



**CENTER FOR NATURAL WELLNESS  
SCHOOL OF MASSAGE THERAPY**

**2020-2021 Course Catalog**



Approved by the New York State Education Department

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## Mission

At the Center for Natural Wellness: School of Massage Therapy our mission is to provide a comprehensive program of study designed to give students knowledge and skills to become competent, successful New York State Licensed Massage Therapists.

## Vision

At the Center for Natural Wellness: School of Massage Therapy, (CNWSMT) we believe that a dynamic therapist is one who combines scientific knowledge and skilled bodywork with a deep honoring of the transformational energy of loving touch. Through a comprehensive program of study - which balances the art and science of therapeutic massage - the program strives to enrich the lives of its students. By empowering students with knowledge and understanding of the human body, we seek to train students to speak intelligently and professionally to their clients and to other health care practitioners about the beneficial application of massage therapy for prevention and treatment of varied health issues. CNWSMT provides instruction in 11 different bodywork courses, offering students varied tools to address clients' health needs.

Self-awareness and clear communication are essential skills for compassionate bodyworkers, therefore our program provides students with the opportunity to develop these skills and grow personally and professionally, while examining their own relationship to self and others in a supportive environment. Students are encouraged to bring mindfulness and awareness to each moment in order to experience their lives more completely. This balancing of body, mind and spirit naturally allows health and wellness to arise.

CNWSMT's faculty and administration staff are deeply committed to creating a safe and nurturing learning community which honors the diversity and unique gifts of each student. We believe human-beings excel when encouraged to be fully who they are. Faculty and staff maintain high standards of integrity, character, and ethics, while seeking to cultivate these qualities in each student; and seek to support students in the transformational and heart-centered process of becoming a NYS Licensed Massage Therapist.

## History

The Center for Natural Wellness was founded in 1995 with the intent to provide surrounding communities with quality alternatives to medical treatment through massage therapy, acupuncture, and natural medicine.

In 1996, the founders of CNWSMT recognized a growing need for competent and caring professional massage therapists. As a result CNSWMT was created following its approval in 1998 by the New York State Education Department as a licensure-qualifying school.

To better serve the needs of its student body, CNWSMT relocated to a 10,000 square foot facility in April 2003. This location offers a central location in the Capital Region of New York (Albany, NY) and is convenient to major highways, offering a wide variety of student amenities.

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## **Classrooms and Facilities**

CNSWMT is located at 3 Cerone Commercial Drive in Albany, New York. The facility offers 10,000 square feet of space dedicated to 3 classrooms, a Student Clinic, a student lounge with a kitchen, bookstore, and administrative offices. The classrooms and student lounge are spacious in size and have vaulted ceilings. The Student Clinic is fully equipped with 14 massage booths, and has a separate reception area. The building also offers ample off street parking for students, student clinic clients, and the massage school staff.

CNWSMT is proud to be a smoke free campus.

## **Library and Learning Resources**

The library contains over 700 volumes of massage-related books, DVDs, charts and flashcards including: anatomical and orthopedic textbooks, texts on various bodywork modalities, books on the mind-body connection, and many others. Items may be borrowed or used in-house and are catalogued for reference digitally. A hard copy of this catalogue is also posted in the library. The late charge for overdue library items is \$.25 per day per book.

Additional resources include a full complement of scientific/anatomical equipment, CD-ROM's for Anatomy and Physiology and Pathology, human skeletons, practice mannequins and modern audio/visual equipment.

Enrolled students have an online classroom resource for each class offered at the school. Access to public library resources is also available online. Students have access to four PC's in the library, as well as several in the student lounge. Both have adequate high speed internet. WiFi is also available.

## **Bookstore**

The bookstore is stocked with a selection of contemporary textbooks and massage therapy supplies. Students can purchase oils, lotions, and massage equipment including massage tables, chairs, and shiatsu mats. Also available are supplementary products such as aromatherapy and cupping products, anatomical charts and cards, and school-related clothing. Alumni may rent massage tables and chairs from the school at a rate of \$7.00/day based on availability.

## **Classrooms**

There are seven classrooms available for student instruction, student practice sessions, and professional continuing education. Classrooms are clean, quiet, and some may be tailored for large lectures or compartmentalized for use by smaller groups.

## **Student Lounge**

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The student lounge is informal and modern, and has been created to foster a sense of community among students and faculty. Convenient kitchen facilities containing refrigerators, sink, toaster oven, microwaves, and a vending machine are adjacent to the lounge and allow students to prepare meals as they wish during lunch and dinner breaks.

## **Student Clinic**

Students gain practical experience through using what is learned in the classroom and applying it to a diverse clientele from the community in our student clinic setting. In addition each student performs 12 hours of massage therapy at a local hospital, nursing home, or community center. This is the time when students refine their skills in massage, learn how to work with clients with various medical conditions, and see how massage can benefit them. Clinic hours are part of the 1,020 curriculum. Students also develop non-bodywork skills by keeping files, and greeting and interviewing clients. This prepares students for experiences in their own or other practices.

CNWSMT is proud to be a smoke free campus.

## **The Art & Science of our Massage Therapy Program**

CNWSMT presents 11 diverse bodywork courses totaling 375 hours of instruction. Through this coursework, students are provided with a broad, varied set of skills and specific techniques from numerous bodywork modalities, giving students a strong foundation from which to develop their own creative form of massage.

Students are required to complete 109 hours of supervised clinical massage practice. These hours include – but are not limited to - provision of massage to the public in the Student Clinic, at our community service settings. These experiences offer students valuable experience and increased confidence, as well as supportive guidance from our faculty.

Students take 450 hours of science courses, gaining the ability to understand the human body and the relevance of science to massage therapy. Students also learn many specific hands on modalities, allowing them to design specific massage plans appropriate for addressing varied clients' needs. In addition, CNWSMT creates the space and context for students to grow and deepen their self-awareness. Through coursework, experiential exercises, and practice in grounding, we seek to assist students in the development of self-knowledge. A deeper sense of self-awareness allows a massage therapist to be present for their clients.

Finally, our school provides students with coursework and feedback designed to help students develop business skills and professionalism, which is necessary to be successful, massage therapists. It is our hope that the quality of education we provide will enable students to become exceptional massage therapists and exceptional human beings.

## **Educational Objectives & CNWSMT Vision Blueprint**

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1. Upon graduation our students should understand, embody and apply detailed anatomical knowledge, skilled bodywork techniques, strong communication skills, solid traits of professionalism, and a deep honoring of the transformational energy of loving touch. Our comprehensive curriculum covers the art and science of therapeutic massage, and supports the development of interpersonal skills, professionalism, and self-awareness essential for success as a massage therapist.
  2. CNWSMT students will learn anatomy, physiology, myology, neurology and pathology to understand the physiological benefits of massage therapy, and to understand the language and concepts necessary to communicate intelligently and clearly with clients, colleagues, and other health care practitioners. They will learn scientific anatomical knowledge in order to plan and carry out safe and appropriate massage therapy sessions for clients with diverse health issues. In the science courses, students will receive clear, comprehensive instruction reflecting student centered teaching principles.
  3. The curriculum of CNWSMT includes eleven hands on courses, complemented by massage experience in the supervised student clinic. These courses (Foundations of Massage, Assessment Skills, Sports Massage, Chair Massage, Neuromuscular Therapy, Myofascial Release, Introduction to Energy, Polarity, CranioSacral Therapy, Applied Techniques, and Shiatsu) and clinic experience help students develop extensive hands-on skills, and gain knowledge of when and how to apply varied techniques to support the health and well-being of clients. In classes, students are guided auditorily, visually and kinesthetically as they learn techniques and perform practice massage sessions. Students provide numerous massages in classes, at supervised community settings, and in the student clinic.
  4. CNWSMT supports the development of students' professionalism, ethics and business skills. The curriculum includes a business course which teaches skills and knowledge helpful for success in the field of massage therapy.
  5. CNWSMT curriculum reflects the belief that self-awareness and self-responsibility are important aspects of being a compassionate and effective body-worker. Our program provides students with the opportunity to grow personally and examine their own relationship to self and others in a supportive environment. Students are encouraged to experience each moment with mindfulness and awareness. Students are expected to be aware of their own needs and be aware of CNWSMT expectations and policies. Students are expected to use the academic and emotional services available to support their academic success. Use of conscious communication skills are taught and expected, including the use of "I" statements, and open, respectful conflict resolution. We believe that a balance of body, mind, emotions and spirit naturally allows health and wellness to arise. Therefore we seek a school environment in which all community members honor the physical, mental and emotional aspects of each other.

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6. Faculty members are trained and experienced both as educators and as bodyworkers. They maintain high standards of integrity and ethics. Each teacher is deeply committed to creating a safe, effective and nurturing learning environment for all students, and an environment that honors the diversity and unique gifts of each student. The process of becoming a massage therapist can be a life changing experience that allows individuals to bring their hearts more openly into their lives and work. Our faculty works diligently to support this process.

## **Massage Therapy Programs, Course Descriptions, and Course Sequences**

### **Massage Therapy Programs**

CNWSMT offers a New York State-recognized licensure-qualifying massage therapy diploma program. CNWSMT presents this program in three formats: a full-time day program, a part-time morning program, and a part-time evening program. The scope of the Massage Therapy program is from the basic introductory level to the more advanced techniques that may be used in a professional practice. All programs at CNWSMT provide a total of 1,020 hours of instruction and are in compliance with all current New York State Education Department requirements.

### **Full-Time Massage Therapy Programs**

Full-time classes are held Monday through Thursday from 9:00 a.m. to 4:30 p.m, where:

- Morning sessions are devoted primarily to instruction in the sciences of the body.
- Afternoon sessions are dedicated to the theory and hands on mechanics of therapeutic massage, as well as professional and personal development courses.

Clinic hours are in addition to classroom hours and hands-on practice.

#### **Spring (February) 9-month Program**

The Full-Time Spring program takes approximately 9 months to complete. The program begins in February and completes in November, allowing graduates to take the New York State licensing exam in January. Clinic requirements are satisfied in the evening.

#### **Fall (September) 9-month Program**

The Full-Time Fall program takes approximately 9 months to complete. This program begins in September and completes in the following June, allowing graduates to take the New York State licensing exam in August. Clinic requirements are satisfied in the evening.

Note that this Program merges with students in the Summer (June) 12-month Program, whereby both Programs conclude with a combined graduation ceremony in June of the following year.

### **Part-Time Massage Therapy Programs**

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### **Spring (February) and Fall (September) 14-month Part-time Morning Programs**

The Part-Time morning program meets Monday through Friday from 9:00 a.m. to 12:30 pm and one Saturday, from 9:00 a.m. to 4:30 p.m. per month. This program begins in February and September and takes 14 Months to complete. Graduates of this program take the New York State licensing exam in August or January. Clinic requirements are satisfied in the afternoon.

### **Fall (October) 22-month Part-Time Evening Program**

The Part-Time evening program meets three evenings per week from 6:00 p.m. to 9:30 p.m. and one or two Saturdays from, 9:00 a.m. to 4:30 p.m., per month. This program begins in October and takes 22 Months to complete. Graduates of this program take the New York State licensing exam in August or January. Clinic requirements are satisfied on Saturdays.

### **Holidays and Vacations**

The School observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Veterans Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day. There are several one week vacations during each program. These vacations are modeled after the local school district vacations to accommodate students with children. Programs continue throughout the summer, usually with two one-week breaks.

***Maximum time Allowed to Complete the Massage Therapy Program (150% Rule)*** – CNWSMT has one Massage Therapy Program offered in both Full-time and Part-time formats. There are 1,020 clock hours in the program. Therefore the maximum time-frame allowed to complete the program and maintain financial aid eligibility is 1,530 clock hours.

## **Course Descriptions**

### **Anatomy and Physiology I and II**

A & P I introduces students to the basic structure and function of the human body and is organized into six units: the organization of life; chemistry; cells; tissues; the nervous system; and bone and muscle. A & P II follows A&P I and is organized into seven units (systems): cardiovascular; lymphatic; endocrine; digestive; respiratory; urinary; and reproductive.

### **Myology and Kinesiology**

Myology is the study of muscles and Kinesiology is the study of movement of the body. Understanding muscles and movement aids massage therapists in assessing and addressing postural issues and range of motion limitations. This course seeks to foster an appreciation of the complexity of the body and how it moves. Students study the skeletal system and 120 muscles. They learn the locations, origins and insertions, actions, and nerve innervators of each muscle. Students also examine the effects of shortened and lengthened muscles, both posturally and functionally. The course also discusses massage techniques appropriate for the majority of the muscles covered. Myology and Kinesiology utilizes lecture, discussion, palpation, movement, drawing and case studies as learning tools.

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## **Neurology**

Neurology is a concentrated study of the nervous system. Students explore the organization and function and nervous system in greater detail than Anatomy and Physiology class. Topics covered include: autonomic nervous system, nerve pathways, the ventricular system, and muscle tone regulation. The impact of massage on the nervous system is a focus of the course. In addition, bodywork techniques are taught, utilizing concepts learned throughout the course.

## **Western Pathology I & II and Pathology Research Project and Presentation**

Pathology is the study of the nature and cause of disease as it relates to the structure and function of the body.

### **Western Pathology I**

In Western Pathology 1, students receive an overview of illnesses, injuries, and other health conditions commonly seen in massage therapy clients. The massage indications and cautions for each condition are presented. In addition, this class has a significant focus on developing and practicing the interview and communication skills needed when designing massage sessions for clients with health issues. Role plays and case studies will be used frequently in class. The course will also include bodywork, allowing students to practice constructing goals, designing and carrying out massage therapy sessions for clients with various medical conditions.

### **Western Pathology II**

In Western Pathology IIK, students conduct a detailed study of pathologies related to the digestive, urinary and reproductive systems. Students also explore cancer, edema, emotional conditions, and several musculo-skeletal pathologies. The connections between these conditions and massage therapy will be emphasized. Information about alternative treatments will also be presented.

In Western Pathology IID students engage in a detailed study of several musculo-skeletal pathologies including: Piriformis. Syndrome/Sciatica, Whiplash, Carpal Tunnel Syndrome and Thoracic Outlet Syndrome. Special tests relevant to the conditions listed below will be taught and practiced. The connections between these conditions and massage therapy will be emphasized. The course will help students make decisions in regards to providing massage to clients with various pathologies as well as help prepare them to work in conjunction with other health care providers.

