

Polarity Therapy

APP Certification

5 Elements Series Classes

Individual CE Classes

2018 Student Handbook

Instructor: Kathryn Bromley, LMT, RPE

Host: Therapeutic Training Center, Inc.

Contents

Overview	2
Admission to the APP Certification Program	2
Overview of the APP Certification Program	2
Reasons for APP Certification	3
Classes	4
APP Certification Program Information	7
Required Textbooks	7
Recommended Additional Texts.....	7
Client Records.....	8
Guidelines for Client Records.....	8
Practice Sessions	9
Guidelines for Practitioners	9
Receiving 5 Professional Sessions.....	9
Study Groups	10
Feedback	10
Session Tracking Sheet.....	10
Class Evaluations	10
Final Written Examination.....	10
Certification	11
Expectations of Conduct	12
Emotional Safety.....	12
Communication.....	12
Sharing During Class.....	12
Resources	13
Administrative Information	14
Calendar	14
Registration.....	14
Tuition.....	16
Payment Plans.....	17
Cancellation Policies -- APP Certification Program and 5 Elements Classes	17
Individual Stand-Alone Class Cancellation Policy (Classes 24 Hours or Less).....	18
Re-Enrollment.....	18
Attendance, Tardiness, and Participation.....	18
Complaints, Suggestions, or Problems	19
Faculty	19
Classroom Space & Location.....	20
Verification of Continuing Education Credit.....	20
Limitations of Liability	21
Financial Aid.....	21
Job Placement	21
Non-Discrimination Policy	21
Statement of Ownership.....	21
Approvals and Accreditations.....	21
Contact Information	22

Overview

The purpose of this handbook is to give an overview of the classes and certification requirements for the Associate Polarity Practitioner (APP) status with American Polarity Therapy Association (APTA). **Any class can be taken individually for continuing education purposes**, but all nine must be completed to apply for certification. In addition, several other outside assignments must be completed for certification purposes. Integrity Energetics with Kathryn Bromley as the RPE (Registered Polarity Educator) and program manager is approved by APTA to offer the APP level certification. This means that when a student completes the requirements and obtains the program manager's signature, they can apply directly to APTA for certification if that is a goal. The guidelines in this manual will help the student track the requirements to pursue certification at the APP level. The handbook has been created to make certification information easily accessible. The APP level certification is designed to give students a solid background in Polarity Therapy theory, anatomy knowledge (both orthodox and energetic), assessment, tracking tools and a solid base of bodywork to share with clients/patients.

Admission to the APP Certification Program

- Though the American Polarity Therapy Association does not specify that APP level candidates hold a healthcare license, anyone enrolling who is not licensed to "touch" (massage, physical therapy, occupational therapy, nursing, etc) and who does not have a previous background of anatomy and kinesiology will need to do more individual study in those areas before enrolling. The courses in this program assume that students have a basic knowledge of the body systems, muscles and bones. If you are interested in the APP Certification Program, but are not licensed, please contact the Therapeutic Training Center for further details on how to enroll.
- Since receiving sessions is part of the training and the effects of Polarity Therapy can be varied and profound, it is recommended that students have resources available should they need therapeutic support outside of class hours.
- It is recommended that the 5 Elements classes be taken together and in sequence if possible.
- Students may take most of their classes in any order. The Earth Element Class can only be taken by APP students or those students who register for all 5 Elements classes. The Nervous System and Stars Class is open only to those who are in the certification process. A student may also take either class with instructor's approval.

Overview of the APP Certification Program

The classes in the APP Certification program are the foundation of Polarity Therapy work. They introduce the student to basic Polarity concepts and theory, energy anatomy, APTA ethics, communication and facilitation skills, assessment, goal setting and documentation and core Polarity bodywork protocols. Students practice their skills in class and complete assignments outside of class with phone or e-mail support from instructor. Once students complete all of the classes, they will complete a written test with the instructor and will receive a certificate which allows them to apply for APP Certification from the APTA if certification is the goal.

The breakdown of class-time hours is:

Polarity General Session	14 hours
Revitalizing Energy Session	16 hours
5 Elements (5 class series)	70 hours (Ether, Air, Fire, Water, Earth – each 14 hrs)
Nervous System and Stars	16 hours
Polarity Structural Session	16 hours
Written exam & review	<u>2 hours</u>
Total Classroom Clock Hours	134 hours
5 sessions received	5 hours
Individual Guided Feedback	4 hours
Practice sessions (outside class)	<u>57 hours</u>
Total Program Clock Hours	200 hours

The APP Certification requirements are:

- Completion of 9 classes and written exam for a total of 134 classroom hours
- Receive 5 Professional Polarity Therapy sessions from preapproved Polarity Therapists following APTA guidelines (5-7.5 hours)
- Must complete a minimum of 57 hours of practice outside of class to review each of the protocols learned in class at least once. These hours should also include documentation for 5 clients for health intakes, goal setting and assessment and a series of 10 sessions on one client. Each Polarity bodywork protocol learned in class must be practiced at least one time and tracked on tracking sheet. There are 41 protocols.
- Required readings
- Study time
- Total hours submitted for APP Certification will be 200.

For optimum learning, students are asked to complete APP Certification within 24 months of starting the program.

