

*Integrating Chinese Medicine into
Massage Therapy*

Certification Program

Student Handbook

2025

Open Pathways Institute for Integrative Massage
Director and Instructor, Raizelah Bayen

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Overview

The purpose of this handbook is to give you an overview of the Certification Program in Integrating Chinese Medicine into Massage Therapy, including program requirements, logistics, and expectations. Our intention in creating these guidelines is to support your full participation, with enjoyment, in this training. Our intention is to provide a clear foundation for learning in a safe circle that promotes personal and professional development.

Admittance

- Enrolling students need to be licensed in one of the following-professions: massage therapy, naturopathy, chiropractic, acupuncture, midwifery, physical therapy, occupational therapy, nursing, osteopathy or any other profession that has massage in its scope of practice.
- Enrolling students need to be physically able to complete classes and homework as assigned.
- Enrolling students need to have practical resources in place (time, financial, emotional, work, family, etc) to fully participate in these programs and to support the personal development that may accompany this training.
- Enrolling students need to maintain malpractice insurance during their program.
- Required prerequisite: any Acupressure course offered by the teacher, or by permission of the instructor. Classes that fulfill this requirement: Pregnancy Massage & Acupressure, Oncology Massage & Acupressure, Acupressure's Potent Points Day 1 or Day 2, or Balance the Nervous System with Tools from Chinese Medicine Day 1 or Day 2, Chinese Meridian Acupressure, Aroma Acutouch Therapy to Balance the Chinese 5 Elements. If you have a question about what qualifies, please inquire.

Overview of the Certification Program

The Certification Program is expressly designed for students who want to integrate Chinese Medicine into their bodywork practice. It offers comprehensive training in both theory and hands-on skills, both rooted in the Chinese approach to health. Class time is also divided between:

- Presentations of foundational theories of Chinese Medicine
- Hands-on practicum of techniques in Acupressure, Meridian Massage Therapies, and Aroma Acutouch Therapy
- Practices to cultivate embodied presence
- Self-care (using self-acupressure and Chinese self-massage techniques) to cultivate your Chi

This program is rooted in Chinese Meridian and Chinese Five Element theories. It moves students beyond the application of session protocols, and fosters skills in assessment, and session planning in response to individual client needs. The Acupressure techniques learned in class (Jin Shin Acupressure, Aroma Acutouch Therapy, T'ui Na, and Table Shiatsu) will be practiced both on the self and on other students. Practices for the development of embodied

presence will enable students to “touch” clients more deeply (physically, emotionally, and spiritually), to provide a container for clients’ potential emotional release, to offer compassionate listening, and to respond in a way that is both supportive and within our scope of practice as manual therapists. Practices for Chi cultivation give students a felt experience of the benefits of this work. They become their own testimony to the efficacy of this approach. Feeling the benefits of these Chi balancing techniques will inform the students on how to use these techniques with clients. Homework consists primarily of practicing the techniques learned in class on the self or another person each week. Some study is required for the 4 quizzes administered throughout the program. Upon completion of the 5 Certification Courses in the program, the Homework Tracker Forms, the required student exchanges, and quizzes with a score of 75% or higher, then the student will receive a certificate in Integrating Chinese Medicine into Massage Therapy.

Certification Program requirements are as follows:

- 5 Core Courses:
 - Acupressure’s Potent Points for Common Complaints (16 class hours)
 - Chinese Meridian Acupressure (24 class hours)
 - Meridian Massage Therapy (combines T’ui Na & Table Shiatsu) (24 class hours)
 - Aroma Acutouch Therapy to Balance the Chinese Five Elements Level 1 (24 class hours)
 - Chinese Acupressure to Regulate the Five Element Cycles (24 class hours)
- 60 minutes of Hands-on Practice is required each week and is recorded on the Homework Tracker Form (24 hours total). Weekly practice can be divided into two 30-minute sessions or four 15-minute sessions. Weekly practice can be performed on yourself or on others, with a minimum of half the practice time on other people.
- 3 two-way exchanges with fellow students (each session minimum of 60 minutes for a total of at least 6 hours) along with a Case Assessment/Write-up (see description in Homework section)
- Successful completion of 4 quizzes (score of 75% or higher)
- Completion of Final Homework Project of providing a Case Assessment/Write-up of four 60-minute sessions
- Total of 112 in-class clock hours
- Total of 142 hours of class, practice sessions, and trades, not including written assignments or study

Prerequisite: Any Acupressure course offered by the instructor, or by permission of the teacher. See details in the Admittance Section on page 3.

Certification Courses and Evaluations

There are five Certification Courses that comprise the program, Integrating Chinese Medicine into Massage Therapy. These courses provide a foundational understanding of the Chinese approach to healing which involves a shift in paradigm. These courses offer a comprehensive exploration of Chinese Meridian theory, Chinese Five Element theory, and Acupressure's Potent Points, as well as hands-on skills in Jin Shin Acupressure, Chinese Meridian Massage, Table Shiatsu and Aroma Acutouch Therapy. Students will learn assessment skills used in Chinese Medicine, including palpation of Yu points, reading the pulses, and using an Integrative Intake Form to assess client needs from the perspective of Chinese Medicine. Students spend time in each class engaging in self-care practices to build their Chi, and in embodiment practices to cultivate embodied presence. Students will complete the five Certification Courses as a cohort in which they can grow together, support each other in learning, deepen communication and assessment skills, and develop as practitioners of the Chinese approach to healing.