### **Western Pathology II: Gentle Massage**

This course introduces students to the special considerations needed when working with elderly, fragile, critically ill or hospitalized clients. The following topics will be addressed: how to work with clients who are bedridden or in wheel chairs, death and dying, grief, illness and health, and issues faced by the elderly. Students learn gentle, soothing massage strokes to benefit this population and will have a chance to experience the deep rewards of this work through the Community Service Program at CNW.

### **Western Pathology II: Forearm Massage**

This course provides students with instruction in using their forearms as massage tools. Utilizing

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forearm massage allows therapists to reduce the stress on their fingers, thumbs and wrists, potentially preventing injury, and adding variety to their massage.

### **Western Pathology Research Project and Presentation**

This course provides an opportunity for students to research a topic of interest related to pathology and massage therapy. The last week of the program, class time is devoted to student presentation of their findings to their classmates. The course provides a wonderful chance for students to enrich the class by sharing their particular interests and individual work.

### **Eastern Pathology**

This course compliments the hands-on Shiatsu class by providing additional information about history and theory of oriental medicine, Qi Gong, herbs, acupuncture, and cupping. Students can expect to gain a greater understanding of energy work.

### **Foundations of Massage**

This course is the foundation of Western or Swedish massage. Students are taught the basic strokes of effleurage, petrissage, friction, vibration and tapotement, including the physiological effects of each stroke. Students learn the overall benefits of Swedish massage including relaxation, stress reduction, enhanced circulation, pain relief, increased range of motion, relief of muscle tension, and creation of a general sense of wellbeing. Cautions and contraindications for clients and therapist are also covered. In addition, this course will teach the history of Swedish massage, the proper use of massage therapy equipment, how to drape the body, proper positioning of the client, body mechanics for the therapist, and safety issues. Finally, this course will encourage students to explore self-care and self-awareness, utilizing stretching, relaxation techniques and centering exercises.

### **Pregnancy Massage**

Pregnancy Massage is a component of the Foundations of Massage course, and offers students an opportunity to customize their Swedish massage for pregnant clients. The goal of this class is to familiarize students with health issues affecting pregnant clients, to show modifications.

### **Reflexology**

Reflexology is also a component of the Foundations of Massage course. Reflexology is an ancient healing art in which massage therapists can stimulate healing by pressing on specific points on the hands, feet and ears. Students will learn the indications for specific points on the feet, and an overall reflexology routine, which can be used to balance the body.

### **Sports Massage**

This course focuses on the theories of massage as it applies to the sports setting. Students will explore the application and use of massage for pre and post event massage as well as use in specific training applications for injury prevention and rehabilitation, the introduction of hydrotherapy as well as theory and application of several types of stretching for the use in sports and other settings.

### **Neuromuscular Therapy (NMT)**

NMT is a modality by which balance is brought about between the nervous system and the

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muscular system. Students will examine factors which contribute to pain and dysfunction in the body including ischemia, trigger points, postural distortion, poor body mechanics, stress and poor nutrition. Students will learn specific NMT techniques which work with the origins, insertions and bellies of muscles to release ischemic, hypercontracted tissue and to restore proper balance between muscle groups and the nervous system. In brief, students will learn how to identify and address trigger points and tender points.

### **Chair Massage**

Chair massage is a safe, non-invasive way to apply massage to clients in a seated position. Chair massage is a wonderful way to introduce clients to massage therapy because it is performed through clothing and without oil or lubricant. Chair massage is extremely versatile, as massage chairs are easily portable, require little space, and can be used in public settings. This course teaches chair massage techniques, including two specific routines are presented as well as special techniques to address headaches and low back pain. In addition, students will explore the possibilities for marketing and using chair massage as part of a practice/business.

### **Shiatsu**

Shiatsu is an Eastern form of bodywork. Shiatsu literally translated means “finger pressure”. This type of bodywork is rooted in Eastern Philosophy and is based on some of the principles of Traditional Chinese Medicine (TCM). In this course, students will learn to work with the meridians used in acupuncture via massage techniques and stretches based on early forms of Eastern massage known as Anma (from Japan) and Tuina (from China). Shiatsu techniques are designed to stimulate the flow of energy in the meridians using palm, finger, elbow, knee and foot pressure rather than needle techniques. The course focuses on theory as well as practical techniques.

The Eastern tradition of massage works with the energy system of the body. This system is based on the flow of the vital life force known as “Ki” in Japan or “Chi” (or Qi) in China.

When the flow of this Chi energy is blocked or depleted in the body, patterns of disease/dis-ease or illness may arise. Shiatsu techniques are designed to keep the life force/Chi moving smoothly through the body thereby preventing serious illness and/or re-establishing a sense of health and well-being in both giver and receiver.

### **Myofascial Release (MFR)**

The MFR course provides an introduction to the anatomy and physiology of connective tissue, as well as an introduction to the principles and practice of the John F. Barnes approach to myofascial release.

The following topics are covered:

- Basic anatomy and physiology of the fascial system.
- Importance of the fascial system and its relationship to other physiological systems in the body.
- Beginning level evaluation techniques and palpation of anatomical landmarks to establish postural asymmetries and connective tissue integrity.

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- Differentiation between soft tissue mobilization and myofascial release techniques.
  - Practical application and practice of beginning level myofascial release techniques.
  - Discussion on how to integrate treatment of the fascial system with traditional massage techniques.

### **Introduction to Energy**

This course gives students a broad view of the concept of energy massage and a sense of the importance of energy work. Students will learn how to sense and recognize energy, and how to increase and one's own energy. In addition, the students will receive an introduction to the Chakras and will learn Chakra balancing technique.

### **Polarity**

Students will learn basic theory and techniques for giving a generalized session of Polarity Energy Balancing. They will learn how to balance the major Chakras and will be introduced to the Elements. Students will learn how to integrate some of the specific polarity techniques into the/r regular massage work. Although there are a number of components in Polarity Therapy, we will be focusing mainly on the hands on techniques.

### **Craniosacral Therapy (CST)**

Craniosacral Therapy is a gentle, hands-on modality in which the practitioner uses finely tuned perceptive skills to "listen to" or evaluate the position of the cranial bones and sacrum, and to observe the craniosacral rhythm or fascial pulse. Assessment of the craniosacral and fascial systems allows the practitioner to gently support the client's innate ability to heal. In this introductory course, you will be encouraged to further develop your ability to listen and feel with your hands as you engage in several specific assessment processes. You will also learn how to respond to your assessment with gentle holds and pressure, to assist your client in regaining greater balance and wellness.

### **Assessment Skills**

This course teaches client assessment skills, in greater depth than is taught in Foundations of Massage. The physiological effects of massage strokes and use of SOAP notes are reviewed. Students enhance their ability to gather information about clients, analyze the information, and utilize it to design a massage therapy session to meet the client's needs. Students are taught star charting as a way to record postural and range of motion issues. Functional limitations and smart goals are discussed, and two Special Tests are taught and practiced.

### **Applied Techniques**

This course requires students to consider all modalities they have learned and design massage sessions appropriate for clients with injuries and other medical conditions in four key areas of the body: low back, lower extremity, shoulder, and head/neck.

### **Wellness and Emotional Growth**

The Wellness class offers students an opportunity to look within. The class was created with the belief that massage therapists are in a position to offer caring, therapeutic, healing touch to clients. Our ability to offer caring, healing, therapeutic, touch is directly related to our ability to

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be open, present, and to know ourselves. It is also important to look deeply at why we have chosen to be massage therapists and how it is that we can take good care of ourselves. The greater awareness we have of our beliefs and feelings (about touch, emotions, healing, self-acceptance, etc.), the better able we will be to understand our clients, communicate with them and provide our best massage work.

The Wellness class also offers students information and exercises to foster self-awareness, clear intention and the ability to be fully centered. In addition, students will explore issues that are relevant to massage. Such issues include, dealing with emotional release on the table, boundary challenges that may arise with clients and the dynamics of the therapeutic relationship.

### **Self-Care/Self-Responsibility**

Self-care/Self responsibility is a one class course designed to support students in their quest for success at CNWSMT. An overview of study skills is presented, including setting goals, using affirmations, identifying learning styles, time management, improving memory and test taking tips. The second portion of the course addresses tools for maintaining life balance, recognizes educational wounding, recognizing and responding to triggers and understanding transference and counter transference.

### **Professional Development**

The Professional Development course provides information relevant to beginning a career in massage therapy. This course covers business basics including goal setting, business choices, business start-up, motivation, resume writing and interviewing skills, marketing and use of technology, and client communication. This course also teaches New York State law, licensure and ethics related to massage therapy. Each student is required to complete a business plan, outlining his/her intention for utilizing massage therapy. During the course students will learn about many different aspects of creating a successful massage therapy practice.

### **Aromatherapy**

This class teaches the use of essential oils for therapeutic purposes. The history of aromatherapy and the possible uses of essential oils in the practice of massage therapy is presented. Students learn the therapeutic value of many different essential oils. Each student will create an individual prescription essential oil blend for himself/herself, and an essential oil massage blend for a classmate. In addition, this course teaches the different properties of assorted carrier oils.

### **Recognizing Abused and Neglected Clients**

This course explores the issues of abuse and neglect in our culture. The course provides students with a greater understanding of how to recognize clients who have experienced these issues. Students will discuss various ways to respond to clients who have dealt with abuse and/or neglect.

### **Homeopathy**

This introductory class teaches students the basic philosophy and uses of homeopathy. Students

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are introduced to many homeopathic remedies, and use homeopathically prepared arnica in a massage.

### **CPR/First Aid**

New York State requires that all massage therapy candidates hold CPR and First Aid certification at the time they sit for the licensure exam. The CPR and First Aid course teach students the skills to determine when cardio-pulmonary resuscitation is necessary and to have the skills to use this life saving procedure. In addition, the course teaches basic first aid skills to be used in accidents and health emergency situations.

### **Community Service: Part of Student Clinic Hours**

Community Service offers students the chance to give massage in medical settings to a population they may not see in the student clinic, and to experience the rich rewards that the work of service can bring. They may be massaging the elderly, the ill, or the dying- those who need a more gentle touch. Students do an internship and offer therapeutic services in a variety of community organizations and healthcare facilities, including hospitals, community hospices, nursing homes, and social service agencies.

## **CNWSMT Sequence of Courses**

The programs courses are typically scheduled in the following order.

### **Full-Time Fall and Full-Time Spring Programs**

1. Foundations of Massage (includes pregnancy and reflexology) (133 hours)
2. Wellness (32 hours)
3. Myology and Kinesiology (Part I = 75 hours)
4. Anatomy and Physiology (Part I = 75 hours)
5. Pathology 1 (38.5 hours)
6. Self-Care/Self –Responsibility (3.5 hours)

*After FOM is complete, students take the following courses:*

7. Chair Massage (10.5 hours)
8. Assessment Skills (17.5 hours)
9. Sports Massage (21 hours)
10. Clinic (includes Community Service and Sporting Event) (109 hours)

*After Chair, Assessment and Sports are complete, students take the following courses (order may vary):*

11. Introduction to Energy (3.5 hours)
12. Polarity (21 hours)
13. Myofascial Release (MFR) (21 hours)
14. Craniosacral Therapy (CST) (10.5 hours)
15. Neuromuscular Therapy (NMT) (10.5 hours)

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16. Myology and Kinesiology (Part II = 75 hours)
  17. Anatomy and Physiology (Part II = 75 hours)

*After Intro to Energy, Polarity, MFR, CST, and NMT students take:*

18. Pathology II (includes Active Isolated Stretching, Gentle Massage and Forearm Massage) (42 hours)
19. Applied Techniques (42 hours)
20. Recognizing Abused and Neglected Clients (3.5 hours)
21. Neurology (42 hours)
22. Shiatsu (87.5 hours)
23. Eastern Pathology (14 hours)
24. Professional Development (22 hours)
25. CPR and First Aid (7 hours)
26. Homeopathy (3.5 hours)
27. Pathology Research Project (7 hours)
28. Aromatherapy (14 hours)

#### **Part-Time Morning Program**

1. Foundations of Massage (includes pregnancy and reflexology) (133 hours)
2. Wellness (32 hours)
3. Myology and Kinesiology (Part I = 75 hours)
4. Anatomy and Physiology (Part I = 75 hours)
5. Self-Care/Self –Responsibility (3.5 hours)
6. Pathology 1 (38.5 hours)
7. Assessment Skills (17.5 hours)
8. Clinic (includes Community Service and Sporting Event) (109 hours)
9. Shiatsu (87.5 hours)
10. Eastern Pathology (14 hours)

*Concurrently with Shiatsu and Eastern Pathology, students take the following courses:  
(order may vary)*

11. Chair Massage (10.5 hours)
12. Sports Massage (21 hours)
13. Introduction to Energy (3.5 hours)
14. Polarity (21 hours)
15. Myofascial Release (MFR) (21 hours)
16. Craniosacral Therapy (CST) (10.5 hours)
17. Neuromuscular Therapy (NMT) (10.5 hours)
18. Myology and Kinesiology (Part II = 75 hours)
19. Anatomy and Physiology (Part II = 75 hours)

*After Chair, Sports, Intro to Energy, Polarity, MFR, CST, and NMT students take:*

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20. Pathology II (includes Active Isolated Stretching, Gentle Massage and Forearm Massage) (42 hours)
  21. Applied Techniques (42 hours)
  22. Recognizing Abused and Neglected Clients (3.5 hours)
  23. Neurology (42 hours)
  24. CPR and First Aid (8 hours)
  25. Professional Development (22 hours)
  26. Homeopathy (3.5 hours)
  27. Pathology Research Project (7 hours)
  28. Aromatherapy (14 hours)

### **Part-Time Evening Fall Program**

1. Foundations of Massage (includes pregnancy and reflexology) (133 hours)
2. Wellness (32 hours)
3. Myology and Kinesiology (150 hours)
4. Self-Care/Self –Responsibility (3.5 hours)
5. Pathology 1 (38.5 hours)
6. After FOM is complete, students take the following courses (order may vary)
7. Chair Massage (10.5 hours)
8. Assessment Skills (17.5 hours)
9. Sports Massage (21 hours)
10. Clinic (includes Community Service and Sporting Event) (109 hours)

*After Chair, Assessment and Sports are complete, students take the following courses:  
(Order may vary)*

11. Introduction to Energy (3.5 hours)
12. Polarity (21 hours)
13. Myofascial Release (MFR) (21 hours)
14. Craniosacral Therapy (CST) (10.5 hours)
15. Neuromuscular Therapy (NMT) (10.5 hours)
16. Anatomy and Physiology (150 hours)

*After Intro to Energy, Polarity, MFR, CST, and NMT students take:*

17. Pathology II (includes Active Isolated Stretching, Gentle Massage and Forearm Massage) (42 hours)
18. Applied Techniques (42 hours)
19. Recognizing Abused and Neglected Clients (3.5 hours)
20. Professional Development (22 hours)
21. CPR and First Aid (8 hours)
22. Neurology (42 hours)
23. Shiatsu (87.5 hours)
24. Eastern Pathology (14 hours)

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25. Homeopathy (3.5 hours)
  26. Pathology Research Project (7 hours)
  27. Aromatherapy (14 hours)

## Tuition and Enrollment-Related Costs

**Application Fee:** \$50.00 (Due with application)

Fee is waived if applicant attends one admissions event or is a veteran.

