



## Welcome!

Dear Applicant,

Thank you for your interest in the Institute of Structural Medicine. We are passionate about the integration process and are looking forward to meeting our next group of students eager to undergo this transformational experience.

The application process has been designed for us to get a better sense of who you are and what you are seeking in life and in our school. We recommend giving these materials your fullest attention, both in answering the questions and in reviewing the materials. In this way everyone involved can make the best decision as to whether this is the right school for you.

Enclosed in this packet you will find the following items:

- **Checklist** – this will guide you through the application process and provide a road map of important tasks to complete throughout the training program
- **Information & Contacts** – a list of important contact information for your reference throughout the application process and training program
- **Required Books & Software** – this list of required and recommended books and software is for your reference throughout the program
- **Enrollment Application**
- **Enrollment Contract Agreement, and Annexes A–E**
- **Documentation Forms** for structural integration bodywork received and performed

If you have any questions about this process or about the school please do not hesitate to contact us.

We look forward to receiving your completed application materials.

Sincerely,

A handwritten signature in black ink that reads "Rosalee de la Forêt".

Rosalee de la Forêt  
Director of Student Affairs  
(509) 997-9392  
(206) 919-6044 Cell  
rosalee@structuralmedicine.com



## Checklist

This checklist is designed to help you keep track of your application and registration process, including:

- Contract Documents
- Prerequisite Requirements
- Scheduling Meetings
- Making Deposits and Payments

The ISM Administrator of Admissions and faculty are here to assist you in this application process and answer any questions you have. This checklist also provides a road map of things you will need to do as you progress through the SMS™ Training Program.

### Submit Application Items to ISM in a Tabbed Three-Ring Binder

*Mail one binder to ISM, and keep a duplicate of this binder to bring to your selection committee interview.*

#### Please Place All Items in a Three-Ring Binder With These Tabs:

- Application Form
  - Letters of Recommendation
  - Photographs
  - Enrollment Contract
  - Annex A
  - Annex B
  - Annex C
  - Annex D
  - Annex E
- Documentation of Structural Integration Bodywork Sessions

#### Deadline for Application:

April 1, 2010.

#### Submit To:

Institute of Structural Medicine  
103 Ross Road, Twisp, WA 98856

#### Include \$550 Application and Selection Committee Fee:

Make check for the \$550 *non-refundable* fee payable to Institute of Structural Medicine

### Bring Duplicate Binder to Selection Committee Interview

Duplicate all *completed* application forms and contracts and make a second copy of the binder. *Bring this binder to your Selection Committee Interview, then keep for your own reference.*

#### Additional Tabs for this Binder:

In addition to the items listed at the left, add the following tabs to the front of your binder:

- Welcome Letter
- Checklist
- Information & Contacts

Refer to the checklist often, to guide you through required steps during the training.

### Questions?

Our staff will be happy to answer your questions. Contact us at:

(509) 997-9392 Twisp  
(206) 784-8504 Seattle

Donna Bajelis, Director:  
(206) 713-9758 Cell [donna@structuralmedicine.com](mailto:donna@structuralmedicine.com)

Rosalee de la Forêt, Director of Student Affairs:  
(206) 919-6044 Cell [rosalee@structuralmedicine.com](mailto:rosalee@structuralmedicine.com)

(509) 997-2344 Fax [www.structuralmedicine.com](http://www.structuralmedicine.com)

### Prerequisites

- You must be at least 25 years of age to enter the SMS™ training program.
- You must have a minimum high school education and diploma or equivalent certificate.
- You are required to receive a minimum of ten structural integration bodywork sessions from a Structural Medicine Specialist,™ Hellerworker, Rolfer, Soma, KMI or certified SI practitioner prior to the first day of instruction at ISM. Cost varies with the practitioner's rate for services.



## Checklist continued

### Application Process

- Download SMS™ Training Program application package from our website or request from ISM. The application package includes the following:
  - Welcome Letter
  - Checklist
  - Information and Contacts
  - Application Form
  - Enrollment Agreement Contract, plus the following Annexes:
    - Annex A: Program Agreement
    - Annex B: Cancellation and Refund Policy Agreement
    - Annex C: Complaint Procedures and Remedies Agreement
    - Annex D: Structural Medicine Specialist™ Certification Agreement
    - Annex E: Private Vocational School Acknowledgment Enrollment Notice to Students
  - Documentation of Structural Integration Bodywork Sessions Form

**Please Read All Documents  
In This Packet Carefully  
and Thoroughly.**

**Your attention to detail is  
highly encouraged during  
this process!**

- Read the ISM Catalog, available online at: [www.structuralmedicine.com](http://www.structuralmedicine.com)
- Read and review SMS Contract Agreements, including:
  - Estimated Training Program Costs
  - Payment Schedule
  - Application Requirements
  - Cancellation and Refund Policies
  - SMS Certification

*Please discuss any issues or questions with Rosalee de la Forêt, Director of Student Affairs, or Donna Bajelis, Director. It is very important that you become familiar with all of the information in the contract documents. This checklist is designed to help you through the application process and all necessary requirements.*

- Obtain 4 full body photographs of yourself (front, back, both sides), wearing a bathing suit or underwear, to submit with your application form.
- Obtain a minimum of two letters of recommendation to submit with your application. One letter must be from a professional medical practitioner or certified licensed bodyworker. The second letter must be from a personal friend or associate. *More than two recommendation letters are encouraged.*
- Complete the Application Form, Enrollment Agreement Contract and Annexes (A, B, C, D, E), and place in a tabbed binder. Make a second binder for your Selection Committee Interview and to keep for your own reference after the interview. Refer to the instructions in the boxes on page 2.

*More on next page.*



## Checklist continued

### Application Process continued

- Submit Application Binder and \$550 Application and Selection Committee Fee to ISM. See instructions in boxes on page 2.

All forms and contracts must be completed, signed and initialed by the applicant before you schedule the selection committee review meeting with the ISM Director. The contract documents will not be effective until the ISM Director signs and dates the documents. Refer to instructions in boxes on page 2.

- Schedule ISM Selection Committee Interview with the ISM Director. Each applicant is required to schedule and complete the ISM Selection Committee interview. During this interview, the committee will ask you about your physical, emotional and financial readiness to enter the training, as well as your commitment to the training. In addition, the Institute of Structural Medicine will consider your initiative, confidence, presentation and clear acceptance of ISM contractual agreement conditions. Each applicant will receive a separate interview. Also evaluated is your willingness to participate in your personal growth and self-evaluation.

ISM Selection Committee Interviews must be pre-arranged by the student with the ISM Director. *Call to make an appointment with Donna Bajelis, Director at (206) 713-9758.*

### Complete Before Training Begins after acceptance into the program

- Schedule and receive the minimum ten number of structural integration sessions from a Structural Integration Practitioner before you start the training. The structural integration series must be received no more than two years prior to the beginning of the ISM training. Refer to prerequisites on page 2. Provide documentation of this structural integration series. See form on page 53.
- Arrange for your lodging in Twisp for the first intensive (Week I). See the Information and Contacts section for information about food, lodging and services in the Twisp/Winthrop area of the Methow Valley.
- Review the *ISM Required Books & Software list on page 15* to determine what you need for your first intensive. Acquire your supplies and books before you attend class. Sources for purchasing items are included on the list.
- Make your \$5,500 tuition deposit six weeks prior to the start of the training. Note that a \$2,000 tuition discount is applicable when you *pay all your tuition in full* six weeks prior to start of training. We must receive it by April 1, 2010. See contract payment schedule and potential late fees in contract Annex A. For payment address, see the box on page 2.

*More on next page.*



## Checklist continued

### Complete Before Training Begins continued

- Obtain treatment table or access to a table to do your student model independent study practicums. Each student must have, or have access to, a treatment table for bodywork by the end of Week I. Students will need it to complete the 5 Structural Medicine™ practicums with student client models during independent study. Provide documentation of table purchase (or access to a table) to the ISM Director.

*See Information and Contacts on page 11 for a list of treatment table vendors. The Director of ISM also has catalogs from table suppliers. You will have the opportunity to see and use various brands of tables at the school, prior to purchasing your table.*

- Obtain professional liability insurance:  
Sign up for student membership in either the Associated Bodywork & Massage Professionals (ABMP) or the AMTA to obtain professional liability insurance for your model practicum home study sessions, and provide documentation to the ISM Director.

Each student is required to have liability insurance to cover them while they are doing bodywork on student client models during the school year. Insurance can be obtained at a student rate through either the Associated Bodywork and Massage Professionals (ABMP) or the American Massage Therapy Association (AMTA) membership program. Each student is responsible for obtaining their own insurance.

*See Information and Contacts on page 11 for ABMP and AMTA contact information.*

- Obtain student membership in the International Association of Structural Integrators (IASI), which is the professional association for Structural Medicine Specialists.™ Each student is strongly encouraged to obtain a student membership (\$60), and a professional membership (\$165) upon graduation. ISM, its staff, and students are involved in annual IASI conferences, which become part of the educational experience. As a professional Structural Medicine Specialist,™ it is important that you participate in professional associations, represent the Structural Medicine™ community, interact with other professionals, and give back to the profession.

*See Information and Contacts on page 12 for IASI contact information.*



## Checklist continued

### Year One

- Attend all eight weekend intensives (Weeks 1 – 8) at the training center in Twisp.  
Institute of Structural Medicine, 103 Ross Road, Twisp, WA 98856  
Location map: [www.structuralmedicine.com](http://www.structuralmedicine.com)
- Complete all independent study homework and papers, and submit to ISM at least one week prior to start of the next weekend intensive. Refer to Independent Study Checklist provided with the course materials at the weekend intensives.
- Submit student client model practicum documentation and photographs to the Director for review and approval, at least one week prior to start of the next weekend intensive. Signed documentation from each model that they have received the required sessions is required.
- Continue making your monthly tuition payments, according to the contract payment schedule. Refer to Program Agreement, Annex A for schedule and potential late fees. See payment address in box on page 2.
- Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.

