2003), Medical QiGong Therapist (2004): Oriental Healing Massage Therapist (2005) certifying her in Tuina Acupressure Massage and Thai Massage, Traditional Taoist Herbalist from The International Institute of Medical QiGong, Alaska, Instructor Tai Chi Chuan Yang Style from the Oriental Healing Arts Center - Way of the Enlightened Spirit. Lee Ann leads study trips to Beijing, China for advanced Tuina and Tai Chi Chuan training

Lee Ann teaches workshops and/or classes in the following areas: Tai Chi Chuan, QiGong, Meditation, Kung Fu, Physiology, Tuina Medical Acupressure Therapy, Kinesiology Taping, Chinese Astrology, Communication Skills, and Sales Skills and Techniques. Lee Ann directs a China study program, taking students to China to learn Tuina and Tai Chi Chuan at the source of the information.

Lee Ann is the director and instructor of the Tuina Medical Acupressure Therapy program. She teaches advanced bodywork techniques and skills to professional massage therapists, healthcare practitioners, and the general public. She has traveled to China numerous times for Advanced Medical training in Tuina and brings this knowledge to her clients and students.



Physiology Instructor

Stephanie Phillips, L.Ac., LMT

Stephanie is a classically trained Five Element Acupuncturist and Alchemical Herbalist. She graduated from the Academy for Five Element Acupuncture in Gainesville, Florida in 2021 and holds a Masters Degree in East Asian Medicine and Herbalism. Stephanie earned her Massage Therapy certificate from Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy in 2012. She has maintained a professional Medical Massage practice since 2012 and now combines this with Acupuncture and Herbal medicine since 2022 in which she uses acupuncture, cupping therapy, moxibustion, gua sha, trigger point release, myofascial release, meridian therapy, Thai massage, and has been trained in the first two tiers of craniosacral therapy.

Educational Philosophy



The philosophy of the Massage Therapy Program at Alaska Institute is to stay true to the traditional art of training healers by focusing on the experiential self-cultivation methods of meditation, QiGong, Tai Chi, and Yoga as a foundation for the medicine being learned, and combining this with a high quality, thorough, and formal education of the subject matter.

We strongly believe that the cultivated ability to touch others in a safe and caring manner builds one of the most basic and important aspects any healer can attain. This embodied knowledge will enhance all further education in medical and healing modalities that are subsequently studied and practiced.

Our program allows Massage Therapy to meet Oriental medicine, thus giving a specific direction for understanding pain and being able to relieve it in a highly effective way. Many non-needle techniques used in Oriental medicine are a valuable asset to a massage therapist trained to use them appropriately. Understanding and utilizing these techniques creates a skilled bodyworker.

Students will experience a dramatic change in their own health issues and attitudes as they receive regular massage, and then have the opportunity to be treated for specific issues using both massage therapy and non-needle aspects of Oriental medicine. This builds both confidence and belief in bodywork as a natural component to healing.

As the field of complimentary alternative medicine continues to grow, we expect our graduates to be highly sought after and employable in a wide variety of settings.

Institutional Program Objectives

Program Educational Objectives:

1. Graduates will be competent and effective in providing a safe massage with the ability to modify a massage for the comfort and safety of the client. Massage styles studied include one or more of the following: Swedish, Five Element Acupressure, Tui Na Medical Massage, Thai Massage, and Medical QiGong Energy Healing.
2. Graduates will be competent and knowledgeable in their ability to research and obtain information concerning health care from a conventional medicine point of view, and from an Oriental medicine perspective.
3. Graduates will have the ability to communicate in an appropriate and professional manner with their clients and also with other health care providers when providing and accepting referrals.
4. Graduates will have the knowledge and ability to uphold the ethical standards expected from a health care professional according to local, state, and federal laws.
5. Graduates will know how to establish and maintain their own Massage Therapy private practice, and will know how to submit an appropriate resume to join another established practice.
6. Graduates will be prepared to sit for the required MBLEx exam and apply for licensing in the state of Alaska.



Massage Therapy Vocational Program



Welcome Letter From Our Massage Therapy Program Director

Dear Massage Therapy Applicant,

Thank you for choosing to look at our wonderful school. We have many successful graduates currently relieving pain and touching the lives of many other people with their caring hands.

I think one of the greatest things we can do is to live life inspired with passion for something we love! That's really what our school is all about—people who are passionate about health, healing, and personal growth going on a profound life-changing journey together.

Our program builds a foundation based on caring and connecting with others, teaching you the power of being able to touch someone in a way that makes their pain go away, their stress decrease, and leaves them feeling so much better after seeing you.

In addition to touch, our program is strongly based in Oriental medicine—which is the main reason most students choose our school. Combining the knowledge and wisdom of this honored health practice, you will have skills to serve yourself, benefit your family, and give you quite an effective edge in your massage therapy career.

One thing I can truly say is that I feel I can go anywhere in the entire world and bring something of extreme value to those around me, just through sharing what I've learned to do with my hands. Providing meaningful service to others is a compassionate and deeply satisfying lifestyle.

As long as you're over 18, age doesn't matter. It's never too early or late to start doing this kind of study and work if you have an inner healer inside of you. We would absolutely love to help that part of you come out!

I wish you unimaginable peace,

Cynthia McMullen
Massage Therapy Program Director

750 Hour Massage Therapy Program Overview & Course Descriptions

Orientation 3 hrs

5-Elements 51 hrs

Swedish Massage 171 hrs

BioScience 126 hrs

Chair Massage 21 hrs

Ethics & Business 24 hrs

Pathology East & West 99 hrs

Tai Chi Body Mechanics 30 hrs

Thai Massage 30 hrs

Tuina Medical Acupressure 30 hrs

Medical QiGong Energy Healing 30 hrs

Student Clinic 135 hrs

TOTAL: 750 Hours

**We offer two schedules to complete the
750 hour program:**

Program D: This program is 9 months straight through. It begins at 18 hours per week and then increases to 25-27 hours per week at the time student clinical hours begin about ½ way through the program. It is eligible for several funding options including state student loans, native grants, VA educational benefits, and self-pay.

Program C: This part-time program allows the student to take up to 3 years to complete all courses. It is eligible for state student loans only if certain guidelines are met. It offers a pay-as-you-go option that may or may not be eligible for other types of funding besides self-pay.

750 Hour Massage Therapy Program Course Descriptions

Delivery Method: All courses are a combination of interactive lecture and discussion with hands-on skills practice. For the entire program, 228 hours are theory/lecture and 522 hours are lab.

MT7ORI Orientation (3 Hours)

3 hours theory/lecture. Welcome to massage school! Orientation includes meeting each other, tour of the physical location, review of all policies, program overview, enrollment paperwork, and any Q&A.

MT75EL Five Elements (51 Hours)

51 hours theory/lecture. This course introduces the basic theories of Five Elements used in acupuncture and Oriental medicine including Yin/Yang, the elements (Fire, Earth, Metal, Water, and Wood), and the 12 Primary Meridians including an introduction to useful acupressure points. This class provides the overall tone and foundation of healing practices infused into the program. The information will be reviewed and deepened with hands-on practice during the Pathology East & West class.

MT7BSC BioScience (126 Hours)

126 hours theory/lecture. This course teaches Anatomy, Kinesiology, and Physiology specifically as they apply to the field of Massage Therapy. Students will learn standard medical terminology, location and palpation of all major muscles and bones in the human body, and principles of movement and muscle actions. The course teaches the 11 major systems of the human body, such as the muscular system and the nervous system. Emphasis is placed on the effects of Massage Therapy on each system and the physiological reasoning as to why massage techniques are used or avoided in various common situations.

MT7ELB Ethics & Business (24 Hours)

24 hours theory/lecture, trauma informed. Students will discuss topics relating to the specific ethical nature of massage therapy including professional boundaries, therapeutic relationships, implied consent, appropriate and inappropriate client and therapist behavior, how to identify and what to do when a client experiences an emotional release, HIPPA laws and issues of confidentiality, local and state laws. This course includes discussion that is relevant to people who have experienced abuse or emotional trauma in the past, and the special considerations this population may have in expressing boundaries. In addition, discussion of local and state laws, and consequences of various actions that can cause suspension or loss of license to practice massage therapy.

During the business portion, students will create a professional resume for massage therapy and practice interview skills. Also discussed are taxes and accounting, professional membership organizations, and professional liability insurance.

Note that in addition to this course, students receive extensive hands-on business practice and professional development during student clinic participation, including Client Communication skills, Assessment, SOAP notes and record keeping, Scheduling and Re-Booking, and Marketing.

(SPECIAL NOTE FOR PROGRAM C: The following hands-on massage courses may only be taken if the student is currently enrolled in or has completed and passed the BioScience course.)

MT7SWM Swedish Massage (171 Hours)

171 hours lab. Students will learn and practice Swedish Massage which is the most common form of general relaxation massage, and will also practice both light touch and deep pressure techniques. The course will cover appropriate and modest draping techniques, and general client conditions requiring cautions and modifications to be aware of. Hands-on participation in both giving and receiving massage is required, as is full participation in the class, student clinic, and massage related events. Students receive additional extensive hands-on practice of Swedish massage during student clinic participation and in the Pathology East & West class.

MT7CHM Chair Massage (21 Hours)

21 hours lab. Students learn and practice basic techniques used in chair massage and a general pattern that can also be modified for special conditions. Hands-on participation in both giving and receiving chair massage is required, as is full participation in the class, student clinic, and chair massage related events. Students receive additional hands-on practice of chair massage during student clinic participation and in the Pathology East & West class.

MT7PEW Pathology East & West (99 Hours)

PRE-REQUISITE: Completion of or current enrollment in SWEDISH MASSAGE

24 hours theory/lecture, 75 hours lab. This course covers common diseases, symptoms, and other issues that require special consideration by the massage therapist. It is of extreme importance that the therapist knows not only how to assist in the healing process, but also to prevent harm to the client. Topics include specific common upper and lower body conditions, spinal issues, massage during cancer treatment, pregnancy, elderly clients and more.

Students will learn how to combine massage techniques and thought process from both an Eastern and Western perspective. Eastern techniques covered include acupressure therapy, cupping, gua sha, and moxibustion.

Students mock-practice modified techniques on each other, and upon approval in student clinic. Emphasis is placed on research methods for the specifics of each condition and understanding the thought process behind treatment modification based on cautions and contraindications.

MT7TCB Tai Chi Body Mechanics (30 Hours)

30 hours lab. This course provides basic instruction in Tai Chi mind-body exercise. The stances, movements, and flow used in Tai Chi keep the body strong and in excellent proper alignment for doing massage therapy. Additionally, the state of calm peacefulness that Tai Chi is known for can be embodied by the massage therapist for their own personal benefit, and in the presence they hold in the treatment room.

MT7TYM Thai Massage (30 Hours)

30 hours lab. This course provides instruction in how to use Thai Massage for common pain issues. Thai Massage is becoming increasingly popular in the US, and is considered a deep pressure technique. This style is done with the client fully clothed and either laying down or seated on the floor. The massage therapist uses rhythmic pressure with the hands and feet, and therapeutically stretches the client's body in specialized ways to achieve a deep state of openness and relaxation.

MT7TMA Tuina Medical Acupressure (30 Hours)

30 hours lab. This course provides instruction in how to use Tuina Medical Acupressure for common pain issues. Tuina is the traditional method of massage associated with acupuncture and is very effective in sports massage and injury rehab. It utilizes specialized hand techniques

that stimulate movement of blood and Qi within energy meridian pathways and acupressure points in order to provide pain relief, healing and regeneration of tissue, and return comfortable range of motion.

MT7MQG Medical QiGong Energy Healing (30 Hours)

30 hours lab. This course provides instruction in how to incorporate Energy Healing into a massage therapy session as part of therapeutic touch in cases where clients prefer or require extremely light touch – no touch, as in a request for energy healing, or during side effects of cancer treatment and end-of-life care. This class introduces Qi Emission techniques, Tuning Forks, Taoist Stone Medicine, and Voice Toning.

MT7SMC Student Massage Clinic (135 Hours)

**Must be age 18 or older to participate in student clinic.*

135 hours lab. Once a student is approved as ready by the instructor, the Student Clinic is where students get real life practice working with the general public in order to practice the skills they are learning in class. Our school places a very high emphasis on professionalism within the Massage Therapy career field. The supervised student clinic and events that students participate in are designed to prepare students to excel within a variety of professional health settings.

Students learn to greet customers, observe the appointment scheduling and reminder call process, maintain required client paperwork, assist with office duties, and get invaluable hands-on practice of their skills with direct feedback from the clinic supervisors.

As this mimics real-life clinical work , the following guidelines apply:

- Students may sign up according to their own schedule. Shifts are up to 4 hours each. A walk-in schedule is available, and all other appointments are made at least 24 hours in advance through The Oriental Healing Arts Center and assigned to students on a rotating basis. A clinic supervisor is present to assist and interact with the clients.
- Students must follow our published dress code and behave in an appropriate ethical and professional manner. A student that is dressed inappropriately or displays inappropriate behavior including rudeness, negative attitude, or other toxic emotional displays that are not conducive to our healing atmosphere will be sent home and not be allowed to participate in the student clinic until they are able to maintain themselves in an appropriate and professional manner.
- Students may not smell like cigarette smoke, perfume, or chew gum during clinic.
- A student scheduled for clinic hours that is unable to show up for any reason must try to find a replacement for their schedule and notify the clinic supervisor as soon as they know they will not show up.

Massage Related Event Participation

Our school provides a variety of massage related events, such as vendor booths offering massage, field trips to business locations to provide chair massage, open house and other special events at our location, and more.

Student participation in massage related events is required as this is one of the best hands-on situations available. Students learn the various aspects required for running the event, get to observe professional interactions, and gain business experience in marketing yourself for success. There may be times when it is necessary to change a class time in order to accommodate an event. In this case, we will do everything possible to provide advance notification for scheduling purposes. All hours are documented and apply towards student clinic hours.

Documentation of Student Event and Clinic Hours

Each student will be required to keep a log of student event and clinic hours in which they participate. This log is maintained on file at the school. The student should note:

- Date and time in/time out
- Event Name or Student Clinic
- Number of hours they participated
- Supervisor sign off to verify the hours (cover sheet provided in student clinic)

A copy of the student's record is to be turned in to the School Education Administrator at the completion of all clinic hours.



Homework Estimates: As these are college level courses, homework is encouraged to prepare for class discussions, and reinforce the information being learned and applied in class. In general, we estimate between 2-7 hours of homework per week in order to be prepared for class, and this will vary throughout the program depending on current courses being taken. The BioScience class contains the heaviest homework load, with other classes taken at the same time requiring minimal homework.

The following chart outlines the courses that are taken together and gives an idea of the type of homework and time estimate involved.

HOMEWORK ESTIMATES: 750 Hour Massage Therapy Program				
Course Name	Course Number	Total Hours	# Hrs per Week	Type of Homework
Five Elements	MT75EL	51	2	Reading
BioScience	MT7BSC	126	2 - 5	Review class work, memorize muscle and bone details, chapter reading assignments
Ethics & Business	MT7ELB	24	1	Reading, research, creating resume
Swedish Massage	MT7SWM	171	1	Practice techniques
Chair Massage	MT7CHM	21	1	Practice techniques
Pathology East & West	MT7PEW	99	2	Practice techniques, research
Tai Chi Body Mechanics	MT7TCB	30	1	Practice techniques
Thai Massage	MT7TYM	30	1	Practice techniques
Tuina Medical Acupressure	MT7TMA	30	1	Practice techniques
Medical QiGong Energy Healing	MT7MQG	30	1	Practice techniques
Student Massage Clinic	MT7SMC	135	0	no assigned homework

Policies Section For 750 Hour Program

Admission Requirements

- 17* years of age or older, valid legal ID required (driver's license, passport, non-driver's ID) *Applicants under the age of 18 require parental permission and must be 18 at the time the Student Clinic portion of the program starts or the applicant will not be admitted to the program.
- Minimum 2 years of college education preferred. Our students are mature and should expect and be willing to apply themselves to college-level study and class participation.
- Fluent in verbal and written English
- For vocational licensing purposes after graduation, all applicants must submit and pass a fingerprint and national criminal background check. For details please see: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofMassageTherapists.aspx>

Completed Application Kit, including:

- Application for current or next program
- Official copy of High School Diploma and any higher education transcripts
- Course Registration for Program C or D
- Completed Questionnaire with copy of valid ID
- Brief essay on your goals in regards to this program
- 2 letters of personal reference

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (AK Institute) does not discriminate against any applicant based on race, gender, physical disability, age or religion in accordance with all State and Federal guidelines.