The 5 Certification Courses (total of 112 hours), each taught in either a 2-day or 3-day weekend (1 weekend per month for 6 months) consist of:

- Acupressure's Potent Points for Common Complaints (16 class hours)
- Chinese Meridian Acupressure (24 class hours)
- Meridian Massage Therapy (combines T'ui Na & Table Shiatsu) (24 class hours)
- Aroma Acutouch Therapy to Balance the Chinese Five Elements (24 class hours)
- Chinese Acupressure to Balance the Five Element Cycles (24 class hours)

Certification Courses

Acupressure's Potent Points for Common Complaints (16 class hours)

This course is an introduction to Acupressure, the Chinese healing art of restoring balance to Chi (lifeforce energy) to optimize health. This course provides the foundation of Yin-Yang theory. Students will learn potent points and Acupressure sequences for their clients' most common complaints. On Day 1, they will learn point locations and functions to address: shoulder and neck tension, headaches, insomnia, stress, menstrual cramps, and weak immunity. On Day 2, they will learn point locations and functions for low backache, sciatica, fatigue, anxiety, depression, menstrual irregularity, and hot flashes. Students will learn massage techniques to activate points within the context of a Western massage, and Jin Shin Acupressure to hone sensitivity and awareness of Chi. Throughout the class, students will have the opportunity to cultivate self-care by practicing these Acupressure sequences on themselves, as well as practicing on others. Class time will also include embodiment practices such as: gentle yoga, Chi Gong, guided meditation or Chi circulation visualizations.

Chinese Meridian Acupressure (24 class hours)

This course will offer the most fundamental building blocks needed to integrate Chinese Medicine into Massage Therapy. Students will learn Meridian pathways, functions, and 10+ potent points along each Meridian. Students will discover signs of imbalance and an Acupressure sequence for restoring balance to each Meridian. Included in the course materials are clear point illustrations, anatomical instructions for locating Acupoints, and how to use these points to

restore physical, emotional, and spiritual balance. Assessment techniques, including Yu point location and pulse reading, are practiced here. A significant amount of time is spent on self-care practices, such as Meridian tracing, Chinese self-massage along the Meridian pathways, Meridian stretching, and self-Acupressure to restore balance to the Meridians. Our in-depth exploration of Meridian theory includes a brief introduction to Five Elements theory in preparation for upcoming courses in the Chinese Five Elements. Chinese Meridian Acupressure is a pre-requisite for Meridian Massage Therapy.

Meridian Massage Therapy (24 class hours)

This course builds upon the Acupoints learned in Potent Points for Common Complaints, and upon the points and pathways learned in Chinese Meridian Acupressure. It combines techniques from both Japanese Shiatsu (on the table) and T’ui Na Chinese Massage techniques. This diverse collection of massage techniques will clear Chi Constraint (tension) and restore free and abundant Chi flow through the Meridian pathways. From the perspective of Chinese Medicine, this is the foundation for health and vitality. Meridian Massage Therapy includes passive Meridian stretches used throughout the massage, and range-of-motion techniques to open the “gateways” (joints) so Chi can flow freely. Assessment techniques, including Yu point location and pulse reading, are practiced here. About twenty percent of class time is dedicated to self-care and embodiment practices, such as Chinese self-massage, Meridian tracing, Chi Gong, and Chi circulation visualizations.

Aroma Acutouch Therapy to Balance the Chinese Five Elements (24 class hours)

In this course, students dive into Five Element Theory, exploring not only the physical, but also the mental, emotional, and spiritual aspects of each Element. After learning the signs and symptoms of imbalance, students will learn practical skills using Acupressure and essential oils to restore balance to each Element. This class opens the doorway to Aroma Acutouch Therapy, matching the energetics and functions of essential oils to specific Acupressure points for more synergistic healing. Students will practice on themselves and others, both Acupressure and Aroma Acutouch sequences to harmonize each Element. Use of the Integrative Assessment Form is introduced, as assessment techniques are utilized during the practicum aspect of this course. Much of class time is dedicated and self-care and embodiment practices, including self-Acupressure, Chinese self-massage, Chi Gong, and guided visualizations for each Element. This class is a pre-requisite for Chinese Acupressure to Regulate the Five Element Cycles.

Chinese Acupressure to Regulate the Five Element Cycles (24 hours)

This course is an exploration of the relationship between each of the Five Elements. In this course, the exploration of Five Element theory deepens as students learn to balance the Shen (breeding) and Ke (control) cycles within the Five Element system. Hands-on techniques to balance the Breeding and Control cycles include both Acupressure and Aroma Acutouch Therapy. This course builds on everything, including Acupressure’s Potent Points, Meridian Acupressure, Meridian Massage Therapy and basic Five Element theory, learned already in the program. Here, students weave their newly developed skills together in assessment, session planning, and administering Acupressure sessions in response to clients’ individual needs. Honing assessment skills is emphasized in this course. Class time is dedicated and self-care and embodiment practices, including self-Acupressure, Chinese self-massage, Chi Gong and guided visualizations for each Element.