### Year Two

- Attend all eight weekend intensives (Weeks 9 – 16) at the training center in Twisp.
- Attend the seven-day intensive at the Hawaii satellite location at the end of Year Two.
- Complete all independent study homework and papers, and submit to ISM at least one week prior to start of the next weekend intensive. Refer to Independent Study Checklist provided with the course materials at the weekend intensives.
- Submit student client model practicum documentation and photographs to the Director for review and approval, at least one week prior to start of the next weekend intensive. Signed documentation from each model that they have received the required sessions is required.
- Continue making your monthly tuition payments, according to the contract payment schedule. Refer to Program Agreement, Annex A for schedule and potential late fees. See payment address in box on page 2.
- Obtain your First Aid/CPR certification (4-hour First Aid; 4-hour CPR). Each student is required to obtain their First Aid/CPR certification by the end of Year Two. Also, First Aid/CPR is required by the licensing requirements of the Washington State Department of Health Massage Board. It is the student's responsibility to obtain training and certification for first aid/CPR through instructors outside the Institute of Structural Medicine. The Red Cross and local fire departments offer these classes throughout the year.

Contact your local Red Cross or fire departments to schedule your First Aid/CPR classes. Obtain and safely store your certification cards after completing the classes, as you will need to submit a copy of both sides of the cards for your massage license. Also submit copies of your certification cards to ISM.

- Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.



## Checklist continued

### Year Three

- Attend all eight weekend intensives (Weeks 17 – 24) at the training center in Twisp.
- Complete all independent study homework and papers, and submit to ISM at least one week prior to start of the next weekend intensive. Refer to Independent Study Checklist provided with the course materials at the weekend intensives.
- Submit student client model practicum documentation and photographs to the Director for review and approval, at least one week prior to start of the next weekend intensive. Signed documentation from each model that they have received the required sessions is required.
- Continue making your monthly tuition payments, according to the contract payment schedule. Refer to Program Agreement, Annex A for schedule and potential late fees. See payment address in box on page 2.
- Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.

### Year Four

- Attend all eight weekend intensives (Weeks 25 – 32) at the training center in Twisp.v
- Attend the seven-day intensive at the Hawaii satellite location at the beginning of Year Four.
- Complete all independent study homework and papers, and submit to ISM at least one week prior to start of the next weekend intensive. Refer to Independent Study Checklist provided with the course materials at the weekend intensives.
- Submit student client model practicum documentation and photographs to the Director for review and approval, at least one week prior to start of the next weekend intensive. Signed documentation from each model that they have received the required sessions is required.
- Continue making your monthly tuition payments, according to the contract payment schedule. Refer to Program Agreement, Annex A for schedule and potential late fees. See payment address in box on page 2.
- Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.

### Graduation

- Congratulations!  
See Certification Agreement – Annex D for requirements to obtain SMS certification.
- Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.
- Follow the ISM SMS™ Standards of Professional Practice as stated in the Certification Agreement – Annex D.

*See In-Practice Phase Post-Graduation Requirements for Permanent Certification on next page.*



## Checklist continued

### Year Five: In-Practice Phase Post-Graduation Requirements for Permanent Certification

National Massage Board Exam:

Take the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) national certification test for massage therapists.

See the Guidelines for Obtaining NCBTMB Certification and the Washington State LMP License handout, a document created by a former student to help other students through the process. The process takes about three months to complete, so give yourself lead time to complete it.

*See Information and Contacts on page 12 for NCBTMB contact information.*

State Massage License:

Obtain state massage license to practice Structural Medicine. Each student is required to obtain their state massage board license for Licensed Massage Therapist (LMT or LMP). If your state does not require a license, then the Director requires that you obtain a Washington State massage license (LMP).

*See Information and Contacts on page 12 for Washington State Department of Health Massage Licensing Board contact information, as well as links to fee information and application form.*

Upgrade your Associated Bodywork and Massage Professionals (ABMP) or American Massage Therapy Association (AMTA) membership from student to professional level. As a licensed practitioner, you will be required to upgrade your ABMP or AMTA membership to a professional level to get your liability insurance.

*See Information and Contacts on page 11 for ABMP and AMTA contact information.*

Upgrade your IASI membership from student to professional level. In order to maintain membership status in the IASI, you will be required to upgrade your membership to professional after receiving your massage license.

*See Information and Contacts on page 12 for IASI contact information.*

Complete the post-graduate SMS™ certification requirements as stated in the Enrollment Agreement – Annex A, and the Certification Agreement – Annex D.

Within six months after graduation, complete and document 120 client sessions (average of 5 clients per week for 24 weeks), in order to obtain final certification from the Institute of Structural Medicine as a Structural Medicine Specialist.™ Signed documentation from each client model that they have received the required sessions and photographs are required. See the form provided in this packet on page 54.

Submit the documentation for your post-graduate SMS™ certification requirements, as stated in the Enrollment Agreement – Annex A and the Certification Agreement – Annex D, to the Director for review, approval, and granting of SMS™ certification. Mark the submission as “Post-Graduate Client Documentation.”

**Upon approval and issuance of final certification from the Director, you now have authorization to practice Structural Medicine as a Structural Medicine Specialist™ (SMS).**



## Checklist continued

### Continuing Education Credits (CEUs) Requirement

- Complete your Continuing Education Credits (CEUs) for the calendar year, each year after graduating from ISM to maintain your certification as a SMS™. See Certification Agreement – Annex D.

Upon graduation and receiving certification as a Structural Medicine Specialist,™ the SMS™ agrees to complete a minimum of 48 hours of continuing education units (CEUs) each calendar year. The intention of this provision is to maintain high standards of quality in the performance of a Structural Medicine Specialist.™

### Structural Integration Sessions Requirement

- It is required for each graduate to receive structural integration sessions from a qualified practitioner: One full series (10–12 sessions) every five years at the minimum. This is in addition to continuing education requirements.

*Enjoy your new certification and practice and may you become very successful and effective in your work.*



## Information & Contacts

Below is information on the Methow Valley area where the Institute of Structural is located and other contact information that you may need to go through the school application process.

### Primary Contact Information

Institute of Structural Medicine  
103 Ross Road  
Twisp, WA 98856  
(509) 997-9392 Phone  
(509) 997-2344 Fax  
(206) 784-8504 Seattle  
(206) 713-9758 Cell  
Donna Bajelis, Director  
(206) 919-6044 Cell  
Rosalee de la Foret, Director of Student Affairs  
[www.structuralmedicine.com](http://www.structuralmedicine.com)  
[donna@structuralmedicine.com](mailto:donna@structuralmedicine.com)

### Directions to the School

Directions to the school and maps are available online. Visit the following link:  
[www.structuralmedicine.com/contact.html](http://www.structuralmedicine.com/contact.html)

### Training Program Checklist

Refer to the SMST™ Training Program Checklist included in this packet, for details on all of the forms, contracts, interviews, deadlines, tuition payments, and other conditions and critical items that are required to enroll and complete the SMS™ Training Program. Each student is encouraged to follow and track their own progress and checkpoints throughout their training program.

### Contracts and Enrollment Application

Please make sure that you have a copy of all forms required to apply and enroll in the SMS™ Training Program (included in this packet). Review the contracts and the SMS™ Training Program Checklist to become aware of all enrollment requirements and prerequisites. The following forms are required:

- Information & Contacts
- Application Form
- Enrollment Agreement Contract
- Annex A:  
Structural Medicine Specialist™  
Training Program Agreement
- Annex B:  
Cancellation and Refund Policy Agreement
- Annex C:  
Complaint Procedures and  
Remedies Agreement
- Annex D:  
Structural Medicine Specialist™  
Certification Agreement
- Annex E:  
Private Vocational School Acknowledgment  
Enrollment Notice to Students

All forms are available on our website, or contact us at:

Institute of Structural Medicine  
103 Ross Road  
Twisp, WA 98856  
(509) 997-9392  
[donna@structuralmedicine.com](mailto:donna@structuralmedicine.com)



## Information & Contacts continued

### Submitting Your Application Form, Payments and Letter of Recommendation

Send to:

Institute of Structural Medicine  
103 Ross Road  
Twisp, WA 98856

Make check payable to:

Institute of Structural Medicine

### School Catalog

The SMS™ Training Program Catalog is available online at:

[www.structuralmedicine.com/  
catalog-forms.html](http://www.structuralmedicine.com/catalog-forms.html)

### Tuition Fees and Payment Schedule

The SMS™ Training Program tuition fee schedule is available in our Catalog, and online at:

[www.structuralmedicine.com/tuition.html](http://www.structuralmedicine.com/tuition.html)

### Class Schedule (Dates)

The SMS™ Training Program class schedule and dates for each segment are available in our Catalog and online at:

[www.structuralmedicine.com/  
training-schedule.html](http://www.structuralmedicine.com/training-schedule.html)

### Scheduling ISM Selection Committee Review Meeting With Director

Call to make an appointment:

Donna Bajelis, Director: (206) 713-9758

### Applying for Liability Insurance

You may obtain insurance by joining one of the following organizations. Visit their website for details:

#### Associated Bodywork and Massage Professionals (ABMP)

1271 Sugarbush Drive  
Evergreen, CO 80439

(800) 458-2267

(303) 674-8478

(800) 667-8260 Fax

[expectmore@abmp.com](mailto:expectmore@abmp.com)

[www.abmp.com](http://www.abmp.com)

#### American Massage Therapy Association (AMTA)

500 Davis Street, Suite 900  
Evanston, IL 60201-4695

(877) 905-2700

(847) 864-0123

(847) 864-1178 Fax

[info@amtamassage.org](mailto:info@amtamassage.org)

[www.massage.org](http://www.massage.org)

### Purchasing a Massage Treatment Table

If you do not have access to a treatment table, you will need to purchase one. See the checklist for purchase deadline date. You may want to talk with Donna Bajelis or other practitioners before deciding on a particular model. There are several vendors on the internet including:

Massage Warehouse

[www.massagewarehouse.com](http://www.massagewarehouse.com)

Custom Craftworks

[www.customcraftworks.com](http://www.customcraftworks.com)

Therapy Shopper

[www.therapyshopper.com](http://www.therapyshopper.com)

Costco

[www.costco.com](http://www.costco.com)

EarthLite

[www.earthlite.com](http://www.earthlite.com)



## Information & Contacts continued

### Scheduling Your Certification Test

You must apply to the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) to take the national certification test to get your LMP license from the State of Washington (and some other states). A fee is required (see checklist and the NCBTMB website for details).