TUITION & FUNDING OPTIONS

Alaska Supplemental Education Loan: (Student Loans)

Program D (full-time) is eligible for student loans, and within certain guidelines Program C (part-time) may be eligible for student loans. Talk to us for details about Program C.

Students are encouraged to rely on personal savings, grants, and scholarships prior to seeking loans to fund their educational pursuits. However, when additional monies are needed the Alaska Supplemental Education Loan (ASEL) is available through the State of Alaska for the 750 Hour Massage Therapy Program D. Students receiving ASEL must be enrolled, meeting school attendance policy and meeting satisfactory academic progress. The loan disbursement may not exceed the cost of attendance less other forms of financial aid awarded. Loan proceeds, less any processing fee applied by ASEL, will be sent to AK Institute's Financial Aid Office in two

installments. The first installment may be disbursed on or after the first day of class and the second installment may be disbursed after the student reaches the midpoint of total program hours. The Massage Therapy Program Director will verify the student's eligibility before applying funds to the student's account. Please contact your recruitment officer or our office, at 907-279-0135 for more information.

VA Educational Benefits

VA can help veterans, service members, and their qualified family members cover the cost of furthering their education and skills through benefit programs that may pay tuition, housing, training, and other costs. Contact the US Dept. of Veterans Affairs for more information or to determine if you qualify.

Job Training & Workforce for the State of Alaska

<https://jobs.alaska.gov/offices/>

Detailed eligibility requirements are based on your income and employment status. You must sign up for and attend an Orientation session. This will provide an overview of their program and details to assist in determining if you might be eligible. If eligible you are assigned to a counselor who will assist you through the process. You don't get funding the same day, however if you are eligible they will provide funding for a portion or all of your tuition. You will be required to do some job research on your own, such as looking into possible employment scenarios and actually talking with licensed massage therapists that are working, in order to get a realistic viewpoint of the career field. Contact Job Training & Workforce for orientation times and possible funding.

Native Alaskans/Native Americans

Cook Inlet Tribal Council, CIRI Foundation, Other Regional Education Foundations

If you are Native Alaskan or Native American you may qualify for full or partial funding through one of the above organizations.

Contact the Cook Inlet Tribal Council, Vocational Counseling at 907-265-5904.

If you are an original CIRI enrollee or descendant, contact Crystal Batt at 907-263-5582.

There are also other Native organizations that work with different tribes throughout the State of Alaska.

In-House Financing

For those who qualify, we offer in-house financing. Please speak to one of our Recruitment Officers for details.

Tuition, Payment, and Refund Policy:

Cost of Program:

- Tuition: 750 Hour Massage Therapy Program \$15,551.00.

- Student Liability Insurance: provided at no additional cost.
- With your acceptance letter, we provide a **detailed shopping list** that includes all textbooks and supplies. Textbooks without optional items are approximately \$253, and with optional items \$318. Supplies are approximately \$441 total. The school does not sell textbooks so they may be purchased on Amazon or another source of your choice. The school will special order the Oriental Medicine specialty supplies required, and does not sell any of the other supplies which must be purchased on your own.

Other fees:

- A \$25/hour fee is charged for individual tutoring, available by request.
- The MBLEX National Exam offers several study tools that range in cost from \$25 to \$39.95, optional but strongly suggested. There are also free online options.
- CPR and Blood Borne Pathogens is required for licensing and is offered through the school for approximately \$90-\$115. It may be taken by an outside agency if desired.

Materials and Equipment:

Materials including massage chairs, tables, and oils required for the Massage Course will be provided with the exception of items listed above and any note taking supplies.

Student Liability Insurance:

Provided through an industry related insurance company, at no additional cost for all hands-on massage classes, chair massage events, student massage clinic, and any other school related activities.

Licensing Fees: All massage therapists are required by law to be licensed by the State of Alaska, via the Alaska Massage Therapy Board. Students should expect and plan for state licensing expenses. We will make some of these available during the course of the program so they can be spread out.

Fingerprint Fee: \$30 plus \$60 processing fee

CPR/Blood Borne Pathogens Certification: \$90-\$140

MBLEX National Exam: \$265

Initial Application Fee: \$200 (this is a one-time fee for new applicants)

License Fee: \$290 (biennial fee)

Professional Liability Insurance: approximately \$260

State of Alaska Business License: \$50/year for Independent Contractors only

TOTAL INITIAL ESTIMATE: \$1,195 - \$1,295

VETERAN STUDENTS - Books, supplies and equipment:

A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

1. He or she purchased them from a bookstore or other source, and
2. Their cost is separate and independent from the charge made by the school for tuition and fees.

The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

1. The school furnishes the books, supplies and equipment.
2. The school includes their cost in the total charge payable to the school for the course.

The veteran or eligible person withdraws or is discontinued before completing the course.

1. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

Tuition Payment and Payment Plan:

Types of Tuition Accepted:

- Self-Pay
- Alaska State Student Loans
- VA Educational Benefits
- Native Grants or Scholarships
- Alaska Department of Labor and Workforce Development, and Vocational Rehabilitation

- Tuition Payment or Funding Arrangements Deadline: By the 1st day of class. Veteran students who are entitled to educational assistance and have provided a certificate showing eligibility may fully attend and participate in the program for up to 90 days without any fees or penalty, and have no obligation to use personal funds, due to a delayed disbursement of funding from VA. (This VA policy effective 8/1/19).
- A 10% discount is offered for paying tuition in full at the time of registration.
- For classes with individual or combined tuition totaling over \$2,500.00 a Payment Plan is available for a minimum of 25% down with the remaining balance plus a \$200 fee divided into equal monthly installments to end at the month of the last course taken. Tuition must be paid in full by the end of the in-class time of the last course. All other payment arrangements are on a case-by-case basis, granted only at the discretion of Financial Aid Officer. An alternate payment arrangement is not implied or guaranteed to be considered or approved.
- Any student that requests consideration of an alternate payment plan must be in good academic standing and must have demonstrated satisfactory attendance.
- Any student on a payment plan that becomes 2 or more months past due may be dismissed from the program for lack of tuition payment. Any refund due will be based on our published Refund Policy.
- Students whose classes have finished but still owe tuition and/or fees may continue to make regular payments towards tuition and any fees due until such time it is paid in full.

(Non-Veteran) Refund Policy and Student's Right to Cancel Until the First Day of Class, Close of Business:

AK Institute will acknowledge the student's cancellation or withdrawal, in writing, within five (5) business days after receipt of notification.

Refunds to the student will be made within thirty (30) days after receipt of notification of the student's withdrawal, or 30 days after the student's last recorded date of physical attendance, whichever is earlier.

Refunds will be based on the last day of physical attendance and the amount of tuition paid at the time of withdrawal.

The student must notify Administration in writing of their intention to withdraw from the program. Students who withdraw or otherwise fail to complete the course of study will be charged an administrative fee of \$100.00. Refunds will be made with the following guidelines:

- For a period of time after instruction has begun but before the second day of class or the equivalent, Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (hereafter AKInstitute) shall refund 100 percent of the tuition paid (class days are 6 hours, 3 hours before and 3 hours after lunch); after that,
- for a period of time after the first day of class but not more than 10 percent of the class has elapsed (75 hours), AKINSTITUTE shall refund at least 90 percent of the tuition; after that,
- for a period of time after which greater than 10 percent but not more than 20 percent of the class has elapsed (150 hours), AKINSTITUTE shall refund at least 80 percent of the tuition; after that,
- for a period of time after which greater than 20 percent but not more than 25 percent of the class has elapsed (187.5 hours), AKINSTITUTE shall refund at least 55 percent of the tuition; after that,
- for a period of time after which greater than 25 percent but not more than 50 percent of the class has elapsed (375 hours), AKINSTITUTE shall refund at least 30 percent of the tuition; after that,
- AKINSTITUTE may require the student to remain committed to the entire amount of the tuition. (Anything beyond 375 hours)

Refunding Student Loan Payments and other grants

For students that have paid tuition with funds from Alaska State Student Loans or other grant, any refund due will first be sent to the Alaska Commission on Postsecondary Education or grant funding company on behalf of the student with any additional remaining balance refunded to the student. The student assumes full responsibility for repayment of any loan or grant obligations that are not covered by a tuition refund.

VETERAN'S REFUND POLICY

Student's Right to Cancel

The student has the right to cancel the enrollment contract until the close of business on the first day of instruction.

If a student (or minor student's parent or legal guardian) cancels, by receipt of written notification to AK Institute, the student's enrollment prior to the first-class period, the contract for instruction is canceled and the student receives a full tuition refund.

Refunds for tuition and other fees will be prorated for Veterans and other eligible persons receiving education benefits from the Department of Veterans Affairs. All refunds to students will be made within 30 days after receipt of notification of the student's withdrawal or 30 days after the student's last day of physical attendance, whichever is earlier. The amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the

total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length.

If a student (or a minor student's parent or legal guardian) wishes to cancel the contract after the beginning of the first-class period, the following schedule of refund applies:

ATTENDANCE TIME	PERCENTAGE OF TUITION REFUNDABLE
DURING THE 1ST DAY OF CLASS BUT PRIOR TO THE 2ND DAY OF CLASS (subject to withdrawal fee)	100%
FOR A PERIOD OF TIME AFTER THE 1ST DAY OF CLASS BUT NOT MORE THAN 10% OF THE CLASS	90%
FOR A PERIOD OF TIME AFTER 10% BUT NOT MORE THAN 20 % OF THE CLASS	80%
FOR A PERIOD OF TIME AFTER 20% BUT NOT MORE THAN 30% OF THE CLASS	70%
FOR A PERIOD OF TIME AFTER 30% BUT NOT MORE THAN 40% OF THE CLASS	60%
FOR A PERIOD OF TIME AFTER 40% BUT NOT MORE THAN 50% OF THE CLASS	50%
FOR A PERIOD OF TIME AFTER 50% BUT NOT MORE THAN 60% OF THE CLASS	40%
FOR A PERIOD OF TIME AFTER 60% BUT NOT MORE THAN 70% OF THE CLASS	30%
FOR A PERIOD OF TIME AFTER 70% BUT NOT MORE THAN 80% OF THE CLASS	20%
FOR A PERIOD OF TIME AFTER 80% BUT NOT MORE THAN 90% OF THE CLASS	10%
FOR A PERIOD OF TIME AFTER 90% BUT NOT MORE THAN 10% OF THE CLASS	0%

END OF VETERANS REFUND POLICY

Student Complaints (Program Enhancement Suggestions)

Students with concerns, questions, complaints, or conflicts about instructors or other students are to file a written and signed complaint with one of the following:

Course instructor

Student Clinic Manager

Student Services Representative

Program Director

It is our priority to ensure that students have a safe and non-threatening environment in which concerns may be aired. Students are encouraged to include a reasonable and acceptable resolution in their correspondence. Once the concern is received, the school will respond within 3 school days.

If the student is not satisfied with the decision or no resolution is reached the student may file a written complaint directly to the Alaska Commission on Postsecondary Education by contacting their office for further information on how to proceed.



Grounds for Cancellation/Termination by the School

AKInstitute will terminate the enrollment agreement and dismiss the student from the program for the following reasons:

- Evidence of fraud in the information provided in the Application Kit.
- Evidence of unethical behavior that is detrimental to the profession of massage therapy, including prostitution, illegal drug or alcohol abuse while on school premises or during any school related activities, and conviction of a sex related or felony crime.
- Non-payment of tuition by becoming more than 2 months past due without re-negotiating payment terms.

- Violation of the Student Code of Conduct.
- Violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Failure to improve terms of probation status within 30 days.
- Unsatisfactory attendance.
- Failure to show up for classes or clinic obligations without contact to the school for a period of 3 weeks.

Massage Student Code of Conduct

Physical Requirements

____ 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 instructor or school administrator.

Touch

Appropriate Touch is defined as touch required for the purposes of therapeutic massage in a way that is safe, modest, caring, and done in good faith with implied consent on behalf of the person being touched.

Inappropriate Touch is defined as any touch that is of a sexual, aggressive, or intimidating nature, causes emotional or physical discomfort outside of an appropriate massage therapy technique, or is done outside the boundaries of implied consent on behalf of the person being touched.

____ I understand that learning Massage involves hands-on touch between myself and others, including the instructors. I will inform the instructor of any personal limitations and/or boundaries and I understand that every effort will be made to accommodate me. At any time that I feel uncomfortable or feel that I have been compromised in any way, I have the right to exit the experience and discuss the matter with the class instructor or program director.

___ I understand that inappropriate touch is not tolerated and may result in immediate dismissal from the Massage Therapy Program.

Acceptable and Professional Behavior

- Mature Manner is behavior appropriate to adults in a professional setting and adult learning environment.
- Immature Manner includes being rude, displaying a negative attitude, or other toxic emotional displays that are not conducive to our healing atmosphere.
- Appropriate Dress includes uniform tops, and clothing that is clean and would be considered appropriate in a business setting. Jeans are acceptable in class, but are not appropriate for student clinic.

- Inappropriate Dress includes clothing that is obviously dirty, too casual for a business setting, exposes underwear, or is sexually suggestive. This may also include facial piercings.
- Aggressive Behavior includes acting in a threatening or intimidating manner in a vocal, physical, or emotional way.

___ I understand that classes and the student clinic are held at The Oriental Healing Arts Center, a Wellness Center, and Massage Now!, a Wellness Center, that both have licensed professionals and their clients on site throughout the day. As such, I understand that I am expected to act in a mature and professional manner while in class, and while on the premises of The Oriental Healing Arts Center and Massage Now!.

Cell Phones & Texting

AK Institute considers the use of cell phones or texting during class to be highly inappropriate and disruptive. Unless there is an emergency situation to which a student has made the instructor aware, cell phones are to be turned off or on silent and not used while in class. Students needing to use their phone must leave class to do so.

Pictures & Video

Students may not take pictures, video, or similar recording during class without explicit permission from those involved.

Consequences of Inappropriate Behavior

___ I understand that if I do not follow these guidelines the following consequences apply:

1. A verbal warning of inappropriate dress or behavior. One verbal warning is given.
2. A written warning of inappropriate dress or behavior and being sent home. In this case the student is not allowed to participate in class or clinic until they are able to present and maintain themselves in a professional and acceptable manner. Being sent home is considered an absence. One written warning is given.
3. Dismissal from the program.

Being Prepared for Class

___ I understand that I am expected to show up on time and prepared for class. This includes doing homework, reading assignments, projects, and presentations.

___ I understand that in all hands-on classes I am required to wear and/or have readily available a clean and presentable uniform top. I am also required to have clean sheets readily available for class and clinic use. Students are not allowed to participate in hand-on classes or clinic unless they are prepared.

Consequences of Being Unprepared for Hands-On Classes

___ I understand that if I do not follow these guidelines the following consequences will apply:

1. A verbal warning of being unprepared for class. In this case the student has the choice of borrowing sheets from a prepared classmate or sitting out and observing only.

2. Any student that is unprepared for hands-on class 3 consecutive times is dismissed from the program due to lack of being prepared to participate in class.

Refund Due to Dismissal from Program

In the case of dismissal from the program, students will receive any refund only according to the Refund Policy.