**Tuition:** \$14,500.00 (including \$100 deposit)

### Full tuition price includes:

1. Course materials: CNWSMT provides all proprietary course materials.
2. Review Classes: Held post-graduation at CNWSMT before each state exam.

**Required Textbooks *not* included in Tuition:** All Required textbooks are available for purchase at CNSWMT Bookstore.

1. Applied Anatomy and Physiology for Manual Therapists, Archer \$73.00\*
2. A Massage Therapist's Guide to Pathology, Werner \$66.00\*
3. Myology and Kinesiology for the Massage Therapist, Moorcroft \$67.00\*
4. Psychology of the Body, Greene \$49.00\*
5. Business Mastery, Sohnen-Moe \$36.00\*

\*Book prices are subject to change.

### Student Withdrawal/Dismissal

If a student is dismissed or withdraws from the program before completing 100 scheduled clock-hours of the program, the student will be charged \$350. Students will also be charged the full retail value of all items received (i.e. proprietary books, t-shirts, etc.) if they have not completed 100 hours.

Tuition will not be adjusted if student chooses to decline books or CPR class.

### Additional Costs

**Required Tutorials to cover material missed due to absence:** Students that are absent from a class are required to immediately make-up the class work/material that was missed. Instructors may require students to obtain a tutorial to go over material missed due to absence. Such tutorials cost \$35 per hour. If a tutorial is not cancelled with 24-hour notice a fee of \$35 will be charged to the student's account.

**Extra Help Tutorials:** Extra Help Tutorials: *The extra help tutorials may not be used to fulfill required*

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**tutorials due to absence.** CNWSMT staff and faculty are available for extra help in all of the classes taught at CNWSMT. Extra help tutorials are available at \$35 per hour to students and graduates until they pass the NYS Board Exam. **If a tutorial is not cancelled with a 24-hour notice a fee of \$35 will be charged.**

**Exam Re-take:** Students are given the chance to retake any final exam that they did not successfully pass the first time. Students are subject to a \$35 proctoring fee for any retake or make up of a final exam.

**Unexcused Absences from Student Clinic, Community Service Rotation, or Sporting Event:**

An unexcused absence is defined as, but not limited to: missing a scheduled clinic, community service or a sporting event shift without a reasonable excuse. Unreasonable excuses include: going to work instead of attending a scheduled shift, failure to inform the Site Supervisor or Clinic staff that you cannot cover your shift, public transportation difficulties, and/or repeated absence or tardiness due to circumstances which are normally considered reasonable events.

**For clinic:** Students must notify the Supervisor by 11:00 a.m. the day you're scheduled to work.

For Friday and Saturday shifts, you must notify the Supervisor by 8:00 a.m. **For Community**

**Service and Sporting events:** Students must contact the Site Supervisor within 24 hours.

Students will be charged a fee of \$40 for an unexcused absence that results in missing a partial or complete clinic shift, a community service commitment or a sporting event you have signed up for.

Students will be provided with documentation of the unexcused absence and the fee will be charged to your student account. ***Two unexcused absences or being late more than 4 times for any clinic obligation will result in suspension from clinic, and a meeting will take place between the student, the Director of Career Development and Alumni Services and the Director of the school to determine your status. Three unexcused absences may result in suspension from both classes and clinic.***

**Transfer/Withdrawal/Dismissal Fee:** Students may wish to transfer from their current program into another program. Students will be charged a fee of \$150 if they choose to switch programs, withdraw completely, or are dismissed.

**Class Test-Out:** Students may request to “test-out” of classes for which they have documentation of completion of equal hours and content at an accredited program or school. The Director of Education must approve the request to test out of any course. If approval is granted, the Student must successfully pass the final exam of the course. A \$100 test-out fee will be charged for each course being tested out. Testing out of any course must occur before the start of the program. Testing out of a class could have an impact on financial aid eligibility.

**Fees Associated with NYS Licensure and National Certification:**

NYS Licensing Application Fee: \$108\*

NYS Licensing Exam Fee: \$260\*

Total NYS Cost: \$368\*

Optional National Massage and Bodywork Licensing Exam Fee (MBLEx): \$195\*

\*Fees may vary.

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**Official Transcript:** Transcripts that are embossed by the Registrar are mailed out at a \$6 fee per transcript.

**Lost School ID Card:** A \$3 fee is charged for a replacement ID.

**Supplies:** Students are responsible for providing their own sheets for bodywork class and their own unscented oils and creams for bodywork class, clinic, and practice. Students are provided with two CNW-required t-shirts at the Student Orientation. Students are provided with one pair of black scrubs at the Student Clinic Orientation.

**Program Registration and Payment of Tuition:**

The Student agrees to pay a \$100 non-refundable enrollment deposit in order to register (and reserve a seat) in the program. The enrollment deposit will be applied toward tuition payments, and should be paid upon receipt of a letter of acceptance from CNSWMT. The student hereby agrees to pay CNSWMT the tuition balance of \$14,400 (tuition of \$14,500 minus the \$100 enrollment deposit). If the enrollment deposit is not paid, the student forfeits his/her seat in the Program. There are several tuition payment options available to the student. Students who do not comply with tuition payment schedules and obligations under their chosen option may be dismissed from the Program.

**Tuition Payment Options**

The following tuition payment options are available. Tuition payments shall be made by personal check, certified check, cash or money order payable to the **CNW School of Massage Therapy** and/or by credit card. CNWSMT accepts the following credit cards: VISA, MasterCard and Discover. The Student will be charged a \$30.00 fee for any returned checks and \$10 for declined credit cards.

**Full Payment Plan:** The tuition balance of \$14,400 (tuition of \$14,500 minus the \$100 enrollment deposit) is paid in full before the first day of instruction.

**Deferred Payment Plan:** Participation in the Deferred Payment Plan is subject to an administration fee of \$100. The administration fee is added to the tuition balance of \$17,400 (tuition of \$14,500 minus the \$100 enrollment deposit), and the total balance of \$14,500 due is paid according to the following schedule:

1. The 1<sup>st</sup> payment is due the day before the first day of instruction, and amounts to \$7,325 (50% of the total balance due). Federal Student Aid eligibility may be considered for this initial payment.
2. The 2<sup>nd</sup> payment is due at the beginning of the fourth month of instruction, and amounts to \$3,662.50 (25% of the total balance due).
3. The 3<sup>rd</sup> payment is due at the beginning of the seventh month of instruction, and amounts to \$3,662.50 (25% of the total balance due).

**MONTGOMERY / POST 9-11 G.I. Bill / Department of Veterans Affairs:**

### **Tuition Refund Policy**

The amount of refund due to the student is calculated based on the last date of attendance in classes according to the pro-rated formula below. Refund monies due to the student will be paid within 45 days from the date of determination. Date of determination is defined as the date that a student notifies the school that s/he is withdrawing or 14 days after the Last Date of Attendance (LDA), whichever occurs first. The student is liable to CNWSMT for any monies due, should the amount of monies paid by the student be less than the amount owed to the School.

1. The Registration Deposit will be fully refunded if the applicant withdraws their application within three business days from its receipt by CNSWMT.
2. The application fee is non-refundable.
3. All monies paid by the Student, with the exception of the \$150.00 registration processing fee, will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
4. A student requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the Program, is entitled to a refund of all monies paid, with the exception of the registration processing fee of \$150.
5. An enrolled student who withdraws or is dismissed after classes begin is entitled to a refund of excess monies paid minus the registration processing fee of \$150. The amount of tuition retained by the school is calculated by dividing the scheduled hours, up to the last date of attendance, by the total number of hours in the program. When the student has reached 612 or more scheduled hours (60% of 1,020 hours), the entire tuition will be retained and/or due to CNWSMT.
6. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
7. CNWSMT will make every effort to arrive at a reasonable and fair settlement, in the event of prolonged illness or injury, death in the immediate family, or personal circumstances that require an extended leave of absence or make it impractical for the student to complete the Program.

### **New York State Massage Regulations**

In the state of New York, licensure is a requirement for the practice of any form of massage therapy. CNWSMT offers a New York State-approved licensure-qualifying program in therapeutic massage. Successful completion of the 1,020 hour course of study offered by the school qualifies graduates who meet all other state requirements to sit for the licensing

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examination in massage therapy.

Currently the New York State licensing examination is administered twice annually, in January and August. To qualify for a massage therapy license in the state of New York, an applicant must meet the following requirements:

1. Complete and file an application with the New York State Education Department.
2. Possess a high school diploma or the legal equivalent of a high school diploma (GED).
3. Be a graduate of a New York State-registered massage program or have equivalent education.
4. Pass a written examination satisfactory to the New York State Board for Massage Therapy and in accordance with the Commissioner's regulation.
5. Be either a U.S. citizen or an immigrant lawfully admitted to permanent residence in the U.S.
6. Be of good moral character.
7. Be at least 18 years of age.
8. Hold current certification in CPR and first aid.

To receive further information about licensing in New York State:

Call: Office of the State Board for the Massage Therapy, New York State Education Department Office of the Professions, at (518) 474-3817, ext. 150;

Write: State Board for Massage Therapy,  
NYS Education Department, State Education Building, 2nd floor  
89 Washington Avenue, Albany, NY 12234-1000

or e-mail [op-4info@mail.nysed.gov](mailto:op-4info@mail.nysed.gov).

### **Out of State Licensing and Board Certification**

Requirements for massage therapy licensure vary considerably from state to state. There are a few states that do not require licensing at all. Most states accept the National Massage Board Licensing Exam (MBLEx) for licensing. This exam is administered by the Federation of State Massage Therapy Boards (FSMTB). New York State however, does **not** accept the MBLEx. In order to practice massage therapy in NY, one must pass the New York State Board Exam for massage therapy.

New York has the highest standards for massage education in the nation. They require 1000 hours of massage education while the MBLEx only requires 500 hours. We encourage our students to take the MBLEx after graduation to increase their massage practice options should they choose to move to another state in the future. If you are interested in practicing massage in a different state, please contact that state's licensing board to determine what their licensing requirement are and which, if any, exams they accept for licensure.

For more information on the MBLEx and FSMTB, visit their website at: <https://www.fsmtb.org> or contact them at 866-962-3926

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## Graduation Requirements, Credential Granted, and Licensing Information

### Graduation Requirements and Graduation Procedure:

The following requirements must be met in order for a student to graduate from CNWSMT:

1. Pass all courses with a 75 average or above. (This includes passing all final exams.)
2. Complete all requirements related to the Student Clinic.
3. Hold a currently valid certificate in First Aid and CPR.
4. Return all borrowed books, equipment, and supplies.
5. Make payment in full of all tuition fees and outstanding bookstore debt.
6. Meet all conditions of any warning, probation or suspension.
7. Be in compliance with all school standards, policies, and procedures.
8. Complete all courses and make-up forms

### Proof of CPR and First Aid Certification

CNWSMT and New York State requires all students to have training in Cardiopulmonary Resuscitation (CPR) and First Aid in order to graduate from the program. CNWSMT offers these classes as part of the curriculum. If a student has already taken CPR/First Aid, and his/her certification will be current at the time of the New York State Licensing exam, the student is not required to attend the CPR First Aid classes offered at CNWSMT. S/he must provide the Registrar proof of the certification at least one month before graduation. A photocopy will be placed in the student's file to document compliance with this requirement for graduation. Since CPR/First Aid is part of CNSWMT curriculum, refunds are not issued to students who do not attend this class.

Prior to graduation, school staff reviews each student's file to determine if all of the above requirements have been met. Any student who has not completed all of the requirements will be notified of what must be done in order to graduate as scheduled. **It is the responsibility of the student** to satisfy all conditions of learning contracts, complete and pass all courses, satisfy and requirements due to disciplinary problems and fulfill all financial obligations. If the student has any questions about his/her file, s/he should contact the Registrar.

A graduation ceremony is held shortly after the end of each program. Each graduating student will be presented with a diploma at the ceremony. A final transcript will be mailed to each student shortly after graduation. Students who have not completed all graduation requirements may not walk across the stage during the giving of diplomas.

Note: Each student must be current in all payments to CNWSMT before the school will provide NYS with transcripts and other paperwork required for licensure and permits. Upon successfully completing all requirements of this program, graduates receive a diploma from our school which allows them to participate in the NYS licensing examination provided they meet all other state

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requirements.

### **Credential Granted – Diploma**

Upon satisfactory completion of all required courses of study (within 1.5 times normal program length) payment of all tuition and fees, and otherwise complying with all rules and regulations set forth in this Agreement, the student shall receive a Diploma in Massage Therapy from CNWSMT.

Upon receiving a Diploma, the student is eligible to sit for the New York State Board of Massage Licensing Exam. CNWSMT assists in placement, but does not guarantee employment after the student has successfully completed the program of study.