#### **National Certification Board for Therapeutic Massage and Bodywork (NCBTMB)**

8201 Greensboro Drive, Suite 300  
McLean, VA 22102  
(800) 296-0664  
(703) 610-9015  
(703) 610-9005 Fax  
info@ncbtmb.com  
www.ncbtmb.com

#### **Washington State Department of Health (LMP License)**

The following information will give you the details you need to get your LMP licensing application process moving forward (see checklist for deadlines). A detailed flow sheet is available from ISM outlining the process.

Massage Licensing Board:  
www.doh.wa.gov/hsqa/Professions/  
Massage\_Therapy/default.htm

Health Professions Quality Assurance  
Customer Service Center  
PO Box 47865  
Olympia WA 98504  
(360) 236 - 4700  
(360) 236 – 4818 Fax  
hpqa.csc@doh.wa.gov

License Application Form:  
www.doh.wa.gov/hsqa/professions/  
Massage\_Therapy/forms.htm

Fees:  
www.doh.wa.gov/hsqa/professions/  
Massage\_Therapy/fees.htm

### **Massage Practitioner Regulations Chapter 18.108 RCW**

Visit:  
<http://apps.leg.wa.gov/Rcw/dispo.aspx?Cite=18.108>

### **Applying for Membership in the IASI**

Each student is encouraged to join the International Association of Structural Integrators (IASI).

#### **IASI**

P.O. Box 8664  
Missoula, MT 59807  
(877) 843-4274  
(406) 543-4856  
www.theiasi.org

### **Submitting Client Practicum Documentation**

Submit your client practicum documentation to:  
Institute of Structural Medicine  
103 Ross Road  
Twisp, WA 98856

### **Submitting Independent Study Work**

Submit your independent study work to:  
Institute of Structural Medicine  
103 Ross Road  
Twisp, WA 98856



## Information & Contacts continued

### Lodging

For those of you who are not familiar with the Methow Valley in eastern Washington, it is a remote area, known for its rustic qualities. The valley is located in the middle of national forest lands, mountain ranges, and spectacular vistas. “City folk” might find the place a little less than what they expect in the “big city,” but that’s what makes it fun at the school.

#### **Carlton Motel**

Highway 153  
P.O. Box 130  
Carlton, WA 98814

James and Pamela Kreider  
(800) 598-6591  
(509) 997-3432

The Country Inn Motel, located about four miles from ISM, is run by some very friendly people. There is only one kitchen unit, which is usually taken by one of our assistant instructors.

There are other motels about 15 miles down the road in Twisp. Restaurants are minimal in Carlton, but there are quite a few nice ones in Twisp.

#### **The Sportsman Motel**

1010 E Hwy 20  
PO Box 98  
Twisp, WA 98856

Linda and Brian Radosevich  
(509) 997-2911

The Sportsman Motel in Twisp offers a discount rate for longer stays and is a popular choice for students. It has WIFI and kitchenettes.

### Restaurants in Twisp

#### **Twisp River Pub**

Steaks, seafood, pasta, burgers, salads  
Free wireless

201 N Hwy 20, Twisp  
(509) 997-6822

#### **Cinnamon Twisp Bakery**

Baked goods, sandwiches, soups

116 N Glover Street  
(509) 997-5030

### Restaurants in Winthrop

#### **East 20 Pizza**

Fabulous pizzas

720 Hwy 20, Winthrop  
(509) 996-3996

#### **Grubstake and Co.**

Great food featuring local and organic

222 Riverside Ave, Winthrop  
(509) 996-2375

### Laundry Facilities

#### **Washworks**

Next to Hanks Grocery store  
Laundry and showers  
325 Hwy 20, Twisp  
(509) 997-0336

### Recreational Activities

There are a variety of outdoors activities available in the area. If you have additional time in the valley, talk to the staff at ISM to learn what is going on during your stay.



## Information & Contacts continued

### Internet Access In The Area

- ISM has WIFI for student access
- Twisp River Pub
- Cinnamon Twisp Bakery, Twisp
- Library, Twisp
- Washerworks, Twisp

### Cell Phone Connections

Verizon has the best connection in the valley.  
T-mobile has difficulties.

### Nearest Towns and Shopping

#### Twisp

Twisp offers all the basics you'll need during the training, including WIFI access, grocery store, health food store, restaurants, etc.

#### Carlton

Carlton is the closest town to ISM and has a small general store offering basic goods.

#### Winthrop

A tourist destination, Winthrop is 40 minutes from ISM. In addition to basic services, Winthrop offers a variety of restaurants and antique stores.

#### Chelan

Chelan is one hour from ISM.

#### Wenatchee

Wenatchee is the largest town in the area and is 2 hours south of ISM.

### Medical Facilities

#### Country Clinic

1116 State Route 20  
Winthrop, WA  
(509) 996-8180

#### Mid Valley Hospital

810 Jasmine Street  
Omak, WA  
(509) 826-1760  
[www.mvhealth.org](http://www.mvhealth.org)

#### Community Medical Center: Brewster Hospital

Brewster, WA 98812  
(509) 689-2517  
[www.oddh.org](http://www.oddh.org)

There are several medical offices in the area.  
Ask our staff for details.

### Airline Transportation

There is no commercial airline service to the Methow Valley. The closest airport is in Wenatchee, Washington, two hours by car to the south.

Emergency medical evacuation air transportation is available.



## Required Books & Software

### Online Resources for Purchasing

[www.amazon.com](http://www.amazon.com)

[www.lww.com](http://www.lww.com)

[www.alibris.com](http://www.alibris.com)  
(used books)

[www.abebooks.com](http://www.abebooks.com)  
(used books)

[www.bookfinder.com](http://www.bookfinder.com)  
(used and out of print books)

[www.barnesandnoble.com](http://www.barnesandnoble.com)

[www.half.com](http://www.half.com)  
(used books, CDs, DVDs, Videos)

[www.biovere.com](http://www.biovere.com)

[www.adam.com](http://www.adam.com)

[www.primalpictures.com](http://www.primalpictures.com)

### Needed by End of First Weekend

#### **Anatomy Coloring Book**

3rd Edition

Wynn and Kapit

ISBN: 0805350861

Approximate Price: \$15

#### **Fascial Anatomy**

Douglas Drucker, PhD

Get copy from ISM

Approximate Price: \$0.00

#### **Muscle Testing and Function**

4th Edition (2nd & 3rd editions acceptable)

Kendall, Kendall & Provance

ISBN: 0-683-04576-8

Approximate Price: \$70

#### **Endless Web**

Louis Schultz

ISBN: 1-55643-228-3

Approximate Price: \$15

#### **Anatomy Trains – Myofascial Meridians for Manual and Movement Therapists**

2nd Edition

Thomas Meyers

ISBN: 0-443-06351-6

Approximate Price: \$55

#### **Trail Guide to the Body**

3rd Edition (Spiral Bound)

Andrew Biel

ISBN: 0965853454

Approximate Price: \$45

#### **Travell & Simons' Myofascial Pain and Dysfunction: The Trigger Point Manual**

Volume I (Two-Volume Set) (Hardcover)

David G. Simons, Janet G. Travell,

Lois S. Simons, Barbara D. Cummings

ISBN: 0683307711

Approximate Price: \$195

*More year one books on next page.*



## Required Books & Software *continued*

### **Needed by End of First Weekend** *continued*

#### **Travell & Simons' Myofascial Pain and Dysfunction: The Trigger Point Manual**

Volume 2 – Lower Extremities  
(Two-Volume Set) (Hardcover)  
David G. Simons, Janet G. Travell, Lois S. Simons, Barbara D. Cummings  
ISBN: 0683083678  
Approximate Price: \$110

#### **Illustrated Essentials of Musculoskeletal Anatomy**

(4th Edition)  
Sieg & Adams  
ISBN: 0935157042  
Approximate Price: \$15  
*Optional; recommended for students with a non-medical background*

*Select an anatomy atlas from Netter, Clemente or Grays:*

#### **Atlas of Human Anatomy**

Frank Netter  
ISBN: 1416033858  
Approximate Price: \$75

#### **Clemente Anatomy – A Regional Atlas of the Human Body**

Nathwani & Clemente  
ISBN: 0-683-01733-0  
Approximate Price: \$67

#### **Gray's Anatomy for Students (Paperback)**

Richard Drake, Wayne Vogl, Adam Mitchell  
ISBN: 0443066124  
Approximate Price: \$72

#### **Trail Guide to the Body Flashcards Volume 1: Skeletal System, Joints and Ligaments, Movements of the Body**

Andrew R. Biel  
ISBN: 0977700607  
Approximate Price: \$22  
*Optional*

#### **Trail Guide to the Body Flashcards**

#### **Volume 2: Muscles of the Human Body (Map)**

Andrew Biel  
ISBN: 0977700615  
Approximate Price: \$22  
*Optional*

#### **Taber's Cyclopedic Medical Dictionary**

Donald Venes  
ISBN: 0803612079  
Approximate Price: \$35

#### **Taber's Cyclopedic Medical Dictionary (CD)**

Donald Venes  
ISBN: 0803613032  
Approximate Price: \$57  
*Optional*

#### **Bodywise**

Joeseph Heller  
ISBN: 155643524X  
Approximate Price: \$15

#### **Handbook for Bodywork – Job's Body**

(3rd Edition)  
Deane Juhan  
ISBN: 1581770995  
Approximate Price: \$30

#### **Rolfing: Reestablishing the Natural Alignment and Structural Integration of the Human Body for Vitality and Well-Being**

Ida Rolf  
ISBN: 0892813350  
Approximate Price: \$18

#### **Deep Tissue Massage A Visual Guide to Techniques**

Art Riggs  
ISBN: 1556433875  
Approximate Price: \$20  
*Optional; recommended for students with a non-medical background. Available from ISM.*

*More year one on next page.*



## Required Books & Software continued

### **Needed by End of First Weekend** continued

#### **Aston Postural Assessment Workbook**

Judith Aston

*No longer available: handouts provided by ISM*

#### **Seven Habits of Highly Effective People**

Steven Covey

ISBN: 0743269519

Approximate Price: \$10

#### **Anatomy of Movement (Paperback)**

Blandine Germain

ISBN: 0939616173

Approximate Price: \$30

#### **Embracing Ourselves: Voice Dialogue Manual**

Stone-Winkleman

ISBN: 1882591062

Approximate Price: \$12

#### **ADAM Interactive Anatomy**

V4.0 – Student Edition (CD or DVD)

Online Purchase from [www.ADAM.com](http://www.ADAM.com)