(END Student Code of Conduct)

Student Dress Code, Hygiene and Uniform

- Dress code requirements are established to add to the prestige and respect associated with AKInstitute.
- Students are expected to dress and present themselves in a clean and professional manner.
- Uniform tops must be worn during all of the hands-on massage classes, student massage clinic, chair massage events, and at any other events that represent the school.
- Students must be showered and clean during all hands-on classes, events, and during clinic hours.
- Fingernails must be kept short and filed. Nail polish - including clear - may not be worn due to its ability to harbor bacteria in the nails.
- As two of the top industry complaints about massage therapist are smelling like cigarette smoke or perfume, and chewing gum, students must not smell like smoke or perfume, and may not chew gum whenever doing massage in class, clinic, and any massage related events.

School Calendar and Major Holidays Observed

Massage Therapy Programs begin twice each year.

There is a 1-week break approximately half way through the program.

No classes are held on the following days: New Years Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. The school is closed the week of Thanksgiving and during the last 2 weeks of the year for a holiday break.

**For exact dates on each program cycle, see the catalog addendum,
Massage Application Kit, Current Dates For Spring/Fall Program.**

Weather Related Closures: We follow Anchorage & MatSu Valley School District announcements for snow days or other extreme weather related closures and remote learning days (Zoom). This information can be found on the homepage of each school district's website, where closures are prominently displayed at the top. In the case that MatSu is closed and Anchorage is open, MatSu students may use Zoom to attend.

Anchorage School District: <https://www.asdk12.org/>

MatSu Valley School District: <https://www.matsuk12.us/>

Classroom and Clinical Lab Facility

All courses are held in large open classroom space at our professional wellness clinics – the Oriental Healing Arts Center and Massage Now!. These wellness centers provide a beautiful setting for students to be surrounded in a professional business environment, immersed in the healing arts that they are studying.

Our 2 locations listed are directly across the parking lot from each other in the same strip mall complex. As our school has grown, utilizing our existing space from both locations has been both a convenient and efficient use of our space in order to give the students the most comfortable environment. This is not an extension, it is only a separate classroom used for the Oriental medicine portion of the program. The same instructors teach the same program from this classroom due to space limitations and the program requires each student to have ample room.

Oriental Healing Arts Center 2636 Spenard Rd., Anchorage, AK 99503 907-279-0135
Hands-on classes are held in the 900 sq. foot main hall of The Oriental Healing Arts Center. The main hall is large and open, and comfortably accommodates academic tables and chairs, and also massage tables and other equipment used during the program. At certain times the main hall may be sectioned off and shared with other classes. There is a computer station with a projector and large screen for lecture presentations and also Zoom access.

Massage Now! 2606 Spenard Rd., Anchorage, AK 99503 907-279-7669
The Oriental Medicine portion of the program is taught in a 775 sq. foot classroom space at Massage Now. This open space comfortably accommodates academic tables and chairs, and also massage equipment, and is suitable for learning moxa, gua sha, cupping, and other non-needle techniques. There is a computer station with a projector and large screen for lecture presentations and also Zoom access.

Massage Now has 7 individual treatment/therapy rooms available for students to schedule use of during their required Clinical Lab Hours. These rooms are also used by professional health care providers and will be more than adequate for students to use.

Minimum and Maximum Number Of Students Per Class

For all classes, the minimum number of students is 4 and the maximum number of students is 25. We currently provide 1 instructor and 1 to 2 teaching assistants for each class within the program. Within these standards, our main concern is to provide a comfortable and safe learning environment along with quality education.



Grading System

Student grades are based on an average of exam scores, completed homework assignments, and observation of hands-on skills. Exams are based on materials taught in class, including a written mid-term and final exam that will be comprehensive for the whole mid/full term. In addition, hands-on classes also include a mid and final practical exam that is graded pass/fail.

<u>From</u>	<u>To</u>	<u>Letter Grade</u>	<u>Pass/Need Help</u>
90	100	A	pass
80	89	B	pass
75	79	C	pass
70	74	C	need help
60	69	D	need help
0	59	F	need help

Students are provided with a monthly Progress Report from each instructor which tracks their academic status and attendance in each class.

It is our philosophy to do everything possible to assist a student in succeeding if this is their intention and desire. At any time a student is showing unsatisfactory progress in class, the student is required to schedule time with an instructor and the Director of Student Services for counseling. If a student is showing a final grade of less than 74% they are placed on academic probation and given a 30-day time period to show satisfactory improvement.

Any student that is dismissed from the program only due to poor academic standards is eligible to re-take the program or course at full cost the next time it is offered.

Academic Probation

Students are provided with a monthly Progress Report from each instructor which tracks their status and attendance in each class. As such, reaching probation status will not come as a surprise.

Students are placed on Academic Probation when academic performance is not satisfactory. This means that in one or more classes an aspect of participation, hands-on skills, homework and assignment completion, or make-up work completed in a timely manner is causing the final grade to be less than 74% and the student is at risk of not passing the course or program. Academic probation serves as a warning and allows a 30-day time period for improvement.

Students on academic probation are counseled by the individual instructor as to the specific requirements needed to improve their grade and pass the course. The student is also required to meet with the Director of Student Services for counseling. Upon request we offer private tutoring services for a fee of \$25 per hour. At the end of 30 days, satisfactory improvement that brings the student above a 74% grade will release them from probation. Students that do not

achieve satisfactory improvement are dismissed from the program due to poor academic performance.

Being Dismissed From The Program Due To Academic Performance:

The student is responsible for full payment of tuition up to their last date of physical attendance and the number of hours offered in the program up to that time. Students are eligible to re-apply to AK Institute at a later date.

Attendance Policy

Attendance Policy and Make-Up Hours

Attendance, commitment, and dedication are essential. Students must sign-in to each class, and the school maintains the sign-in sheets as a record of attendance. All classes begin promptly; students are expected to arrive on time. Any student arriving later than 20 minutes after the start of class will be recorded as missing 1 full hour. Missed hours are recorded as an accumulated total. Students are responsible for finding out what they missed from each class.

- Student should notify instructor directly or leave a message at The Oriental Healing Arts Center, 279-0135, as soon as they know they will be absent.

Minimum of 80% in-class attendance for each individual course is required for satisfactory progress, and all time missed must be made up according to the outline below. Students that achieve 90% or better attendance are eligible to be considered for an Honors Award to show on their graduation certificate and official transcript.

Students absent, for any reason, more than 20% of a course are given a written notification by the instructor that they have exceeded allowable absences for satisfactory attendance, with an expectation to improve attendance immediately. The student is placed on Probation for Poor Attendance. Probation remains in effect until the ratio of absence is at or above 80% of the class time offered.

Dismissal From Program for dropping below 74% attendance in 3 or more classes or re-taking a course to continue in program:

Students absent, for any reason, more than 26% of a course are given a written notification by the instructor and should take the time to consider their commitment, desire, and ability to pursue success in this program and vocation.

Once below 74% attendance in 3 or more classes a student is dismissed from the program due to poor attendance. We do offer the option to re-take a course during a different term at 50% off tuition.

If a student has dropped below 74% attendance in less than 3 classes, the student must demonstrate satisfactory competency of all material missed to the instructor via hands-on demonstration, oral or written explanation, and/or by passing a quiz or exam on the material. Any

quiz or exam given for these purposes does not take the place of passing a required mid-term or final exam for that course.

Tutoring is available the rate of \$25/hour to be paid at the beginning of each tutoring session. The instructor will certify that such tutoring is essential to correct a deficiency of the individual in the course. All courses in the 750 hour program are essential to be passed in order to complete the graduation requirements. The tutoring fees will not exceed \$100/month and a maximum time length of 12 months or \$1,200 in total.

Tutoring must be completed and any course exams taken and passed no later than 5 months after the expected graduation date of the program enrolled in. Students that do not meet this requirement will receive a final grade of incomplete and must re-take the course at their own expense.

Being Dismissed From The Program Due To Poor Attendance:

The student is responsible for full payment of tuition up to their last date of physical attendance and the number of hours offered in the program up to that time.

MAKE-UP WORK, required for all hours missed:

- For non hands-on classes, student will be assigned a make-up assignment with a reasonable due date, which will include but may not be limited to outlining a video on a related topic, outlining a chapter on a related topic, or a written essay on a related topic. Make-up work is directly applied towards both missed hours in attendance and academic progress.
- For hands-on classes, missed hours are added to student clinic hours. In the case that a student is on attendance probation, private tutoring to address the information missed is available at \$25/hour paid at the time of service. Make-up hours are directly applied towards both missed hours in attendance and academic progress.
- Students that attend an approved health related workshop (outside of normal class time) where CEU's are earned may apply up to 10 course hours of outside education towards make-up hours. Acceptable health related workshops include topics that would be of professional benefit to a massage therapist. A copy of the CEU certificate is required to be turned in to the Student Services Representative.

Program Outline With Expectations For Each Class

A copy of this policy is attached to the attendance sign-in record kept for each class.

The signed copy is kept in the student file.

Chart shows the number of hours missed for each category.

Course	Max # Hrs for 80% attendance	Attendance Probation	74% = not passing 3 or More Courses = Dismissal From Program	Est. Homework Requirements
MT5EL Five Elements (51 Hrs)	0 - 10 Hrs	11-13 Hrs	14 Hrs	2 hrs/week
MT7BSC BioScience (126 Hrs)	0 – 25 Hrs	26-31 Hrs	32 Hrs	2-5 hrs/week
MT7ELB Ethics, Laws, Business (24 Hrs)	0 – 5 Hrs	6 Hrs	7 Hrs	1 hr/week
MT7SWM Swedish Massage (171 Hrs)	0 - 34 Hrs	35 – 44 Hrs	45 Hrs	1 hr/week
MT7CHM Chair Massage (21 Hrs)	0 - 4 Hrs	5 Hrs	6 Hrs	1 hr/week
MT7PEW Pathology East & West (99 Hrs)	0 – 20 Hrs	21 – 26 Hrs	27 Hrs	2 hrs/week
MT7TCB Tai Chi Body Mechanics (30 Hrs)	0 – 6 Hrs	7 Hrs	8 Hrs	1 hr/week
MT7TYM Thai Massage (30 Hrs)	0 – 6 Hrs	7 Hrs	8 Hrs	1 hr/week
MT7TMA Tuina Medical Acupressure (30 Hrs)	0 – 6 Hrs	7 Hrs	8 Hrs	1 hr/week
MT7MQG Medical QiGong Energy Healing (30 Hrs)	0 – 6 Hrs	7 Hrs	8 Hrs	1 hr/week

I understand that being in good standing for attendance requires a minimum of 80% attendance. Falling under 80% places me on Probation for which immediate improvement is expected. I understand that if I fall under 74% attendance I will not pass the course and may re-take the course at 50% off tuition. I understand that if I fall under 74% attendance in more than 2 classes I will be dismissed from the program for poor attendance.

VA Students: Non-passing grades and attendance are reported to the VA at which point educational benefits funding is terminated immediately for this program.



Leave of Absence

A leave of absence is a request to temporarily pause the Massage Therapy Program due to an extreme situation, with the intention of re-entering and completing the program. A student who applies for a leave of absence must provide a written request to the Program Director for approval of leave. The request must include the effective date, reason, and expected return date.

Massage Therapy Program D (9 months)

- The minimum time allowed for a leave of absence is 3 calendar days.
- The maximum time allowed for a leave of absence is 18 months.

Massage Therapy Program C (3 years)

- The minimum time allowed for a leave of absence is 3 calendar days.
- Because Program C allows up to 3 years to complete all courses, the maximum time allowed for a leave of absence is 8 calendar weeks beyond the 3 year maximum time limit, only if the 3 year maximum time limit will be exceeded by the leave of absence.

The following details apply:

- A student must be in good academic standing in order to be approved for a leave of absence.
- **VA Students:** when a veteran or eligible person interrupts or terminates their training for any reason, it must be reported to the VA within 30 days.
- Acceptable causes are death in the family, medical reasons, or a catastrophic event.
- An approved Leave of Absence will, in effect, pause and hold the student's current enrollment and grade status.

- Depending on the length of the leave of absence, a student may stay enrolled in the current classes registered for, or will be automatically placed within the next class(es) at no additional charge.
- Students on leave of absence can resume their studies during the next class session. (example: 150 hours have been completed, resume the class with the next class session at their 151 hour time.)
- If a leave of absence is 3 weeks or less in duration and the student will be re-entering the same class, the student is responsible for making up allowable hours and turning in completed homework assignments per the syllabus within a reasonable amount of time after returning.
- If a leave of absence is 4 weeks or more in duration a student is expected to resume their studies during the next class session.
- If a leave of absence happens during the Swedish Massage class, upon return the student is required to meet with the instructor and schedule one or more skill refresher sessions outside of class time. The amount of skill refresher sessions required is determined on an individual bases, and requires the proficiency level to be equivalent to the place the class is at.
- If a student does not return at the end of the designated end date of the leave of absence, it is assumed that they have withdrawn from the program. The published refund policy will apply.
- As a Leave of Absence is not a formal withdrawal from the program, tuition and other refunds are not given during a Leave of Absence. A student that does formally withdraw from the program will be given a refund in accordance with the Refund Policy and Student's Right to Cancel.

Prior Training

Students that have previous training in Massage Therapy with less than enough hours to become licensed in Alaska may apply to AK Institute in order to bring their required hours of approved education up to standard and thereby become licensed to practice in this state. This additional education is not eligible for Alaska State Student Loans.

Due to our high standards in education and training, certification from AK Institute will add to a student's prestige and respect in the field of Massage Therapy. We feel that if a student can show proof in the form of transcripts and program curriculum of a minimum of 300 hours of training from another approved Massage Therapy program, that this is a good benchmark number of hours to show a solid foundation.

The student may take a portion of our program in order to reach the 625 hour minimum required to apply for a Massage Therapist License, or may opt to apply acceptable hours towards completing the entire 750 hour program and receive a graduation certificate from our school.

Enrollment approval for additional hours will be made by the Program Director and is based on the class size and other admission requirements to AK Institute. If approved, tuition will be adjusted accordingly. In this case, AK Institute will assume approved and verified hours as our own. Upon completion of the needed hours, the student will receive a transcript of hours. If eligible for completing a total of 750 hours, the student will also receive a Certificate of Completion from AK Institute.

We feel that students having less than 300 hours of previous approved education do not have enough of a foundation to meet the standards in education and training at AK Institute. Therefore, students that have less than 300 hours of previous approved education, or any amount of non-approved education, must apply for the entire 750 hour program in order to become certified by our school.

Prior Credit for Veteran Students

Veteran students who have prior education and training in course subjects within our programs must provide full official transcripts listing all prior education, whether civilian or military.

These transcripts must be provided to AK Institute within 24 weeks of the beginning of the program. Failure to meet this deadline will result in termination of enrollment with VA.

Once transcripts are received by AK Institute, we will evaluate them for consideration of prior credit and we will notify the student that none, some, or all credit was granted. If any credit is granted, the length of the course and corresponding tuition will be adjusted to reflect this.

Copies of all transcripts and documentation of the decision to accept any prior credit will be maintained in the student's file, and will be provided to VA upon request for compliance purposes.

Course Challenge or Waiver

Our courses are taught as they apply to massage therapy specifically, and with a foundation in Oriental medicine. If a student has previous education and/or job related experience in a course topic and requests to challenge or waive the course the student must:

- Provide transcripts of college level courses previously taken or a written detailed description of job related experience.
- Schedule an interview with the course instructor in which the instructor will determine whether or not the course may be waived in full or challenged. This determination will be based on the knowledge and experience of the student in regards to the information that we teach.

- Take and pass the final exam.

Tuition will be adjusted accordingly to discount the courses waived or challenged. The following non-refundable fees apply to take the mid-term and final exams per course. If a student re-takes an exam the same fees apply:

For courses with less than 25 hours of in-class time: \$50 per exam

For courses with 25 to 75 hours of in-class time: \$125 per exam

For courses with more than 75 hours of in-class time: \$250 per exam

The above requirements must be met by the end date of the program enrolled in.

If a student does not pass the final exam, the student may choose to enroll in and take the course, or choose to re-take the exam again. After taking and not passing the final exam for a total of 2 times, the student is not allowed to waive the course.