Reasons for APP Certification

Certification gives practitioners added credibility and confidence with their clients and engages them in the APTA Polarity community. Students completing APP Certification will be listed on the APTA website as an APP practitioner so that clients can find you. Certification is designed for students who want to pursue a deeper understanding of the Polarity principles and application through bodywork. Other practitioners may pursue aspects of Polarity allowed by their license (nutritional counseling, energy exercises, and process work). Classes follow a progression that allows the students to learn in a safe environment, get feedback about presence and stillness, receive and give sessions to classmates with in-depth feedback and understand how to integrate Polarity protocols into their current practice or use them as taught. Since Polarity is about listening deeply and following the energy flow of the sessions, students will develop a more intuitive approach to the work as they progress in their practice.

Classes

The General Session, Revitalizing Energy Sessions and Structural Session classes can be taken as stand-alone CE classes or as part of the APP Certification Program. When students take classes on a stand-alone basis, they will receive a certificate of attendance for each class. If students would like to retake any of the classes, the student may do so at a reviewer's rate, see page 15 "Tuition" for details. Students can decide to certify for APP at any point, regardless of how many classes they have taken. Just contact the Therapeutic Training Center to initiate the process.

APP Certification Program Classes that Can Also be Completed as Individual CE Classes

Polarity Therapy General Session

14 hours

This class introduces concepts of energy medicine through Polarity Therapy. Learn about the chakra system and how it corresponds to our physical, psychological and emotional bodies. Discuss how to explain "energy work" in western terminology. The Polarity General Session can be used as a whole session to balance the entire body or parts or it can easily be integrated into any health care practice. Learn how to use affirmations and practice Polarity energy exercises. Enhance your massage practice or health care practice with these effective and powerful techniques.

Polarity Therapy Revitalizing Energy Session

16 hours

This class begins the APP certification study of Polarity Therapy theory. It also includes some wonderful energy sessions that are easy to add into your practice and combine with other types of bodywork. We will review chakras, 5 elements, body zones and relationships, the five and six pointed stars and the three principles of Air, Fire and Water. Bodywork sessions include the Posterior Chakra Balance, the Chakra Connecting Session, the Oval Balance, the Immune Booster and Air, Fire and Water Principle Sessions. Come prepared to give and receive some very interesting and effective Polarity bodywork protocols.

Polarity Therapy Structural Session

16 hours

The Structural Session begins with the Back Balancing and Back Soft Tissue Sessions which are easily incorporated into other types of bodywork and incorporate the various types of Polarity touch ranging from light to deep to meet the client's needs. We will practice specific spinal vertebrae palpation, moving into the Spinal Reflex Triads and the Back Triune Reflex Balancing sessions. We will also explore the Structural Star and the Lumbosacral Session for releasing tension along contracted lines of force and the anterior inferior sacral base. The weekend focuses on sessions for the back and the spine.

APP Certification Program Classes that are Taken Together as a Group

The 5 Elements classes are a group of classes that are recommended to be taken together, but can be taken individually--except for the Earth Element class. Earth Element can only be taken if a student is taking all 5 Element classes together, or has taken the other 4 previously.

If a student has previously taken an Elements class(es), the student may sign up for just the individual Elements classes not previously attended.

For those students, taking the 5 Elements as a Group of classes, journaling the element studied after each class taken is required. Students should be prepared to share their experiences at the next Elements class.

Ether Element (Throat Chakra) Space and Resonance

14 hours

Ether Element is associated with the throat center and the energy of the higher chakras. It represents the field in which all other elements function. This class begins an in-depth exploration of the 5 Elements

and polarity theory by focusing first on the therapist and how we develop the essential skills for this work. What do you resonate with? How do you create the space for your clients/patients to do healing work? Sessions include Ether Balance, General X-Technique and Variations, Spinal X-Techniques and Ear/Hip Sequence.

Air Element (Heart Chakra) The Heart of Movement

14 hours

The Air Element governs the movement in a person's emotional life and their internal physiology. This class begins with the introduction of the Element Triads as well as a journey into the various manifestations of the Air Element in our lives. We will begin to use the Polarity health history form to determine what our clients need in the sessions we offer. The bodywork and energy exercises focus on the Air Element. Sessions include the Air Triad and Extended Air Triad, the Cardiac Regulator, and the Scapula Lift. We will review the Diaphragm Press from General Session.

Fire Element (Solar Plexus Chakra) Power and Vitality

14 hours

The Fire Element is the positive power behind the movement governed by the Air Element and is the driving force behind bodily functions. It is the energy behind digestion, produces the clarity of insight, the fire of intelligence and is the warmth of the body and healing. We will review the digestive processes of the body and continue with the Health History for Polarity sessions. The bodywork and energy exercises will focus on the Fire Element. Sessions include the Fire Triad, the Path of Fire and the Umbilical Spiral for digestion.

Water Element (Sacral Chakra) Emotions and Fluidity

14 hours

The Water Element is the center of expression of the primal emotions (the here and now) and is located in the pelvic area of the body. It is about procreation, sexuality, renewal, regeneration and healing. It expresses the nurturing aspects of water that help clean and renew us. We will review the lymphatic system of the body and look at emotions and fears. The bodywork and energy exercises focus on the Water Element. Sessions include the Water Triad and the Extended Water Triad, the Breast Sequence and the Lymph Session.