[http://www.adam.com/Our\\_Products/School\\_and\\_Instruction/Students/Higher\\_Education/aia.html](http://www.adam.com/Our_Products/School_and_Instruction/Students/Higher_Education/aia.html)

Approximate Price: \$150

#### **MFLT Testing – The Biomechanical Assessment of the Myofascial System**

Provided by ISM

#### **WA State Massage License Information**

[http://www.doh.wa.gov/hsqa/Professions/Massage\\_Therapy/default.htm](http://www.doh.wa.gov/hsqa/Professions/Massage_Therapy/default.htm)

### **Needed by Start of Year Two**

#### **Anatomy of Movement: Exercises**

(Paperback)

Blandine Calais-Germain, Stephen Anderson

ISBN: 093961622X

Approximate Price: \$30

#### **Body Stories – A Guide to Experimental Anatomy**

Andrea Olsen, Caryn McHose

ISBN: 158465354X

Approximate Price: \$20

#### **Atlas of Human Anatomy (DVD) (6 Volumes)**

Purchase online from [www.lww.com](http://www.lww.com)

<http://www.lww.com/product/?0-7817-4068-1>

ISBN: 0-7817-4068-1

Approximate Price: \$179

#### **Anatomy & Physiology – A Massage Connection**

Kalyani Premkumar

ISBN: 0781734762

Approximate Price: \$72

#### **Embracing Your Inner Critic: Turning Self Criticism into a Creative Asset** by Hal and Sidra Stone

*Select pathalogy book from*

*Werner's or Premkumar's:*

#### **A Massage Therapist's Guide to Pathology: A Diagnostic Guide to Neurologic Levels**

(Recall Series) (Hardcover)

Ruth Werner

ISBN: 0781754895

Approximate Price: \$48

#### **Pathology A to Z A Handbook for Massage Therapists**

Kalyani Premkumar

ISBN: 0781740983

Approximate Price: \$45



## Required Books & Software continued

### Needed by Start of Year Three

**Review for Therapeutic Massage and Bodywork Certification** (Paperback)  
(LWW Massage Therapy & Bodywork Series)  
Joseph Ashton, Duke Cassel  
ISBN: 0781734541  
Approximate Price: \$32  
*Required for students who are NOT licensed LMPs, PT, OT, etc.*

**Mosby's Fundamentals of Therapeutic Massage**  
Enhanced Reprint  
Sandy Fritz  
ISBN: 0323034446  
Approximate Price: \$60  
*Required for students who are NOT licensed LMPs, PT, OT, etc.*

**Hands Heal: Communication, Documentation, and Insurance Billing for Manual Therapists**  
(LWW Massage Therapy and Bodywork Educational) (Paperback)  
Diana Thompson  
ISBN: 0781757576  
Approximate Price: \$40

**Kinesiology: The Mechanics and Pathomechanics of Human Movement**  
(Hardcover)  
Carol A Oatis  
ISBN: 0781755131  
Approximate Price: \$76

**Body-Centered Psychotherapy – The Hakomi Method**  
Ron Kurtz  
ISBN: 0940795183  
Approximate Price: \$12

**Partnering: A New Kind of Relationship**  
by Hal and Sidra Stone

**WA State Massage Practitioner Regulations**  
(RCW) <http://apps.leg.wa.gov/Rcw/dispo.aspx?Cite=18.108>

### Needed by Start of Year Four

**Non-Violent Communication: A Language of Life**  
(2nd Edition)  
Marshall Rosenberg, PhD  
ISBN: 1892005034  
Approximate Price: \$12

**WA State Massage License Application Form**  
[www.doh.wa.gov/hsqa/professions/Massage\\_Therapy/forms.htm](http://www.doh.wa.gov/hsqa/professions/Massage_Therapy/forms.htm)

**WA State Massage Licensing Fees**  
[www.doh.wa.gov/hsqa/professions/Massage\\_Therapy/fees.htm](http://www.doh.wa.gov/hsqa/professions/Massage_Therapy/fees.htm)



## Required Books & Software continued

### Highly Recommended

**Color Atlas/Text of Human Anatomy – Locomotor System, Vol. I** (English Version)  
Werner Kahle, Helmut Leonhardt,  
Werner Platzer  
ISBN: 1588901599  
Approximate Price: \$40

**Color Atlas of Anatomy:  
A Photographic Study of the Human Body**  
(Hardcover)  
Johannes W. Rohen, Chihiro Yokochi,  
Elke Lütjen-Drecoll  
ISBN: 0781790131  
Approximate Price: \$75

**Musculoskeletal Assessment:  
Joint Range of Motion and  
Manual Muscle Strength**  
(Spiral-bound)  
Hazel Clarkson  
ISBN: 0683303848  
Approximate Price: \$58

**Palpation and Assessment Skills**  
(Paperback)  
Leon Chaitow, Graeme Chambers,  
Viola M. Frymann  
ISBN: 0443072183  
Approximate Price: \$70

**Massage for Orthopedic Conditions**  
(LWW Massage Therapy & Bodywork Series)  
(Paperback)  
Thomas Hendrickson  
ISBN: 078172287X  
Approximate Price: \$45

**Anatomica 3D Student Edition –  
Musculoskeletal Anatomy Software** (DVD)  
Purchase online from [www.Biovere.com](http://www.Biovere.com)  
<http://www.biovere.com/store/pages.php?pageid=6>  
Approximate Price: \$119

**Deep Tissue Massage &  
Myofascial Release** (DVD)  
Art Riggs  
Purchase online at [www.Amazon.com](http://www.Amazon.com)  
[http://www.amazon.com/Deep-Tissue-Massage-/dp/B0000AJ0ES/ref=sr\\_11\\_1/002-5390011-7647209?ie=UTF8](http://www.amazon.com/Deep-Tissue-Massage-/dp/B0000AJ0ES/ref=sr_11_1/002-5390011-7647209?ie=UTF8)  
Approximate Price: \$265



# Enrollment Application

### Instructions

The information in this application is confidential and will not be revealed or shared outside the ISM Training staff.

- 1) Please print neatly, or use Adobe Reader on your computer to open the PDF version (available on our website) and type in the information. Adobe Reader is free, available from <http://get.adobe.com/reader/>
- 2) Please fill in all blanks and answer all questions completely. Don't feel limited by the space provided. Use additional paper if you need it.

3) Attach four full-length photographs or yourself (front view, back view, left side and right side views).

4) Return your completed application with the \$550 non-refundable application and selection committee fee to:  
Institute of Structural Medicine  
103 Ross Road, Twisp, WA 98856

Please make checks payable to:  
Institute of Structural Medicine

### Personal Information

APPLICANT'S NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ LENGTH OF TIME AT THIS ADDRESS? \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

( ) ( ) ( )

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_

M  S  D  Yes  No

MARITAL STATUS \_\_\_\_\_ HAVE YOU BEEN MARRIED BEFORE? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

Yes  No

DO YOU HAVE CHILDREN? \_\_\_\_\_ HOW MANY? \_\_\_\_\_ LIST AGES OF CHILDREN \_\_\_\_\_

If you have a child who lives with you, what are your plans for childcare during the intensive workshops?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Enrollment Application continued

## Emergency Contacts

NAME	EMAIL ADDRESS
( )	( )
HOME PHONE	CELL PHONE
( )	( )
WORK PHONE	

NAME	EMAIL ADDRESS
( )	( )
HOME PHONE	CELL PHONE
( )	( )
WORK PHONE	

## Employment Information

EMPLOYER	POSITION	HOW LONG?
EMPLOYER'S ADDRESS		
( )		
EMPLOYER'S PHONE	EMPLOYER'S EMAIL	

Please provide a brief employment history:

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## Educational Experience

<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
HIGH SCHOOL GRADUATE?	COLLEGE GRADUATE?	YEARS IN COLLEGE

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COLLEGE ATTENDED

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UNDERGRADUATE DEGREE(S)

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GRADUATE DEGREE(S)

Other education experience (continuing education courses, training, etc.)

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## Enrollment Application continued

Please present your plan for paying for your training program and for covering your living expenses during the ISM intensive training sessions and during your first few months in private practice. What are your options, should this plan not work? Please be very detailed and specific.

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### Personal Readiness Questionnaire

1. Why do you want to be a Structural Medicine Specialist™?

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2. What do you consider your three major accomplishments in life?

A) 

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B) 

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C) 

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## Enrollment Application continued

3. As a Structural Medicine Specialist you will be an independent businessperson solely responsible for the success of your business, including promotion, scheduling, marketing, money management, etc. Please discuss how prepared you feel to undertake the responsibility for your own business, what prior experience you have to call upon, and what you consider to be your weaknesses and strengths in this regard. Please rate your overall readiness to deal with this responsibility on a 1–10 scale, where 10 = outstanding: \_\_\_\_\_ .

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4. As a SMS,™ you may be working with people of all ages who have a variety of backgrounds, personal histories, and personal problems. People may experience a wide variety of emotional or physical reactions during sessions including anger, sadness, joy and physical or emotional discomfort. It is important that you possess the ability, desire and emotional maturity to work intimately with others. Please discuss what life experience and personal traits you have that indicate your ability to handle these types of situations. Include any concerns that you have in this area. Rate your overall capability in this area on a 1–10 scale: \_\_\_\_\_ .

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## Enrollment Application continued

5. As a practitioner, you will physically work with people's bodies. Please discuss your experience with and your feelings about working with people in this manner.

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6. As a practitioner you will use your body in an active way. Describe your body, what lessons you have learned from it, and how you feel it will support your work as a practitioner. Please rate your overall physical readiness on a 1–10 scale: \_\_\_\_\_ .

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7. What bodywork or movement work have you personally experienced? What were the results?

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## Enrollment Application continued

8. Although there is growing acceptance for this type of work, Structural Medicine Specialists™ are still “pioneers” advancing the field of bodywork, so to speak. This demands initiative, confidence, and most of all commitment. Discuss what this means to you and why you feel you will be successful. Please rate your overall readiness in this area on a 1–10 scale: \_\_\_\_\_ .

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9. Undertaking a major career change often requires the support of others in one’s life. Discuss how your close family and friends feel about your choice and what you can expect from them.

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10. What might be your greatest potential strengths and weakness as a future Structural Medicine Specialist™ practitioner?