Approved Education is defined as an educational program that is authorized under post-secondary education status approved by any state, or is accepted towards certification from The Massage and Bodywork Licensing Examination (MBLEX).

Completion Requirements

The maximum time frame to complete Program C is 3 years for all courses and clinic hours.

The maximum time frame to complete Program D - including in-class hours and required events and student massage clinic hours is 13 months.

Transcripts are provided for all students documenting the total number of hours completed, whether the program has been completed or not, providing that the student account has been paid in full.

Graduation Requirements

Student must be at least age 18, and satisfactorily completed all required courses (750 hours) with a passing grade. Any outstanding assignments or make up hours must be satisfactorily completed. Tuition and any fees must be paid in full. An exit survey must be completed. After all requirements are met the student will receive a transcript and a vocational Certificate of Achievement for Massage Therapy from AK Institute.

Student Files & Transcript Requests

All student files are maintained in our secure administrative office and kept for a minimum of 3 years after graduation, at which time files may be scanned and transferred to a digital format for permanent storage.

Students may request, at any time, a copy of their original application paperwork. Students may also request to review their file at the administrative office. Student files are not permitted to leave this office except under special use by administration.

AK Institute will provide an official transcript requested by the student to be sent directly to a 3rd party such as another school or for licensing or national exam purposes provided the student account is at a zero balance. Contact our main office at 907-279-0135.

AK Institute does not share any student information without your permission. If you list the school as a reference on your resume, you must notify us or we will not share your information.

Transfer of Credits

No school can guarantee that its credits or programs are transferable. Transfer of credits is always at the discretion of the receiving institution, depending on the comparability of the curricula and accreditation.

After Graduating, Work in the Field of Massage Therapy

Students that have successfully completed the program and meet all state licensing requirements are eligible to apply for a professional license as a Massage Therapist through the State of Alaska and earn the credentials of LMT (Licensed Massage Therapist).

(Note: As of July 2015, Massage Therapy is regulated by the State of Alaska Massage Therapy Board. Check the current regulations of the area if you plan to practice outside of Alaska.)

There are many job opportunities in the field of Massage Therapy including but not limited to:

- Private Practice
- Hotel Spa
- Day Spa
- Chiropractor, Doctor, or Acupuncturist Offices
- Yoga Studio
- Lodges
- Bed and Breakfasts
- Corporate and Airport Chair Massage
- Senior Centers
- Hospitals

The U.S. Department of Labor, Bureau of Labor Statistics reports that annual wage estimates for the massage therapy profession (as of May 2022) average hourly wage \$50.01 and average mean wage \$104,020 . They also report "employment for massage therapists is expected to increase 18 percent from 2022 to 2032, faster than average, for all occupations. Employment will grow as more people learn about the benefits of massage therapy."

See the following link for more information on this topic:

<http://www.bls.gov/oes/current/oes319011.htm>

After completing the Massage Therapy Program, many students choose to continue their education in the area of Tuina Acupressure, Thai Massage, Oriental Medicine, and Medical QiGong, thereby enhancing their practice of Massage Therapy.

Some immediate fees and expenses to expect after graduation:

Licensing Fees: Students should expect and plan for licensing expenses. We will make some of these available during the course of the program so they can be spread out.

Fingerprint Fee: \$30 plus \$60 processing fee

CPR/Blood Borne Pathogens Certification: \$90-\$115

MBLEX National Exam: \$265

Initial Application Fee: \$200 (this is a one-time fee for new applicants)

License Fee: \$290 (biennial fee)

Professional Liability Insurance: approximately \$260

Alaska State Business License: \$50/year – Independent Contractors only

Massage Chair (optional depending on employment):	\$ 390
Massage Table (optional depending on employment):	\$ 600
Oils and Sheets (optional depending on employment):	\$ cost varies

Student Services – Employment Assistance

AK Institute supports our graduates in finding employment through the following methods:

- We encourage local end-users to utilize our student clinic as a way to meet potential employees after graduation. We often provide end-users with complimentary gift certificates to the student clinic.
- We maintain a relationship with local end-users to provide and recommend graduates from our school for employment, temporary work, and seasonal jobs.
- Through Massage Now!, a massage clinic-spa, we offer professional work as a massage therapist. Details and requirements are available upon request.
- 93% of our students successfully completed the program in 2023. Of those, all graduates who wanted work in the massage field are either employed or in private practice, with the majority of employment in chiropractic clinics.

Additional Student Benefits

All of our students receive the following benefits:

- Use of the Student Resource Library during scheduled hours.

- Complimentary attendance to 3 Massage & Wellness workshops each season, offered by The Oriental Healing Arts Center.
- 30% discount on registration to special event workshops hosted by The Oriental Healing Arts Center and AK Institute.
- 20% discount on Professional Massage Therapy services at Massage Now.
- Students each receive a minimum of 3 complimentary gift certificates to the Massage Student Clinic. Students are encouraged to give these to friends or family.
- Students receive a minimum of 10 complimentary Student Therapist business cards and are encouraged to hand these out as part of their business practices.

Student Resource Library

Our student library is a read-in study area, and is available during regular business hours at The Oriental Healing Arts Center. The library holds industry related resources such as magazines, books, and DVD's, for students to use for course assignments, presentations, and general research. As our library continues to grow over the years, we aim to provide a high quality resource center for all aspects of the Traditional Taoist Healing Arts. The library is also open to our alumni.

HOW TO APPLY FOR A MASSAGE PRACTITIONER LICENSE

The most recent and updated information for licensing in Alaska can be found at:

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

MBLEX NATIONAL EXAM

This exam is required in Alaska. All details can be found at:

<https://www.fsmtb.org/mblex/>

NATIONAL MASSAGE THERAPY ASSOCIATIONS

The American Massage Therapy Association (AMTA)

Website: www.amtamassage.org

State Laws for Massage Licensing: www.amtamassage.org/about/lawstateguide.htm

Associated Bodywork & Massage Professional Inc. (ABMP)

Website: www.abmp.com

State Laws for Massage Licensing: see Career Information, State Boards & Requirements

Alumni Program

Our Alumni Program is an exciting opportunity for our graduates to stay connected. We want the reputation of our school to stand behind you and offer you a solid foundation throughout your professional career.

You have access to many benefits, including full use of the student resource library, access to job boards and job placement assistance, and a complementary referral link on our website so that classmates and clients can find you.

In addition you will be able to take post-graduate surveys online to help us track the employment and career statistics of our graduates to ensure that your education here leads to a happy and successful career. Every time you complete a survey you receive something special for your time and input, including a complimentary student massage or a pass to a workshop of interest.

Instructor Mentors

As a graduate of AK Institute, all of our instructors are available to provide post-graduate insight, discussion, direction, and assistance as former students break into the professional world of Massage Therapy.

Your success is our success!



830 Hour Massage Therapy Program

Note: this program is being phased out as of August 2024. All new enrollments as of April 1, 2024 are for the 750 Hour Massage Therapy Program, see page 18.

830 Hour Massage Therapy Program Overview & Course Descriptions

Anatomy/Kinesiology 75 hrs
Physiology 75 hrs
Chair Massage 30 hrs
Table Massage 200 hrs
Ethics and Laws 50 hrs
Pathology & Special Populations 50 hrs
Acupressure & Meridian Theory 50 hrs
Oriental Medicine for Bodyworkers 60 hrs
Advanced Massage Lab 80 hrs
Student Clinic 160 hrs
TOTAL: 830 Hours

**We offer two schedules to complete the
830 hour program:**

Program D: This program is 11 months straight through. It begins at 15 hours per week and then increases to 22-24 hours per week at the time student clinical hours begin about ½ way through the program. It is eligible for several funding options including state student loans, native grants, VA educational benefits, and self-pay.

Program C: This part-time program allows the student to take up to 3 years to complete all courses. It is eligible for state student loans only if certain guidelines are met. It offers a pay-as-you-go option that may or may not be eligible for other types of funding besides self-pay.

830 Hour Massage Therapy Program Course Descriptions

Delivery Method: All courses are a combination of interactive lecture and discussion with hands-on skills practice. For the entire program, 275 hours are theory and 555 hours are lab.

MT8A Anatomy/Kinesiology (75 Hours)

In standard Western medical language, students will learn and become comfortable with locating and palpating all of the major muscles and bones in the human body, where and how muscles attach, and principles of movement also known as Kinesiology/muscle actions. Students will also be introduced to standard Western medical terminology as used in conventional medicine practices.

MT8P Physiology (75 Hours)

This course will be comprised of the 11 major systems of the human body, such as the muscular system and the nervous system. Students will learn the proper function of each system and how all of the systems interrelate and correspond to the overall health of the individual. Emphasis will be placed on the effects of Massage Therapy on each system and the physiological reasoning as to why massage techniques are used or avoided in various common situations. A correlation of Western physiology to Eastern energetic physiology is also discussed.

MT9EL Ethics and Laws (50 Hours)

Students will discuss topics relating to the specific ethical nature of massage therapy including

professional boundaries, therapeutic relationships, implied consent, appropriate and inappropriate client and therapist behavior, how to identify and what to do when a client experiences an emotional release, HIPPA laws and issues of confidentiality, local and state laws. This course includes detailed discussion about appropriate and inappropriate client and therapist behavior that is especially relative to people who have experienced abuse or emotional trauma in the past, and the special considerations this population may have in expressing boundaries. Students will practice a variety of ways to recognize and address this special situation professionally and appropriately. In addition, discussion of local and state laws, and consequences of various actions that can cause suspension or loss of license to practice massage therapy.

During the business portion, this class will guide students step by step through creating a professional resume for massage therapy and practicing relevant interview skills. Also discussed are marketing, taxes and accounting, and professional membership organizations.

Note that in addition to this course, students receive extensive hands-on business practice and professional development during student clinic participation, including Client Communication skills, Assessment, SOAP notes and record keeping, Scheduling and Re-Booking, Marketing, and more.

(SPECIAL NOTE FOR PROGRAM C: The following hands-on massage courses may only be taken if the student is currently enrolled in or has completed and passed the Anatomy course.)

MT8CM Chair Massage (30 Hours)

Students will learn and practice basic hand techniques used in chair massage and a general pattern that can also be modified for special conditions. Special conditions that require caution and modifications will be discussed and hands-on techniques practiced. Students will also learn how to incorporate chair massage into their own practice. Hands-on participation in both giving and receiving chair massage is required, as is full participation in the class, student clinic, and chair massage related events. Students receive additional extensive hands-on practice of chair massage during student clinic participation and in the Acupressure Massage Lab.

MT8TM Table Massage (200 Hours)

This course will focus on learning and practicing Swedish Massage which is the most common form of relaxing massage, and will also include other modalities such as basic sports massage and methods for deep tissue massage. The course will cover a brief history of massage, hand techniques used, proper body mechanics for the massage therapist, appropriate and modest draping techniques, and general client conditions requiring cautions and modifications to be aware of. Students will also learn and practice daily exercises such as Yoga and QiGong for self-care purposes. Hands-on participation in both giving and receiving massage is required, as is full participation in the class, student clinic, and massage related events. Students

receive additional extensive hands-on practice of table massage during student clinic participation and in the Advanced Massage Lab.

MT8PSP Pathology & Special Populations (50 Hours)

PRE-REQUISITE: Completion of or current enrollment in TABLE MASSAGE

This course covers the Western etiology and basic medical terminology, Oriental Medicine correlations, and treatment by massage therapy for common diseases, chronic symptoms, and other cases that require special consideration by the massage therapist. It is of extreme importance that the therapist knows not only how to assist in the healing process, but also to prevent harm to the client. Topics include specific common upper and lower body conditions, high blood pressure, massage during cancer treatment, pregnancy, elderly clients and more. Students will mock-practice modified techniques on each other. Emphasis is placed on research methods for the specifics of each condition and understanding the thought process behind treatment modification based on cautions and contraindications. Students are required to perform a written and oral presentation on the benefits of massage for any disease of their choice at the end of the class.

MT8MP Acupressure & Meridian Theory (50 Hours)

This course introduces the basic theories of acupuncture and Oriental medicine including Yin/Yang, the Five Elements, and the 12 Primary Meridians. Acupressure points and techniques are learned and practiced. The class also fulfills the pre-requisite to the Traditional Taoist Herbology Level 1.

MT8TOM Oriental Medicine for Bodyworkers (60 Hours)

This course provides an overview of non-needle techniques for bodyworkers trained in Oriental medicine theory. Students will learn to apply therapies such as basic tongue and pulse readings, moxibustion, gua sha, static and gliding cupping (non-fire), Chinese medical aromatherapy, and modified Tuina Acupressure Massage patterns. A strong emphasis is placed on pathology, cautions and contraindications, and appropriate methods of combining these techniques into a massage therapy session.

MT8AM Advanced Massage Lab (80 Hours)

PRE-REQUISITES: Completion of or current enrollment in the following courses:

MT8TM Table Massage

MT8PSP Pathology & Special Populations

MT8MP Acupressure & Meridian Theory

MT8TOM Oriental Medicine for Bodyworkers

This is a very special course where students practice trading out massage using all of the concepts and skills learned in Pathology, Acupressure & Meridian Theory, and Oriental Medicine for Bodyworkers. Students may choose to experience these modalities for personal health

conditions if desired. This course refines skills in Chair, Table, and Open Table massage, and is designed to present common case studies a professional massage therapist will encounter.

MTSC Student Massage Clinic and Little Shaolin Clinic 160 Hours

**Must be age 18 or older to participate in student clinic.*

Once a student is approved as ready by the instructor, the Student Clinic is where students get real life practice working with the general public in order to practice the skills they are learning in class. Our school places a very high emphasis on business skills and professionalism within the Massage Therapy career field. The supervised student clinic and events that students participate in are designed to prepare students to excel within a variety of professional health settings.

Students learn to greet customers, answer the phone, observe the appointment scheduling process, make appointment reminder calls, maintain required client paperwork, assist with office duties, and get invaluable hands-on practice of their skills with direct professional feedback from the clinic supervisors.

Once in the Oriental medicine portion of the program students are encouraged to participate in the Little Shaolin teaching clinic as their schedule allows. This special clinic uses non-needle Oriental medicine techniques to treat many health issues. Students observe the instructor, assist under supervision and according to their ability level, and are responsible for portions of SOAP notes.

As this mimics real-life clinical work, the following guidelines apply:

- Students may sign up according to their own schedule. Shifts are up to 4 hours each. A walk-in schedule is available, and all other appointments are made at least 24 hours in advance through The Oriental Healing Arts Center and assigned to students on a rotating basis. An instructor or assistant instructor is always present to supervise and interact with the clients.
- Students must follow our published dress code and behave in an appropriate ethical and professional manner. A student that is dressed inappropriately or displays inappropriate behavior including rudeness, negative attitude, or other toxic emotional displays that are not conducive to our healing atmosphere will be sent home and not be allowed to participate in the student clinic until they are able to maintain themselves in an appropriate and professional manner.
- Students may not smell like cigarette smoke, perfume, or chew gum during clinic.
- A student scheduled for clinic hours that is unable to show up for any reason must try to find a replacement for their schedule and notify the clinic supervisor as soon as they know they will not show up.

Massage Related Event Participation

Our school provides a variety of massage related events, such as vendor booths offering massage, field trips to business locations to provide chair massage, open house and other special events at our location, and more.

Student participation in massage related events is required as this is one of the best hands-on situations available. Students learn the various aspects required for running the event, get to observe professional interactions, and gain business experience in marketing yourself for

success. There may be times when it is necessary to change a class time in order to accommodate an event. In this case, we will do everything possible to provide advance notification for scheduling purposes. All hours are documented and apply towards student clinic hours.

Documentation of Student Event and Clinic Hours

Each student will be required to keep a log of student event and clinic hours in which they participate. This log is maintained on file at the school. The student should note:

- Date and time in/time out
- Event Name or Student Clinic
- Number of hours they participated
- Instructor sign off to verify the hours (cover sheet provided in student clinic)

A copy of the student's record is to be turned in to the School Education Administrator at the end of each month. The student's Progress Report will be updated with their clinic/event hours completed each month.