Earth Element (Base Chakra) Structure and Stability

14 hours

The Earth Element is located in the perineal area of the body and is the energy of foundation, organization and support. It governs elimination (with the Air Element) and structure in the body. We will review the structure of the large intestine and discuss the characteristics of Earth Element. In addition we will learn about the Polarity system of nutrition and detoxification and prepare our lunch meals together and make Polarity tea. The bodywork and exercises focus on the Earth Element. Sessions include the Earth Triad and Colon Sequence. We will also do a review of the 5 elements and their relationship to one another. We will discuss and explore our interaction with our food.

APP Certification Program Class that Can Be Taken ONLY as Part of The Certification Program

Nervous System and Stars

16 hours

This weekend will include a review of the nervous system and its divisions as well as parts of the brain and their functions. The Polarity star and triangle sessions have many cross over contacts that help in left brain right brain integration, left/right body balancing and nervous system problems such as head injuries and dyslexia. The bodywork sessions include the Interlaced Triangles (anterior and posterior) the Five Pointed Star (anterior and posterior) and the Parasympathetic and Sympathetic sessions. We will also start to review previously covered theory.

APP Certification Program Only -- Written Final and Documentation Review 2 hours

To be scheduled with instructor when written exam is completed and all documentation is ready for review.

APP Certification Program Information

Required Textbooks:

- Sher Smith, Lynn Walden, *Polarity Therapy Training Manual 1* -- this book is included in the cost of General Session and is used in this class. All students who take this class will receive this book on the first day of class.
- Sher Smith, *Polarity Therapy Training Manual 2* -- this book is used in all classes except for the General Session, it is a one-time purchase. The cost of this book is separate and will be purchased at the beginning of the first class a student takes that requires it.
- Franklin Sills, *The Polarity Process, Energy as a Healing Art* -- required for the APP Certification and can be purchased from www.amazon.com or www.polaritytherapy.org.
- John Chitty, Mary Louise Muller, *Energy Exercises* -- required for the APP Certification and can be purchased from www.amazon.com or www.polaritytherapy.org.

Recommended Additional Texts (not required):

- Dr. Randolph Stone, *Polarity Therapy, Volume One*
- Dr. Randolph Stone, *Polarity Therapy, Volume Two*
- Dr. Randolph Stone, *Health Building*
- James Oschman, *Energy Medicine, The Scientific Basis*
- Amadea Morningstar, *The Ayurvedic Guide to Polarity Therapy: Hands-on Healing*
- Anodea Judith, *Eastern Body Western Mind*
- Joel and Michelle Levey, *Luminous Mind – Meditation and Mind Fitness*

Books in the recommended reading list enrich the student's understanding of Polarity Therapy and are referred to in class.

Polarity Therapy Volume One and *Two* will be available at every class and are referenced in the required Franklin Sills, *The Polarity Process, Energy as a Healing Art*. Dr. Stone's *Health Building* is written to help the lay person understand some of the basic concepts of Polarity Therapy.

Meditations used in class come primarily from the *Luminous Mind – Meditation and Mind Fitness* book by Joel and Michelle Levey.

Anyone wanting to be able to discuss the application of energy work with their clients will want to read *Energy Medicine* by James Oschman. Several copies of this book will be available for use during class.

Anodea Judith, though not a Polarity Therapist has written two books with excellent information about the chakra system, easily utilized by Polarity therapists. Those books are *Eastern Body Western Mind* and *Wheels of Life*.

Amadea Morningstar has written several cookbooks and the suggested *Ayurvedic Guide to Polarity Therapy*. Her books are suggested for those coming to Polarity Therapy with previous Ayurvedic

medicine background. We will utilize some of her recipes in the Earth Element class when we share meals through the weekend.

The Polarity books can be obtained on the APTA website at www.polaritytherapy.org or www.amazon.com or ordered through a local bookstore.

Client Records

Requirements

To certify at the APP level, students are required to complete 5 client assessments which include a completed health history, postural assessment and goal setting. Students will also choose one client and complete 10 sessions on that person, documenting each session.

Every Polarity Therapy session learned in class must be practiced at least once outside of class and documented on a tracking log that will be provided. Students will turn in their tracking log at every class and **are expected to complete the practice sessions from the class previously taken prior to enrolling for the next class.** Each APP Certification candidate must hand in their assessment documentation, tracking log and 10 session documentation prior to the testing session with instructor before applying for certification.

Purpose

Two different types of intake histories will be introduced in class and students are encouraged to develop their own, melding intakes from their own field with those from Polarity Therapy to create a working intake that would work in the setting chosen by the practitioner. Each session is practiced outside of class to help students learn the sequence, but also to determine if specific anatomical points need review.

It is strongly recommended that documentation for the 5 client assessments and the 10 session series on a single client are reviewed by the instructor as they occur to allow for feedback that might result in making changes for future sessions. Students can review their questions with instructor during individual guided feedback time. Students may also use guided feedback time to discuss choices for the sessions, results of the sessions and to discuss any issues that might come up during sessions received or given. Guided Feedback sessions are discussed further on page 12.

Guidelines for Client Records

Students are asked to follow these guidelines:

- Only use sessions during which the student did at least 1 hour of Polarity Therapy for the 10 session series.
- Sessions combining Polarity Therapy and massage may be used, but the Polarity protocol being tracked must be completed in its entirety.
- It is recommended that the protocols from completed workshops be practiced as soon as possible after the completion date of the workshop and recorded on the tracking sheet to turn in at the next class.
- If the practitioner's healthcare license requires documentation of all sessions completed, then all sessions practiced will be documented. The Polarity protocols sessions practiced do not need documentation beyond tracking, but licensing laws may dictate that these sessions be documented and saved.