Certification Evaluations

To receive certification in Integrating Chinese Medicine into Massage Therapy, students need to successfully complete four evaluations: three quizzes, and a practical evaluation. These evaluations are an incentive to study and provide an opportunity to show what the student knows. Students are evaluated on the material presented during class and outlined in the handouts provided for each class.

Written evaluations (quizzes) take place after each of the following courses:

- Chinese Meridian Acupressure
- Aroma Acutouch Therapy to Balance the Chinese Five Elements
- Chinese Acupressure to Regulate the Five Element Cycles.

These written quizzes are administered 4 weeks after the student completes the course that they are being quizzed on.

- The quiz on Chinese Meridian Acupressure will be taken during the Aroma Acutouch Therapy to Balance the Chinese Five Elements course. This is a multi-choice quiz.
- The quiz on Aroma Acutouch Therapy to Balance the Chinese Five Elements will be taken during the Chinese Acupressure to Regulate the Five Element Cycles course. This is a multi-choice quiz.
- The quiz on Chinese Acupressure to Regulate the Five Element Cycles will be done at home within 4 weeks after that course. This is a multi-choice quiz. The program certificate will not be awarded until this final quiz is complete.
- The practical evaluation will be within 1 month after Meridian Massage Therapy. This will be a Zoom meeting with the instructor during which the student traces the Meridian system on themselves.

Evaluation Results

For all quizzes, formal results will be communicated to students within one week of the evaluation. For the practical evaluation (after Meridian Massage Therapy), the instructor will give feedback during the evaluation itself. In the practical evaluation, if the student fails to trace 75% of the Meridians correctly, written feedback will also be given for the purpose of continued study. The practical evaluation, like the quizzes, can be done a second time.

Incomplete/Unsuccessful Evaluations

If students do not successfully complete an evaluation, they are given detailed information about their areas of weakness and strategies for improvement. Each evaluation may be attempted no more than two times -- this provides the possibility of one retake per evaluation (of the entire evaluation).

Recommended and Required Supplies, Homework & Feedback

The textbooks and essential oils required can be purchased on Open Pathways' website store at: <https://www.openpathwaysmassage.com/category/acupressure-educational-materials>

Supplies and Equipment

Needed equipment to practice Acupressure:

- Required -- Foam massage table pad, ideally a 2" thick memory foam pad. The foam pad should be slightly (1/2" – 1" narrower than the width and length of your massage table so it does not impede your body mechanics. To search for options, type in "massage table foam pad" into Amazon.com to pull up options. Choose something that will work for your table and your pocketbook.
- Suggested -- a rolling, adjustable height stool, which most LMTs will already have.

Needed essential oils to practice Aroma Acutouch Therapy:

- | | | |
|----------------------------|-----------------|----------------|
| • Bergamot | • Cardamom | • Lemongrass |
| • Lavender | • Rosemary | • Laurel |
| • Blue Tansy | • Saro | • Marjoram |
| • Mandarin | • Cypress | • Fennel |
| • Atlas Cedarwood | • Helichrysum | • Palmarosa |
| • Roman Chamomile | • Jasmine | • Clary Sage |
| • Geranium (Rose Geranium) | • Rose | • Black Spruce |
| • Vetiver | • Nutmeg | |
| | • Pimenta Berry | |

If students have some, or all of these essential oils already, they need only purchase what they do not have. The oils are used towards the end of the program, so students can wait to purchase, or to choose to purchase some at a time to spread the cost out over 4-5 months. These essential oils may be purchased at <https://www.openpathwaysmassage.com/category/essential-oils> as well as elsewhere.

Textbooks Required for the Certification Program:

- Integrating Chinese Medicine into Massage Therapy Booklet Package by Raizelah Bayen (contains Potent Points for Common Complaints, Chinese Meridian Acupressure, Balance the Chinese Five Elements, and Balance the Five Element Cycles)
- Intermediate-Advanced Acupressure Booklet

The required textbooks can be purchased at:

<https://www.openpathwaysmassage.com/category/acupressure-educational-materials>

Recommended Reading for the Certification Program:

- Acupressure's Potent Points by Michael Reed Gach (also available on Open Pathways' website store)
- Between Heaven and Earth by Harriet Beinfield and Efrom Korngold
- Five Spirits by Lorie Eve Dechar

Throughout the program, students may read recommended texts, but will not be tested on the material within them.

Homework

Homework is designed to help students integrate the material taught in each class. This prepares students for upcoming material. All homework must be completed as a requirement for graduation -- it is scored as either "complete" or "incomplete". All homework must be completed to receive a program certificate of completion.