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## Enrollment Application continued

11. Please discuss any concerns and/or questions you have about becoming a Structural Medicine Specialist™?

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12. Have you read and do you clearly understand all of the provisions of the licensing agreement with the Institute of Structural Medicine? Are you in agreement with the principles involved in this contract? Please elaborate on any issues that you currently have, if any.

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13. Are there any issues, thoughts, or attitudes that have kept you from having the life you desire, with regards to all aspects of your life? Are you “stuck” in any way? If so, please elaborate and be as specific as possible.

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## Enrollment Application continued

14. The field of Structural Medicine and the Institute of Structural Medicine school programs are about passion and love for the work and our clients. What personal gifts do you possess that you think will contribute to the class, your clients, and the field of Structural Medicine? What makes you “tick”? What gives you “juice”?

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15. Life and the ISM training program are also about FUN and joy and dance and movement and laughter. What do YOU do for fun? What part does fun have (or not have) in your life?

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16. Are there any medical issues that are of concern or something our staff should know about, should you become a student in our training program (medications, treatment for depression, psychological conditions, medical conditions? You will be spending up to 7 days at a time at the intensives, so your health is important. There will be intensive intimate times with the other students as you open up and delve deeper into your being and full potential.

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## Enrollment Agreement Contract

This enrollment Agreement contract is between the Institute of Structural Medicine (ISM) and:

“Student”

STUDENT'S NAME (PRINT)

ADDRESS

CITY

STATE

ZIP

( )

( )

( )

HOME PHONE

WORK PHONE

CELL PHONE

EMAIL ADDRESS

STUDENT SSN

### Purpose

The purpose of this agreement is to define the terms and conditions under which the student shall be trained and certified by the Institute of Structural Medicine. The agreement includes application, pre-enrolment, and enrollment requirements set forth by the Institute of Structural Medicine.

This Enrollment Agreement Contract requires the signature and completion of the following contract Annexes:

- Annex A: Structural Medicine Specialist™ Training Program Agreement
- Annex B: Cancellation and Refund Policy Agreement
- Annex C: Complaint Procedures and Remedies Agreement
- Annex D: Structural Medicine Specialist™ Certification Agreement
- Annex E: Private Vocational School Acknowledgement Enrollment Notice to Students

### Training Course

The Institute of Structural Medicine agrees to provide the following training:

#### Course or Program Title

Structural Medicine Specialist™ Training Program

#### Type of Program

Non-Resident

#### Program Hours

Four-year program consists of eight weekends per year, plus two seven-day intensives, held at the end of the second year and beginning of the fourth year, at our Hawaii Satellite. Additionally, independent study and client model practicums are required.

Total classroom hours = 1,108

Total independent study hours = 1,000

Total program hours = 2,108

#### Starting Date

May 21, 2010

#### Completion Date

Spring 2014 graduation, plus approximately 6-month post-graduation requirements for certification.



## Enrollment Agreement Contract continued

### Estimated Training Costs

Registration, Application, Selection Committee Interview (1) .....	\$550
School Tuition (2) .....	30,500*
Books, Computer, and CDs/DVDs (3) ...	4,000
Supplies (3) .....	500
Treatment Table (3) .....	500
First Aid/CPR (4) .....	75
Student Insurance for practicums with models (5) .....	250
NCBTMB Testing and Certification (6) .....	225
State Massage Board License Fee (7) .....	50
IASI Membership (8) .....	200
Lodging and Food (9) .....	Variable
Structural Integration Bodywork Series (10) .....	3,000**

**Total Estimated Training Costs. .... \$39,850+**

Student Initials \_\_\_\_\_

### Notes on Application Requirements, Prerequisites and Costs

**Please see also “SMS™ Training Program Agreement: Enrollment Agreement Contract, Annex A”** for a list of student training program requirements and responsibilities.

(1) Each applicant is required to schedule and complete the ISM Selection Committee interview. During this interview, the committee will ask the applicant about his/her physical, emotional and financial readiness to enter the training, as well as his/her commitment to the training. In addition, the Institute of Structural Medicine will consider the student’s initiative, confidence,

presentation and clear acceptance of ISM contractual agreement conditions. Each applicant will receive a separate interview. Also evaluated is the applicant’s willingness to participate in personal growth and self-evaluation..

ISM Selection Committee interviews must be pre-arranged by the student with the ISM Director. The “Information & Contacts” handout provides instructions on how to contact the Director and set up an interview.

(2) See “Structural Medicine Specialist™ Training Program Agreement: Enrollment Contract Agreement, Annex A,” for the tuition payment schedule, a contract agreement between each student and the Director of the Institute of Structural Medicine.

\*Annex A lists discounts for payment of tuition in full at time of enrollment.

(3) The tuition does not include the books, treatment tables, or other study materials that the student will need to complete the training program. A complete list of the books, CDs, and DVDs that each student shall be required to furnish for the training will be handed out during your selection interview.

*It is highly recommended that each student have a computer for this training program. Digital graphics and programs are used extensively, including email notifications and updates via the internet. Independent study assignments require typed documents for submission to the Director or Assistant Instructors.*

Each student must have, or have access to, a treatment table for bodywork by the end of Section I. Students must complete Structural Medicine™ practicums with student models during independent study.



## Enrollment Agreement Contract continued

(4) First Aid/CPR is required by the licensing requirements of the Washington State Department of Health Massage Board. It is the student's responsibility to obtain training and certification for first aid/CPR through instructors outside the Institute of Structural Medicine. The Red Cross and local fire departments offer these classes throughout the year.

Each student is required to obtain their First Aid/CPR certification by the end of Section II.

(5) **Each student is required to have liability insurance to cover them while they are doing bodywork on models during the school year.** This is for the safety of the student, client and school. Insurance can be obtained at a student rate through either the ABMP or AMTA membership program. The rate for ABMP and AMTA increases to professional rates once the student becomes a Licensed Massage Therapist. Each student is responsible for obtaining their own insurance.

(6) At the end of the training, each student is required to obtain their state massage board license for Licensed Massage Therapist (LMP or LMT). If your state does not require a license, then the Director requires that you obtain a Washington State massage license (LMP). Some states, such as Washington, use the NCBTMB to administer the state board test. The estimated testing and certification fees listed in the cost estimate table are subject to change.

(7) At the end of the training, each student is required to obtain their state massage board license for Licensed Massage Therapist (LMP or LMT). If your state does not require a

license, then the Director requires that you obtain a Washington State massage license (LMP).

Each state has its own certification and licensing fees. Fees shown here are for Washington State and are subject to change. Please see Note 7 regarding NCBTMB.

(8) The professional association for Structural Medicine Specialist™ is the International Association of Structural Integrators (IASI). Each student is *strongly* encouraged to obtain a student membership (\$50) during the training and a professional membership (\$150) upon graduation. ISM, its staff, and students are involved in annual IASI conferences, which become part of the educational experience. As a professional Structural Medicine Specialist™, it is important that you participate in professional associations, represent the Structural Medicine™ community, interact with other professionals, and give back to the profession. IASI membership costs are subject to change.

(9) The tuition does not include costs for lodging or meals. The "ISM Information & Contacts" handout lists the contact information for local lodging, food, and other services in the ISM Methow Valley area.

(10) Each student is required to receive a minimum of ten (10) "structural integration" sessions of bodywork from a Structural Medicine Specialist™, Hellerworker, Rolfer, Soma, KMI or certified structural integration practitioner prior to the first day of instruction at ISM. Cost may vary with the practitioner's rate for services.



## Enrollment Agreement Contract continued

(11) Each student must provide two (2) letters of recommendation to the Director. One letter must be from a professional medical practitioner or licensed bodyworker. The second letter must be from a personal friend or associate.

(12) Submit a completed Structural Medicine Specialist™ Training Program Application Form with a photograph and non-refundable application and selection committee fee to the Director. Please see the “Structural Medicine Specialist™ Training Program Agreement, Annex A” for a schedule of payments and application and selection committee fee.

(13) Each students must be at least 25 years of age to enter the training program.

(14) Each student must have a minimum high school education and diploma or equivalent certificate.

(15) Each student must complete all educational prerequisites required by the Director.

*Student Initials* \_\_\_\_\_

### **Structural Medicine Specialist™ Training Program Agreement**

All training and student conduct and responsibilities are outlined and shall be bound by the conditions of the Structural Medicine Specialist™ Training Program Agreement (Enrollment Agreement Contract, Annex A).

*Student Initials* \_\_\_\_\_

### **Cancellation and Refund Policy**

All cancellation of enrollments and refunds shall be bound by the conditions of the Cancellation and Refund Policy (Enrollment Agreement Contract, Annex B).

*Student Initials* \_\_\_\_\_

### **Complaint Procedures and Remedies**

All complaints shall be submitted and processed according to and shall be bound by the conditions of the Complaint Procedures and Remedies (Enrollment Agreement Contract, Annex C).

*Student Initials* \_\_\_\_\_

### **Structural Medicine Specialist™ Licensing and Certification Agreement**

All training and student conduct and responsibilities are outlined and shall be bound by the conditions of the Structural Medicine Specialist™ Licensing and Certification Agreement (Enrollment Agreement Contract Annex D).

*Student Initials* \_\_\_\_\_

### **Agreement is Binding**

This Enrollment Agreement Contract and all contract annexes shall be binding only when they have been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time instruction begins.

*Student Initials* \_\_\_\_\_

### **Changes in Agreement**

Any changes to this Enrollment Agreement Contract or contract annexes shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

*Student Initials* \_\_\_\_\_



## Enrollment Agreement Contract continued

### Notice To The Buyer (Student)

**Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. Read both sides of all pages before signing.**

You are entitled to an exact copy of the agreement, the school catalog, and any other document that you are required to sign. You will be required to sign a statement acknowledging receipt of all applicable documents (Enrollment Agreement Contract, Annex F).

### Cancellation of This Contract

**If you have not started training, you may cancel this contract by providing written notice of cancellation to the school at its address shown on the contract.** The notice must be postmarked no later than midnight of the fifth business day prior to the date the first class commences (excluding Sundays and holidays), following your signing of this contract. The written notice must be personally or otherwise delivered to the school within this time limit. In event of dispute over timely notice, the burden of proof of service rests with the applicant.

### Unfair Business Practices

**It is an unfair business practice for the school to sell, discount or otherwise transfer this contract** or promissory note without the signed written consent of the student or his/her financial sponsors and a written statement notifying all parties that the cancellation and refund policy continues to apply.