- Students who do not submit the required paperwork cannot be issued a completion certificate from Integrity Energetics nor recommended for APP Certification through APTA.
- Student exchanges can be used for some of the client sessions, but not for assessment documentation or the 10 session series.
- All records, turned in the first day of a workshop, will be returned to students the second day of the workshop with feedback given or within 30 days if all classes have been completed.
- Students should review the returned records and based on the feedback received, follow the suggestions made.

Practice Sessions

All certification students will be given a session tracking log. Practice sessions should be logged onto tracking sheet and turned in AS they are completed. Students are expected to practice sessions as they are learned in class.

Sessions on clients

Practice sessions on clients should be at least 60 minutes in length. The 10 session series on a single client should include primarily Polarity Therapy. If other modalities are used, then the session would extend longer than 60 minutes with at least 60 minutes being Polarity protocols. Other sessions on clients must include the completed Polarity protocol and may include other modalities. Students who do not have a license which includes massage in their scope of practice may ONLY use Polarity therapy protocols in their sessions.

Sessions on Polarity classmates, teaching assistant or instructor

Students are encouraged to complete some of their practice sessions on fellow students. Students can receive more detailed feedback from other students who know the protocols and the guidelines for practice. Detailed, constructive, thoughtful feedback is encouraged after all student exchanges. Teaching assistants and instructors MAY also be available for sessions where participants want more detailed feedback.

Guidelines for Practitioners

For student exchanges, it is recommended that the sessions are not paid sessions, allowing time for feedback and discussion. It is OK to incorporate shorter Polarity protocols into regular sessions if they are appropriate for the needs of the student's patients/clients. If students have a license to touch, these sessions may be paid sessions. If however, the student does not hold a current license to touch, the practice sessions will not be paid sessions.

Receiving 5 Professional Sessions

It is required for students to receive 5 sessions of Polarity Therapy from an experienced practitioner while completing the training. These sessions give the student an opportunity to work with their own issues. In doing so, the student develops a better understanding of the work and compassion and patience for the process the students' clients will go through when receiving sessions. APTA requires 3 of these sessions to be from the same practitioner to allow for client/practitioner trust to develop. The instructor will provide students with a list of practitioners who have been approved for these sessions. Since we live in an area with few RPP practitioners, some of the practitioners on the list may not be certified Polarity practitioners, but will be practitioners known by the instructor for their understanding of energy principles

and their respectful approach to bodywork. Each professional session received should be followed by a one page feedback written by the student to articulate their experience.

Study Groups

Students are encouraged to form study groups. Participating in a learning community is beneficial and fun. Study groups can be used to review theory and practice and the class protocols. Please maintain confidentiality about client identification if talking about session results.

Feedback

Feedback is given throughout the learning process. Students are given feedback during the classes on body mechanics, hand position placement and questions that come up as a result of the sessions. Students will also receive feedback by phone or e-mail during their 4 hours of individual guided feedback from instructor. This feedback can be about performance of techniques, results of sessions, boundary and ethical issues or class material questions. All students are encouraged to do at least one of their sessions on their instructor or teaching assistant to get additional feedback. Individual Guided Feedback is discussed more on page 12 in "Progress Procedure".

Session Tracking Sheet

All students are given a session tracking sheet to record required activities. Completed tracking sheets are due when scheduling the final exam session time with instructor.

Class Evaluations

At the end of every class, students will be asked to fill out an evaluation form for that class. These evaluation forms are read by the instructor and teaching assistant as well as the staff for the Therapeutic Training Center. All feedback from students is read carefully and changes are often considered in response to feedback about classroom environment, style of content delivery and even class content, although content is determined by the certification guidelines.

Please complete the evaluations thoughtfully; it is a valuable tool for the instructor. Students do not have to sign their name to any evaluation. In addition, students should always feel free to discuss individual concerns with the instructor in person or by e-mail.

Final Written Examination

Students are not graded on their performance until they take the cumulative written exam. The final written examination should be scheduled after finishing all the bodywork requirements and is a take-home exam. Upon turning in the exam, each student will schedule time with the instructor to:

- discuss the final exam
- review the program requirements to ensure all assignments are completed and understood
- discuss any remaining concerns and fine tune any final hand positions

All exams will be retained by the instructor. Any paperwork not previously turned in can be turned in at this time although students are encouraged to turn in paperwork prior to this meeting to receive regular feedback about their work and to answer questions that might come up when working on clients.

Students will receive immediate results from the instructor about whether or not they pass the written exam. Make up exams can be scheduled if needed with an additional fee of \$40/hr. for the instructor's time. A student must receive a 70% or better grade to pass the written exam. When subjective answers

differ, the student will have the opportunity to discuss their thought process with the instructor before a final point value is determined.

Certification

Once a student completes all classes and other requirements for APP Certification and completes their written exam, they will receive a certificate of completion and a letter from the instructor recommending them to APTA. Students can then apply directly to APTA for certification. APP Certification is only issued by APTA. Once certified by APTA, students are members of APTA and the Polarity community and must renew their membership yearly.

Expectations of Conduct

Emotional Safety

Polarity bodywork can have profound results. Receiving sessions may bring up personal issues. If these interfere with student learning or ability to participate in the educational community, we ask that students seek emotional support. Should emotional issues arise during class, students are asked to follow agreed upon protocols discussed at the beginning of each class session.