Homework: Exchanges with Fellow Students

Students are required to do a minimum of 3 two-way exchanges with fellow students (total of 6 practicum hours). One exchange is to take place in between Meridian Acupressure and Meridian Massage Therapy; the second exchange is to take place in between Meridian Massage Therapy and Aroma Acutouch Therapy to Balance the Five Elements; and the third exchange is to take place in between Aroma Acutouch Therapy to Balance the Chinese Five Elements and Chinese Acupressure to Regulate the Five Element Cycles. These exchanges give students an opportunity to practice the techniques they learned during class with an informed "client" who can give detailed feedback on their technique and quality of touch. At the same time, students receive treatment which informs them about how techniques and touch can be improved. These practice sessions need to be documented in the following way: documentation of assessment findings using assessment tools learned to date, session plan including which Meridians, Acupoints, Acupressure sequences and/or Aroma Acutouch sequences were chosen for the client and why, and assessment of Meridian and/or Five Element needs. Lastly, documentation of the client's responses (physically, emotionally, or energetically) during and after the session, and documentation of the student's experience as the practitioner, all need to be included in the write-up.

Homework: Practice Sessions

The weekly homework assignment is 60 minutes of hands-on practice of the material presented in class. This could be four 15-minute sessions, two 30-minute sessions, or one 60-minute session – and the practice could be on yourself or another person. There is great value in practicing self-Acupressure to feel the benefits within; and there is great value in practicing on different people, so students can learn to locate Acupressure points on people of different shapes and sizes. A minimum of half of the homework practice needs to be on other people. It is required that 240 minutes of practice are completed after each Certification Course, so that students are adequately prepared for the next course. All practice sessions need to be recorded on the Homework Tracker Form. This form is to be turned in to the instructor each month in class.

Final Homework Project of Case Assessments & Write-ups

The final 240 minutes of practice take place within one month after the final course, so students can integrate all the material learned in the program, including that learned in the final course, Chinese Acupressure to Regulate the Five Element Cycles. For the Final Homework Project, students are required to include a Case Assessment and Write-up of four 60-minute practice sessions. The Case Assessment and Write-up should include:

- Documentation of the intake process, including the Integrative Intake Form, palpating Yu points and reading pulses, and the results found in the intake process
- Summary of the primary and secondary goals of the session, including a written assessment of Meridian and Five Element needs
- Session plan including Meridians, Acupoints, Aroma Acutouch or Acupressure sequences used, and what essential oils were chosen – and why
- Documentation of the client’s responses (physically, emotionally, or energetically) during and after the session
- Documentation of the student’s own experience in giving the session

All homework is scored as either “complete” or “incomplete.” After this homework and all other homework is complete, and quizzes are passed with a score of 75% or higher, the student will receive their certificate in Integrating Chinese Medicine into Massage Therapy.

Study Groups

We encourage students to form study groups. Participating in a learning community is extremely beneficial and a lot of fun. We encourage students to meet regularly, determine topics for each meeting, bring material, and stay focused.

Student Evaluation During the Certification Courses

Personal and professional development cannot happen without some form of feedback during the learning process. The feedback we offer is meant to help students assess their competencies and areas of future focus. During class, students are given feedback during exchanges and in one-on-one work with teachers. Feedback areas include but are not limited to: understanding and performance of techniques with accuracy, quality of touch, development of perception/assessment, appropriateness of conduct and communication with clients, and professionalism.

Tracking Your Progress

Students are given a “Homework Tracker Form” to record the practice sessions, case assessments/write-ups, and student exchanges. It is the individual student’s responsibility to complete the Homework Tracker Form and turn it into the instructor within 1 month after each of the 5 courses in the program. After the Chinese Meridian Acupressure course, students will need to turn in a Case Assessment/Write-up, along with their Homework Tracker Form, each month. And 4 weeks after the final course in the program, Chinese Acupressure to Regulate the Five Element Cycles, students will need to turn in their Final Project as well as their Homework Tracker Form. The Homework Tracker Forms and Case Assessment Write-ups must be turned in to obtain credit for individual certification courses.

Class Feedback Forms

Students receive a class feedback form to support the development of our program. We take these forms seriously as they are one of the primary tools we have for getting information about the content, structure, and delivery of the material as well as the learning environment. Please reflect on the questions, respond in writing, and turn in the form at the end of the course. Each feedback form is read by teachers and the Therapeutic Training Center staff and discussed. Much of the design of our training and guidelines are the direct result of past student feedback.

Students do not have to put their names on these forms, should they want their feedback to remain anonymous. The more specific and thorough the feedback, the more useful it is to us.

Expectations of Conduct

Student Learning

Learning in this program is best supported by regular practice sessions on yourself and on others, and student exchanges. This supports a kinesthetic learning style, congruent with the work we are offering. Study groups that meet regularly are also helpful but are not required.

Students' learning and readiness for the progressive courses throughout the program is best supported by turning in your Homework Tracker Form and Case Assessments/Write-ups on time each month. If students have not fulfilled them, please notify the teacher, explain the reasons for non-completion, and suggest a solution.