### Private Vocational School Acknowledgement (PVSA) Notice

This school is licensed under chapter 28c.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**

Workforce Training and Education  
Coordinating Board  
128 Tenth Avenue SW  
P.O. Box 43105, Olympia, Washington  
98504-3105 (360) 753-5673

*Student Initials* \_\_\_\_\_



## Enrollment Agreement Contract continued

### Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine's:

- Structural Medicine Specialist™ Training Program Enrollment Agreement Contract
- Structural Medicine Specialist™ Training Program Enrollment Agreement Contract, Annex A
- Structural Medicine Specialist™ Training Program Cancellation and Refund Policy Enrollment Agreement Contract, Annex B
- Structural Medicine Specialist™ Training Program Complaint Procedures and Remedies Enrollment Agreement Contract, Annex C
- Structural Medicine Specialist™ Licensing and Certification Enrollment Agreement Contract, Annex D
- Private Vocational School Acknowledgement (PVSA) Enrollment Notice to Students, Enrollment Agreement Contract, Annex E

I have received a copy of the ISM School Catalog or brochure or I have accessed and read the catalog online at the Institute of Structural Medicine's official website; and I am entitled to an exact copy of this Enrollment Agreement Contract, ISM School Catalog, and any other contract documents that have I signed or referenced in this contract agreement. I hereby agree to abide by the conditions set forth herein.

I understand that I cannot represent myself as a Structural Medicine Specialist™ until I have signed and accepted the terms of the Structural Medicine Specialist™ Licensing Agreement and have successfully completed the Structural Medicine Specialist™ Training Program and all licensing and certification requirements.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR



This SMS™ TRAINING PROGRAM AGREEMENT is between the Institute of Structural Medicine and:

“Student”

STUDENT'S NAME (PRINT)

STUDENT'S SOCIAL SECURITY NUMBER (REQUIRED FOR THE STATE OF WASHINGTON)

**Purpose**

The purpose of this agreement is to define the terms and conditions under which the student shall be trained and certified by the Institute of Structural Medicine.

**Dates and Duration of Training**

SMS™ Training Program Starting Date:

DATE

SMS™ Training Program Completion Date:

DATE

**Student Responsibilities**

**The Student Shall:**

- (1) Make payments of:
  - \$550 non-refundable application and selection committee fee, plus
  - \$5,500 tuition deposit, due April 1, 2010, plus
  - \$500 tuition payment per month, 10 months per year for five years. Payment is due 1st of the month beginning May 1, 2010.
- (a) If student pays deposit (\$5,500) in full, **six months** prior to the start of training, the tuition is discounted \$1,000 at the end of the training.
- (b) If a student pays tuition in full **six weeks** prior to the start of training, the tuition is discounted \$2,000 at the end of the training. (\$30,500 full tuition).
- (c) If a scheduled payment is late, the student shall be charged a **12% late fee** for each **week** that any scheduled balance is outstanding.

- (2) **Be on time with payment on the 1st of the month according to the established tuition schedule for your class.**
- (3) **Obtain student liability insurance immediately (ABMP or AMTA).**
- (4) Fully complete the Structural Medicine Specialist™ Training Program. Attend and complete the ISM Training Program in its entirety starting on May 21, 2010, and complete all coursework defined in the ISM Independent Study Manual to the satisfaction of the faculty and Director.
- (5) Be on time for each daily meeting of class according to the faculty's schedule.
- (6) By the end of the first intensive training weekend, student must obtain all necessary professional materials needed to treat student structural medicine model clients. IE: bodywork treatment table, sheets, blankets and pillows, etc. OR have access to above items.
- (7) Have your own computer, digital camera, tripod, printer and know how to use them; digital video camera is highly recommended.
- (8) Complete all class home independent study and class intensive assignments and perform all required sessions with your student partner(s) and your practicum models to the satisfaction of the faculty.



(9) First Aid/CPR is required by the licensing requirements of the Washington State Department of Health Massage Board. It is the student's responsibility to obtain training and certification for First Aid/CPR through instructors outside the Institute of Structural Medicine. The Red Cross and local fire departments offer these classes throughout the year. Each student is required to obtain their First Aid/CPR certification by the end of Section II and submit a copy of their certification cards to ISM.

(10) Structural Medicine Specialist™ Training Program Years One through Four):  
Select five models for Years One through Four Structural Medicine™ practicums. Turn in signed documentation from each model that they have received the required home study practicum sessions and documentation/photos of the sessions, as well as the case study paper, SOAP notes, session paper and independent study work.

(11) Structural Medicine Specialist™ Training Program End of Year Four:  
Each student is required to obtain their state massage board license for Licensed Massage Therapist (LMP or LMT). If your state does not require a license, then the Director requires that you obtain a Washington State massage license (LMP). Some states, such as Washington, use the NCBTMB to administer the state board test. If so, it will be necessary to take and pass the NCBTMB national certification test.

(12) Structural Medicine Specialist™ Training Program Years Three and Four:  
Select five clients from your private practice to use as models for Year Three and Four Structural Medicine™ practicums. Turn in signed documentation from each model that

they have received the required sessions and documentation/photos of the sessions, as well as the case study paper, SOAP notes, session paper and independent study work.

(13) Structural Medicine Specialist™ Training Program Year Five Post-Graduation:  
In order to obtain final certification from the Institute of Structural Medicine as a Structural Medicine Specialist™, each student shall **complete and document 120 client sessions** (5 clients per week average) within six months after graduation.

**Failure to complete any or all of the above may terminate or postpone your training.**

*Student Initials* \_\_\_\_\_

### ISM Responsibilities

#### The Institute of Structural Medicine Shall Provide:

- (1) A non-residential training site.
- (2) Complete instructions in anatomy, bodywork, principles of movement, ethics, voice dialogue, energetics & boundaries, and psychology as related to Structural Medicine Specialist™ (SMS™) program.
- (3) Complete basic training in the performance of SMS™ treatment sessions, including bodywork, anatomy, movement education, and dialogue.
- (4) Advising is available on an as-needed basis. The advisor will be the liaison and support person for the student as needed.
- (5) Student Independent Study Manual – covering all coursework, all reading and homework assignments. (Homework, when completed will be turned in to Rosalee de la Forêt, Director of Student Affairs at ISM).



- (6) During Years 1 and 2, twelve (12) two-to-three hour sessions with student partner(s) under direct supervision by ISM faculty or the Director.
- (7) Professional business training in setting up your own practice with emphasis on client development, business practice, ethics, and boundaries & energetics.
- (8) School training facility library (during the intensive training sessions) covering various aspects of anatomy, structural bodywork, psychology, voice dialogue, and business training. DVD library available of practicum bodywork sessions and special subjects.
- (9) School training facility models for each student during the student's intensive training sessions in Years 1 – 4 at the school. These models will be used for supervised sessions and practicum testing.
- (10) One to five class model during Years 1 – 4 intensive training sessions. This model will be used for class demonstrations of Structural Medicine™ techniques and analytical testing.

*Student Initials* \_\_\_\_\_

**Termination of a Student by ISM**

The Student is subject to immediate termination and their actions are considered due cause for termination when any student:

- fails to maintain satisfactory academic progress,
- violates safety regulations,
- interferes with other students' work or capacity to learn,
- is boisterous, vulgar, or obscene,
- is under the influence of alcohol or drugs,
- or does not make timely tuition payment(s).

If the student is unwilling to participate fully in each aspect of the ISM training (bodywork, anatomy, energetics, psychology, personal growth, ability to self-examine and group dynamics, business, etc.), his/her training may be postponed or terminated.

*Student Initials* \_\_\_\_\_

**Official Termination Date**

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- (1) The date ISM receives **written** notice of the Student's intention to discontinue the training.
- (2) The date the Student is terminated by ISM for a violation of a published school policy that provides for termination.
- (3) When the Student, without notice to ISM, fails to attend any or all classes without prior permission.



**Agreement is Binding**

This contract agreement annex shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time instruction begins.

**Changes in Agreement**

Any changes to this contract agreement annex shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**  
Workforce Training and Education  
Coordinating Board  
128 Tenth Avenue SW  
P.O. Box 43105, Olympia, Washington  
98504-3105 (360) 753-5673

**Effective Date of Acceptance**

I, the Student, certify that I have read and understand the Institute of Structural Medicine’s Enrollment Agreement Contract and this Enrollment Agreement Contract Structural Medicine Specialist™ Training Program Agreement Annex A. I understand that I have a right to a copy of this signed agreement. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT’S NAME (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR



## Cancellation & Refund Policy Agreement

This CANCELLATION AND REFUND POLICY AGREEMENT is between the Institute of Structural Medicine and:

“Student”

STUDENT’S NAME (PRINT)

STUDENT’S SOCIAL SECURITY NUMBER (REQUIRED FOR THE STATE OF WASHINGTON)

### Purpose

The purpose of this agreement is to define the terms and conditions under which the student may cancel the ISM Enrollment Agreement Contract and contractual entitlements to refunds to the student should cancellation take effect.

### Refunds – Prior to Start of Classes

- (1) ISM will refund all tuition payments made by the Student, if the Student withdraws no later than midnight of the fifth day (excluding weekends and holidays) prior to the date that the first class is scheduled to begin, provided the Student has not commenced training. ISM will refund the Student’s payments within thirty (30) days of the Student’s official termination date.
- (2) After five business days (excluding weekends and holidays) prior to the date that the first class is scheduled to begin, the ISM may retain an established “Registration Fee” equal to **10% of the total tuition cost, or \$100**, whichever is less. “Registration Fee” refers to any fees or expenses incurred by the Institute of Structural Medicine in the processing of the Student’s application or setting up the Student’s record keeping. ISM will refund the Student’s payments within thirty (30) days of the Student’s official termination date.

- (3) The school reserves the right to cancel a starting class if the number of students enrolling is deemed insufficient. Such cancellation will be considered an enrollment rejection by the school and the Student is entitled to a full refund of all fees paid to the institute, less the \$550 application and selection committee fee. ISM will refund the Student’s payments within thirty (30) days of the Student’s official termination date.