Communication

Most student questions can be addressed during class time and sharing these questions is a valuable learning tool. If questions are personal in nature, students can contact the instructor outside of class utilizing their individual feedback time. The instructor can also be approached during breaks, keeping in mind that the instructor's personal downtime during breaks and time to handle other issues are also necessary.

If a teaching assistant is available for the class, they may also be approached during breaks, but are not available for individual guided feedback time outside of class. Teaching assistants are available during class for feedback, but will not provide feedback between classes.

Sharing During Class

Part of the Polarity learning process is sharing during class so students can learn from each other and hear questions from each other. We share experiences after each session practice, giving all students a glimpse into the variety of responses they might receive from their clients.

Here are guidelines for sharing in class:

- Each person is given the opportunity to share. A timer may be used if needed.
- No one is required to share. Please be conscious of how long and how often a student shares in relationship to other students.
- When a student is sharing, please refrain from interrupting or responding. We ask that each student share from the heart and focus on information relevant to the material being covered.
- Many students are talented and experienced bodyworkers who have a lot of information to share. However, this is a Polarity Therapy class with the focus on learning concepts and protocols for this modality. Therefore, we ask that students use breaks and out-of-class time to share their knowledge of other modalities and topics.
- Safety considerations – We ask that each student speak from their own experience. Please refrain from suggesting theoretical solutions or expressing strong emotions toward another person during class time. Each student should own their own emotions, and if they cannot contain them, seek support. Please do not interrupt when others are speaking.
- Sharing during class discussions is considered confidential. Please do not take this information outside classroom safety boundaries.

Resources

Individual Guided Feedback Time

Each student is allotted 4 hours of Individual Guided Feedback Time with the instructor over the course of the APP Certification program. The instructor will track these contacts in 15 minute increments. Students may use this time to discuss questions and their progress in the program. For example, students may discuss their ideas about setting goals with their clients, ask questions about protocols being practiced, discuss results of their sessions with clients within confidentiality guidelines, discuss results of their own sessions, discuss reading materials between classes or ask for guidance and support in completing the materials needed for certification. During class, instructor and any teaching assistants will be available for questions and discussion and will work with each student during bodywork sessions with suggestions and feedback. Once their allotted 4 hours has been used, students may make arrangements for additional time if desired with instructor at a rate of \$100/hour as detailed on page 15.

Personal Support

Participation in the Polarity APP training provides experiences that are transformative on both the professional and personal level. Personal issues may come up during the training for participants. Exploring these issues outside of class time with other professionals may be needed. Every class is structured to allow time to understand and process sessions, but many students choose to pursue additional support and resources during this time. We recommend that students receive their required 5 Professional Polarity Therapy sessions while attending the training. These sessions allow the students to process the work they are learning at a deeper level and the reflection papers help students articulate their thoughts and feelings.

Every class includes energy exercises and short meditations, but we recommend that students pursue their own spiritual practice. Meditation practice is encouraged to develop mindfulness and create the stillness to support personal growth. Students are encouraged to explore and develop outside physical and mental practices that support them on a daily basis in creating and maintaining their health.

Other Support/Supervision

Tutoring - Students enrolling in APP Certification without a license to touch may need additional tutoring on orthodox anatomy and kinesiology topics. This will be agreed upon between student and instructor before a commitment is made to certify. The instructor can help students find suitable tutors for topics needed and tutoring fees are \$25.00/hr. as listed in the tuition section on page 15 of this manual.

Supervision – Students can request supervision sessions with instructor if more in-depth time is needed than that provided by individual guided feedback time already incorporated in the program. Supervision time is billed at \$70/hr. and should be arranged directly with the instructor. Supervision can be used to achieve clarity in personal issues dealing with clients, to broaden one's technical approach or to discuss professional issues.

Administrative Information

Calendar

Jan 27-28, 2018	Ether Element (Throat Chakra) Space and Resonance
Feb 24-25, 2018	Air Element (Heart Chakra) The Heart of Movement
Mar 24-25, 2018	Fire Element (Solar Plexus Chakra) Power and Vitality
Apr 21-22, 2018	Polarity Therapy General Session
May 5-6, 2018	Water Element (Sacral Chakra) Emotions and Fluidity
Jun 2-3, 2018	Earth Element (Base Chakra) Structure and Stability
Aug 11-12, 2018	Nervous System and Star
Sep 22-23, 2018	Polarity Therapy Revitalizing Energy Session
Oct 27-28, 2018	Polarity Therapy General Session
Dec 1-2, 2018	Polarity Therapy Structural Session

Registration

Students may register for all individual classes through the Therapeutic Training Center by:

- Online: Go to www.theratraining.com and select Seattle Classes. Click on the class title and then click on "add to cart" to register--an email will be sent confirming payment and terms. Payment may be made with Visa, Mastercard or Discover Card.
- Phone: Call 206-853-6875 to register. Payment may be made over the phone with Visa, Mastercard or Discover Card. A confirmation of payment and terms will be e-mailed.
- Mail: Fill out the **Registration Form** (found on the website under the "Policies" section) and send it along with a check to: Therapeutic Training Center; PO Box 66864; Seattle, WA 98166. Please make the check out to "Therapeutic Training Center". A confirmation of payment and terms will be e-mailed.