Your Emotions

Acupressure and Aroma Acutouch Therapy are powerful modalities that engage the recipient or student on many levels. It is common that studying the work intensively evokes emotional content and/or personal issues. Part of the students' training in this program includes the development of compassionate presence and listening, tools for providing a safe container for clients who are expressive during sessions. If the need to emote emerges for a student in class, the instructor will model what is being taught: to be present and listen with compassion. Our response will remain within our scope of practice. For more in-depth issues, we will encourage students to seek our therapeutic support outside the classroom. This is foremost a professional training and therefore limited in the time allotted to therapeutic issues of students. It is important for students to recognize this and to seek outside support when needed. The instructor will provide referrals when necessary to protect the sanctuary of the learning environment.

Communicating with Teachers and Assistants

Most student questions can be addressed during class time, as they are often valuable for the other students too. For personal questions, the teacher can be approached for a brief (5-minute) exchange after class. Keep in mind that there are other students, and the teacher will need to balance this with personal time. Should a student's issue take more than 5 minutes, the conversation may need to be addressed via email or phone outside of the classroom.

Sharing During Class

Sharing in class is an important learning tool, as it provides an opportunity for students to learn from each other and to hear answers to questions they did not even know they had. We share experiences during student hands-on exchanges, experiences with clients, and personal experiences. For these sharing times, we developed two formats which are used throughout the training:

- Each person shares in turn while others listen. There will be a limited number of minutes for each speaker and a timer will be used if needed.
- Only those who wish, share. Please be considerate regarding how often and how long you share in relation to other students.

There are two main considerations for this kind of sharing:

- **Time:** We are all experienced bodyworkers who have knowledge to share. Yet this is a training in Chinese healing modalities. Students are here to absorb as much as possible about *these* modalities. To honor the class agenda, we ask students to stay focused on their shared topic of study, what comes from their hearts, or ask questions where the teacher's insight might be helpful.
- **Safety:** We ask each student to please reflect on their own experience and to speak from their heart. When one student speaks, we ask that other students stay present, listen with an open heart-mind, and refrain from suggestions, interpretations or advice-giving. Please do not interrupt when others are speaking. Class time is practice time for what's needed in our massage office: attentive, compassionate listening. This is a time to practice the tools offered throughout the program to develop embodied presence. It is not within our scope of practice to psychologize or to give advice. Just like our clients, other students in class will benefit from compassionate listening. What is shared in class stays in the classroom and should not be talked about with other students later, or with the person who shared without their explicit permission.

Questions During Lectures or Class Discussions

Some students are quick to ask questions; others need more time to mull things over before their questions surface. If your mind moves quickly, try writing your questions down as a way of creating space for listening to others. If you generally hold back, try coming to class with questions already formed.

Before asking a question, please consider: *Is this question in keeping with the central topic being discussed? Is it likely to be applicable to many students or just to me? Please refrain from off-topic questions or comments.*

Teachers may postpone answering a question until a later point in the class, as a way of managing class time and the flow of curriculum. At times, teachers will take the liberty to respond specifically to an individual's reflection to offer learning opportunities for all. This is not favoritism or targeting, simply a teaching strategy.

Resources

Personal Support

These trainings provide an educational experience that is personally and professionally transformative and requires a commitment to the healing process. Because Acupressure and Aroma Acutouch Therapies addresses the whole being (physically, emotionally, and spiritually), personal issues may surface for students. While there are structures, such as compassionate listening, within the classes for addressing these, many require further exploration and work with professionals outside of class time. Many students benefit from an ongoing relationship with a type of therapist.

We also recommend that students develop and commit to various forms of self-care: for body, emotions, and spirit. Self-Acupressure, gentle yoga, simple Chi Gong exercises, breath meditation, body awareness and presence are taught in classes and can be adopted as at-home practices. Being intentional about diet, sleep, and exercise will support student experience and practice of this work.

We strongly recommend that all students have access to more experienced professionals for either supervision or support for the direct work they do with clients. This is most helpful when personal issues are triggered by our clients, which happens all the time. Counselors, formal peer supervision as well as other health care providers can provide students with a web of support that is needed to remain healthy or balanced while helping others.

Support Offered by Teaching Staff

Students sometimes find themselves needing academic or personal support outside of class. Students are welcome to seek such support in the form of a phone call (by making a phone appointment), email, or tutorials with the instructor. We trust students to know when such support is needed and fully encourage students to request it.

Email

In between classes, students may contact the teacher via phone (by making a phone appointment) or email to ask questions or raise concerns related to the study and practice of Chinese Medicine within the scope of massage therapy. This is free of charge; if the questions become excessive, the instructor will discuss time boundaries with the student. Students can generally expect an email response within 2 days (unless the instructor is traveling).

Tutorials and Group Tutorials

Tutorials are available to students who need to make-up missed class time. This must be completed in a timely manner (within 4 weeks of the missed material) at \$100/hour rate. Tutorials are also a great resource for those who want to deepen their understanding of the material or get extra support on their technical and academic learning. The length of tutorials is determined according to the content and number of students – generally having more students requires more time to cover the same material. Time is billed at \$100/hour for 1-2 students;

\$125/hour for 3-4 students and is paid directly to the instructor at the time of the tutorial. For groups, the fee is shared among the students.