### **NYS Requirements**

New York State recognizes CNWSMT as a licensing qualifying program. Our program fulfills New York State requirements by providing: 200 hours of anatomy and physiology and neurology, with a minimum of 50 hours of instruction in neurology; 150 hours in myology and/or kinesiology; 100 hours in general pathology; 75 hours in the subjects of hygiene, and first aid; 150 hours in general theory and techniques in the fundamentals of western massage therapy and oriental massage therapy, with a minimum of 50 hours of instruction is in both Swedish and Shiatsu. 325 hours of additional instruction and student practice in massage therapy techniques is provided. 150 hours of clinical experience is provided

### **Information on Licensure and National Certification**

One current option for students who plan to move out of state after graduating is to take the MBLEx (Massage Board Licensing Exam). This exam is administered by the Federation of State Massage Therapy Boards, whose mission it is to “ensure that the practice of massage therapy is provided to the public in a safe and effective manner”. The MBLEx is also accepted by many state boards (excluding New York) to fulfill massage licensing qualifications.

Information on the State Federation of Massage Board and the MBLEx can be found at [fsmtb.org/about.html](http://fsmtb.org/about.html). Further information on licensing and credentialing is presented in the business development component of our program.

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## Admissions

### Admissions Requirements

1. Candidates seeking admission to CNWSMT must be at least 18 years of age at the time classes begin and have completed high school or have a GED certificate. In addition, all candidates must be U.S. citizens or non-citizens who have been lawfully admitted for permanent residency in the United States.
2. CNWSMT welcomes candidates from all cultural, geographical and educational backgrounds. Candidate selection will be based on academic ability, social maturity, potential for growth, personal motivation and a commitment to the profession of massage therapy.
3. Candidates will be evaluated on their application items and an academic assessment.

### Admissions Process

1. Candidates will participate in a personal consultation and be provided with an application.
2. Once all application materials are received and the assessment has been completed, an acceptance decision is made.
3. If an applicant is accepted, (s)he will then submit an enrollment agreement and \$100 enrollment deposit, which is applied toward tuition.
4. The enrollment agreement and enrollment deposit, along with completion of a financial plan to cover tuition, secure a student's seat in the program provided there is still space in the class.
5. The admissions process must be completed, and the signed enrollment agreement and enrollment deposit submitted, before a student may start classes.
6. Inquiries into admission are accepted at any time throughout the year. Candidates are encouraged to begin the admissions process as early as possible, as enrollment is limited and classes can fill.

### Acceptance Criteria

1. Applicants must score 75% or better on the combined application and academic assessment, which is evaluated by education administration and the President or appointed representative of the school.
2. They must demonstrate:
  - a. Applicants determined to be at risk academically will be required to review and sign the **Academic Support Recommendation and Requirement Form**. See Appendix.
  - b. The academic ability and motivation to complete the program successfully.
  - c. The willingness and ability to participate fully and appropriately in the program, which includes openness to personal growth and inner self-exploration.
  - d. The ability to benefit from a CNW education and to fulfill licensure requirements with commitment and professionalism.

### Medical Requirements

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1. Students are required to have a physical exam (less than one year before the program start date) and document their health history before starting classes.
  2. Students must also provide documentation of immunizations and other testing prior to Community Service, unless an exemption is sought.
  3. Some Community Service rotations require additional immunizations; however, these sites are optional for students. Required medical forms will be sent to the student upon acceptance to the School.

### **Equal Opportunity**

CNSWMT offers equal opportunity for all individuals and does not discriminate based on age, race, ethnicity, gender, sexual orientation, religion, creed, disability or marital status.

### **Additional Considerations**

In the event that an applicant falls under the following categories:

1. Incarceration
2. Emergency mental health treatment
3. Hospitalization for a mental health issue
4. Specialized Treatment or rehabilitation for substance abuse

S/he may not apply for admission to CNWSMT until one year has passed following discharge or release. Candidate must also provide documentation indicating date of discharge or successful completion/release to CNWSMT. Extenuating circumstances may be presented to the President or appointed representative for review and permission to apply. Any candidate who provides false information may be denied admission or dismissed from the program.

CNW reserves the right to deny admittance if an applicant is considered by CNW staff to be in any way unready for school or not a good fit for CNW programs.

## **Application Requirements & Forms**

An application packet can be downloaded from our website, [www.cnwsmt.com](http://www.cnwsmt.com) or picked up at our Admissions Office Monday through Thursday from 9:00 a.m. to 6:00 p.m. or Friday from 9:00 a.m. to 3:00 p.m. Obtain a packet by contacting CNWSMT at (518) 489-4026.

### **Application Requirements**

The following items must be submitted in order to complete the application process and be considered “applied.”

- a) A non-refundable \$50.00 application fee. This is waived for attending one admissions event and for veterans.
- b) An Initial Inquiry Form, indicating citizenship status, provided by the Admissions Office.
- c) A personal statement based on questions provided by the Admissions Office.
- d) A High School Transcript, High School Diploma or a GED certificate from a “bricks and mortar” school- no correspondence school or distance learning transcripts will be accepted.
- e) Two letters of recommendation completed on the CNWSMT Reference Form which is

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provided by the Admissions Office.

- f) Documentation of having had one massage therapy treatment from a Licensed Massage Therapist (LMT) or a student massage therapist in the CNWSMT Student Clinic within the last twelve months.
- g) Government-issued photo ID with legal name and birth date.
- h) Applicants under the age of 19 may be asked to complete an additional short essay.

## Transfer of Credit Policies

The New York State Education Department Office of the Professions offers two tracks by which a candidate may apply to transfer hours/credits from another massage school.

### **Candidates with less than 500 hours of training:**

These candidates may apply to transfer up to 250 hours to CNWSMT. In addition to the regular application items, candidates must submit transcripts and course descriptions for courses for which s/he would like to transfer hour/credits. These materials are evaluated by the Director of Education who will determine if the prior courses may be transferred based on content, length of course, and grade achieved (must be a C or better and have been completed within 10 years of the scheduled test-out). If the Director of Education determines that courses taken elsewhere are equivalent to CNWSMT courses, then the candidate must pass a comprehensive course content exam in order to successfully transfer the credit. This test-out exam must be accomplished before starting any classes at CNWSMT. The fee for testing out of each course is \$100.00. Tuition will not be charged for courses that candidates do not take at CNWSMT because they have successfully tested-out of them. Testing out of a course could have an impact on financial aid eligibility. These Transfer Students do receive a diploma from CNWSMT and are considered Diploma Transfer Students.

### **Candidates Who Have Completed a Massage Therapy Program of 500 Hours or More and Have Earned a Diploma or Certificate in Massage Therapy:**

These candidates are likely to be best served by contacting the NY State Education Department Office of the Professions Bureau of Comparative Education. Candidates need to submit their program information to the NYS Board of Education to receive an official assessment (called a “letter of deficiency” or “comparative education letter”) of what hours or courses he or she needs to complete in order to satisfy NYS required 1000 hours of training. These students are mandated by NYS to complete the proscribed hours of training at a school of Massage Therapy that is recognized as licensure-qualifying by NYS (such as CNWSMT) in order to take the New York State Licensing Examination for Massage Therapy and practice professional massage in the State of New York. These Transfer Students do not receive a diploma from CNWSMT and are considered Non- Diploma Transfer Students.

On some occasions, NYS grants licensure by endorsement. If approved, these students do not have to take the NYS Licensure Examination. To learn if you are eligible to apply for licensure by endorsement please contact:

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**NY State Education Department Office of the Professions**  
**Bureau of Comparative Education**  
**89 Washington Avenue**  
**Albany, NY 12234-1000**  
518-474-3817, ext. 300 (voice)  
518-486-2966 (fax)  
[comped@mail.nysed.gov](mailto:comped@mail.nysed.gov)

## **Admissions Process for Transfer Students:**

Candidates, who wish to remedy deficiencies at CNWSMT, must follow the regular admissions process and submit the transfer student application items listed below. In addition, they will meet with the Director of Education who will assist in the process of creating a schedule based on course hours required by New York State.

### **Transfer student application requirements:**

1. A non-refundable \$150.00 application fee. \$50 of the fee will be waived for attending one admissions event. The entire fee is waived for veterans.
2. Transfer Student Initial Inquiry form
3. A personal statement based on questions provided by the admissions office
4. A High School transcript, high school diploma or a GED Certificate from a “Bricks- and-Mortar” school (no correspondence school or distance learning transcripts will be accepted)
5. Two letters of reference, one from previous massage instructor if possible
6. Government-issued photo ID with legal name and birth date
7. New York State Education Department “Letter of Deficiency”
8. Educational transcripts from previous massage school and/or previous institution of higher learning (‘Diploma’ transfer students must submit course descriptions and syllabus of each course in which hours are being petitioned to transfer)
9. Applicants under the age of 19 may be asked to complete an additional short essay.

Note: The conversion formula from credit hours to clock hours is as follows: each credit hour is valued as 15 clock hours and each lab credit is valued at 45 clock hours. Adjustment is made for transferring credit hours in which clock hours are equated to 50 minutes.

## **Student Services**

CNWSMT’s massage therapy program is designed to help students take full advantage of the opportunity for personal growth that can spontaneously arise when people give and receive skilled touch at the level of intensity which massage therapy training requires. It is common for students to experience a new sense of self-awareness, the resurfacing of memories and their associated emotions, and a new level of exploration into their values and philosophy on life. The

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curriculum includes discussion of personal growth and the power of the connection between body, mind and spirit. Students are encouraged to gain new understandings of themselves and others in the context of their classroom activities.

To support students in their own personal growth, CNSWMT has services in place to assist students and their families who face issues that impact their lives and experience at CNWSMT. Information about all Student Services may be obtained through the Director of Education. All students receive a “Help” card with their Orientation materials listing phone numbers for Personal Counseling as well as a Tutor List with contact information listed for all faculty and administrators providing support services.

## Academic Support

The school offers the following forms of academic support:

1. Extra help tutoring in all class subjects. Extra help tutorials are offered to all students and graduates at \$35 until they pass the New York State Massage Therapy Board Examination.
2. Study skills tutorials are available.
3. Body mechanics tutorials are available.
4. A Self Care-Self Responsibility course is provided to all students and is included in schedule.
5. Weekly Q & A Sessions are available to students for classes 75 hours and above.
6. Students who have documented disabilities and have documentation stating that they would benefit by having a reader, extra time for exams, and/or separate space for exams may request and arrange for these special accommodations at CNWSMT.
7. Referrals to outside academic support.

## Personal Counseling

Students are also allowed to obtain two free consultations with Joy Adler, Wellness Course Instructor and Holistic Counselor.

## Career Skills Training

Professional Development is a course within the curriculum that builds a strong foundation of career knowledge and skills for students as they approach graduation from CNWSMT. This course provides an introduction to business designed to help students transition into the field of massage therapy and build a successful career. Whether graduates choose to start their own business or work for an already established employer, this course covers the professional basics necessary for entry into the wonderful field of massage therapy.

Topics covered include goal setting, communicating with clients, motivation, business start-up, interviewing, massage law, licensure, and ethics. During the course, students will have special presentations offered by experts in the field of marketing, career startup, accounting, job coaching and placement. All students will create a draft business plan to help them outline the

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steps necessary to begin their new career, and leave CNWSMT with an understanding of the opportunities open to new therapists entering the field of massage.

### **Post-Graduation Job Placement Assistance Services**

CNSWMT offers Post-Graduation Job Placement Assistance Services. The school has a full-time Director of Career Development and Alumni Services who provides students with assistance in writing resumes and interview skills. Placement Services also support students in opening their own practice, in creating a specialty niche within massage therapy and by forwarding resumes for those interested in working in a spa or massage franchise setting.

The Director of Career Development and Alumni Services finds employers seeking massage therapists and creates a comprehensive list of job positions, massage room rental opportunities and volunteer opportunities.

These career opportunities are maintained on CNSWMT website at [www.cnwsmt.com/massage-career-opportunities](http://www.cnwsmt.com/massage-career-opportunities), and are sent to graduates by email and posted on a bulletin board at the school. Our annual Job Fair provides an opportunity for students to meet face to face with prospective employers and network with like-minded businesses.

*CNWSMT will make every effort to assist students in creating or finding a position, but does not guarantee employment upon graduation.*

Both graduates and current students are encouraged to attend our yearly Job Fair and annual Alumnae Event. CNWSMT maintains a Facebook page to help graduates keep in touch with the school and each other.

Once licensed, and after the first three year registration period, massage therapists are required by the NYS Office of Professions to obtain at least 36 hours of state approved Continuing Education hours every three years in order to maintain their registration. CNWSMT is an approved provider of continued education hours for massage therapists. Alumni receive an ongoing list of continuing education courses offered at CNWSMT and three free CE hours are offered each year at the annual alumnae event.

### **Housing**

CNWSMT is primarily a commuter-based institution and does not provide resident facilities for students. However, affordable housing is available in the Albany area. The **Times Union**, Albany's daily newspaper, is a valuable and up-to date resource for housing in Albany and the surrounding areas. Also check [www.timesunion.com](http://www.timesunion.com) and use their classifieds search engine to find apartments based on your specifications of size, price and location.

### **Student/Teacher Ratio & Maximum number of students in the classroom**

Science classes generally range between 20 and 45 students per class. Hands on classes generally range from 8-40 students. The maximum number of students in any class is 50. Hands on classes have one lead instructor for classes of 16 students or fewer. Additional classroom assistants are

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added to larger classes to create the opportunity for greater individual attention.

## CNWSMT Policies and Procedures

### Standards and Measures of Progress

CNWSMT has five key areas in which progress is monitored.

1. Attendance
2. Grading/Academic Status
3. Code of Conduct
4. Satisfactory Academic Progress (SAP) for Financial Aid
5. Fulfillment of financial obligations to CNWSMT

For each of these categories, CNWSMT has defined probation and termination policies as fully outlined in Disciplinary Action Protocol.

#### Attendance

If a student is absent from 20 classes over the course of their program, s/he will be dismissed. A student may submit an appeal to be reinstated to the program. CNWSMT recognizes extenuating circumstances that have influenced attendance (medical emergency, death in family, etc.) and will consider such circumstances on a case-by-case basis in making decisions regarding a student's reinstatement.