Students may register for the APP Certification program or for all 5 of the Elements classes through the Therapeutic Training Center by:

- Fill out the Polarity Therapy Application Form. This can be found online on the Polarity Certification webpage on the Therapeutic Training Center website, or call or email the Therapeutic Training Center to receive one via mail or email.
- A \$200 deposit is required for the APP Certification Program and a \$100 deposit is required for the 5 Elements classes if they are taken separately and not part of the APP Certification Program.
- Mail the filled out registration form and the deposit check to: Therapeutic Training Center, PO Box 66864, Seattle, WA 98166. Or, call 206-853-6875 make your deposit payment over the phone with Visa, Mastercard or Discover Card and mail your registration or fax it to 206.243.5185.
- Upon acceptance, the Therapeutic Training Center will send the student a contract and a copy of the student handbook.
- Please return the contract back to the Therapeutic Training Center (mail, drop off, or fax) and a copy will be sent to the student.

Students will make arrangements directly with instructor for Individual Guided Feedback Session(s).

Students will make their own arrangements to receive their 5 individual sessions from practitioners approved by instructor.

Tuition

Individual Class, Exams, Tutorial and Book Prices

Polarity Therapy General Session (14 hours)	\$295 (includes the cost of Manual 1)
Polarity Therapy Revitalizing Energy Session (16 hours)	\$295.00 (requires Manual 2)
Polarity Therapy Structural Session (16 hours)	\$295.00 (requires Manual 2)
Elements (5 classes - 14 hours each) Ether Air Fire Water Earth	\$280.00 each class (requires Manual 2); \$1,400 for all 5 classes if purchased on a payment plan or save \$100 and pay in advance and pay a total of \$1,300. A \$100 deposit holds your spot, when you register. If paying in advance, payment is due the Friday, a week before the first class.
Nervous System and Stars (16 hours)	\$295.00 (requires Manual 2)
Reviewer's Rates	
• PT General Session (14 hrs)	\$210 (bring your Manual 1)/\$235 (need new Manual 1)
• All Other 14 hour classes	\$210
• All Other 16 hour classes	\$222
Individual Guided Feedback	\$100.00/hour over what's included in APP Certification
Supervision	\$70.00/hour
Tutoring	\$25.00/hour
Book -- <i>Polarity Therapy Training Manual 2</i> (one-time fee, this manual used for 8 classes following General Session)	\$45.00 (payment to be made on the first day of class a student takes that requires the book)
Book -- <i>The Polarity Process, Energy as a Healing Art</i> (required for Certification)	\$18.95 (plus tax/shipping APTA Website)
Book -- <i>Energy Exercises</i> (required for Certification)	\$17.95 (plus tax/shipping APTA Website)

APP Certification Tuition

Tuition*	\$2,620.00 (\$200 deposit due with registration, \$100 is non-refundable)
Additional Expenses (estimated)	
Books	\$100.00
5 Professional Polarity Therapy Sessions	<u>500.00</u>
Total Estimated Additional Expenses	\$600.00
Total APP Certification Tuition & Estimated Additional Expenses	\$3,220.00

<p>*Note: if a student takes individual classes and then decides to certify, tuition will be calculated by adding up the price of remaining individual classes and adding \$200.</p>
--

Payment Plans

APP Certification Program

Students who register for the APP Certification program may choose between paying monthly, quarterly or in full. There are no financing fees. Because students may begin the program with any class, payment plans are tailored to the individual. Please contact the Therapeutic Training Center to have a payment plan put together for you. A \$200 deposit is due at the time of registration--\$100 is non-refundable.

5 Elements Classes

When students register for all 5 Elements classes, a \$100 deposit is due at the time of registration--\$50 is non-refundable. Students can either choose to pay in advance and save \$100 if the deposit is received by January 8, 2018 with the final payment of \$1,200 due on January 19, 2018, for a total of \$1,300. Or, students can pay according to the following payment schedule:

2018 5 Elements Payment Plan

Initial Deposit:	\$ 100.00	Due: deposit due upon registration; \$50 non-refundable
Jan 27-28 Ether	\$ 280.00	Due: on or before January 19, 2018
Feb 24-25 Air	\$ 280.00	Due: on or before February 16, 2018
Mar 24-25 Fire	\$ 280.00	Due: on or before March 16, 2018
May 5-6 Water	\$ 280.00	Due: on or before April 27, 2018
Jun 2-3 Earth	<u>\$ 180.00</u>	Due: on or before May 25, 2018
Total Tuition	\$1,400.00	

Cancellation Policies -- APP Certification Program and 5 Elements Classes

1. Cancellation of Program: If a class is canceled for any reason, students will be sent a 100% refund within 30 days of the program being cancelled.
2. Student Not Accepted: If the applicant is not accepted for a program, the applicant will be sent a 100% refund within 30 days of the decision not to accept the student.
3. Cancellation Within Five Business Days of Application: In the event that a student cancels within five business days (excluding Sundays and holidays) of registering, the student will be sent a 100% refund within 30 days of receipt of written notice of the cancellation.
4. Cancellation After Five Business Days of Application but Prior to the First Day of Class: The student will be sent a refund less a \$100 administrative fee (APP Certification only) or \$50 administrative fee (5 Elements only) within 30 days of receipt of written notice of the cancellation.
5. Termination of Training on or after the first Day (APP Certification only): If training is terminated after the student enters classes, the Center has the following cancellation policy:

The APP Certification program has 134 hours of scheduled class time with \$2,620 of Tuition. Note: LDA is "Last Date of Attendance" (see #7 for details).