Money and Labels

Many students wonder when it is appropriate to begin using what they learn on their clients. While Washington requires licensing to touch to charge for bodywork, there is no state or national standard pertaining to the use of tools from Chinese Medicine within our scope of practice. Students can start integrating material learned in class into their bodywork practice within the first month of the program. Some students may feel more comfortable first practicing what is learned with friends and family members for free or trade; and will later integrate these tools into their professional sessions with clients. Other students will begin integrating new tools learned in class into their bodywork sessions right away. Both pathways are acceptable. It is recommended, however, that the techniques that are the most challenging for you be practiced first on friends and family, before using in sessions in paying clients.

After completion of the program, you may add to your business card and credentials that you are an Acupressure Therapist or Eastern Bodywork Therapist/Specialist. Every modality learned in this program, Jin Shin Acupressure, Aroma Acutouch Therapy, Table Shiatsu and T'ui Na, are all forms of Acupressure. They are also all forms of Eastern Bodywork Therapy. "Acupressure Therapist" or "Eastern Bodywork Therapist or Specialist" are all appropriate umbrella terms for what is learned in this program.

We do not recommend referring to yourself as a Chinese Medicine practitioner (even though you will be at the end of the program), as most people in the public will assume that means that you are an acupuncturist. Most people in the public do not understand that there are a variety of ways to practice Chinese Medicine. They will most likely associate it with acupuncture. It is important that you use a title that implies what you are licensed to do. You are licensed to work with your hands, not with needles. For this reason, we recommend "Acupressure Therapist" or "Eastern Bodywork Therapist" or "Eastern Bodywork Specialist."

Some graduates from the program will integrate what they have learned into their bodywork practice, charging the same fees that they charged before completing the program. Other students will choose to raise their rates to reflect the level of training required to perform the modalities learned in this program. Your rates are your choice. We do not make explicit recommendations here.

Administrative Information

Calendar

Jan 25-26, 2025	Acupressure's Potent Points for Common Complaints
Feb 22-23 & Mar 22-23, 2025	Chinese Meridian Acupressure (with start of Meridian Massage Therapy on March 23)
Apr 19-20, 2025	Meridian Massage Therapy (contd)
May 17-19, 2025	Aroma Acutouch Therapy to Balance the Chinese Five Elements
June 7-9, 2025	Chinese Acupressure to Regulate the Five Element Cycles

All classes are 9:00 am - 6:00 pm.

Homework Tracker Form and Case Assessment/Write-Ups Due Dates

On February 22, 2025 (at first weekend of Chinese Meridian Acupressure)
240 minutes of practice logged

On March 22, 2025 (at second weekend of Chinese Meridian Acupressure)
240 minutes of practice logged

On April 19, 2025 (at Meridian Massage Therapy)
240 minutes of practice logged, and Case Assessment/Write-up of Student Exchange

On May 17, 2025 (at Aroma Acutouch Therapy to Balance the Chinese Five Elements)
240 minutes of practice logged, and Case Assessment/Write-up of Student Exchange

On June 7, 2025 (at Chinese Acupressure to Regulate the Five Element Cycles)
240 minutes of practice logged and Case Assessment/Write-up of Student Exchange

July 12, 2025 (1 month after Chinese Acupressure to Regulate the Five Element Cycles)
240 minutes of practice logged, and 4 Case Assessment/Write-ups of mock client sessions

Training Expenses

Tuition--Certification Program		\$2,120
Foam Pad (Required to practice Acupressure)	\$20-200	
Booklets (Required)	\$114	
Essential Oils (Required)	<u>\$526</u>	
Total Estimated Additional Expenses*	\$660-840	
Total Expenses—Certification Program		\$2,780-\$2,960

* Additional Expenses will vary based on actual shipping and sales tax based on where you live. Essential oils and booklets may be picked up in class or shipped directly to you, depending on your preference. Some students may already have some of the needed supplies and do not have to repurchase them, which will reduce the cost of their additional expenses.

Payment Plans

Payment Plans - Base Tuition is \$2,120.00

Option 1: 2-Payment Plan

Initial Deposit*:	\$ 250	Due: deposit due upon registration; \$100 non-refundable
Payment 1	\$ 935	Due: on or before January 25, 2025
Payment 2	<u>\$ 935</u>	Due: on or before April 19, 2025
Total Tuition	\$2,120	

Option 2: Upfront Payment

Initial Deposit*:	\$ 250	Due: deposit due upon registration; \$100 non-refundable
Tuition Balance	<u>\$1,870</u>	Due: on or before January 25, 2025
Total Tuition	\$2,120	

Option 3: Monthly Payment Plan

Initial Deposit*:	\$ 250.00	Due: deposit due upon registration; \$100 non-refundable
January 25, 2025	\$ 311.67	
February 22, 2025	\$ 311.67	
March 22, 2025	\$ 311.67	
April 19, 2025	\$ 311.67	
May 17, 2025	\$ 311.67	
June 7, 2025	<u>\$ 311.65</u>	
Total Tuition	\$2,120.00	

*** Note: Students who register for the Certification Program within 14 calendar days after their prerequisite class will receive a \$100 discount on their deposit.**

\$250 Deposit for the Program

Students register and reserve their spot in the program with a \$250 deposit. Deposits are accepted up until 1 week prior to the program's start date, after which, registration for the program may close.