If a student is reinstated into the program, s/he will remain on attendance probation and must comply with strict attendance requirements:

- a. Whenever a student is absent, he or she must learn the material that was covered in the missed class. Each time a student is absent, the class instructor will place a makeup form in the student's mail folder.
- b. The instructor may require a tutorial (at a fee of \$35), a bodywork exchange, a written assignment, and/or obtaining class notes from a fellow student.
- c. The student must complete all requirements written on the makeup form, obtain the signatures required, (signatures required are stated on the form) and must place the completed makeup form in the Registrar's mailbox. The form should be turned into the Registrar within two weeks of the missed class. Students must complete a class makeup form for each and every missed class.
- d. An additional massage requirement is incurred for any missed bodywork class. A bodywork class absence is defined as an absence in any of the following courses: FOM, Sports, Assessment Skills, NMT, Chair, Polarity, MFR, CST, Applied Techniques or Shiatsu. To fulfill the additional massage requirement, the student must complete an extra massage in the Student Clinic and complete required paperwork. The student clinic staff will keep track of the number of additional clinic massages required due to absences in bodywork classes. Students must complete all assigned additional clinic massages in order to fulfill their clinic requirements.
- e. The first five times a student arrives late to class or leaves early from class during the course of their program they will not be marked absent. These are called "Graces." *It is*

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*the student's responsibility to inform the instructor that s/he has arrived late or will be leaving early, so that the instructor can record a grace.*

- f. Once a student has used all five graces, s/he will be marked absent if s/he arrives after attendance is taken or leaves before the end of class. If a student is marked absent for being late, s/he will receive a make-up form and must complete the requirements noted on the form, obtain the necessary signatures and turn the completed form into the registrar. In the case of an absence due to a late arrival or early departure, the student will not be assigned an additional clinic massage requirement.
- g. If a student is graced for being late or leaving early, s/he is expected to make up all missed material. The instructor may issue an "extra work requirement" form, outlining the work to be made up due to missing a portion of class. A tutorial may be required as well, and if a tutorial is required, this will be indicated on the form. The student must complete the "extra work requirement" form and turn it into the instructor in order to complete the course.
- h. As a courtesy, we request that students call the school whenever they will be late or absent. If you are not present in class, and we do not know why, we will be concerned about you. If a student is absent from class for more than 14 consecutive calendar days (including weekends and CNW vacation days), s/he may be dismissed. Students are asked to notify CNWSMT if they will be absent for an extended period (i.e. illness or a planned vacation).

### **Grading/Academic Status**

Students must pass all courses in order to graduate from CNWSMT. If a student fails to pass a course at CNWSMT, s/he may be dismissed from the program.

- a. CNWSMT uses a grading system of: A, B, C or F. A passing grade equals 75% or higher. A=100-90, B= 89-80, C= 79-75, F= 74 and below. Student grades will be determined by written and/or practical (hands on) evaluations. For each course, a specific formula is utilized to determine student grades. This formula will be posted in the syllabus of each course. The formula lists the percentage of each evaluation tool in the overall grade. For example, a science course may use this formula: quizzes = 20%, homework = 20% and final exam = 60%. In bodywork classes, student's hands-on skills as well as students understanding of theory and technique are evaluated. An example of the formula used to determine a grade in a hands-on course is: hands on final examination = 40%, written final examination = 40%, and bodywork write-ups or logs = 20%. In addition to grades, students receive ongoing verbal feedback from their instructors and their classmates.
- b. Completed course grades will be posted by student ID number in the student library within 10 days of the instructor's submission of course grades to the registrar. Any student who receives a grade of INCOMPLETE (INC) in any course will receive a written notice indicating that s/he has received an incomplete in the course and explaining what needs to be done to complete the course. Such a student has 28 days from the date of the notice to complete and pass the course. Any student who still has an incomplete after 28 days may be suspended. (See suspension policy).
- c. Failure to Hand in Class Work on the Due Date: If a student fails to hand in an

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assignment (homework, projects, logs, etc.) or fails to make up work on time, the student will receive a zero. This “zero” will be averaged into a student’s overall grade. If the assignment is handed in after its due date, the zero may be converted to a 50%. This is done at the discretion of the instructor.

### **Code of Conduct**

CNSWMT Code of Conduct and Guidelines for Student Behavior have been developed to inform students of the criteria by which behavior is measured and the ideals that form the foundation of the school’s philosophy, and guide us in our interactions with each other as adult members of a learning community. These standards serve as guidelines to help students respond in a proper and caring manner to circumstances that may arise in their personal and professional lives, including participation in all activities related to enrollment in our programs. When an instructor or staff member observes behavior that may be in violation of school policies, including the code of conduct, the student will be notified of the concern. Violation of any of the codes of conduct may result in a written or verbal warning, probation or dismissal. This is at the discretion of the administration.

### **According to CNSWMT Student Code of Conduct, students must refrain from:**

- Physical harm or threat of physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
- Accepting “tips” or other gratuities for services rendered while participating in the Student Clinic.
- Academic dishonesty, including but not limited to plagiarism and cheating, and other forms of misconduct including but not limited to misuse of academic resources or facilities, computer equipment or learning aids.
- Theft of, or damage to school property or services and to another students’ property.
- Forgery, alteration and other misuses of records, grades and diplomas, or misrepresentation of any kind to a school official.
- Unauthorized entry, use, or occupation of the school facilities that are locked, closed, or otherwise restricted as to use.
- The use, possession or distribution of alcohol, drugs, controlled substances or mind altering substances on school premises.
- Conduct assessed as disruptive or harmful, or in any other way disrupts the learning process during class.
- Crossing boundaries with fellow students, clinic clients and staff and faculty including inappropriate touching during a massage.
- CNWSMT will not tolerate any instance of harassment or bullying behavior. Students found in violation of this policy will be disciplined, up to and including termination. CNWSMT defines harassment/bullying as behavior, either direct or indirect, whether verbal, physical, gesture, written (including social media), exclusion and/or otherwise; conducted by one or more persons against another or others. Whereby the behavior is: unwanted; considered objectionable; and/or causes humiliation, offence, distress or other detrimental effect – to another or others. It must be noted that when an allegation of

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harassment/bullying is made, the intention of the alleged person(s) is irrelevant, and will not be given consideration when deciding discipline.

**Guidelines for Classroom Conduct and Classroom Communication:**

- a. CNWSMT requires students to remain quiet in class and NOT talk/whisper or act in a distracting manner in class. One person speaks at a time. The person speaking has the floor. Raise your hand if you wish to speak. Be PRESENT. Be fully attentive and actively engaged in class. Practice active listening when a student or instructor is speaking. The following behavior is not allowed: sleeping in class and/or lounging on others during class. Some instructors may require particular seating arrangements in class, such as sitting upright or sitting in chairs at tables. Be mindful of personal space. An instructor will bring any behavior deemed distracting or disrespectful to the student's attention if it occurs. The student may be asked to leave class, take an absence and make up any missed work.
- b. CNWSMT requires that all students use "I statements" when expressing concerns and feelings. Judgmental or "put down" language is not permitted at CNWSMT. Be respectful of the opinions, thoughts, words, stories of other classmates and instructors. Refrain from using statements of judgment about another student's beliefs, values, race, gender, sexual orientation or lifestyle. Do not use of profanity in the classroom.
- c. Be mindful of time when sharing and be mindful of others who may want to share. Stay on the topic being discussed.
- d. CNWSMT seeks to assist all students in developing appropriate, professional attitudes and behaviors to aid your success in the field of massage therapy. We have developed a Professional Qualities Assessment form to assist our evaluation of each student, regarding attributes which are necessary for success in the field of massage therapy. See appendix for sample form. We ask you to be open to our feedback and expectations in this realm. Example: Have eye contact when you communicate. Maintain good personal hygiene. Display a positive attitude about the profession of Massage Therapy.
- e. It is common for students to experience tremendous growth and change while in school. Sometimes this includes the rise of significant emotional issues. If such issues arise for you, we ask you to seek assistance outside of the classroom setting, as individual emotional processing must be limited within the classroom. Remember that you have counseling support available from Joy Adler and Human Resources Associates at no cost.
- f. Students must comply with CNSWMT dress code. This code is designed to insure that dress in school is professional. Students must wear an unaltered CNWSMT tee shirt or CNWSMT polo shirt. Shirts received at sporting events are not considered CNWSMT shirts for dress code purposes. Tee shirts may not be cut or altered. Students must wear scrubs in the form of pants, shorts or skirts. If a scrub skirt or scrub shorts are worn, the length must be no shorter than knee length.
  - i. In class, CNWSMT tee shirts and scrubs of any color are acceptable. In the student clinic and at community service and sporting events, black scrubs must be worn. One pair of clinic scrubs will be provided at the beginning of clinic.
  - ii. Students must wear "indoor shoes," socks, or slippers, in class. Bare feet are not allowed. It is recommended that students purchase/bring supportive **indoor** shoes for classroom use. Shoes that are or have been worn outdoors are not considered indoor shoes and thus

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- are not allowed in the classroom. Students must wear indoor shoes in clinic.
- iii. Students can wear sweaters or sweatshirts over their CNWSMT shirts for warmth.
  - iv. Students may not wear excessively worn or torn clothing.
  - v. Students may not use or wear perfume, essential oil, or scented cosmetics while at school.
  - vi. Students may not wear jewelry that interferes with giving or receiving massage. This includes rings, necklaces, bracelets, and some earrings.
  - vii. There are no exceptions to the Dress Code without a doctor's note.  
If a student fails to comply with the dress code policy, s/he will be required to leave class and put-on clothing that complies with the dress code. Students may be marked absent if they must leave to change into appropriate clothing.
  - g. We require that all students refrain from using cell phones during class, including email and texting functions. Cell phones must be turned off or silenced and put away so that they are not visible or a disruption during class. If a student wishes to record class with his/her cell phone, it must be put on a table at the front of the room and the instructor is to be notified prior to. **No photos or videos may be taken during class or in classrooms while class is in session.** We require all students and faculty to refrain from bringing food or any drink other than water into the classroom. This enables us to have a cleaner classroom. Food is allowed during Q & A sessions.
  - h. Each student is responsible for his/her own education. We expect all students to arrive to class on time and arrive prepared to focus and learn. We have a strict attendance policy to assist students in achieving academic success.
  - i. We ask you to ensure that you have adequate time to study and practice the massage techniques. Be sure to take care of yourself physically, mentally, emotionally and spiritually. It is not only essential to your success in school, but to your success as a massage therapist and perhaps to your success in life.
  - j. We ask you to accept the responsibility to seek help when you need it. Please ask questions and set up tutorials when you need academic assistance. If you fail two quizzes, or feel you are struggling in a course, discuss your progress with your instructor and schedule a meeting with the Director of Education to discuss your academic progress. Please make sure that you understand the grading policy and satisfactory academic progress policy at CNWSMT. We require all students to complete all course work with integrity, and refrain from cheating.
  - k. We require all students to participate fully in all aspects of each class. If you have a concern about participating in a specific activity, please communicate with your instructor about the concern. Participation is essential to receive the full benefits of each course, and may be used to determine your course grade.
  - l. Please check-in with yourself regularly about your goal to become a massage therapist. Please evaluate your progress toward this goal, and seek assistance as needed.
  - m. Remain open minded and open hearted towards your fellow students. You are here to learn and expand your experience!

### **Satisfactory Academic Progress (SAP)**

All students, both full and part time, must meet the following minimum standards of academic achievement and successful course completion.

CNWSMT will consider both a student's grades (qualitative progress) and rate of progression

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through his or her program (quantitative progress). A student's progress will be evaluated at the end of each payment period to determine Satisfactory Academic Progress (SAP).

**Qualitative Measurement of Satisfactory Academic Progress (SAP):**

A student must achieve a passing grade in a course in order for it to be considered complete and count towards the completion of the payment period. A student must maintain a passing cumulative grade average in order to maintain SAP (see Grading/Academic section). Grades of incomplete courses will not be utilized in computing a student's cumulative grade average. This could affect a student's SAP determination. The Registrar, will monitor qualitative progress, or the student's grades in the program. A qualitative evaluation will be done every three months. If it is determined that a student is not making SAP, the student will be placed on Warning.

**Fulfillment of Financial obligation to CNWSMT**

If a student fails to meet the terms of the payment plan, the student may face disciplinary action. As soon as a student becomes aware that s/he may not be able to fully meet a financial obligation on or before the deadline date, the student must contact the Registrar/ to discuss the situation. At the discretion of the Registrar/Bursar, a modification in the student's payment plan may be made. Failure to notify staff and/or make timely payments may result in additional fees.

At the time of graduation if a student does not fulfill all financial obligations including tuition balance, bookstore balance, late fees, or any outstanding administrative fees or have a plan in place with the Registrar/Bursar to meet these obligations, the student will be unable to "walk" at graduation or receive a diploma. New York State Licensing Form 2 with transcripts will also not be released by the Registrar/Bursar. In addition, the student will not be able to sit for the NYS Licensing Exam.

**Withdrawn or Former Students:**

All former students owing money to the School will be notified of their debts in writing and informed that no transcript will be forwarded or new registration processed until resolved or paid in full. It should be emphasized that despite a student's withdrawal, the debt remains on the School's ledgers and must be paid. If more than 60 days pass (from the date of notice) without resolution, the School will refer the outstanding debt to a collection agency and seek all remedies available under law.

**Student Injury and Illness Protocol**

(See Appendix E: CNWSMT Health and Safety Contraindications and Precautions)

Students should not jeopardize their health or the health of other students and staff by coming to school sick or returning to school too soon after an illness. Students who have a fever and/or flu-like symptoms (nausea, vomiting, diarrhea, chills, aches, shortness of breath, coughing, fatigue) are not to come to school until they are symptom-free without Tylenol or other medication for 48-hours. If a student comes to school with symptoms they will be sent home.

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This policy helps us limit contagion of illness. If a student is absent for over four days s/he must contact the school to inform school administration of the reason for the absence. If a student is absent four days in a row without contacting the school s/he may be dismissed. CNWSMT reserves the right to require any student to obtain medical clearance or medical advice in order to determine the safety of participation in bodywork. Clearance or advice could be required for both giving and receiving certain types of bodywork.