Homework Estimates: As these are college level courses, homework is encouraged to prepare for class discussions, and reinforce the information being learned and applied in class. In general, we estimate between 2-7 hours of homework per week in order to be prepared for class, and this will vary throughout the program depending on current courses being taken. The Anatomy and Physiology classes contain the heaviest homework load, with other classes taken at the same time requiring minimal homework.

The following chart outlines the courses that are taken together and gives an idea of the type of homework and time estimate involved.

HOMEWORK ESTIMATES: 830 Hour Massage Therapy Program				
Course Name	Course Number	Total Hours	# Hrs per Week	Type of Homework
Anatomy	MT8A	75	2 - 5	review class work and memorize muscle and bone details
Physiology	MT8P	75	2-5	Chapter Reading assignments with summary questions, and research projects for group presentation or testing for Chapter assessment
Chair Massage	MT8CM	30	1	practice techniques
Table Massage	MT8TM	200	2	practice techniques, plus one 10-hour case study done over 2 months
Ethics and Laws	MT9EL	50	5	Reading, essay, research, creating resume
Acupressure & Meridian Therapy	MT8MP	50	1	reading assignments, review acupoints and meridians
Pathology & Special Populations	MT8PSP	50	1	practice techniques, plus one research project for group presentation (3-4 hours)
Oriental Medicine for Bodyworkers	MT8TOM	60	1	reading assignments, review techniques
Advanced Massage Lab	MT8AM	80	1	practice techniques
Student Clinic	MT8SC	160	0	no assigned homework

Policies Section For 830 Hour Program

Admission Requirements

- 17* years of age or older, valid legal ID required (driver's license, passport, non-driver's ID) *Applicants under the age of 18 require parental permission and must be 18 at the time the Student Clinic portion of the program starts or the applicant will not be admitted to the program.
- Minimum 2 years of college education preferred. Our students are mature and should expect and be willing to apply themselves to college-level study and class participation.
- Fluent in verbal and written English
- For vocational licensing purposes after graduation, all applicants must submit and pass a fingerprint and national criminal background check. For details please see:
<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofMassageTherapists.aspx>

Completed Application Kit, including:

- Application for current or next program only
- Copy of High School Diploma and copy of higher education transcripts
- Course Registration for Program C or D
- Completed Questionnaire with copy of valid ID
- Brief essay on your goals in regards to this program
- 2 letters of personal reference

Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (AK Institute) does not discriminate against any applicant based on race, gender, physical disability, age or religion in accordance with all State and Federal guidelines.

TUITION & FUNDING OPTIONS

Alaska Supplemental Education Loan: (Student Loans)

Program D (full-time) is eligible for student loans, and within certain guidelines Program C (part-time) may be eligible for student loans. Talk to us for details about Program C.

Students are encouraged to rely on personal savings, grants, and scholarships prior to seeking loans to fund their educational pursuits. However, when additional monies are needed the Alaska Supplemental Education Loan (ASEL) is available through the State of Alaska for the 830 Hour Massage Therapy Program D. Students receiving ASEL must be enrolled, meeting school attendance policy and meeting satisfactory academic progress. The loan disbursement may not exceed the cost of attendance less other forms of financial aid awarded. Loan proceeds, less any processing fee applied by ASEL, will be sent to AK Institute's Financial Aid Office in two

installments. The first installment may be disbursed on the first day of class and the second installment may be disbursed after the student reaches the midpoint of total program hours. The Massage Therapy Program Director will verify the student's eligibility before applying funds to the student's account. Please contact your recruitment officer or our office, at 907-279-0135 for more information.

VA Educational Benefits

VA can help veterans, service members, and their qualified family members cover the cost of furthering their education and skills through benefit programs that may pay tuition, housing, training, and other costs. Contact the US Dept. of Veterans Affairs for more information or to determine if you qualify.

Job Training & Workforce for the State of Alaska

<https://jobs.alaska.gov/offices/>

Detailed eligibility requirements are based on your income and employment status. You must sign up for and attend an Orientation session. This will provide an overview of their program and details to assist in determining if you might be eligible. If eligible you are assigned to a counselor who will assist you through the process. You don't get funding the same day, however if you are eligible they will provide funding for a portion or all of your tuition. You will be required to do some job research on your own, such as looking into possible employment scenarios and actually talking with licensed massage therapists that are working, in order to get a realistic viewpoint of the career field. Contact Job Training & Workforce for orientation times and possible funding.

Native Alaskans/Native Americans

Cook Inlet Tribal Council, CIRI Foundation, Other Regional Education Foundations

If you are Native Alaskan or Native American you may qualify for full or partial funding through one of the above organizations.

Contact the Cook Inlet Tribal Council, Vocational Counseling at 265-5904.

If you are an original CIRI enrollee or descendant, contact Crystal Batt at 263-5582.

There are also other Native organizations that work with different tribes throughout the State of Alaska.

In-House Financing

For those who qualify, we offer in-house financing. Please speak to one of our Recruitment Officers for details.

Tuition, Payment, and Refund Policy:

Cost of Program:

- Tuition: 830 Hour Massage Therapy Program \$16,422.00.

- Student Liability Insurance: provided at no additional cost.
- With your acceptance letter, we provide a **detailed shopping list** that includes all textbooks and supplies. Textbooks without optional items are approximately \$135, and with optional items \$225. Supplies are approximately \$441 total. The school does not sell textbooks so they may be purchased on Amazon or another source of your choice. The school will special order the Oriental Medicine specialty supplies required, and does not sell any of the other supplies which must be purchased on your own.

Other fees:

- A \$25/hour fee is charged for individual tutoring, available by request.
- The on-line MBLEX National Exam Prep Course is \$75, optional but strongly suggested. There are also free online options.
- CPR and Blood Borne Pathogens is required for licensing and is offered through the school for approximately \$90-\$115. It may be taken by an outside agency if desired.

Materials and Equipment:

Materials including massage chairs, tables, and oils required for the Massage Course will be provided with the exception of items listed above and any note taking supplies.

Student Liability Insurance:

Provided through an industry related insurance company, at no additional cost for all hands-on massage classes, chair massage events, student massage clinic, and any other school related activities.

Licensing Fees: All massage therapists are required by law to be licensed by the State of Alaska, via the Alaska Massage Therapy Board. Students should expect and plan for state licensing expenses. We will make some of these available during the course of the program so they can be spread out.

Fingerprint Fee: \$30 plus \$60 processing fee

CPR/Blood Borne Pathogens Certification: \$90-\$140

MBLEX National Exam: \$265

Initial Application Fee: \$200 (this is a one-time fee for new applicants)

License Fee: \$290 (biennial fee)

Professional Liability Insurance: approximately \$260

State of Alaska Business License: \$50/year for Independent Contractors only

TOTAL INITIAL ESTIMATE: \$1,195 - \$1,295

VETERAN STUDENTS - Books, supplies and equipment:

A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

3. He or she purchased them from a bookstore or other source, and
4. Their cost is separate and independent from the charge made by the school for tuition and fees.

The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

3. The school furnishes the books, supplies and equipment.
4. The school includes their cost in the total charge payable to the school for the course.

The veteran or eligible person withdraws or is discontinued before completing the course.

2. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

Tuition Payment and Payment Plan:

Types of Tuition Accepted:

- Self-Pay
- Alaska State Student Loans
- VA Educational Benefits
- Native Grants or Scholarships
- Alaska Department of Vocational Rehabilitation

- Tuition Payment or Funding Arrangements Deadline: By the 1st day of class. Veteran students who are entitled to educational assistance and have provided a certificate showing eligibility may fully attend and participate in the program for up to 90 days without any fees or penalty, and have no obligation to use personal funds, due to a delayed disbursement of funding from VA. (This VA policy effective 8/1/19).
- A 20% discount is offered for paying tuition in full at the time of registration.
- For classes with individual or combined tuition totaling over \$2,500.00 a Payment Plan is available for a minimum of 25% down with the remaining balance plus a \$200 fee divided into equal monthly installments to end at the month of the last course taken. Tuition must be paid in full by the end of the in-class time of the last course. All other payment arrangements are on a case-by-case basis, granted only at the discretion of the Spiritual Director of The Oriental Healing Arts Center. An alternate payment arrangement is not implied or guaranteed to be considered or approved.
- Any student that requests consideration of an alternate payment plan must be in good academic standing and must have demonstrated satisfactory attendance.
- Any student on a payment plan that becomes 2 or more months past due may be dismissed from the program for lack of tuition payment. Any refund due will be based on our published Refund Policy.
- Students whose classes have finished but still owe tuition and/or fees may continue to make regular payments towards tuition and any fees due until such time it is paid in full.

(Non-Veteran) Refund Policy and Student's Right to Cancel Until the First Day of Class, Close of Business:

AK Institute will acknowledge the student's cancellation or withdrawal, in writing, within five (5) business days after receipt of notification.

Refunds to the student will be made within thirty (30) days after receipt of notification of the student's withdrawal, or 30 days after the student's last recorded date of physical attendance, whichever is earlier.

Refunds will be based on the last day of physical attendance and the amount of tuition paid at the time of withdrawal.

The student must notify Administration in writing of their intention to withdraw from the program. Students who withdraw or otherwise fail to complete the course of study will be charged an administrative fee of \$100.00. Refunds will be made with the following guidelines:

- For a period of time after instruction has begun but before the second day of class or the equivalent, Alaska Institute of Oriental Medicine, Acupuncture & Massage Therapy (hereafter AKInstitute) shall refund 100 percent of the tuition paid; after that,
- for a period of time after the first day of class but not more than 10 percent of the class has elapsed, AKINSTITUTE shall refund at least 90 percent of the tuition; after that,
- for a period of time after which greater than 10 percent but not more than 20 percent of the class has elapsed, AKINSTITUTE shall refund at least 80 percent of the tuition; after that,
- for a period of time after which greater than 20 percent but not more than 25 percent of the class has elapsed, AKINSTITUTE shall refund at least 55 percent of the tuition; after that,
- for a period of time after which greater than 25 percent but not more than 50 percent of the class has elapsed, AKINSTITUTE shall refund at least 30 percent of the tuition; after that,
- AKINSTITUTE may require the student to remain committed to the entire amount of the tuition.

Refunding Student Loan Payments and other grants

For students that have paid tuition with funds from Alaska State Student Loans or other grant, any refund due will first be sent to the Alaska Commission on Postsecondary Education or grant funding company on behalf of the student with any additional remaining balance refunded to the student. The student assumes full responsibility for repayment of any loan or grant obligations that are not covered by a tuition refund.

VETERAN'S REFUND POLICY

Student's Right to Cancel

The student has the right to cancel the enrollment contract until the close of business on the first day of instruction.

If a student (or minor student's parent or legal guardian) cancels, by receipt of written notification to AK Institute, the student's enrollment prior to the first-class period, the contract for instruction is canceled and the student receives a full tuition refund.

Refunds for tuition and other fees will be prorated for Veterans and other eligible persons receiving education benefits from the Department of Veterans Affairs. All refunds to students will be made within 30 days after receipt of notification of the student's withdrawal or 30 days after the student's last day of physical attendance, whichever is earlier. The amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the

total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length.

If a student (or a minor student's parent or legal guardian) wishes to cancel the contract after the beginning of the first-class period, the following schedule of refund applies:

ATTENDANCE TIME	PERCENTAGE OF TUITION REFUNDABLE
DURING THE 1ST DAY OF CLASS BUT PRIOR TO THE 2ND DAY OF CLASS (subject to withdrawal fee)	100%
FOR A PERIOD OF TIME AFTER THE 1ST DAY OF CLASS BUT NOT MORE THAN 10% OF THE CLASS	90%
FOR A PERIOD OF TIME AFTER 10% BUT NOT MORE THAN 20 % OF THE CLASS	80%
FOR A PERIOD OF TIME AFTER 20% BUT NOT MORE THAN 30% OF THE CLASS	70%
FOR A PERIOD OF TIME AFTER 30% BUT NOT MORE THAN 40% OF THE CLASS	60%
FOR A PERIOD OF TIME AFTER 40% BUT NOT MORE THAN 50% OF THE CLASS	50%
FOR A PERIOD OF TIME AFTER 50% BUT NOT MORE THAN 60% OF THE CLASS	40%
FOR A PERIOD OF TIME AFTER 60% BUT NOT MORE THAN 70% OF THE CLASS	30%
FOR A PERIOD OF TIME AFTER 70% BUT NOT MORE THAN 80% OF THE CLASS	20%
FOR A PERIOD OF TIME AFTER 80% BUT NOT MORE THAN 90% OF THE CLASS	10%
FOR A PERIOD OF TIME AFTER 90% BUT NOT MORE THAN 10% OF THE CLASS	0%

END OF VETERANS REFUND POLICY

Student Complaints (Program Enhancement Suggestions)

Students with concerns, questions, complaints, or conflicts about instructors or other students are to file a written and signed complaint with one of the following:

Course instructor

Student Clinic Manager

Student Services Representative

Program Director

It is our priority to ensure that students have a safe and non-threatening environment in which concerns may be aired. Students are encouraged to include a reasonable and acceptable resolution in their correspondence. Once the concern is received, the school will respond within 3 school days.

If the student is not satisfied with the decision or no resolution is reached the student may file a written complaint directly to the Alaska Commission on Postsecondary Education by contacting their office for further information on how to proceed.



Grounds for Cancellation/Termination by the School

AKInstitute will terminate the enrollment agreement and dismiss the student from the program for the following reasons:

- Evidence of fraud in the information provided in the Application Kit.
- Evidence of unethical behavior that is detrimental to the profession of massage therapy, including prostitution, illegal drug or alcohol abuse while on school premises or during any school related activities, and conviction of a sex related or felony crime.
- Non-payment of tuition by becoming more than 2 months past due without re-negotiating payment terms.

- Violation of the Student Code of Conduct.
- Violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Failure to improve terms of probation status within 30 days.
- Unsatisfactory attendance.
- Failure to show up for classes or clinic obligations without contact to the school for a period of 3 weeks.

Massage Student Code of Conduct

Physical Requirements

____ 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 instructor or school administrator.

Touch

Appropriate Touch is defined as touch required for the purposes of therapeutic massage in a way that is safe, modest, caring, and done in good faith with implied consent on behalf of the person being touched.

Inappropriate Touch is defined as any touch that is of a sexual, aggressive, or intimidating nature, causes emotional or physical discomfort outside of an appropriate massage therapy technique, or is done outside the boundaries of implied consent on behalf of the person being touched.

____ I understand that learning Massage involves hands-on touch between myself and others, including the instructors. I have informed the instructor of any personal limitations and/or boundaries and I understand that every effort will be made to accommodate me. At any time that I feel uncomfortable or feel that I have been compromised in any way, I have the right to exit the experience and discuss the matter with the class instructor, school administrators, or the Spiritual Director of The Oriental Healing Arts Center.

____ I understand that inappropriate touch is not tolerated and may result in immediate dismissal from the Massage Therapy Program.

Acceptable and Professional Behavior

- Mature Manner is behavior appropriate to adults in a professional setting and adult learning environment.
- Immature Manner includes being rude, displaying a negative attitude, or other toxic emotional displays that are not conducive to our healing atmosphere.
- Appropriate Dress includes uniform tops, and clothing that is clean and would be considered appropriate in a business setting. Jeans are acceptable in class, but are not appropriate for

student clinic.

- Inappropriate Dress includes clothing that is obviously dirty, too casual for a business setting, exposes underwear, or is sexually suggestive. This may also include facial piercings.
- Aggressive Behavior includes acting in a threatening or intimidating manner in a vocal, physical, or emotional way.

___ I understand that classes and the student clinic are held at The Oriental Healing Arts Center, a Wellness Center, or Massage Now!, a Wellness Center, that both have licensed professionals and their clients on site throughout the day. As such, I understand that I am expected to act in a mature and professional manner while in class, and while on the premises of The Oriental Healing Arts Center and Massage Now!.