Where to Make Payments

- Initial Deposit Payment: Please make your program deposit with a **check** to the ***Therapeutic Training Center***.
- Tuition Payments: Payment for tuition can be made by check or credit/debit card (Visa, Mastercard or Discover). Payment can be set up to be made automatically by credit card or they can be called in to 206.853.6875.

Checks should be made out to the ***Therapeutic Training Center*** and can be mailed to:

Therapeutic Training Center
PO Box 66864
Seattle, WA 98166

Program Cancellation Policy

1. **Cancellation of the Program**: If the program is canceled for any reason, participants will be sent a 100% refund of their deposit within 30 days of cancellation.
2. **Student Not Accepted**: If the applicant is not accepted for a class, the applicant will be sent a 100% refund of the registration fee 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 participant will be sent a 100% refund of the registration fee 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 applicant will be sent a refund less a \$100 administrative fee within 30 days of receipt of written notice of the cancellation.
5. **Termination of Training on or after the first day of class within the program**: If training is terminated after the student enters classes, the Center has the following cancellation policy:

The Program has 112 hours of scheduled class time with \$2,120 of Tuition. Note: LDA is "Last Date of Attendance" (see #6 for details).

If the LDA falls within:	The Student Retains	The School Retains:
0.0-10% of hours	90% of Tuition	10% of Tuition
10.1-25% of hours	75% of Tuition	25% of Tuition
25.1-50% of hours	50% of Tuition	50% of Tuition
50.1-100% of hours	0% of Tuition	100% of Tuition

6. 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 an entire class (of 2-3 consecutive days on a weekend)
7. Students may withdraw from the program at any time throughout the program. Students must notify the school in writing of their decision to withdraw.
 8. All refunds will be paid within 30 calendar days of the student's date of determination for the termination.

Attendance, Tardiness, and Participation

Classes are designed in a concentric nature so that materials taught build upon each other. Each class is unique, and each day offers a variety of concepts and skills that are used as building blocks for information taught later the same day, in the next couple of days, or in the next course in the program. As the information being taught is both highly experiential and dense, it is difficult to make up full days that are missed. *We expect students to attend all days of class.* If a student must miss some portion of class, the student must notify the instructor as soon as they know they will be absent and create a make-up plan. Please see the established attendance rules:

- Students who are absent *more than 2 consecutive hours* of any core class or *up to 8 total hours* in a single core class, must make up the time missed via a tutorial at the student's additional expense.
- Students may not be absent for more than 8 hours in any one Course or a total of 11 hours across all the courses in the program. Students who miss more than 8 hours in a single course may be expelled from the program. The student may rejoin the program the following year. (See "Reenrollment" on page 13.) Make-up tutorials must occur prior to the next course. (See "Tutorials" on pages 7-8.)

Based on the situation, the instructor reserves the right to make an exception to the attendance policy, if it benefits the student.

Religious Accommodation

We will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class does not excuse students from keeping up with any information shared, or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include requesting a class date be rescheduled, requesting to make up class time using equivalent recorded material (including completion of

hands-on portion of class recording and assignments for that class), or requesting increased flexibility in assignment due dates.

Dismissal From the Program

We have never had to dismiss a student, but we take the learning environment seriously. Therefore, we will take necessary measures to protect its integrity and safety. The teachers and the Therapeutic Training Center will work with individual students to address problematic circumstances and avoid dismissal, but the teachers and the Therapeutic Training Center reserve the right to dismiss students at any time, for reasons including, but not limited to:

1. Harmful, destructive, or disruptive behavior
2. Financial delinquency
3. Inability to keep up with coursework and/or complete assignments in a timely manner
4. Tardiness or lack of attendance/make-up
5. Breach of confidentiality
6. Inability to perform Eastern Massage and Acupressure techniques in a safe, appropriate manner, inside or outside the classroom

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 third 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 resolution. Students may also explore problems and seek resolution with professional resources outside the classroom while maintaining confidentiality.

Formal written complaints may also be used and are expected to be done respectfully, clearly, and with the intent of finding resolution. Written complaints should be delivered to teachers or the Therapeutic Training Center. The teachers and the Therapeutic Training Center will seek to address the complaint by bringing the appropriate parties together for a supervised resolution process. Expenses, if incurred, are the responsibility of the student.

If the student is dissatisfied with the results of the process, the student may put the issue in writing and submit it to: 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.

Re-Enrollment

Should a student not be able to finish, the student may reenter with the following year's series if there is space. To get up to speed, the student is required to repeat the last course class completed at the reduced reviewer's price of \$200 for a 2-day class or \$300 for a 3-day class (either in-

person, or by listening to the recording of the course, including completion of the hands-on portion of the recording and the assignments associated with that course). Contact the director of the Therapeutic Training Center or the teacher for more details.