Student Initials \_\_\_\_\_



## Cancellation & Refund Policy Agreement continued

### Refunds – After Classes Commence

The SMS™ Training Program is a non-resident training program consisting of 32 weekend intensives (Friday through Monday) in Twisp, WA, and 2 seven-day intensives in Hawaii. The primary form of instruction is at each of the intensive training sessions, with each weekend intensive consisting of 31 hours of instruction, each seven-day intensive consisting of 58 hours of instruction, plus 1,000 – 1,200 hours of required independent study. Allowable refunds to a Student after classes have commenced are structured according to the requirements of RCW 28C.10, Refund Policies and the terms and conditions of this contract.

Retention of tuition by ISM and allowable refunds to the Student are based on the total tuition cost (\$30,500) for the ISM SMS™ Training Program, in accordance with RCW 28C.10 requirements, not the contract schedule of payments from the Student to the school (payment due dates) and refunds do not include discounts for early payment. All retention amounts and refunds are based on \$30,500 tuition for the SMS™ Training Program.

ISM will refund Student payments, according to the conditions and terms shown in the table below, within thirty days of the student's official date of termination.

### Tuition Refund Schedule (After Classes Commence)

Student Completes This Part of Training	% Complete	ISM Retains This % of Total Tuition
Weekend 1 Training Session (one week) May 21–24, 2010	One Week	10% of Tuition (\$550)
Weekend 2 Training Session (more than one week) June 18–21, 2010	> One Week	10% of Tuition (\$600)
Weekend 3 Training Session plus 1 month home study July 16–19, 2010	> 10% AND > 2 Weeks	10% of Tuition (\$650)
Weekend 4 Training Session plus 3 weekend training and 2 months home study September 10–13, 2010	> 10% AND > 2 Weeks	10% of Tuition (\$700)
Weekend 5–8 Training Session plus 4 weekend training and 3 months home study October and November 2010	> 25 %	25% of Tuition (\$2,250)
Weekend 9–12 Training Session	> 50%	50% of Tuition (\$5,500)
Weekend 13–27 plus 2 seven-day intensive training sessions in Hawaii	> 50%	100% of Tuition (\$30, 500)

Student Initials \_\_\_\_\_



## Cancellation & Refund Policy Agreement continued

### Discontinuance of the SMS™ Training Program

If ISM discontinues the SMS™ Training Program of instruction after the Student enters training, including circumstances where ISM changes its location, the Student shall be notified in writing of such event and the Student is entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by ISM and agreed upon, in writing, by the student.

Should the SMS™ Training Program be discontinued, a **written** request from the Student for a refund must be made within 90 days from the date the SMS™ Training Program is discontinued or relocated. ISM shall refund the pro-rata amount within 30 days after receipt of such a request from the Student.

*Student Initials* \_\_\_\_\_

### Termination of a Student by ISM

The Student is subject to immediate termination and their actions are considered due cause for termination when any student fails to maintain satisfactory academic progress, violates safety regulations, interferes with other students' work or their ability to learn and participate in every aspect of the training, is boisterous, vulgar, or obscene, under the influence of alcohol or drugs, participate sufficiently in all aspects of class activities, or does not make timely tuition payment(s).

*Student Initials* \_\_\_\_\_

### Official Termination Date

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

1. The date ISM receives **written** notice of the Student's intention to discontinue the training.
2. The date the Student is terminated by ISM for a violation of a published school policy that provides for termination.
3. When the Student, without notice to the ISM fails to attend any or all classes without prior permission.
4. When a student fails to attend any of the school intensive weekend training sessions (in school practicum sessions) or seven-day intensive sessions without prior permission from the Director.

*Student Initials* \_\_\_\_\_



# Cancellation & Refund Policy Agreement continued

### Agreement is Binding

This contract agreement annex shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time instruction begins.

Changes in the Agreement: Any changes to this contract agreement annex shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**  
Workforce Training and Education  
Coordinating Board  
128 Tenth Avenue SW  
P.O. Box 43105, Olympia, Washington  
98504-3105 (360) 753-5673

### Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine’s Enrollment Agreement Contract and this Cancellation and Refund Policy: Enrollment Agreement Contract - Annex B. I understand that I have a right to a copy of this signed agreement. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT’S NAME (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR



# Complaint Procedures & Remedies Agreement

This COMPLAINT PROCEDURES & REMEDIES AGREEMENT is between the Institute of Structural Medicine and:

“Student”

STUDENT’S NAME (PRINT)

STUDENT’S SOCIAL SECURITY NUMBER (REQUIRED FOR THE STATE OF WASHINGTON)

### Purpose

The following procedures will be used by the Institute of Structural Medicine (ISM), in compliance with RCW 28C.10.120 (“Chapter”), to process, resolve, or remedy any student complaints with regards to the ISM Enrollment Agreement Contract.

### Complaints

ISM is licensed under this Chapter. Inquiries or complaints regarding this private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 Tenth Avenue SW, PO Box 43105, Olympia, Washington 98504-3105 (360) 753-5673.

- (1) Complaints may be filed under this Chapter only by a person claiming loss of tuition or fees as a result of an unfair business practice. The complaint shall set forth the alleged violation and shall contain information required by the agency on forms provided for that purpose. A complaint may also be filed with the agency by an authorized staff member of the agency or by the attorney general.
- (2) The agency shall investigate any complaint under this section and shall first attempt to bring about a negotiated settlement. The agency director or the director’s designee may conduct an informal hearing with the affected parties in order to determine whether a violation has occurred.

- (3) If the agency finds that ISM or its agent engaged in or is engaging in any unfair business practice, the agency shall issue and cause to be served upon ISM an order requiring ISM to cease and desist from the act or practice and may impose the penalties provided under RCW 28C.10.130. If the agency finds that the complainant has suffered loss as a result of the act or practice, the agency may order ISM to pay full or partial restitution of any amounts lost. The loss may include any money paid for tuition, required or recommended course materials, and any reasonable living expenses incurred by the complainant during the time the complainant was enrolled at the school.

- (4) The complainant is not bound by the agency’s determination of restitution. The complainant may reject that determination and may pursue any other legal remedy.
- (5) ISM may, within twenty days of being served any order described under subsection 3 of this section, file an appeal under the administrative procedure act, chapter 34.05 RCW. Timely filing stays the agency’s order during the pendency of the appeal. If the agency prevails, the appellant shall pay the costs of the administrative hearing.

Student Initials \_\_\_\_\_



# Complaint Procedures & Remedies Agreement continued



### ISM Right to Appeal

- (1) In addition to the action described under RCW 28C.10.120(5), ISM may appeal the following:
  - (a) A denial of an exemption under RCW 28C.10.030(6).
  - (b) A denial, suspension or revocation of licensing under RCW 28C.10.050.
- (2) An appeal filed by ISM will result in an administrative hearing conducted by a designated hearings officer in accordance with the Administrative Procedure Act, chapter 34.05 RCW (see RCW 28C.10.120):
  - (a) The hearings officer will make findings and conclusions in accordance with the Administrative Procedure Act, chapter 34.05 RCW. The findings, conclusions, and any recommendations for action will be submitted to the executive director for final action pursuant to RCW 34.05.464.
  - (b) The executive director may accept or reject, in whole or in part, any recommendations made by the hearings officer, may remand for further findings, or take any other action deemed appropriate under the circumstances, pursuant to the provisions of the act and these rules.

*Student Initials* \_\_\_\_\_

### Processing the Student's Complaint

- (1) A complaint must be filed no more than one calendar year following a resident student's last recorded date of attendance, or sixty calendar days from the date a school ceases to provide educational services.

- (2) The agency may extend the time a student has to file a complaint if the student can establish that good faith efforts to obtain satisfaction from ISM were being made during the time elapsed.
- (3) The term "a person" used to reference a complainant under RCW 28C.10.120(1) is further defined to mean only individuals who established a contractual relationship through their enrollment in a school or, in the case of a minor, the minor's parent or guardian.
  - (a) Private or public agencies, employers, or others who contract with a private vocational school to provide training services to a particular individual or individuals do not have access to the complaint process.
  - (b) When a person establishes a financial obligation for only a portion of the contracted costs and is subsidized for the remainder as described under (a) of this subsection, that student's claim will be prorated to recognize only the unsubsidized amount.
- (4) The agency may consider the following costs when determining losses suffered by a complainant:
  - (a) Tuition and fees;
  - (b) Transportation costs;
  - (c) Books, supplies, equipment, uniforms and protective clothing, rental charges; and
  - (d) Insurance required by the school.



# Complaint Procedures & Remedies Agreement continued



- (5) In estimating a student's attendance related expenses other than tuition, the agency may use standards developed under Title IV of the Higher Education Act or those of the Washington state departments of employment security and social and health services.
- (6) When the agency receives a complaint, it will:
  - (a) Evaluate the complaint for completeness and to determine eligibility within ten working days after receipt;
  - (b) Accept or reject the complaint and so notify the complainant within an additional five working days;
  - (c) Forward a copy of a bona fide complaint and related attachments to the school by certified mail.
- (7) ISM has fifteen working days after receipt to respond to the student's complaint. If ISM fails to submit a timely response the agency will conclude the school has no defense to offer.
- (8) Based on all information then available, the agency will:
  - (a) Investigate the facts;
  - (b) Secure additional information if so indicated;
  - (c) Attempt to bring about a negotiated solution;
  - (d) Adjudicate the complaint by making findings, conclusions, and determinations; and
  - (e) Notify all parties of the determinations and remedies.
- (9) If a student can document that the procedures used by the agency to resolve a complaint were either unreasonable, unfair, or not in keeping with the intent of the law, the student may request a review of the decision.
  - (a) The student must request the review in writing within twenty days following receipt of the complaint determination. A timely request stays the agency's determination during the review process.
  - (b) When the agency receives a request for review it will:
    - (i) Notify the school that the student has requested a review and that the complaint determination will not take effect until the review has been completed;
    - (ii) Schedule an informal hearing to be conducted by agency staff; and
    - (iii) Make a final determination regarding the complaint within fifteen working days following the hearing.

*Student Initials* \_\_\_\_\_



# Complaint Procedures & Remedies Agreement continued



### Agreement is Binding

This Enrollment Agreement Contract shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time instruction begins.