If a student is absent due to illness, s/he will be given make up forms to complete, as per the attendance policy. Students are responsible for the class material and quizzes/tests/assignments missed while home sick. Instructors may assign a student tutorials and/or bodywork exchanges as part of making up missed material/work. Though rest and treatment needs to be the priority, teachers will do everything they can to work with students and help them keep pace as they recover.

The school attendance policy allows each student 19 absences. Thus, students are dismissed when reaching 20 absences, and must appeal their dismissal to continue in school. Illness is one of the factors considered during the appeal process.

#### **Specific Guidelines related to illness/injury/skin conditions**

1. Students who feel that they cannot give or receive bodywork because of illness, must stay home, take an absence for the class, and complete a makeup form. Assignment of a tutorial and/or bodywork exchange is at the instructor's discretion.
2. Students who feel unable to do their clinic massages must stay/go home. It is not allowable for a student to attend class, and then skip clinic due to illness. If a student is not going to participate in clinic due to illness, they must go home and take absences (or grace if applicable) for missed classes.
3. If a student has a skin condition s/he must have the condition diagnosed. The student must take appropriate precautions in order to give or receive massage. The student may be required to receive physician's clearance before giving or receiving massage. The student must inform the Director of Education of all skin related medical issues.
4. Students who feel that they cannot do a bodywork exchange because of an injury (i.e. tendonitis, wrist/hand pain, etc.) or non-contagious medical issue, and wish to observe instead of practicing must check in with the instructor about how to make up the missed bodywork. The student must inform the Director of Education of the injury/medical issue. As noted above, if an injury or medical issue persists, a student may be required to get a medical diagnosis and clearance from a healthcare provider in order to participate in a bodywork class. Instructors may assign tutorials and/or bodywork exchanges to ensure that a student who has missed class is gaining adequate practice and achieving proficiency in all coursework.

If a student develops any medical condition, which limits his/her ability to give or receive massage, the student must inform the Director of Education. Again, the Director of Education may require the student to obtain medical clearance before receiving or giving any bodywork.

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Our intention as a school is to encourage all students to remain healthy and balanced, and ensure that all students obtain all necessary practice to fulfill course requirements and achieve competency in all courses and modalities.

### **Student Injury Policy**

While learning to perform strokes for massage class, it is common for students to experience some mild discomfort due to the soft tissue strengthening process. A small percentage of students may find that muscular discomfort lingers and the repetitive motion of the massage strokes they are learning exacerbates the discomfort. We believe that this does not necessarily indicate that the student is not able to enter a career in massage therapy. It may be that the student can adapt his/her body mechanics or use alternative ways of performing massage techniques which cause no discomfort. Student may seek tutorials with body mechanics tutors to gain assistance in adapting body mechanics.

If a student has a musculoskeletal injury/issue that prevents the student from participating in bodywork classes, the school may require the student to seek medical advice and clearance to continue to participate in class. In such an instance, the student will be required to bring a note from a health care provider stating that the student is able to safely participate in all classes.

## **Types of Disciplinary Action**

**Warning:** A warning consists of a written notice to a student or when a student is asked to meet with one or more members of the student support team. This warning or meeting indicates a student may face more serious disciplinary action if s/he fails to fulfill specific requirements for maintaining compliance with specific school policies and procedures.

**Probation:** Probation indicates that a student may continue in the program under certain conditions. The length of the probationary period depends upon the particular disciplinary issue. A formal probation notice will be issued in writing. A student who fails to meet the conditions of probation may be dismissed.

**Suspension and Suspension Policy:** Suspension indicates that a student must discontinue all participation in the program for a set time period or until certain conditions are met. A letter will be issued stating the conditions of the suspension and the student will not be allowed to return to the program until they have complied with these requirements. If a student does not comply with the terms of the suspension within fourteen days from the date of the notice, they will face dismissal from the program. The President or appointed representative has the final decision on all suspensions.

### **Dismissal and Dismissal Policy**

Dismissal indicates a student must discontinue all participation in the program. A student who fails to meet the conditions of his/her probation may be dismissed. Any student who is being dismissed will receive an official letter of dismissal from CNWSMT. Appeal paperwork will be included with the dismissal letter if the dismissal is appealable. A student who wishes to appeal must submit an appeal form in writing to the President or appointed representative within three

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business days of the date of the dismissal. If a student is dismissed from the program due to attendance (exceeding 19 absences), the student is given the option to appeal their dismissal. If the appeal is accepted, the student will be allowed to return to their program and must not incur any absences for the duration of their program. If a student is reinstated and incurs an absence, the student will be dismissed without the option of appeal. The student may reapply to another program.

If a student is accepted into another program, the student will be billed one-third of the cost of the course. The student will receive back any absences incurred during a course that they must retake. Any course a student has completed and passed will carry over into a new program.

### **Appeals**

A warning or suspension may not be appealed. Some forms of probation and some forms of dismissal may be appealed. The student wishing to file an appeal must provide the President or appointed representative, within three business days of his/her receipt of notification of probation or dismissal, a written explanation of the reasons for the appeal. The President or appointed representative will review the request, and s/he may interview the student and/or any instructor or administrative staff person who can provide helpful information. The President or appointed representative will review all related information and decide that either the original determination of probation or dismissal will stand or that the original determination shall be changed to probation, a warning or no disciplinary action. President or appointed representative will give his/her final decision within fourteen business days of his/her receipt of the written request for an appeal. If the student is reinstated, s/he is responsible for any make up work incurred during the makeup process.

### **Re-application after a Dismissal**

Re-application is the process for seeking re-entry into CNWSMT. There may be conditions that the student will be required to meet before a reapplication will be considered. If a student reapplies for admission to the program, and if the student is re-admitted, a determination will be made at that time of the course and program requirements and the financial obligations that the student must fulfill. Federal Financial Aid eligibility may be affected by re-entering a new program. There is a \$150 re-entry processing fee.

Students who are eligible to reapply for re-entry into CNWSMT are not guaranteed readmission. Such students will be required to go through an admission process. Allowance of re-entry will be considered on an individual basis. Application Form for Re-Entry into a Different Program at CNWSMT can be found in Appendix D of this catalog.

## **CNWSMT Disciplinary Action Protocol**

### **Attendance Disciplinary Action Protocol**

**Attendance Warning Issued by:** Registrar

**Notice Given:** In writing when a student exceeds 9 absences. Notice is placed in Student Mail

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Folder.

**Required Action:** Student must initiate an appointment with the Director of Education within one week of the date on the notice.

**Attendance Probation Issued by:** Registrar

**Notice Given:** In writing when a student exceeds 14 absences. Notice is placed in Student Mail Folder.

**Required Action:** Student must initiate an appointment with the Director of Education within one week of the date on the notice. The student will remain on attendance probation for the remainder of his/her program.

**Attendance Dismissal Issued by:** Registrar

**Notice Given:** In writing when a student exceeds 19 absences. If the student is in attendance on the date of dismissal the Registrar will deliver the dismissal letter to the student. If the student is not in attendance on the day of dismissal, the Registrar will send the dismissal letter in the mail and place a notice on the attendance sheet daily until the student meets with the Registrar.

**Required Action:** Student is not allowed to attend any school functions unless appeal paperwork has been submitted.

**Appeal Options:** Student may appeal to return to current program with stipulations or student may not be allowed to appeal.

**Eligibility for Re-entry:** Student may or may not be able to apply to a new program.

### **Academic Disciplinary Action Protocol**

**Academic Warning Issued by:** Registrar

- **Notice Given:** In writing if student fails to pass 2 quizzes in any class. Notice is placed in Student Mail Folder.
- **Required Action:** Student must initiate an appointment with the Director of Education within one week of the date on the notice. Student may be given a Recommendation to Obtain Academic Support Form or be required to sign a learning contract.

**Academic Probation Issued by:** Registrar

- **Notice Given:** In writing if a student fails to pass a final exam in A & P (Part I or Part II,) Myology (Part I or Part II,) Pathology I, Neurology, FOM, Shiatsu.
- **Required Action:** The student must retake the final exam. If the final exam retake date was previously established by the course instructor, the student must complete the final exam retake on that date. If the student does not attend the retake session on this date, s/he has forfeited his/her opportunity to retake the exam, unless the student provides adequate proof of a medical issue or a death in the family to the Director of Education.
- Failure to retake the final exam on the scheduled exam date will result in a failure in the class and dismissal from the program.

If the student passes the final exam on the second try s/he will be allowed to remain in their

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current program and will remain on academic probation for the remainder of their program. If the student fails the exam with a score of 68 or higher, and if this is the first course failure, then the student may be given the opportunity to take a small group instruction, and be given a third opportunity to take the final exam. In this instance, the student must earn an 80 on the final.

**Academic Dismissal Issued by:** Registrar

- **Notice Given:** In writing if a student does not pass a failure qualifying course as explained in Appendix A of the course catalog.
- **Required Action:** Student must follow the directions indicated on the dismissal letter.

**Appeal Options:** Student may not appeal. If eligible, student may apply to re-enter in a different program. Financial Aid eligibility may be affected by re-entering a different program. Specific Protocols per course failure are outlined in Appendix A of CNSWMT Catalog.

**Eligibility for Readmission:** Students who have failed one course are eligible to reapply for re-entry into CNWSMT. All previous make-up forms must be handed in with application or student will be required to retake incomplete courses. Students who have ever failed two courses from the following list: A & P I, A & P II, Myology I, Myology II, Shiatsu, Pathology I and Shiatsu are ineligible to apply for readmission to CNWSMT. Exceptions may be granted to students who failed courses due to serious illness or family tragedy. Students may also be given the option of improving their academic readiness by taking college preparatory courses and then re-applying for admission to CNWSMT.

**Misconduct Disciplinary Action Protocol**

Misconduct Disciplinary Action for Students who Fail to Follow School Policies and Procedures or Fail to Follow the Student Code of Conduct:

**Misconduct Disciplinary Warning Issued by:** President or appointed representative

- **Notice Given:** In writing when issue arises or verbally in a meeting with one or more members of the student support team.
- **Required Action:** Student is required to comply with notifications of infraction and corrective actions outlined. Failure to comply may result in more serious disciplinary action.

**Misconduct Disciplinary Probation Issued by:** President or appointed representative

- **Notice Given:** In writing when issue arises.
- **Required Action:** Probation indicates that a student may continue in the program **under certain conditions**. The length of the probationary period depends upon the particular disciplinary issue. A student who fails to meet the conditions of probation may be dismissed.

**Misconduct Disciplinary Suspension Issued by:** President or appointed representative.

- **Notice Given:** In writing when issue arises.

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- **Required Action:** The student must discontinue all participation in the program for a set time period or until certain conditions are met. A letter will be issued stating the conditions of the suspension and the student will not be allowed to return to the program until they have complied with these requirements. If a student does not comply with the terms of the suspension within fourteen days from the date of the notice, they will face dismissal from the program.

**Misconduct Disciplinary Action Resulting in Dismissal Issued by:** President or appointed representative.

- **Notice Given:** In writing when issue arises.
- **Required Action:** Dismissal indicates that a student must discontinue all participation in their program.
- **Appeal Options:** A student who has been dismissed due to disciplinary action may have the right to appeal in writing to the President or appointed representative within three business days from the date of dismissal. Upon discretion of the President or appointed representative, if a student is allowed to appeal, then appeal paperwork will be included with the dismissal letter. The President or appointed representative will respond with a decision within fourteen business days from receipt of the appeal paperwork.

**Failure to Fulfill Financial Obligation Warning Issued by:** Registrar/Bursar

- **Notice Given:** In writing if a student has not made a payment on their account after 30 days past due. Student will receive a Financial Obligation Default Warning in person by the Registrar. Student is informed that they will be put on Failure to Fulfill Financial Obligation Probation if they do not submit payment before 90 days past due.
- **Required Action:** The student must schedule a meeting with the Registrar/Bursar. The student must make arrangements to become current on their account prior to 90 days from the original due date. Failure to become current on his/her account could result in suspension or dismissal from their program (see suspension policy.) The student will remain on Financial/Past Due Account Warning until their account is made current.

**Failure to Fulfill Financial Obligation Probation Issued by:** Registrar/Bursar

- **Notice Given:** In writing if a student has not made their account balance current at/after 60 days past due.
- **Required Action:** At 90 days, if the student's account still is not current, a meeting involving the President or appointed representative, Registrar/Bursar will be held. At that time the student's record will be reviewed for attendance, academic progress, and financial history. The meeting participants will review all the items identified and make a determination regarding the student's future status at the school. If the student is allowed to remain in the program, s/he will be notified that s/he is on Financial Probation/Past Due Probation. When the student is put on Past Due Probation, s/he will remain on probation until his/her account is made current.

**Failure to Fulfill Financial Obligation Dismissal Issued by:** Registrar/Bursar

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- **Notice Given:** In writing if student fails to satisfy terms created during Financial Probation.
  - **Required Action:** Dismissal indicates that a student must discontinue all participation in their program.

## Student Complaint and Grievance Procedures

As described in the section entitled CNWSMT Disciplinary Action Protocol students may appeal some disciplinary actions. Additionally, if a student believes that any member of the school community has treated him or her unfairly or inappropriately; the student may use the following complaint procedure. The word “complaint” applies to both complaints and grievances.

All individuals involved in a complaint procedure are expected to communicate with temperance and mutual respect in a responsible, honest, and direct manner. All efforts will be made to conduct the complaint procedure with the highest possible level of confidentiality.

### Student Complaint Procedure

The steps in the complaint procedure listed below.

1. Speak to the person with whom you have your concern, complaint or grievance to resolve the situation. Use “I statements” to express your perspective.
2. If you have reason to fear repercussions from approaching the person directly or if the two of you are unable to come to a resolution, proceed to Step 3.
3. Use the Complaint Form (see Sample in Appendix B) to notify the President or appointed representative of your concern. The Director of Education will meet with all involved individuals and help them come to a resolution. If the individuals are unable to come to a mutually agreeable resolution, the President or appointed representative shall make a final decision, which may include conditions with which all involved individuals will be required to comply.

If the student believes that this process has not resulted in a fair resolution of the complaint, the student may submit the complaint, in writing, to:

New York State Board of Massage  
Office of the Professions, Bureau of Comparative Education  
Education Building, 2<sup>nd</sup> Fl., West Wing  
89 Washington Ave.  
Albany, NY 12234- 1000.