Cell Phones & Texting

AK Institute considers the use of cell phones or texting during class to be highly inappropriate and disruptive. Unless there is an emergency situation to which a student has made the instructor aware, cell phones are to be turned off or on silent and not used while in class. Students needing to use their phone must leave class to do so.

Pictures & Video

Students may not take pictures, video, or similar recording during class without explicit permission from those involved.

Consequences of Inappropriate Behavior

___ I understand that if I do not follow these guidelines the following consequences apply:

1. A verbal warning of inappropriate dress or behavior. One verbal warning is given.
2. A written warning of inappropriate dress or behavior and being sent home. In this case the student is not allowed to participate in class or clinic until they are able to present and maintain themselves in a professional and acceptable manner. Being sent home is considered an absence. One written warning is given.
3. Dismissal from the program.

Being Prepared for Class

___ I understand that I am expected to show up prepared for class. This includes doing homework, reading assignments, projects, and presentations.

___ I understand that in all hands-on classes I am required to wear and/or have readily available a clean and presentable uniform top. I am also required to have clean sheets readily available for class and clinic use. Students are not allowed to participate in hand-on classes or clinic unless they are prepared.

Consequences of Being Unprepared for Hands-On Classes

___ I understand that if I do not follow these guidelines the following consequences will apply:

1. A verbal warning of being unprepared for class. In this case the student has the

choice of borrowing sheets from a prepared classmate or sitting out and observing only.

2. Any student that is unprepared for hands-on class 3 consecutive times is dismissed from the program due to lack of being prepared to participate in class.

Refund Due to Dismissal from Program

In the case of dismissal from the program, students will receive any refund only according to the Refund Policy.

(END Student Code of Conduct)

Student Dress Code, Hygiene and Uniform

- Dress code requirements are established to add to the prestige and respect associated with AKInstitute.
- Students are expected to dress and present themselves in a clean and professional manner.
- Uniform tops must be worn during all of the hands-on massage classes, student massage clinic, chair massage events, and at any other events that represent the school.
- Students must be showered and clean during all hands-on classes, events, and during clinic hours.
- Fingernails must be kept short and filed. Nail polish - including clear - may not be worn due to its ability to harbor bacteria in the nails.
- As two of the top industry complaints about massage therapist are smelling like cigarette smoke or perfume, and chewing gum, students must not smell like smoke or perfume, and may not chew gum whenever doing massage in class, clinic, and any massage related events.

School Calendar and Major Holidays Observed

Massage Therapy Program begins every Spring and Fall, usually:

Spring class begins in April, graduates in March of the following year.

Fall class begins in September, graduates in August of the following year.

There are normally a total of 4 weeks holidays during each program:

For all programs, no classes are held on the following days: New Years Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. The school is closed the week of Thanksgiving and during the last 2 weeks of the year for a holiday break.

For exact dates on each program cycle, see the catalog addendum, Massage Application Kit, Current Dates For Spring/Fall Program.

Weather Related Closures: We follow Anchorage School District announcements for snow days or other extreme weather related closures and remote learning days (Zoom). This information can be found at: [Anchorage School District Weather Closures www.asdk12.org](http://www.asdk12.org)

Classroom and Clinical Lab Facility

All courses are held in large open classroom space at our professional wellness clinics – the Oriental Healing Arts Center and Massage Now!. These wellness centers provide a beautiful setting for students to be surrounded in a professional business environment, immersed in the healing arts that they are studying.

Our 2 locations listed are directly across the parking lot from each other in the same strip mall complex. As our school has grown, utilizing our existing space from both locations has been both a convenient and efficient use of our space in order to give the students the most comfortable environment. This is not an extension, it is only a separate classroom used for the Oriental medicine portion of the program. The same instructors teach the same program from this classroom due to space limitations and the program requires each student to have ample room.

Oriental Healing Arts Center 2636 Spenard Rd., Anchorage, AK 99503 907-279-0135
Hands-on classes are held in the 900 sq. foot main hall of The Oriental Healing Arts Center. The main hall is large and open, and comfortably accommodates academic tables and chairs, and also massage tables and other equipment used during the program. At certain times the main hall may be sectioned off and shared with other classes. There is a computer station with a projector and large screen for lecture presentations and also Zoom access.

Massage Now! 2606 Spenard Rd., Anchorage, AK 99503 907-279-7669
The Oriental Medicine portion of the program is taught in a 775 sq. foot classroom space at Massage Now. This open space comfortably accommodates academic tables and chairs, and also massage equipment, and is suitable for learning moxa, gua sha, cupping, and other non-needle techniques. There is a computer station with a projector and large screen for lecture presentations and also Zoom access.

Massage Now has 7 individual treatment/therapy rooms available for students to schedule use of during their required Clinical Lab Hours. These rooms are also used by professional health care providers and will be more than adequate for students to use.

Minimum and Maximum Number Of Students Per Class

For all classes, the minimum number of students is 4 and the maximum number of students is 25. We currently provide 1 instructor and 1 to 2 teaching assistants for each class within the program. Within these standards, our main concern is to provide a comfortable and safe learning environment along with quality education.



Grading System

Student grades are based on an average of exam scores, completed homework assignments, and observation of hands-on skills. Exams are based on materials taught in class, including a written mid-term and final exam that will be comprehensive for the whole mid/full term. In addition, hands-on classes also include a mid and final practical exam that is graded pass/fail.

<u>From</u>	<u>To</u>	<u>Letter Grade</u>	<u>Pass/Need Help</u>
90	100	A	pass
80	89	B	pass
75	79	C	pass
70	74	C	need help
60	69	D	need help
0	59	F	need help

Students are provided with a monthly Progress Report from each instructor which tracks their academic status and attendance in each class.

It is our philosophy to do everything possible to assist a student in succeeding if this is their intention and desire. At any time a student is showing unsatisfactory progress in class, the student is required to schedule time with an instructor and the Director of Student Services for counseling. If a student is showing a final grade of less than 74% they are placed on academic probation and given a 30-day time period to show satisfactory improvement.

Any student that is dismissed from the program only due to poor academic standards is eligible to re-take the program or course at full cost the next time it is offered.

Academic Probation

Students are provided with a monthly Progress Report from each instructor which tracks their status and attendance in each class. As such, reaching probation status will not come as a surprise.

Students are placed on Academic Probation when academic performance is not satisfactory. This means that in one or more classes an aspect of participation, hands-on skills, homework and assignment completion, or make-up work completed in a timely manner is causing the final grade to be less than 74% and the student is at risk of not passing the course or program. Academic probation serves as a warning and allows a 30-day time period for improvement.

Students on academic probation are counseled by the individual instructor as to the specific requirements needed to improve their grade and pass the course. The student is also required to meet with the Director of Student Services for counseling. Upon request we offer private tutoring services for a fee of \$25 per hour. At the end of 30 days, satisfactory improvement that brings the student above a 74% grade will release them from probation. Students that do not

achieve satisfactory improvement are dismissed from the program due to poor academic performance.

Being Dismissed From The Program Due To Academic Performance:

The student is responsible for full payment of tuition up to their last date of physical attendance and the number of hours offered in the program up to that time. Students are eligible to re-apply to AK Institute at a later date.

Attendance Policy

Attendance Policy and Make-Up Hours

Attendance, commitment, and dedication are highly encouraged. Students must sign-in to each class, and the school maintains the sign-in sheets as a record of attendance. All classes begin promptly; students are expected to arrive on time. Any student arriving later than 15 minutes after the start of class will be recorded as missing 1 full hour. Missed hours are recorded as an accumulated total. Students are responsible for finding out what they missed from each class.

- Student should notify instructor directly or leave a message at The Oriental Healing Arts Center, 279-0135, as soon as they know they will be absent.

Minimum of 80% in-class attendance for each individual course is required for satisfactory progress, and all time missed must be made up according to the outline below. Students that achieve 90% or better attendance are eligible to be considered for an Honors Award to show on their graduation certificate and official transcript.

Students absent, for any reason, more than 20% of a course are given a written notification by the instructor that they have exceeded allowable absences for satisfactory attendance, with an expectation to improve attendance immediately. The student is placed on Probation for Poor Attendance. Probation remains in effect until the ratio of absence is at or above 80% of the class time offered.

Dismissal From Program for dropping below 74% attendance in 3 or more classes or re-taking a course to continue in program:

Students absent, for any reason, more than 26% of a course are given a written notification by the instructor and should take the time to consider their commitment, desire, and ability to pursue success in this program and vocation.

Once below 74% attendance in 3 or more classes a student is dismissed from the program due to poor attendance. We do offer the option to re-take a course during a different term at 50% off tuition.

If a student has dropped below 74% attendance in less than 3 classes, the student must demonstrate satisfactory competency of all material missed to the instructor via hands-on demonstration, oral or written explanation, and/or by passing a quiz or exam on the material. Any

quiz or exam given for these purposes does not take the place of passing a required mid-term or final exam for that course.

Tutoring is available the rate of \$25/hour to be paid at the beginning of each tutoring session. The instructor will certify that such tutoring is essential to correct a deficiency of the individual in the course. All courses in the 830 hour program are essential to be passed in order to complete the graduation requirements. The tutoring fees will not exceed \$100/month and a maximum time length of 12 months or \$1,200 in total.

Tutoring must be completed and any course exams taken and passed no later than 5 months after the expected graduation date of the program enrolled in. Students that do not meet this requirement will receive a final grade of incomplete and must re-take the course at their own expense.

Being Dismissed From The Program Due To Poor Attendance:

The student is responsible for full payment of tuition up to their last date of physical attendance and the number of hours offered in the program up to that time.

MAKE-UP WORK, required for all hours missed:

- For non hands-on classes, student will be assigned a make-up assignment with a reasonable due date, which will include but may not be limited to outlining a video on a related topic, outlining a chapter on a related topic, or a written essay on a related topic. Make-up work is directly applied towards both missed hours in attendance and academic progress.
- For hands-on classes, missed hours are added to student clinic hours. In the case that a student is on attendance probation, private tutoring to address the information missed is available at \$25/hour paid at the time of service. Make-up hours are directly applied towards both missed hours in attendance and academic progress.
- Students that attend an approved health related workshop (outside of normal class time) where CEU's are earned may apply up to 10 course hours of outside education towards make-up hours. Acceptable health related workshops include topics that would be of professional benefit to a massage therapist. A copy of the CEU certificate is required to be turned in to the Student Services Representative.

Program Outline With Expectations For Each Class

A copy of this policy is attached to the attendance sign-in record kept for each class.

The signed copy is kept in the student file.

Course	80% Attendance, Under this = Probation	74% Attendance, Under this = Retake Course. 3 or More Courses = Dismissal From Program	Estimated Homework Requirements
MT8A Anatomy/Kinesiology	16 hrs = probation	20 Hours	2 hours/week
MT8P Physiology	16 hours = probation	20 Hours	2-5 hours/week
MT8CM Chair Massage	7 hours = probation	8 Hours	Practice techniques
MT8TM Table Massage	41 hours = probation	52 Hours	Practice techniques
MT9EL Ethics and Laws	11 hours = probation	13 Hours	1 hour/week
MT8MP Acupressure & Meridian Therapy	11 hours = probation	13 Hours	2 hours/week
MT8PSP Pathology & Special Populations	11 hours = probation	13 Hours	2 hours/week
MT8TOM Oriental Medicine for Bodyworkers	13 hours = probation	16 Hours	Practice techniques
MT8AM Advanced Massage Lab	17 hours = probation	21 Hours	Practice techniques
MT8SC Student Clinic	n/a	n/a	n/a

I understand that being in good standing for attendance requires a minimum of 80% attendance. Falling under 80% places me on Probation for which immediate improvement is expected. I understand that if I fall under 74% attendance I will not pass the course and may re-take the course at 50% off tuition. I understand that if I fall under 74% attendance in more than 2 classes I will be dismissed from the program for poor attendance.

VA Students: Non-passing grades and attendance are reported to the VA at which point educational benefits funding is terminated immediately for this program.



Leave of Absence

A leave of absence is a request to temporarily pause the Massage Therapy Program due to an extreme situation, with the intention of re-entering and completing the program. A student who applies for a leave of absence must provide a completed Leave of Absence Form to the Director of Student Services for approval of leave. These forms are available at The Oriental Healing Arts Center.

Massage Therapy Program D (11 months)

- The minimum time allowed for a leave of absence is 3 calendar days.
- The maximum time allowed for a leave of absence is 18 months.

Massage Therapy Program C (3 years)

- The minimum time allowed for a leave of absence is 3 calendar days.
- Because Program C allows up to 3 years to complete all courses, the maximum time allowed for a leave of absence is 8 calendar weeks beyond the 3 year maximum time limit, only if the 3 year maximum time limit will be exceeded by the

The following details apply:

- A student must be in good academic standing in order to be approved for a leave of absence.
- **VA Students:** when a veteran or eligible person interrupts or terminates their training for any reason, it must be reported to the VA within 30 days.
- Acceptable causes are death in the family, lengthy illness, or a catastrophic event.

- An approved Leave of Absence will, in effect, pause and hold the student's current enrollment and grade status.
- Depending on the length of the leave of absence, a student may stay enrolled in the current classes registered for, or will be automatically placed within the next class(es) at no additional charge.
- Students on leave of absence can resume their studies during the next class session. (example: 150 hours have been completed, resume the class with the next class session at their 151 hour time.)
- If a leave of absence is 3 weeks or less in duration and the student will be re-entering the same class, the student is responsible for making up allowable hours and turning in completed homework assignments per the syllabus within a reasonable amount of time after returning.
- If a leave of absence is 4 weeks or more in duration a student is expected to resume their studies during the next class session.
- If a student does not return at the end of the designated end date of the leave of absence, it is assumed that they have withdrawn from the program. The published refund policy will apply.
- As a Leave of Absence is not a formal withdrawal from the program, tuition and other refunds are not given during a Leave of Absence. A student that does formally withdraw from the program will be given a refund in accordance with the Refund Policy and Student's Right to Cancel.

Prior Training

Students that have previous training in Massage Therapy with less than enough hours to become licensed in Alaska may apply to AK Institute in order to bring their required hours of approved education up to standard and thereby become licensed to practice in this state. This additional education is not eligible for Alaska State Student Loans.

Due to our high standards in education and training, certification from AK Institute will add to a student's prestige and respect in the field of Massage Therapy. We feel that if a student can show proof in the form of transcripts and program curriculum of a minimum of 300 hours of training from another approved Massage Therapy program, that this is a good benchmark number of hours to show a solid foundation.

The student may take a portion of our program in order to reach the 625 hour minimum required to apply for a Massage Therapist License, or may opt to apply acceptable hours towards completing the entire 830 hour program and receive a graduation certificate from our school.

Enrollment approval for additional hours will be made by the Program Director and is based on the class size and other admission requirements to AK Institute. If approved, tuition will be

adjusted accordingly. In this case, AK Institute will assume approved and verified hours as our own. Upon completion of the needed hours, the student will receive a transcript of hours. If eligible for completing a total of 830 hours, the student will also receive a Certificate of Completion from AK Institute.

We feel that students having less than 300 hours of previous approved education do not have enough of a foundation to meet the standards in education and training at AK Institute. Therefore, students that have less than 300 hours of previous approved education, or any amount of non-approved education, must apply for the entire 830 hour program in order to become certified by our school.

Prior Credit for Veteran Students

Veteran students who have prior education and training in course subjects within our programs must provide full official transcripts listing all prior education, whether civilian or military.

These transcripts must be provided to AK Institute within 24 weeks of the beginning of the program. Failure to meet this deadline will result in termination of enrollment with VA.

Once transcripts are received by AK Institute, we will evaluate them for consideration of prior credit and we will notify the student that none, some, or all credit was granted. If any credit is granted, the length of the course and corresponding tuition will be adjusted to reflect this.

Copies of all transcripts and documentation of the decision to accept any prior credit will be maintained in the student's file, and will be provided to VA upon request for compliance purposes.