Faculty

Raizelah Bayen, WA LMT, NCBTMB Approved CE Provider and Registered Yoga Instructor

Raizelah Bayen has been a practicing healing artist for over 30 years, offering both acupressure and massage therapy sessions, as well as instruction in yoga, massage, and wellness workshops. With axillary training in both aromatherapy and herbology, her approach to health is well-rounded and holistic. Her bodywork is integrative, responsive to your individual needs, and always in service of embodied awareness.

Passionate about teaching, Raizelah has trained massage therapists for over 20 years, teaching not only skills, but also how to deliver compassionate touch with presence. Her courses provide the foundation and instruction needed by massage therapists who envision blossoming into integrative health care by weaving tools from Chinese Medicine into Massage Therapy. Her classes are holistic in nature, empowering you with skills to combine Meridian Massage, Acupressure and Aroma Acutouch Therapy with any bodywork modality.

Raizelah Bayen's Certifications and Licenses:

- 1991 Certification in Integrative Massages from ReSource Massage School in Berkeley, CA
- 1994 Certifications (3) in Acupressure Therapy from the Acupressure Institute in Berkeley, CA
- 1996 Practitioner Certification and Instructor Training Completion in Jin Shin Jyutsu in Scottsdale, AZ
- 1998 Certification in Chinese Herbology in Berkeley, CA
- 2003 Teacher Certification in Dharma Yoga in Larkspur, CA
- 2010 Certificate of Completion of Training in Western Herbology in Santa Rosa, CA
- 2015 Completion of Aroma Acupoint Therapy Teacher Training in Santa Rosa, CA
- 2020 Approved CE Provider by National Certification Board in Therapeutic Massage & Bodywork
- 2021 Licensed Massage Therapist in Washington State

Classroom Space and Location

Classes are held at the Therapeutic Training Center in the Bitter Lake Center located at 929 N 130th St Suite 12 (second floor) in Seattle, WA 98133. Up to 14 students may be taught in this classroom which is ADA accessible. Massage tables are provided. students provide writing utensils, a journal/notebook, and a set of sheets. Should we need to move the class, we will rent an auxiliary location and inform students in writing of the change in venue in advance.

- Parking: Parking is free and in the upper parking lot. As you enter the street level parking lot, follow the parking lot to the left and drive all the way through the parking lot to the ramp leading up to the upper-level parking (on top of CarToys building).
- Bringing Food: Students may use the refrigerator, but while COVID-19 is an issue we cannot permit eating in the classroom.
- Water: Please bring your own water container. The Therapeutic Training Center has a water dispenser but does not provide cups at this time.
- Eating Out Options: There are a handful of selections within several blocks of class.

To ensure quality instruction and a healthy learning environment, a low teacher-to-student ratio is maintained. For lecture and hands-on techniques, a ratio of 1 teacher to 14 students is maintained.

COVID-19 Accommodations

While COVID-19 remains an issue regarding social distancing, PPE, and sanitation requirements, the school, teachers, and students will follow the guidance posted on the Therapeutic Training Center's "Classes in the COVID World" page found in the FAQs section.

Verification of Continuing Education Credit

We maintain class records for fifty years. Upon completion of each course in the program, each student is provided with a CE certificate. 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 where the verification is to be sent

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

At the end of the program (class time, homework, and successful completion of evaluations, a Certificate of Completion will be awarded.

Limitations of Liability

Open Pathways Institute for Integrative Massage (Open Pathways) and the Therapeutic Training Center (TTC) are not responsible for any loss or damage to participant personal property. While participants are on Open Pathways/TTC premises or at any contracted facility of Open Pathways/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 throughout the training.

Financial Aid

Financial Aid is not provided.

Job Placement Assistance

Job Placement Assistance is not provided.

Non-Discrimination Policy

Open Pathways and the Therapeutic Training Center do not discriminate against students or potential students based on 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.

Open Pathways and the Therapeutic Training Center acknowledge 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, Open Pathways 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 to the program. Because of the rigors of the curriculum, medical documentation may be required to ensure that a student is safe to learn and practice craniosacral therapy.

Statement of Ownership

Open Pathways Institute for Integrative Massage is an LLC and its sole proprietor is Raizelah Bayen. The Therapeutic Training Center is an S-Corporation, and its sole shareholder is Robbin Blake.

Approvals and Accreditations

National Certification Board for Therapeutic Massage and Bodywork

- Raizelah Bayen is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB # 1000210) as an Approved CE Provider.

Workforce Training and Education Coordinating Board

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

Contact Information

Office Address:

Open Pathways
2123 C Street
Bellingham, WA 98225

Contact: Raizelah Bayen

Phone: (707)364-0431

Email: Raizelah@
OpenPathwaysMassage.com

Web: www.OpenPathwaysMassage.com

Office Address:

Therapeutic Training Center
929 N 130th St Suite 12
Seattle, WA 98133

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. wtecb@wtb.wa.gov