If the LDA falls within:	The Student Retains	The School Retains:
1-13 hours	90% of Tuition or \$2,358.00	10% of Tuition or \$ 262.00
14-34 hours	75% of Tuition or \$1,965.00	25% of Tuition or \$ 655.00
35-67 hours	50% of Tuition or \$1,310.00	50% of Tuition or \$1,310.00
68 + hours	0% of Tuition or \$ 0.00	100% of Tuition or \$2,620.00

6. Termination of Training on or after the first Day (5 Elements only): If training is terminated after the student enters classes, the Center has the following cancellation policy:

The 5 Elements classes have 60 hours of scheduled class time with \$1,400 of tuition

If the LDA falls within:	The Student Retains	The School Retains:
1-6 hours	90% of Tuition or \$1,260.00	10% of Tuition or \$ 140.00
7-15 hours	75% of Tuition or \$1,050.00	25% of Tuition or \$ 350.00
16-30 hours	50% of Tuition or \$ 700.00	50% of Tuition or \$ 700.00
31 + hours	0% of Tuition or \$ 0.00	100% of Tuition or \$1,400.00

7. When calculating refunds, the official date of a student's termination is the last day of recorded attendance (LDA):
 - When the school receives notice of the student's intention to discontinue the training program; or,
 - When the student is terminated for a violation of a published school policy which provides for termination; or,
 - When a student, without notice, fails to attend class for 30 calendar days.
8. Students may withdraw from the program at any time throughout the program. Students must notify the school in writing of their decision to withdraw.
9. All refunds will be paid within 30 calendar days of the student's date of determination for the termination.

Individual Stand-Alone Class Cancellation Policy (Classes 24 Hours or Less)

- **Cancellation of Class:** In the event that the Center cancels a class for any reason, students will be sent a 100% refund within 14 days of the class being cancelled.
- **Student No Show & Cancellation On or After the First Day of Class:** In the event that a student does not show to the first day of class or cancels on or after the first day of class, the Center will retain 100% of the class fee.
- **Student Cancellation Within 21 Days of Class:** In the event that the student cancels within 21 days of the class start, the Center will charge a \$50 administrative fee and will refund the balance within 14 days of receiving notice of the cancellation.
- **Student Cancellation Greater Than 21 Days of Class:** In the event that the student cancels prior to 21 days before the start of class, the Center will send a 100% refund within 14 days of receiving notice of the cancellation.

Re-Enrollment

Should a student not be able to finish, the student may reenter at any point within 2 years of their Last Date of Attendance. Contact the president of the Therapeutic Training Center or the instructor for more details.

Attendance, Tardiness and Participation

Classes are designed to be taken independently except for the 5 Elements series. Each class is unique and each day offers various concepts and skills that build understanding over the length of the class and throughout the series of classes. It is difficult to make up full days of material that are missed. We expect students to attend all days of each class, the student must notify the instructor as soon as they know they will be absent and create a make-up plan.

Students who are absent for 4 hours or less of a 14 or 16 hour class must make up the time through a paid tutorial. Class completion certificates cannot be issued if students do not attend all hours of the class scheduled. Students who miss more than 4 hours must retake the class at their own expense.

Complaints, Suggestions or Problems

It is the responsibility of the individual experiencing the problem to pursue resolution. We encourage students to address their problems with others (including classmates, teachers, or staff) directly and in a timely and respectful manner. A consenting, mutually agreed upon 3rd party can be invited to witness the conversation. Avoid triangulation and gossip. However, students are encouraged to discuss the issue with an assistant, the teacher, or a staff member in order to strategize a solution.

Written complaints may also be used and are expected to be done respectfully, clearly and with the intent of finding resolution. Written complaints may be delivered to the instructor, assistant or staff of the Therapeutic Training Center.

If the student is dissatisfied with the results of the process, the student may contact: Workforce Training and Education Coordinating Board Private Vocational School Licensing at PO Box 43105, Olympia, WA 98504. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint. Students may also contact APTA at www.polaritytherapy.org.

Faculty

Kathryn Bromley, LMT, RPE

Kate has been teaching in the bodywork field for 23 years and considers sharing information and the learning process with her students to be her true vocation and passion in this lifetime. She has been teaching Polarity Therapy classes since 2000 after studying with Maruti Seidman in Lake Stevens and Teri Jensen and Howard Kiewe in Canada. The energy of things in life has always been a fascination, with music and plant life being her first explorations. Because of a hearing disability which was diagnosed when Kate was very young, she was introduced to the magic of music to help her maintain hearing acuity. She studied piano when younger and quickly picked up guitar and finally graduated to harp in later years. At the same time she grew up near wooded areas and spent countless happy hours in solitude in the woods learning the language of plants who have been her best lifelong friends ever since. The polarity of silence and sound has been an immense influence on Kate's life choices.

Massage and Polarity: After pursuing a brief career in the rehabilitation field, followed by college to pursue a Master's degree in Education and Supervision in the area of Deafness, Kate moved to Kansas and spent 7 years on a beautiful piece of land in the Flint Hills working as a horticulturist and then a machine technician for the US Postal Service. At the same time she was building a house from scratch and growing most of her own food and learning to play the harp. This productive, back to the land phase, was followed by a move to Seattle.