## Withdrawal and Re-admission

CNWSMT attendance policy does not permit a leave of absence.

### Program Completion Deadline –Maximum Time Allowed to Complete the Massage Therapy

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**Program (150% Rule).** CNWSMT offers one Massage Therapy Program in both part-time and full-time formats. There are 1,020 Clock hours in the program. Therefore the maximum time frame allowed to complete the program eligibility is 1,530 Clock hours.

**Withdrawal**

Students wishing to withdraw from the Program are asked to notify the Registrar or Director of Education in writing or verbally. If notification is not made within 14 days of the last date of attendance, the student may be dismissed.

**Enforced Medical/Psychological Withdrawal**

CNWSMT reserves the right to withdraw the student from the program for medical or psychological reasons, when a condition exists that could cause serious harm to the Student or other members of the institution, and for which no reasonable accommodations exist.

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## Appendix A

### Protocol for Failure of a Course or Failure to Test-in to Clinic

The procedure in effect when a student fails a course depends on which course has been failed. The outline below expands on the five different scenarios.

**Please note:** There are *four* science courses in total: Myology I, Myology II, A & P I, and A & P II. Each portion of a course (i.e., Myology I and Myology II) is considered **one course**.

The following scenarios and their respective protocols are:

1. Myology (either I or II) *and* A & P (either I or II) simultaneously
2. Myology (either I or II) *or* A & P (either I or II)
3. FOM, Pathology I, Neurology, or Shiatsu
4. Failure to Test into Clinic
5. Any other course at CNWSMT

If a student fails:

**1. Myology (either I or II) *and* A & P (either I or II) simultaneously:**

If student fails Myology (either I or II) *and* A & P (I or II) simultaneously, s/he will be dismissed from his/her program. The student may be allowed to apply for re-admission to an upcoming program or another program in process. If the student is granted this option, s/he must complete the re-admission process with the Director of Education. A student's financial aid may be affected by retaking courses or changing programs.

**2. Myology II *or* A & P II, and is allowed to re-enter CNWSMT:**

If a student fails Myology II or A & P II, and is allowed to re-enter CNWSMT s/he must retake the entire course over (both sections I and II). The student will not be billed for part I of the course. However, the student may be required to wait a year and/or take a college level English, Study Skills or A & P course before re-applying to CNWSMT. In this instance, re-application is done through the Admissions Department of CNWSMT. If the student is allowed to enter another program, s/he will be placed on academic probation for the remainder of her program and will be required to take one science course at a time.

**3. Myology (either I or II) *or* A & P (either I or II):**

If a student fails Myology (either I or II) or A & P (either I or II), and it's:

- a. the first course failure; or
  - b. a prior science course failure: (See a or b below)
- c. If a student fails either part of Myology or A & P for the first time, (one part of one science course only) then note if student earned a 68 or higher on the final exam. (See i, ii, and iii below.)
- i. If student has failed one of the above science courses, and received a score of 68 or above on the final exam, s/he may be offered the option of completing hours of small group instruction and receiving an additional attempt to pass the final exam. For this option to be available to

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the student, an instructor must be available to teach small group instruction. (See description of the process at the end of this protocol.) Students' financial aid may be affected by retaking courses or changing programs. **The student has 7 days from the date that small group eligibility has been determined, to complete the small group instruction contract. Completion of the contract requires obtaining all signatures on the contract and paying a deposit for the course retake. If the student does not complete the course contract within 7 days, s/he faces dismissal.** The student who retakes a course via small group instruction will remain on academic probation for the remainder of his/her program.

- ii. If student failed one science course and received a 67 or below on the final exam of the course, the student will be dismissed from his/her program. The student may be allowed to apply for immediate re-admission to an upcoming program or another program in process. If the student is granted this option, s/he must complete the re-admission process with the Director of Education (DOE). Students' financial aid may be affected by retaking courses or changing programs. (See description of the process at the end of this protocol.) If a student has failed part II of Myology or A & P, and is allowed to re-enter CNWSMT s/he must retake the entire course over (parts I and II). The student will not be billed for part I of the course. However, the student may be required to wait a year and/or take a college level English, Study Skills or A & P course before re-applying to CNWSMT. In this instance, re-application is done through the Admissions Department of CNWSMT. If a student is allowed re-entry into CNWSMT, s/he will remain on academic probation for the remainder of his/her program.
- iii. If a student is taking Part I of both science courses simultaneously, and fails one of the science courses with a score under 68 on the final exam, but passes the other science course, s/he may be given the option of taking Part II of the science course s/he passed with his/her current program, and then retaking the science course s/he failed in a new program. If a student is offered this option, s/he must complete the re-admission process with the Director of Education (DOE). The student will remain on academic probation for the remainder of his/her program. Students' financial aid may be affected by retaking courses or changing programs.
- d. If a student fails *more than 1* science course, (s/he has failed Myology I and II or A & P, or failed either part of a science course twice, or failed one part of each science), the student will be dismissed from his/her program. The student may be allowed to apply for immediate re-admission to an upcoming program or another program in process. If the student is granted this option, s/he must complete the re-admission process with the Director of Education (DOE). (See description of the process at the end of this protocol.) A students' financial aid may be affected by retaking courses or changing programs. If a student has failed part II of Myology or A & P, and is allowed to re-enter CNWSMT s/he must retake the entire course over (parts I and II). The student will not be billed for part I of the course. However, the student may be required to wait a year and/or take a college level English, Study Skills or A & P course before re-applying to CNWSMT. In this instance, re-application is done through the Admissions Department of CNWSMT. If the student is allowed re-entry into a new program, s/he will be placed on academic probation for the remainder of his/her program.

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#### **4. FOM, Pathology I, Neurology, or Shiatsu:**

If a student fails FOM, Pathology I, Neurology or Shiatsu, s/he must retake the course. Note the student's score on the final exam of the failed course. (The higher score of the two attempts at the final exam is considered.)

- a. If the student fails one of these courses and received a score of 68-74 on his/her final exam, s/he may be offered the option of completing hours of small group instruction and receiving an additional attempt to pass the final exam. The student will remain on academic probation for the remainder of his/her program. Students' financial aid may be affected by retaking courses or changing programs. Please see tuition requirements on the Small Group Instruction Contract for cost of this program.
- b. If a student fails one of the above courses and received a grade of 67 or less on the final exam, s/he will be dismissed from his/her program. The student may be allowed to apply for immediate re-admission to an upcoming program or another program in process. If the student is granted this option, s/he must complete the re-admission process with the Director of Education (DOE). A students' financial aid may be affected by changing programs or retaking courses. (See description of the process at the end of this protocol.) However, the student may be required to wait a year and/or take a college level English, Study Skills or A & P course before re-applying to CNWSMT. In this instance, re-application is done through the Admissions Department of CNWSMT. The student will remain on academic probation for the remainder of his/her program.

#### **5. Failure to Test into Clinic:**

As per our Student Handbook, if a student fails his/her test-in to clinic twice, s/he will be dismissed from the program. The student may be allowed to apply for immediate re-admission to an upcoming program or another program in process. If the student is granted this option, s/he must complete the re-admission process with the Director of Education (DOE). (See description of the process at the end of this protocol.) However, the student may be required to wait a year and/or complete additional requirements before re-applying to CNWSMT. In this instance, re-application is done through the Admissions Department of CNWSMT. Students' financial aid maybe impacted by retaking courses or by changing programs. The student will remain on academic probation for the remainder of his/her program.

#### **6. Any other course at CNWSMT:**

If a student fails any other course at CNWSMT, the student will work together with the instructor and the Director of Education to determine if and how the student can complete the course successfully. The student may be put on academic probation or dismissed from the program. (As per the Student Handbook, CNWSMT reserves the right to dismiss any student who has failed any course.) Course completion/retake may be able to occur via additional assignments, tutorials, small group instruction, or retake of the course in another program. These courses have a different protocol because they are not courses that typically indicate

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academic difficulty.

**Re-Admission Process with the Director of Education:**

The student who is applying to enter a different program must complete the following tasks:

1. Write a statement of his/her intention to be successful in course retake. The statement must include a specific description of the student's strategy for successfully passing the course retake and completing the massage program. (i.e., what services will the student use and with what frequency). The statement must also show that the student understands that s/he is limited to two or three attempts to pass the course.
2. Meet with Director of Education to discuss any needed strategies to address relevant life issues and time management strategies.
3. Obtain a course schedule for the student's new program
4. Meet with Registrar to discuss financial implications of entering a new program, and deadlines for payment(s).
5. Meet with FA Administrator to discuss and create a financial plan to address new and existent costs of attending CNWSMT.
6. Completion of course retake contract with the Director of Education. (If applicable.)
7. After completion of these tasks, the Director of Education will meet to decide if the student will be allowed to enter the new program. Students who are given a course retake contract must comply with the conditions of the contract. Failure to do so may result in dismissal from CNWSMT.

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## Appendix B

### CNWSMT Complaint Form

Please complete this form so that we may appropriately respond to your complaint. Please answer the questions briefly yet completely.

All individuals involved in the complaint will be treated in a fair and unbiased manner. Your name will not be provided to any individuals involved in the situation, and all of the information regarding your complaint will be kept confidential, with the following exceptions:

- a) The individual(s) against whom the complaint is being registered will read your description of the occurrence, which shall not include your name.
- b) The President or appointed representative may need to discuss the complaint with an attorney or other person qualified to give advice on the matter.

Your cooperation in submitting this information will allow the President or appointed representative to clearly understand the situation from your point of view. Any individuals who are directly involved in the situation will be given the opportunity to tell their sides of the story to the President or appointed representative before the President or appointed representative issues a decision on the matter.

Please print and fill out CNSWMT Complaint Form on the following page.

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## Complaint Form

When did the incident occur? Time of Day \_\_\_\_\_ Date \_\_\_\_\_

Where did the incident occur?

If your complaint does not pertain to an event but to a situation or ongoing condition, describe the environment and the time frame in which the situation or condition arose:

List the individuals who were present and/or involved in the incident, situation or condition:

Name \_\_\_\_\_ Title/Position/Role \_\_\_\_\_

Name \_\_\_\_\_ Title/Position/Role \_\_\_\_\_

Name \_\_\_\_\_ Title/Position/Role \_\_\_\_\_

Describe the incident, situation or condition:

Explain what you believe was wrong or inappropriate or unfair:

**The above statements are true and complete to the best of my knowledge.**

Typed or Printed Name

Signature

Telephone Number(s)

Date

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## Appendix C

### Complaint Response Form

You have been given information regarding a complaint that has been filed concerning a situation or incident in which you may have been involved. To give you a full opportunity to respond to the complaint and tell your side of the story, you are expected to complete this form. Please make your answers brief yet complete. Make sure to place your signature and the date on the second page of this form.

All of the information and material regarding the complaint and your response to the complaint shall be kept confidential, except for the fact that the President or appointed representative may choose to consult an attorney and/or an individual with expertise related to the complaint.

The President or appointed representative will treat all individuals involved in this matter in a fair and impartial manner. All points of view will be equally considered. When the President or appointed representative has reviewed all information and spoken with all involved individuals, the President or appointed representative shall issue a decision. You will promptly be informed of the decision.

Please print and fill out CNSWMT Complaint Response Form on the following page.

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## Complaint Response Form

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Best time to reach you: \_\_\_\_\_

When did the incident occur: Time of Day \_\_\_\_\_ Date: \_\_\_\_\_

Where did the incident occur: \_\_\_\_\_

\_\_\_\_\_

If the complaint does not pertain to an event but to a situation or ongoing condition, please describe the environment and the time frame in which the situation or condition may have arisen:

List the individuals who were present and/or involved in the incident, situation or condition: Name \_\_\_\_\_ Title/Position/Role \_\_\_\_\_

Name \_\_\_\_\_ Title/Position/Role \_\_\_\_\_

Name \_\_\_\_\_ Title/Position/Role \_\_\_\_\_

Describe the incident, situation or condition:

If your description of the incident, situation or condition seems to differ from that of the person who submitted the complaint, please list and give reasons for the apparent differences

Other Comments: (attach additional page(s) if necessary)

**The above statements are true and accurate to the best of my knowledge.**

Typed or Printed Name

Signature

Telephone Number(s)

Date

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## Appendix D

### CNWSMT Re-Entry Application Form



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# CNWSMT Re-Entry Application Form

Admissions Process is facilitated by the Director of Education (DOE)

Student Name: \_\_\_\_\_

Current/Prior Program: \_\_\_\_\_ Potential New Program(s): \_\_\_\_\_

Financial Aid implication of entering new program(s): \_\_\_\_\_

## Reason for applying to enter another program:

\_\_\_\_\_ Academic failure requiring re-take of a course in another program

\_\_\_\_\_ Other: \_\_\_\_\_

A student who is applying for admission into a different program must complete and obtain the signatures (initials) of the staff members designated, for all of the tasks checked off in the list below. In order to complete this application process and successfully move into another program, the tasks checked below must be completed by the student by \_\_\_\_\_.  
Turn completed form into the Registrar.

\_\_\_\_\_ Complete the included **Plan to Succeed Academically at CNWSMT Form**, and return it to the Director of Education (DOE.)

DUE DATE: \_\_ Initials of DOE indicating acceptance of plan: \_\_\_\_\_

\_\_\_\_\_ Make an appointment and meet with the DOE to discuss academic strategies that will be used to support your academic success at CNWSMT.

DUE DATE: \_\_ Initials of DOE indicating completion of discussion: \_\_\_\_\_

\_\_\_\_\_ Make an appointment and meet with Registrar to learn the financial implications of entering a new program, and deadlines for payment(s). There is a fee and may be additional tuition costs for switching programs. Make sure you are clear about the number of accumulated absences you would have if you started a new program.

DUE DATE: \_\_ Initials of Registrar: \_\_

\_\_\_\_\_ Make an appointment to meet with Financial Aid (FA) Administrator to discuss a financial plan to address new and existent costs of attending CNWSMT.

DUE DATE: \_\_ Initials of FA Administrator: \_

## Acknowledgement

I am applying to enter \_\_\_\_\_ Program.