Course Challenge or Waiver

Our courses are taught as they apply to massage therapy specifically, and with a foundation in Oriental medicine. If a student has previous education and/or job related experience in a course topic and requests to challenge or waive the course the student must:

- Provide transcripts of college level courses previously taken or a written detailed description of job related experience.
- Schedule an interview with the course instructor in which the instructor will determine whether or not the course may be waived in full or challenged. This determination will be based on the knowledge and experience of the student in regards to the information that we teach.
- Take and pass the mid- term and final exams.

Tuition will be adjusted accordingly to discount the courses waived or challenged. The following non-refundable fees apply to take the mid-term and final exams per course. If a student re-takes an exam the same fees apply:

For courses with less than 25 hours of in-class time: \$50 per exam

For courses with 25 to 75 hours of in-class time: \$125 per exam

For courses with more than 75 hours of in-class time: \$250 per exam

The above requirements must be met by the end date of the program enrolled in.

If a student does not pass the mid-term and final exams, the student may choose to enroll in and take the course, or choose to re-take the exam again. After taking and not passing the mid-term and final exams for a total of 2 times, the student is not be allowed to waive the course.

Approved Education is defined as an educational program that is authorized under post-secondary education status approved by any state, or is accepted towards certification from The Massage and Bodywork Licensing Examination (MBLEX).

Completion Requirements

The maximum time frame to complete Program C is 3 years for all courses and clinic hours.

The maximum time frame to complete Program D - including in-class hours and required events and student massage clinic hours is 15 months.

Transcripts are provided for all students documenting the total number of hours completed, whether the program has been completed or not, providing that the student account has been paid in full.

Graduation Requirements

Student must be at least age 18, and satisfactorily completed all required courses (830 hours) with a passing grade. Any outstanding assignments or make up hours must be satisfactorily completed. Tuition and any fees must be paid in full. An exit survey must be completed. After all requirements are met the student will receive a transcript and a vocational Certificate of Achievement for Massage Therapy from AK Institute.

Student Files & Transcript Requests

All student files are maintained in our secure administrative office and kept for a minimum of 3 years after graduation, at which time files may be scanned and transferred to a CD for permanent storage.

Students may request, at any time, a copy of their original application paperwork. Students may also request to review their file at the administrative office. Student files are not permitted to leave this office except under special use by administration.

AK Institute will provide an official transcript requested by the student to be sent directly to a 3rd party such as another school or for licensing or national exam purposes provided the student account is at a zero balance. Contact our main office at 907-279-0135.

AK Institute does not share any student information without your permission. If you list the school as a reference on your resume, you must notify us or we will not share your information.

Transfer of Credits

No school can guarantee that its credits or programs are transferable. Transfer of credits is always at the discretion of the receiving institution, depending on the comparability of the curricula and accreditation.

After Graduating, Work in the Field of Massage Therapy

Students that have successfully completed the program and meet all state licensing requirements are eligible to apply for a professional license as a Massage Therapist through the State of Alaska and earn the credentials of LMT (Licensed Massage Therapist).

(Note: As of July 2015, Massage Therapy is regulated by the State of Alaska Massage Therapy Board. Check the current regulations of the area if you plan to practice outside of Alaska.)

There are many job opportunities in the field of Massage Therapy including but not limited to:

- Private Practice
- Hotel Spa
- Day Spa
- Chiropractor, Doctor, or Acupuncturist Offices
- Yoga Studio
- Lodges
- Bed and Breakfasts
- Corporate and Airport Chair Massage
- Senior Centers
- Hospitals

The U.S. Department of Labor, Bureau of Labor Statistics reports that annual wage estimates for the massage therapy profession (as of March 2021) average \$53,220 with a high range of \$114,120. They also report "employment for massage therapists is expected to increase 26 percent from 2016 to 2026, faster than average, for all occupations. Employment will grow as more people learn about the benefits of massage therapy."

See the following link for more information on this topic:

<http://www.bls.gov/oes/current/oes319011.htm>

After completing the Massage Therapy Program, many students choose to continue their education in the area of Tuina Acupressure, Thai Massage, Oriental Medicine, and Medical QiGong, thereby enhancing their practice of Massage Therapy.

Some immediate fees and expenses to expect after graduation:

Licensing Fees: Students should expect and plan for licensing expenses. We will make some of these available during the course of the program so they can be spread out.

Fingerprint Fee: \$30 plus \$60 processing fee

CPR/Blood Borne Pathogens Certification: \$90-\$115

MBLEX National Exam: \$265

Initial Application Fee: \$200 (this is a one-time fee for new applicants)

License Fee: \$290 (biennial fee)

Professional Liability Insurance: approximately \$260

Alaska State Business License: \$50/year – Independent Contractors only

Massage Chair (optional depending on employment):	\$ 390
Massage Table (optional depending on employment):	\$ 600
Oils and Sheets (optional depending on employment):	\$ cost varies

Student Services – Employment Assistance

AKInstitute supports our graduates in finding employment through the following methods:

- We encourage local end-users to utilize our student clinic as a way to meet potential employees after graduation. We often provide end-users with complimentary gift certificates to the student clinic.
- We maintain a relationship with local end-users to provide and recommend graduates from our school for employment, temporary work, and seasonal jobs.
- Through Massage Now!, a massage clinic-spa, we offer professional work as a massage therapist. Details and requirements are available upon request.
- We had 20 students that graduated in 2022. As of July 1, 2023 15 of those graduates are working in the massage therapy field. (75%)

Additional Student Benefits

All of our students receive the following benefits:

- Use of the Student Resource Library during scheduled hours.
- Complimentary attendance to 3 Massage & Wellness workshops each season, offered by The Oriental Healing Arts Center.

- 30% discount on registration to special event workshops hosted by The Oriental Healing Arts Center and AKInstitute.
- 20% discount on Professional Massage Therapy services at Massage Now.
- Students each receive a minimum of 3 complimentary gift certificates to the Massage Student Clinic. Students are encouraged to give these to friends or family.
- Students receive a minimum of 10 complimentary Student Therapist business cards and are encouraged to hand these out as part of their business practices.

Student Resource Library

Our student library is currently being catalogued, and upon completion will be available during regular business hours. The library holds industry related resources such as magazines, books, and DVD's, for students to use for course assignments, presentations, and general research. As our library continues to grow over the years, we aim to provide a high quality resource center for all aspects of the Traditional Taoist Healing Arts. The library will also be open to our alumni.

HOW TO APPLY FOR A MASSAGE PRACTITIONER LICENSE

The most recent and updated information for licensing in Alaska can be found at:

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

MBLEX NATIONAL EXAM

This exam is required in Alaska. All details can be found at:

<https://www.fsmtb.org/mblex/>

NATIONAL MASSAGE THERAPY ASSOCIATIONS

The American Massage Therapy Association (AMTA)

Website: www.amtamassage.org

State Laws for Massage Licensing: www.amtamassage.org/about/lawstateguide.htm

Associated Bodywork & Massage Professional Inc. (ABMP)

Website: www.abmp.com

State Laws for Massage Licensing: see Career Information, State Boards & Requirements

Alumni Program

Our Alumni Program is an exciting opportunity for our graduates to stay connected. We want the reputation of our school to stand behind you and offer you a solid foundation throughout your professional career.

You will have access to many benefits, including full use of the student resource library, access to job boards and job placement assistance, and a complimentary referral link on our website so that classmates and clients can find you.

In addition you will be able to take post-graduate surveys online to help us track the employment and career statistics of our graduates to ensure that your education here leads to a happy and successful career. Every time you complete a survey you receive something special for your time and input, including a complimentary student massage or a pass to a workshop of interest.

Instructor Mentors

As a graduate of AK Institute, all of our instructors are available to provide post-graduate insight, discussion, direction, and assistance as former students break into the professional world of Massage Therapy.

Your success is our success!



**PROFESSIONAL MASSAGE CERTIFICATIONS
AND CONTINUING EDUCATION**

**Tuina Medical Acupressure
Thai Massage**

NCBTMB APPROVED PROVIDER



FOR CONTINUING EDUCATION

NCBTMB Approved Provider Number 450089-06

Tuina Medical Acupressure Certification Course



Welcome Letter from Tuina Medical Acupressure Course Instructor

I love things that bring out the inner strength I believe is in all of us, and empower us as human beings, massage therapists, and healers. As a long time practitioner and instructor of Tai Chi, QiGong, and Kung Fu, I experience Tuina as the other side of the coin – meaning that martial arts are used for self-defense and can hurt someone, but the same type of movements can be used with a completely different intent to help someone heal.

In this program I place an emphasis on Mind-Body connections by warming up with QiGong, Yoga, and Tai Chi. Tuina practitioners must learn to have a strong Mind-Body connection in order to properly perform the specialized energetic hand techniques. The Tuina hand techniques can be done by almost anyone, but without the internal energy flow they are not effective.

Done properly, the Tuina therapist channels energy through their body and through their Dan Tian into acupuncture points and meridians, creating a unique vibratory wave of Qi flow that initiates the appropriate movement of Qi and Blood required for the body to heal.

Our 750 Hour Massage Therapy program provides the perfect foundation in Oriental medicine to gain the most benefit from this course. Not only do you already have close to 1 year of QiGong practice, the Acupressure and Five-Element Theory gives depth and understanding to all of the Tuina protocols.

Tuina is different from general relaxation massage in that it focuses mainly on injury rehabilitation and musculoskeletal pain. Pressure ranges from light and energetic to deeply intense. Sessions range from a 30-minute spot treatment to a 90-minute full body treatment, and are done fully clothed with no oil. The client often moves between a chair and massage table, so room to accommodate both is helpful. Some of the things we see often in clinic are:

- Acute and chronic injuries
- Musculoskeletal pain
- Post-surgery recovery
- Preventative therapy to help avoid surgery when someone wishes to explore this route

I coordinate our China Study Tours and take groups of students to China in order to study Tuina, QiGong, and Tai Chi with some of the best Chinese doctors and masters in the world.

My vision is to create a Tuina Clinic wing as part of the Oriental Healing Arts Center, comparable to how it is offered in China, with 3-4 treatment rooms and several therapists working on a walk-in basis. My long term goal is to grow this course into a Masters level program similar to acupuncture but without the needling portion.

If you are interested in learning Tuina Medical Acupressure Therapy, talk to me about trying a session. We offer a variety of settings right now that are open to the general public, and our Tai Chi classes are an excellent course of study before the next Certification Course begins.

Always Grow Stronger,
LeeAnn Benko, LMT, MQT, SM
Instructor and Certified Tuina Practitioner



The 258 Hour Tuina Practitioner Certification Course provides a strong foundation in traditional Tuina therapy, including Oriental medicine theory and techniques specifically for licensed massage therapists and other professional health care providers. Experience in student clinic prepares students to incorporate their skills into a variety of therapeutic settings with solid skills in professionalism, client communication and on-going treatment planning.

Tuina Course Overview & Course Descriptions

TUINA PRACTITIONER CERTIFICATION COURSE for Licensed Massage Therapists and other Health Care Professionals

172 Class Instruction hours

86 Lab hours – Practical Application in Clinic

43 Weeks, Program begins 1st week of September each year

PROGRAM OUTLINE AND COURSE DESCRIPTIONS

Tuina Therapist Self-Care 86 hours

Due to the physical and energetic aspects of performing Tuina therapy, self-care is essential for the Tuina Therapist. We incorporate a variety of mindbody exercises that are designed to enhance the student's constitution and provide the physical strength and resilience required for clinical practice.

Oriental Medicine Theory 24 hours

Using "The Web That Has No Weaver" by Ted Kaptchuk we will explore the philosophical foundations of Oriental Medicine as they pertain to Tuina Medical Acupressure Massage. Key components of Traditional Chinese Medicine will include Yin/ Yang, Five elements, zang-fu and meridians. TCM assessment methods will include Four Methods Examination and Eight Principles.

Introduction to Tuina 8 hours

Begin your journey as a Tuina Medical Acupressure Therapist with the knowledge of extremely effective pain relieving hand techniques, joint movements and an introduction to how KinesiologyTape can increase the effectiveness of your treatments.

Principles of Tuina 6 hours

Learn techniques to connect with and channel the energies of heaven and earth. Find out about the mystery of pain and inflammation - what is it, how does it affect your client and how can you help them. In the tradition of the 5-Element Theory students will learn a five stages treatment theory that can be used in all healing treatments and directly applied to the movements of your life.

Tuina Upper Extremities Protocol 10 hours

Learn how to effectively relieve and heal shoulder pain, upper back pain, elbow pain etc. in 30 minute treatments. Includes anatomy review, meridians & points, physical/energetic assessment, tuina protocol, qi gong, and KT tape. **Student clinic required with this class.**

Tuina Lower Extremities Protocol 10 hours

Learn how to effectively relieve and heal hip pain, knee pain and ankle pain in 30 minute treatments. Includes anatomy review, meridians & points, physical/energetic assessment, tuina protocol, qi gong, and KT tape. **Student clinic required with this class.**

Tuina Lumbar Protocol 10 hours

Learn how to effectively relieve and heal lower back pain. Includes anatomy review, meridians &

points, physical/energetic assessment, tuina protocol, qi gong, and KT tape appropriate to each section. **Student clinic required with this class.**

Tuina Cervical Protocol 10 hours

Learn how to effectively relieve and heal neck pain. Includes anatomy review, meridians & points, physical/energetic assessment, tuina protocol, qi gong, and KT tape appropriate to each section. **Student clinic required with this class.**

Business - How to Build Tuina Clientele 8 hours

Learn how to build Tuina clientele from your massage therapy clients. How to describe concepts of TCM in layman's terms for your clients. How to educate and market to the general public.

Practical Application Lab - Student Clinic 86 hours

Have an opportunity to use the Tuina protocols learned in class sessions first by practicing with other students in class, and then on the general public in a safe, comfortable environment with professional Tuina therapists present.

Homework Expectations:

In general, students should expect approximately 10 hours of homework per week, and this will vary throughout the program depending on current courses being taken. Homework consists of some reading assignments, related research, and hands-on practice of techniques being learned.

TUINA MEDICAL ACUPRESSURE CERTIFICATION COURSE POLICIES

Cost of Program:

- Tuition: \$3,500
- Required textbooks may be purchased for Kindle or from Amazon at considerable discounts, or are available at The Oriental Healing Arts Center bookstore. Approximate new cost is \$60-\$120.

Other fees:

- Kinesiology tape: estimate 7 rolls, \$60 - \$80
- Smocks for clinic: estimate \$50

Materials and Equipment: Materials including massage chairs, tables and oils required for the course will be provided with the exception of items listed above and any note taking supplies.

Certification Requirements: Successful completion of the entire program.

CEUs: CEUs are provided for professional Massage Therapists.

Tuition:

Types of Tuition Accepted:

- Self-Pay
- Alaska State Student Loans
- Native Grants or Scholarships

Method of Payment for Tuition:

- Tuition must be received by the first day of class.
- Tuition may be paid by individual courses registered for, pay as you go.
- For classes with individual or combined tuition totaling over \$2,500.00, a payment plan is available for a minimum of 25% down with the remaining balance plus a \$200 fee divided into equal monthly installments. Tuition must be paid in full by the end of the in-class time of the last course. A separate **“Payment Plan Agreement”** form is completed for all in-house payment plans. All other payment arrangements on case-by-case basis, granted only at the discretion of the Spiritual Director of The Oriental Healing Arts Center.

Refund Policy and Student’s Right to Cancel Until the First Day of Class, Close of

Business:

Refunds will be based on the last date of attendance and the amount of tuition paid at the time of withdrawal.

For courses with 80 hours or less, for a period of time after instruction has begun but before the second day of class or the equivalent, Alaska Institute (hereafter AK INSTITUTE) shall refund 100 percent of the tuition paid. On or after the second day of class no refund is given.

AK INSTITUTE will acknowledge the student’s cancellation or withdrawal, in writing, within five (5) business days after receipt of notification.