At that time, while still working for the Post Office, Kate started massage school and never looked back. After graduation from massage school Kate became certified in neuromuscular therapy and pregnancy and infant massage and maintained a full time private practice for 18 years. Other specialties included lymphatic drainage, aromatherapy and Polarity Therapy. She also studied Reiki and has completed all the mastery classes. Probably her favorite modality though was WATSU and she maintained her certificate in WATSU for many years, practicing at several pools in the Seattle area.

Education and Teaching: While still in high school Kate volunteered with an occupational therapist working with children with autism and was so fascinated by that work that she pursued occupational therapy for her first 3 years in college while minoring in horticulture. She graduated from the University

of Illinois in Champaign, Illinois in psychology and started working in rehabilitation shortly after that, learning sign language and becoming involved with the deaf community. She was accepted in the National Leadership Training program in the area of Deafness at University of California, Northridge where she completed her Master' degree. She taught classes in Iowa and Illinois at several community colleges in sign language and sociology and in Kansas, taught sign language classes at Kansas State University as well as edible landscaping classes during a brief stint as a horticulturist.

So, it seemed a natural thing to do to start teaching massage soon after graduating from Brenneke Massage School in 1990. That was 24 years ago and Kate is still teaching at Denton Massage School in Arlington, WA. She also taught at Brenneke Massage School, Bastyr University and for 21.5 years at Seattle Massage School/Ashmead/Everest. In addition, Kate offered weekend classes at Bluestone Academy of Massage in Ellensburg, WA and continuing education classes at Oregon School of Massage in Portland, OR. She presented at two state and one national AMTA conventions and one national Polarity Therapy convention and continues to share her love of the bodywork field whenever possible.

Kate believes that teaching is also about learning and is a sacred trust between teacher and learner with both people exchanging roles throughout the process. She hopes to continue learning until death and is currently challenged by learning and appreciating all things technical! (Like computers, Smartphones, etc etc.)

Personal Practices: For twelve years, Kate studied yoga until arthritis made it difficult to perform many of the asanas. More recently she has been studying tai chi short form, tai chi sword and Qi Gong at SAMMA martial arts school. Meditation slowly became a personal practice with Kate's favorite meditation activity being silent meditation retreat at Camp Indralaya on Orcas Island and solitary visits to ocean locations.

Classroom Space and Location

The classroom is located at 3520 NE 153rd St #104, Lake Forest Park, WA, 98155. A refrigerator, microwave and water are available. Parking is free and available on the street. Massage tables are provided and students will provide their own sheets and pillows. Up to six students can be taught in this classroom. In the event we need to move the class, we will rent an auxiliary location and inform students in writing of the change in venue in advance of class.

To ensure the quality of instruction and the degree of learning, a low teacher-to-student ratio is maintained. For hands-on technique, a ratio of 1 teacher to 16 students is kept and for lecture, a ratio of 1 teacher to 40 students is maintained.

Verification of Continuing Education Credit

We maintain class records for fifty years. Each student is provided with a certificate of completion for the certification program. If this becomes lost and proof of credit or a duplicate is required, a written request for verification is needed--there is a \$10 processing fee. A written request may be made by mail, fax or email. Please provide:

- Student name (current and name at the time the class was taken)
- Course title
- Name of instructor
- Date of class
- Address the verification is to be sent to

Please contact the Therapeutic Training Center at 206-853-6875 or email info@theratraining.com.

Limitations of Liability

Kathryn Bromley and the Therapeutic Training Center (TTC) are not responsible for any loss or damage to participant personal property. While participants are on Kathryn Bromley/TTC premises or at any contracted facility of Kathryn Bromley/TTC, Kathryn Bromley/TTC are not responsible for any personal injury, loss or damage to property suffered by participants. Participants are responsible for maintaining their own professional liability insurance.

Financial Aid

Financial Aid is not provided.

Job Placement Assistance

Job Placement Assistance is not provided.

Non-Discrimination Policy

Kathryn Bromley and the Therapeutic Training Center do not discriminate against students or potential students on the basis of race, creed, color, national origin, veteran or military status, sex, gender, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Kathryn Bromley and the Therapeutic Training Center acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, the Kathryn Bromley and the Therapeutic Training Center will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the Therapeutic Training Center along with application of the program. Medical documentation may be required depending on the rigors of the curriculum.

Statement of Ownership

Kathryn Bromley is a sole proprietor. The Therapeutic Training Center's sole shareholder is Robbin Blake.

Approvals and Accreditations

American Polarity Therapy Association

- Kathryn Bromley is an approved RPE (Registered Polarity Educator) through APTA (American Polarity Therapy Association)
- This program is approved for APP Certification by APTA.

Workforce Training and Education Coordinating Board

- The Therapeutic Training Center is licensed by the Workforce Training and Education Coordinating Board.

Contact Information

Office Address:

Kathryn Bromley
3520 NE 153rd St #104
Lake Forest Park, WA 98155

Contact: Kathryn Bromley

Phone: (206) 755-0380

Email: kmbromley1@gmail.com

Office Address:

Therapeutic Training Center
700 NW 42nd St, Ste 247
Seattle, WA 98107

Mailing Address:

Therapeutic Training Center
PO Box 66864
Seattle, WA 98166

Contact: Robbin Blake

Phone: (206) 853-6875

Fax: (206) 243-5185

Email: info@theratraining.com

Web: www.theratraining.com

This school is licensed under Chapter 28C.10. Inquiries or complaints regarding this or any other private career school may be made to the Workforce Training and Education Coordinating Board, 128 10th Ave SW, Olympia, WA 98504-3105. (360)-709-4600.