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I understand that it is my responsibility to complete all coursework successfully and pass all courses. I understand that it is my responsibility to track and comply with CNWSMT's attendance policy. I understand that I must meet my financial obligations to the school.

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Typed or Printed Name

Signature

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Telephone Number

Date

Upon completion, turn this form into the Registrar.

Note: If you are accepted, you will need to complete an enrollment agreement, obtain a class schedule and make sure that all admissions paperwork is up to date, including your physical exam.



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## CNWSMT: Plan to Succeed Academically at CNW

Name \_\_\_\_\_

Current program at CNW: \_\_\_\_\_

New program applying for (if applicable): \_\_\_\_\_

Date this form must be completed by: \_\_\_\_\_

This form is required for students who wish to apply to a new program due to academic difficulty. This form may be required for any student who has academic difficulty at CNW. The form must be completed by the date written above, or the student faces risk of suspension.

### Student must complete items 1-4 below.

1. Describe your academic strengths.

2. Describe academic challenges you face.

3. Describe factors which have prevented academic success for you at CNWSMT.

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4. Describe the specific actions will you take to help you overcome the factors listed in #3 (above) in order to achieve academic success at CNWSMT. Give several specific actions you will use, tell how often you will use them, and explain how each action will help your academic success.

Typed or Printed Name

Signature

Telephone Number

Date

**Response from Director of Education:**

**Additional Information:**

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## Appendix E

### CNWSMT Health and Safety Contraindications and Precautions

Students must comply with the Health and Safety policies described below in boxes A through D with regard to giving massage.

In addition, if a student has any conditions listed in Box A, s/he may not give or receive massage until the condition has resolved or the student has obtained appropriate medical clearance.

Students must inform the Director of Education or President or appointed representative if they have any conditions described in boxes A, B, C, or D.

#### Contraindication Box A:

Systemic Conditions which generally require a massage therapist to avoid all touch unless clearance is obtained by a physician or other qualified health care provider:

Students must seek guidance from a Student Clinic Supervisor if clinic client has any of these conditions.

- Acute injury effecting the head or spine
- Acute systemic inflammation/infection
- Advanced diabetes
- Blood clots, thrombus, embolism
- Contagious infection or disease that can be spread via air or touch
- Current or recent (less than 2 years) Cancer
- Diverticulitis
- Encephalitis
- Erysipelas (type of Cellulitis)
- Fever
- Heart or kidney conditions
- Hepatitis
- Phlebitis
- Recent Surgery
- Seizures/Convulsions
- Tuberculosis
- Tumors or masses
- Ulcerative Colitis
- Undiagnosed conditions
- Unmedicated high blood pressure
- Vomiting, nausea, diarrhea
- Unexplained severe or internal pain

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**Contraindication Box B:**

Local Conditions which require a massage therapist to avoid touch to relevant areas unless guidance is obtained by a physician/other qualified health care provider, or Clinic Supervisor when in Student Clinic:

- Acute stage of inflammatory condition
- Acute stage of any injury such as strain, sprain, tendonitis, bursitis/synovitis other than noted above
- Fractures and dislocations
- Hernia
- Hematoma/hemorrhage/bruising
- Local edema
- Local infection
- Open wound or burn
- Symptomatic herniated disc

**Contraindication Box C:**

Conditions where modifications in type of massage may be necessary for safe delivery of massage:

- Chronic conditions
- Chronic Fatigue/Fibromyalgia
- Fractures/dislocations – unaffected regions of the body
- Keloid scars (when painful)
- Osteoporosis
- Pregnancy
- Regulated HBP
- Subacute or chronic inflammation
- Some skin conditions
- Some medications
- Subacute or chronic inflammation

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## Appendix F

### CNWSMT Graduation, Exam and Employment Statistics

#### Program Information:

**OPEID#:** 037733 **CIP Code:** 51.3501 ([link](#))

**Program Name:** Massage Therapy

**Program Level:** Diploma

**Program Length:** 9 Months Full-Time, 12 months Full-time, 14 Months Part-Time (Day), 22 Months Part-Time (Evening)

**Target Occupation:** Massage Therapist **SOC Code:** 31-9011 ([link](#))

#### Required Books:

Detailed information on the required text books can be found listed with each course description on our [Curriculum Page](#)

#### Program Tuition:

\$16,600 (includes all required books and massage table)

#### Job Placement:

This job placement data is based on graduates who begin seeing massage clients within a reasonable time-frame after state licensing and in accordance with their personal preferences. The data was obtained through the voluntary completion of graduate surveys during the time frame of 2015-2016. See Gainful Employment Disclosure for further breakdown of statistics reported to the accrediting body [ACCSC](#) in October 2016.

#### Job Placement Rate CNWSMT: 83% (averaged)

This percentage is based on all graduates who passed the New York State Exam. This statistic is based only on all graduates who passed the NYS Exam and are classified as employable.

**Full-time (9 month program):** 90%

**Summer Full-time (12 month program):** 75%

**Part-time Morning (14 month program):** 94%

**Part-time Evening (22 month program):** 75%

#### Job Placement Rate CNWSMT: 63% (averaged)

This percentage is based on all graduates, including graduates who did not pass the New York State Exam, and are classified as unemployable

**Full-time (9 month program):** 68%

**Summer Full-time (12 month program):** 43%

**Part-time Morning (14-month program):** 58%

**Part-time Evening (22 month program):** 75%

#### Program Completion Rate:

On-Time Completion Rate is for those who completed the Program within the normal time allowed from 7/1/2015–6/30/2016 (89 students).

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**Number of Students Completed On-Time: 82**

**Number of Students Completed Within 150%: 7**

**On-Time Completion Rate: 92%**

**Debt AT Program Completion:**

Median debt levels upon completion for those who completed the Program from 7/1/2014-6/30/2014 (115 students).

Median Federal student loan debt: \$9,400 Median Private student loan debt: \$0 Median Institutional debt: \$0

Graduation Rates 2016: **76%**

**NYS Exam Pass Rates Total Average since 2000:**

CNWSMT NYS Exam Pass Rate: 85.19%

Overall NYS Exam Pass Rate: 81.78%

***Totals for 2016 : January 2016***

CNWSMT NYS Exam Pass Rate: 73.53% Overall NYS Exam Pass Rate: 75.31%

***August 2016***

CNWSMT NYS Exam Pass Rate: 82.76% Overall NYS Exam Pass Rate: 63.01%

***2016 Averages:***

CNWSMT NYS Exam Pass Rate: 79.35% Overall NYS Exam Pass Rate: 67.24%

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## **Appendix G**

### **Small Group Instruction Contract**



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## Small Group Instruction Contract

Student Name: \_\_\_\_\_

Course failed: \_\_

Program: \_\_\_\_\_ Instructor: \_\_\_\_\_

This contract is for use when a student has failed a single course at CNWSMT, and has received a score between 68 – 74 on the course final exam, and has a high enough course average to pass the course if s/he earns an 80 on the final exam. The small group instructor will set meeting dates and the student must be able to attend class on the dates set by the instructor in order to participate in Small Group Instruction.

The student must provide a down payment to the Registrar prior to participating in Small Group Instruction.

**\*\*If the student wishes to earn a third attempt to pass the final exam of a course, the student must complete this course contract. Completion of the contract includes completing the steps below, obtaining all needed signatures, signing this contract, and submitting the contract to the Registrar by the following date:\_\_\_\_\_.**

Failure to complete and submit the contract by the date named above so may result in loss of the opportunity to participate in Small Group Instruction and dismissal of the student.

1. Meet with the Director of Education (DOE) to learn name of instructor and number of hours required, and to obtain the class dates, including the date of the final exam, and the end date for Small Group Instruction.
2. Class dates are as follows:

Method of final evaluation: \_\_\_\_\_ Date and time exam will be given: \_\_\_\_\_

**\*\*Students must adhere to the schedule above. If a student misses a small group session, s/he will be responsible for learning the material covered in that class. No refunds will be issued for those hours.**

After completion of the required hours of Small Group Instruction, students are required to take a written final exam and/or final hands on evaluation. Students have one attempt to score a 80 or higher on each final exam.

**STUDENTS MUST EARN an 80 or higher on the FINAL EXAM(S) to pass the course via Small Group Instruction.** If a student does not pass the final exam the student will be dismissed from his/her program.

Date that small group instruction will be completed \_\_\_\_\_

DOE \_\_\_\_\_ Date \_\_\_\_\_

(DOE will sign after above policies above have been discussed)

1. Meet with the Registrar to confirm understanding of tuition costs for Small Group Instruction = \_\_\_\_\_ hours x \$35 + Proctor fee of \$35 = total tuition of \$\_\_\_\_\_, and to make a down payment. **\*\*FULL or PARTIAL PAYMENT must be made prior to the start of Small**

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**Group Instruction.**

Registrar \_\_\_\_\_ Date \_\_\_\_\_  
(Registrar will sign only after financial obligation of Small Group Instruction is explained and down payment (generally \$100) is made.)

2. The student must sign the contract and obtain signatures of the administrators listed below in order to validate this contract.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student will sign after all other signatures are in place. Student's signature indicates that s/he understands the policies and procedures of Small Group Instruction, and agrees to comply with them.)

**\* STUDENT IS RESPONSIBLE FOR GIVING THIS COMPLETED SMALL GROUP INSTRUCTION CONTRACT TO THE REGISTRAR. The registrar will provide the student with a copy of the completed contract and provide the small group instructor with a copy as well.**

**Failure to fully complete and sign this contract by this date indicated on the front of the contract may result in dismissal of the student.**

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## **Appendix H**

### **Professional Qualities Assessment Form**



## CNWSMT: Professional Qualities Assessment Form

Student Name: \_\_\_\_\_ Student's Program \_\_\_\_\_  
Faculty/Staff name \_\_\_\_\_ Date: \_\_\_\_\_

Certain skills and attributes are necessary to be successful in the profession of massage therapy. In particular, these include:

- Excellent communication skills
- Personal accountability and responsibility
- Ethical practice
- Good hygiene
- The ability to connect and be present with others

CNWSMT considers these attributes and skills to be as important as academic knowledge and the development of excellent bodywork. The ability to attract and retain clients and make a living doing massage is dependent upon being skillful in each of these areas. We support all students in developing and refining these skills by giving you clear and direct feedback about how you are doing in each area.

The faculty/staff will provide feedback students in each of the categories, by writing one positive comment, and one suggestion for improvement.

CNWSMT protocol for use of PQA's:

- a) All faculty members who teach a course that is over 100 hours will complete a PQA form for all students.
- b) Each faculty member, regardless of courses taught, is required to observe students and complete a PQA form whenever s/he has a concern about students' professional qualities.
- c) A student maybe required to meet with staff, faculty or administration to discuss a PQA form.
- d) If a student receives a PQA form which notes that a meeting is required, the student may be required to participate in a follow up meeting to discuss improvement in professionalism. If a student is unable or unwilling to address concerns raised in a PQA form, the student may face disciplinary action.
- e) If a student considers the PQA assessment to be inaccurate, she or he may ask for a review from the President or appointed representative.

### Communication Skills:

Does the student communicate in a direct, constructive, respectful, appropriate manner? Does the student demonstrate understanding of what is said?

Does the student use appropriate/professional tone, tact and mannerisms when communicating?

Does the student accept feedback from fellow students, staff and clinic clients?

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Does the student engage collaboratively with others, and participate in open exchange of ideas?  
Does the student use appropriate conflict resolution skills to handle differences of opinion?

Positive statement \_\_\_\_\_  
Suggestion for Improvement: \_\_\_\_\_

**Professional Responsibility/Accountability:**

Does the student display an appearance that is consistent with professional expectations? Does the student respond to challenges in an emotionally mature manner?

Is the student accountable for his/her work?

Does the student display punctuality and adequate attendance?

Does the student exhibit the ability to be present and connect well to others?

Positive statement \_\_\_\_\_  
Suggestion for Improvement: \_\_\_\_\_

**Ethical Practice**

Does the student seem to value, model and promote respect for all individuals? Does the student demonstrate honesty and integrity in all situations?

Does the student displays professional behavior in terms of language and dress? Does the student reflect privacy and confidentiality where appropriate?

Positive statement \_\_\_\_\_  
Suggestion for Improvement: \_\_\_\_\_

**Good Hygiene**

Is the student bathed, clean, and groomed?

Is the student free of offensive odor (body odor, bad breath, perfumes and colognes)? Does the student comply with social standards of personal hygiene habits? (no picking, scratching...)

Positive statement \_\_\_\_\_  
Suggestion for Improvement: \_\_\_\_\_

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## **Appendix I**

### **Academic Support Recommendation and Requirement**



## Academic Support Recommendation and Requirement

The academic requirements of our program are based on the NYS exam. As noted in the CNWSMT School Catalog, under the ‘Standards for Grading and Grading Policy’, a passing grade is 75%. As part of the admissions process applicants are required to complete an academic assessment. Your grade on the academic assessment was\_\_\_\_\_.

CNW recommends you choose a program that enables you to have adequate time for study. You may need additional time to study than we typically recommend. CNW recommends that you utilize the support services offered at CNW, as outlined in the CNWSMT School Catalog and as follows:

1. Tutoring, including study skills tutoring (10 free tutorials for extra help, after which, there will be a charge of \$35/hour). The price of tutorials may be shared by 2 or 3 students.
2. Study skills tutorials are available and students may use their free tutorials for this purpose.
3. Body mechanics tutorials, and students may use their free tutorials for this purpose
4. Self-Care/Self Responsibility Workshop (included in schedule)
5. Q & A Sessions for classes 75 hrs and above.
6. Students who have documented disabilities and have documentation stating that they would benefit by having a reader, extra time for exams, and/or separate space for exams may request and arrange these special accommodations.
7. Instructor led study group sessions for certain hands on modality courses.
8. Referrals to outside academic support.

**Academic Support Requirement:** CNW requires students who scored below 75% on the academic assessment to have one tutorial with a study skills tutor within two weeks of the start of their program. This will be a free tutorial. Please let the Director of Education know when the tutorial is complete. If a student does not complete the required tutorial they may be dismissed from the program.

I have read the above and agree to my responsibilities as a CNWSMT Student.

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*Student's Signature*

*Date*

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