Refunds to the student will be made within thirty (30) days after receipt of notification of the student’s withdrawal, or 30 days after the student’s last recorded date of physical attendance, whichever is earlier.

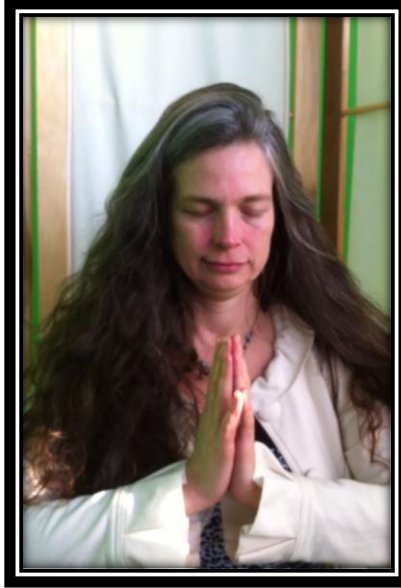
For courses with more than 80 hours, our standard Refund Policy in the vocational education policies section applies.

Refunding student loans, grants, or scholarships:

For students that have paid tuition with funds from a student loan, grant, or scholarship, any refund due will first be sent to the loan, grant, or scholarship funding company on behalf of the student with any additional remaining balance refunded to the student. The student assumes full responsibility for repayment of any loan or grant obligations that are not covered by a tuition

Thai Massage Certification Course

Welcome Letter From Thai Massage Course Director



There is a morning inside you waiting to burst open into Light. ~Rumi

After traveling to Thailand in 1999, and exploring the Thai massage and healing traditions all over Thailand, from the schools in the big cities to small village towns, I was inspired to incorporate this ancient art into my everyday life.

I was amazed at the wonderful effects Thai massage had on my body, but more importantly over the course of my studies with my teacher, Tao Shih Pei Wo Lun, I learned that true healing was also rooted in mental, emotional, and spiritual happiness.

Buddhist monks traditionally performed Thai Massage in temples to refresh the body, mind, and spirit and called it “the physical application of Loving-Kindness”

One of the things I love most about Thai Massage is the incorporation of the concepts of Yoga into the practice. It is a great physical practice for the therapist and client. It also embodies the principals of loving-kindness (Metta) and compassion which deepens the healing potential.

In the ancient healing arts, these practices were shared among family and friends to keep the community vibrant, healthy, and happy.

One of the most wonderful things about our program is our instructors. We all love what we do, it is not just a job , but our life’s vocation. We work to embody the healing principals in our professional and personal lives. We love teaching and sharing the healing arts, whether it be for personal use or as a wonderful career.

Even though the practice of Thai Massage is thousands of years old, it is now gaining popularity in the United States. Many people are realizing its healing effects on the body, mind, and spirit. Thai Massage is one of the fastest growing healing modalities in the West.

Our Thai Massage program is unique to anywhere else in the country. You will learn Thai Massage, Eastern healing principles, and strong body-alignment practices to ensure health and longevity in your practice. I invite you to embark on a path of self-discovery, healing, and growth with us, to use for your own purposes and to assist us in sharing these healing arts into the modern world.

Namaste,

Michele Keck

Oriental Healing & Medical Qigong Practitioner

Thai Massage Therapist

Master Massage Therapist

Massage School Instructor

Registered Yoga Instructor



About Thai Massage

Thai Massage Overview and Professional Practice Benefits

The practice of Thai Massage dates back over 2500 years and is the combination of Indian Ayurvedic medicine, Yogic stretching, Chinese acupressure, Reflexology, and the Buddhist concepts of loving-kindness (Metta) and compassion.

Thai massage utilizes passive stretching with rhythmic massage along the body's energy lines to increase flexibility, relieve muscle and joint tension, and enhance the body's energy. The stretching not only improves the tone of the muscles, but it also stimulates the release of endorphins which promotes mood elevation and mental relaxation. The movements also massage the internal organs which helps to stimulate and improve the function of the body's major organ systems.

In a Thai massage session, the body is placed in passive stretching positions while a rhythmic compressive massage is applied to the muscles. It is practiced on the floor on a padded mat with the recipient clothed. No oil is used in Thai Massage. The recipient is either sitting, or lying on their back, stomach, or side. The therapist uses their hands, elbows, thumbs, knees, legs, and feet to knead and loosen the muscles. A traditional Thai Massage is two hours long, however, specific issues can be addressed in a one hour session.

Thai Massage is an excellent therapy for people who want to increase their flexibility and overall health or for athletes wanting to enhance their performance. It also is a very effective modality for increasing circulation, creating inner peace, relieving muscles tension and pain, improving range of motion, stimulating endorphins, purging toxins, and much more. Ancient Monks traditionally performed Thai Massage in the temples to refresh the body, mind, and spirit, and called it the physical application of loving-kindness.

Thai Massage has had a surge in popularity and growth in the massage industry. The International Spa Association identified Thai Massage as one of the "key trends" in the spa industry and one of the fastest growing modalities requested by customers.

One of the greatest advantages of a career in Thai massage is its relationship to Yoga. Yoga has experienced decades of continuous growth, and reports have shown it to be a 7 billion dollar/year industry in the U.S..

Thai Massage is based on the principals of yoga, and more people are seeking out Thai Massage due to the fact that the client receives the benefits of yoga while getting a massage. More Yoga studios are offering Thai massage to their clientele and more Yoga instructors are pursuing massage therapy training and incorporating Thai massage into their teaching practice.

Another appeal of Thai Massage is that the foundation of the practice involves stretching and range of motion of the joints. This makes it very popular and effective with a wide range of people from athletes to people with tension wanting more muscle flexibility and joint mobility.

The enhancement of a Thai massage certification gives therapists an edge on getting a job in the field of massage therapy. Fitness studios, Spa owners, and Medical clinics are increasingly looking for therapists that can give their business a competitive edge, specialty techniques, and

diversified offerings. Businesses and therapist are also able to charge more per hour for a Thai massage than relaxation massage.

Massage therapists who have had Thai massage training have experienced a flourishing in their practice. The Thai therapists receive more clients due to the diversity and effectiveness the Thai massage contributes to their practice. Many of their clients that were once being seen for general relaxation massage have converted to Thai massage after receiving one session. Thai Massage therapists find that Thai massage clients are willing to pay more money for a Thai session, book longer sessions, and book more consistently than clients in general relaxation massage.



Thai Massage Overview, Course Descriptions & Policies

THAI MASSAGE CERTIFICATION COURSE for Licensed Massage Therapists and other Health Care Professionals

Course Overview

The Thai Massage courses consist of 7 sections that may be taken in two ways:

- Therapists may take any posture section as a stand-alone course with CEUs, provided they have taken the Introduction.
- Therapists working towards certification must complete all 7 sections, and the Comprehensive course at the end must demonstrate satisfactory application of all techniques.
- All classes are held Tuesdays and Thursdays, 9am – 12pm. Required clinic hours are scheduled during regular business hours at the Oriental Healing Arts Center.

Sections:

Intro to Thai Massage (Required) 6 hours

Seated Postures - 18 hours

Feet and Leg Postures – 33 hours

Supine Postures – 30 hours

Prone Postures – 30 hours

Side Lying Postures – 30 hours

Comprehensive – 27 hours

TOTAL: 174 hours

Class/Lab: 123 hours (41 weeks)

Clinic: 51 hours

Thai Massage Course Descriptions

Intro to Thai massage (6 hours) –Required

This course is required in order to take any of the remaining courses. Students will learn the history of Thai massage, influences of ancient traditions on Thai massage, fundamentals of Thai massage techniques, qualities of touch, opening & connecting, rhythmic rocking, compression techniques, Thai massage practice area set up, hand and wrist cultivation, body alignment and posture Thai massage stances.

Note that this course will be offered prior to the start of each section to accommodate students that want to begin out of order. A minimum of 2 students is required to hold the Intro class. Be sure to have your name on our Thai Massage Intro list if you are interested in taking any of the sections in this program.

Thai massage Seated Postures (12 hours plus 6 clinic hours)

During this course students will learn the methods of the Seated Postures section of Traditional Thai Massage. Students will learn Thai massage treatment utilizing their thumbs, fingers, hands, elbows, knees, and feet to perform the movements that **address the shoulders, upper back, neck, and face** focusing on proper techniques and body alignment. Students will learn to infuse the ancient healing aspects of compassion, loving-kindness, meditation, and breath into the techniques. Students will receive detailed instruction and supervision by instructors and will learn by performing massage techniques and experiencing the techniques by receiving massage. Yoga posture correlations to Thai massage and Eastern healing philosophies of Traditional Thai, Oriental Medicine, and Yoga will be taught. Students will learn Yoga philosophy, postures, and adjustments and how to apply them to their Thai Massage practice. Students will learn talking points on how to promote and market this section to their clients and will have clinic round table discussion. **This class requires clinic hours.**

Thai massage Feet and Leg Postures (24 hours plus 9 clinic hours)

During this course students will learn the methods of the **Feet, Single Legs, and Double Legs Postures** section of Traditional Thai Massage. Students will learn Thai massage treatment utilizing their thumbs, fingers, hands, elbows, knees, and feet to perform the movements that **address sen lines, thumb chasing thumb, single leg, and double leg postures**, focusing on proper techniques and body alignment. Students will learn to infuse the ancient healing aspects of compassion, loving-kindness, meditation, and breath into the techniques. Students will receive detailed instruction and supervision by instructors and will learn by performing massage techniques and experiencing the techniques by receiving massage. Yoga posture correlations to Thai massage and Eastern healing philosophies of Traditional Thai, Oriental Medicine, and Yoga will be taught. Students will learn Yoga philosophy, postures, and adjustments and how to apply them to their Thai Massage practice. Students will learn talking points on how to promote and market this section to their clients and will have clinic round table discussion. **This class requires clinic hours.**

Thai massage Supine Postures (21 hours plus 9 clinic hours)

During this course students will learn the methods of the **Supine Postures** section of Traditional Thai Massage. Students will learn Thai massage treatment utilizing their thumbs, fingers, hands, elbows, knees, and feet to perform the movements that **address the arms, abdomen, chest, head, upper shoulders, and neck**, focusing on proper techniques and body alignment.

Students will learn to infuse the ancient healing aspects of compassion, loving-kindness, meditation, and breath into the techniques. Students will receive detailed instruction and supervision by instructors and will learn by performing massage techniques and experiencing the techniques by receiving massage. Yoga posture correlations to Thai massage and Eastern healing philosophies of Traditional Thai, Oriental Medicine, and Yoga will be taught. Students will learn Yoga philosophy, postures, and adjustments and how to apply them to their Thai Massage practice. Students will learn talking points on how to promote and market this section to their clients and will have clinic round table discussion. **This class requires clinic hours.**

Thai massage Prone Postures (21 hours plus 9 clinic hours)

During this course students will learn the methods of the **Prone Postures** section of Traditional Thai Massage. Students will learn Thai massage treatment utilizing their thumbs, fingers, hands, elbows, knees, and feet to perform the movements that **feet ,legs, low, mid, and upper back, and shoulders**, focusing on proper techniques and body alignment. Students will learn to infuse the ancient healing aspects of compassion, loving-kindness, meditation, and breath into the techniques. Students will receive detailed instruction and supervision by instructors and will learn by performing massage techniques and experiencing the techniques by receiving massage. Yoga posture correlations to Thai massage and Eastern healing philosophies of Traditional Thai, Oriental Medicine, and Yoga will be taught. Students will learn Yoga philosophy, postures, and adjustments and how to apply them to their Thai Massage practice. Students will learn talking points on how to promote and market this section to their clients and will have clinic round table discussion. **This class requires clinic hours.**

Thai massage Side Lying Postures (21 hours plus 9 clinic hours)

During this course students will learn the methods of the **Side Lying** section of Traditional Thai Massage. Students will learn Thai massage treatment utilizing their thumbs, fingers, hands, elbows, knees, and feet to perform the movements that **address the legs, hips, low back, shoulders, arms, and hands**, focusing on proper techniques and body alignment. Students will learn to infuse the ancient healing aspects of compassion, loving-kindness, meditation, and breath into the techniques. Students will receive detailed instruction and supervision by instructors and will learn by performing massage techniques and experiencing the techniques by receiving massage. Yoga posture correlations to Thai massage and Eastern healing philosophies of Traditional Thai, Oriental Medicine, and Yoga will be taught. Students will learn Yoga philosophy, postures, and adjustments and how to apply them to their Thai Massage practice. Students will learn talking points on how to promote and market this section to their clients and will have clinic round table discussion. **This class requires clinic hours.**

Thai Comprehensive (21 hours plus 9 clinic hours)

All prior sections must be complete in order to take this course. Students will practice and refine techniques in a full body traditional Thai Massage. Students will develop skills to give a 2.5 hour professional Thai massage. In order to apply for certification, students must demonstrate satisfactory application of all Thai massage techniques learned. **This class requires clinic hours.**

Clinic Hours

Students will practice on members of the general public, gaining experience in working with different client types, building client communication, and treatment planning. Hours required vary per section. Students can request their preferred hours during open business hours. Students will be permitted to start student clinic for each section upon instructor approval. Clinic

hours for each section must be completed by 4 weeks after the last date of class for that section. Student clinic may include individual private sessions or group events.

Documentation of Student Event and Clinic Hours

Each student will be required to keep a log of student event and clinic hours in which they participate. This log is maintained on file at the school. The student should note:

- Date and time in/time out
- Event Name or Student Clinic
- Number of hours they participated
- Instructor sign off to verify the hours (cover sheet provided in student clinic)

A copy of the student's record is to be turned in to the Program Director at the end of each section.

Homework Expectations: In general, students should expect approximately 2 hours of homework per week, which includes reading assignments, research, and practice of protocols.



THAI MASSAGE COURSE POLICIES

Cost of Program:

- For students taking the full certification course: Tuition: \$2,350

Cost by section for CEU purposes:

Intro to Thai Massage (Required) 6 hours, \$150
Seated Postures - 18 hours, \$300
Feet and Leg Postures – 33 hours, \$475
Supine Postures – 30 hours, \$475
Prone Postures – 30 hours, \$475
Side Lying Postures – 30 hours, \$475
Comprehensive – 27 hours, \$475

- Required textbooks may be purchased from Kindle or Amazon. Approximate cost is \$100.

Materials and Equipment: Materials including massage chairs, tables, and mats required for the course will be provided with the exception of items listed above and any note taking supplies.

Certification Requirements: Successful completion of the entire program and demonstration of satisfactory techniques.

CEUs: CEUs are provided for professional Massage Therapists.

Tuition:

Types of Tuition Accepted:

- Self-Pay
- Native Grants or Scholarships

Method of Payment for Tuition:

- Tuition must be received by the first day of class.
- An in-house payment plan is available. A separate “**Payment Plan Agreement**” form is completed for all in-house payment plans.

Full certification course: 4 equal installments

Individual sections for CEUs: 2 equal installments

- Tuition must be paid in full by the end of the in-class time of the last course registered for.

Refund Policy and Student’s Right to Cancel Until the First Day of Class, Close of

Business:

Refunds will be based on the last date of attendance and the amount of tuition paid at the time of withdrawal.

For courses with 80 hours or less, for a period of time after instruction has begun but before the second day of class or the equivalent, Alaska Institute (hereafter AK INSTITUTE) shall refund 100 percent of the tuition paid. On or after the second day of class no refund is given.

AK INSTITUTE will acknowledge the student's cancellation or withdrawal, in writing, within five (5) business days after receipt of notification.

Refunds to the student will be made within thirty (30) days after receipt of notification of the student's withdrawal, or 30 days after the student's last recorded date of physical attendance, whichever is earlier.

For courses with more than 80 hours, our standard Refund Policy in the vocational education policies section applies.

Refunding grants or scholarships:

For students that have paid tuition with funds from a grant or scholarship, any refund due will first be sent to the grant or scholarship funding company on behalf of the student with any additional remaining balance refunded to the student. The student assumes full responsibility for repayment of any loan or grant obligations that are not covered by a tuition refund.