### Changes in Agreement

Any changes to this Enrollment Agreement Contract shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**  
Workforce Training and Education  
Coordinating Board  
128 Tenth Avenue SW  
P.O. Box 43105, Olympia, Washington  
98504-3105 (360) 753-5673

### Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine’s Complaint Procedures & Remedies Agreement: Enrollment Agreement Contract – Annex C. I am entitled to an exact copy of this contract document. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT’S NAME (PRINT)

SIGNATURE

DATED MONTH DAY YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED MONTH DAY YEAR



Enrollment Agreement Contract  
Certification Agreement

Annex  
D

This CERTIFICATION AGREEMENT is between the Institute of Structural Medicine and:

“Student”

STUDENT’S NAME (PRINT)

STUDENT’S SOCIAL SECURITY NUMBER (REQUIRED FOR THE STATE OF WASHINGTON)

**Authorization**

The Institute of Structural Medicine is authorized to operate as an approved private post-secondary school by the State of Washington Work Force Training and Education Coordinating Board under Washington State law, Chapter 28C.10 RCW.

**Purpose**

Structural Medicine is an educational process dealing with the structure and the movement of the human body in the field of gravity and with the relationship of the body to the whole person.

Institute of Structural Medicine owns the name Structural Medicine Specialist, the body of knowledge and all logos, copyrights and service marks related to Structural Medicine. In addition, ISM is the sole certifying agency for Structural Medicine Specialist™.

**Certification Requirements**

**(1) Selection Committee Interview Fee**

In order to enter the SMS™ Training Program, the Student/Practitioner must appear before the ISM Selection Committee of the Institute of Structural Medicine, which will determine the candidate’s suitability and readiness for a professional career in Structural Medicine™ Program.

Prior to this interview, a check in the amount of \$550 from the student is payable to the Institute of Structural Medicine.

Student Initials \_\_\_\_\_

**(2) Certification Fees**

In order to be certified as a Structural Medicine Specialist™ the Student/Practitioner must complete, to the satisfaction of the faculty of the Institute of Structural Medicine, the Structural Medicine Specialist™ Training Program as defined in the ISM School Catalog, the Enrollment Agreement Contract, and all applicable contract Annexes. Upon satisfactory completion of instruction, the Institute of Structural Medicine will grant the Student/Practitioner a temporary SMS™ certification to practice Structural Medicine™ during the “In-Practice” phase(s) of the ISM Structural Medicine Specialist™ training program. All standards of professional and business practices will apply to the Student/Practitioner. In order to maintain the SMS™ certification, the Student/Practitioner must satisfy the agreements set forth in this Structural Medicine Specialist™ Certification Agreement – Annex D of the Enrollment Agreement Contract.

Student Initials \_\_\_\_\_

**(3) Continuing Professional Education**

Upon graduation and receiving certification as a Structural Medicine Specialist™ the SMS™ agrees to complete a minimum of 48 hours of continuing education units (CEUs) each calendar year. The intention of this provision is to maintain high standards of quality in the performance of a Structural Medicine Specialist™. In addition, the graduate agrees to receive 1 full structural integration series (10-12 sessions) every 5 years minimum.

Student Initials \_\_\_\_\_



Enrollment Agreement Contract  
Certification Agreement continued

**(4) Code of Ethics**

The Practitioner shall at all times maintain professional and ethical conduct as well as sound business practices with the intent to ensure the well being of the client:

- (a) All client sessions are confidential and all information collected about a client session is confidential.
- (b) Nudity or the degree of undressing for a session is the client's choice.
- (c) No work shall be performed on a client's genitals.
- (d) The SMS™ shall not engage in sexual relations or have sex with a client.
- (e) No alcohol or drugs shall be used or consumed by SMS™ or client during a session.

*Student Initials* \_\_\_\_\_

**(5) Standards of Professional Practice**

The SMS™ shall:

- (a) Obtain all appropriate licensing as required by state and local governments.
- (b) Obtain and maintain both general liability and professional liability insurance coverage, and hold the Institute of Structural Medicine harmless from any claims, liability or judgment arising out of the SMS' activities as a practitioner of Structural Medicine.
- (c) Maintain complete client session record keeping.
- (d) Disclose to the client any techniques and methods used that are not part of Structural Medicine.™

*Student Initials* \_\_\_\_\_

- (e) Refer clients to other health professionals if the client is looking for a diagnosis or treatment or if the SMS™ suspects the need for such.

The practitioner shall not:

- (a) Make any medical promises to the client or diagnosis of illness.
- (b) Use session for promotion of any products or services other than Structural Medicine.™
- (c) Promote or endorse any product or service in the name of Structural Medicine™ without prior written authorization of the Institute of Structural Medicine.
- (d) Use the name "Structural Medicine Specialist™" in any association, partnership or corporation without the prior written authorization of the Institute of Structural Medicine.

**(6) Duration of the SMS™**

**Four-Year Training Program**

The Structural Medicine Specialist™ Training Program consists of eight four day weekends per year for four years non-residential practicum courses that develop anatomical skills and movement expertise of the Student/Practitioner. In between practicum training is the Independent Study Program, building the basic skills of Structural Medicine. Additionally there are two seven-day intensives, held at the end of year two and beginning of year four. There is also an optional fifth year of study available.

*Student Initials* \_\_\_\_\_



Enrollment Agreement Contract  
**Certification Agreement** continued

**Annex  
D**

**(7) Completion of Payment for the Structural Medicine Specialist™ Program**  
Licensure as a Certified Structural Medicine Specialist™ is contingent upon satisfactory completion of payment for the Structural Medicine Specialist™ Training Program, as outlined and required in “Enrollment Agreement Contract: SMS™ Training Program Agreement – Annex A”.

Under normal circumstances, payment is complete before each student graduates. If for any reason the Student/Practitioner’s payment schedule is extended by the ISM Director, then the Student/Practitioner understands and agrees that if his or her payment is late or in default according to the terms of the agreement, then he or she shall be de-certified as a Certified Structural Medicine Specialist™ at the discretion of the Institute of Structural Medicine.

Reinstatement as a Certified Structural Medicine Specialist™ shall be dependent upon the Student/Practitioner completing all payments according to contractual terms and conditions and the terms and conditions of this certification agreement.

*Student Initials* \_\_\_\_\_

**(8) Violations of Conditions**  
Any violation of the conditions in Annex D contract Items 2 through 7 shall be cause for cancellation of the certification to practice Structural Medicine™ and certification as a Certified Structural Medicine Specialist.™ If a SMS™ elects to discontinue practicing Structural Medicine,™ then all certification, rights and privileges related to being certified as a Structural Medicine Specialist™ practitioner will cease to be in effect. The

practitioner can apply for reinstatement as a Structural Medicine Specialist™ with the Institute of Structural Medicine at a later date, subject to review and approval by the Institute of Structural Medicine.

*Student Initials* \_\_\_\_\_

**Agreement is Binding**

This contract agreement annex shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time instruction begins.

**Changes in the Agreement**

Any changes to this contract agreement annex shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**  
Workforce Training and Education  
Coordinating Board  
128 Tenth Avenue SW  
P.O. Box 43105, Olympia, Washington  
98504-3105 (360) 753-5673



Enrollment Agreement Contract  
Certification Agreement continued

**Effective Date of Acceptance**

I, the Student, certify that I have read and understand the Institute of Structural Medicine’s Enrollment Agreement Contract and this Structural Medicine Specialist™ Certification Agreement: Enrollment Agreement Contract - Annex A. I understand that I have a right to a copy of this signed agreement. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student/Practitioner and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

\_\_\_\_\_  
STUDENT’S NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATED

\_\_\_\_\_  
MONTH

\_\_\_\_\_  
DAY

\_\_\_\_\_  
YEAR

\_\_\_\_\_  
ISM REPRESENTATIVE (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATED

\_\_\_\_\_  
MONTH

\_\_\_\_\_  
DAY

\_\_\_\_\_  
YEAR



Enrollment Agreement Contract

Annex E

# Private Vocational School Acknowledgment (PVSA) Enrollment Notice to Students

This notice to you as a student, is required by Washington State law (RCW 28C.10), which requires ISM, a licensed private vocational school, to provide the following information. You are entitled to a copy of this notice for your enrollment contract records.

### Acknowledgment By Enrollee

- (1) I understand and accept that any contract for training I enter into with the Institute of Structural Medicine contains legally binding obligations and responsibilities.
- (2) I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
- (3) I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.

### Acknowledgment By School

Prior to being enrolled in the Institute of Structural Medicine (ISM), the applicant, whose name and signature appears on this page, has been made aware of the legal obligations he/she takes on by entering into a contract with ISM for training. ISM has discussed cautions with the student about acquiring an excessive debt burden that might become difficult to repay, given employment opportunities and average starting salaries in his/her chosen occupation.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR



## Structural Integration Bodywork Series Received

Before you begin the SMS™ training, you are required to receive a minimum of ten structural integration bodywork sessions from a Structural Medicine Specialist,™ Hellerworker, Rolfer, Soma, KMI or certified SI practitioner. The structural integration series must be received no more than two years prior to the beginning of the ISM training.

Additionally, it is required for each graduate to receive one full structural integration series (10–12 sessions) every five years at the minimum.

*Please fill out the information below to provide documentation of the required SI series, and attach a copy of the Structural Integration Practitioner’s certification from the IASI.*

I certify that I, \_\_\_\_\_ have received \_\_\_\_\_  
STUDENT APPLICANT NAME NUMBER OF SESSIONS

of \_\_\_\_\_  
TYPE OF BODYWORK SESSION

performed by \_\_\_\_\_  
NAME OF PRACTITIONER

from \_\_\_\_\_ to \_\_\_\_\_  
MONTH DAY YEAR MONTH DAY YEAR

\_\_\_\_\_  
STUDENT APPLICANT SIGNATURE MONTH DAY YEAR

\_\_\_\_\_  
PRACTITIONER SIGNATURE MONTH DAY YEAR



## Client Hours of Structural Integration

Within six months after graduation, each graduate must complete and document 120 client sessions (average of 5 clients per week for 24 weeks), in order to obtain final certification from the Institute of Structural Medicine as a Structural Medicine Specialist.™ Signed documentation from each client model that they have received the required sessions and photographs are required.

*Please have your clients fill out the form below.*

I certify that I, \_\_\_\_\_ have received \_\_\_\_\_

CLIENT'S NAME (PLEASE PRINT) NUMBER OF HOURS

of structural integration bodywork, performed by \_\_\_\_\_

NAME OF STUDENT GRADUATE

from \_\_\_\_\_ to \_\_\_\_\_

MONTH DAY YEAR MONTH DAY YEAR

\_\_\_\_\_  
CLIENT SIGNATURE MONTH DAY YEAR