



## Information & Contacts

Below is information on where the Institute of Structural Medicine Training Center is located, and other contact information that you may need as you go through the school application process.

### Primary Contact Information

#### Training Center:

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

#### Mailing & Payment Address:

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

Donna Bajelis, Director  
(206) 713-9758 *Cell – preferred*  
(206) 275-0458 *Fax*  
donnabajelis@gmail.com

### Directions to the School

Directions to the school and map links are available on our website at:

[www.structuralmedicine.com/contact](http://www.structuralmedicine.com/contact)

### Training Program Checklist

Refer to the SMS™ 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 at [www.structuralmedicine.com/future-students/application-process](http://www.structuralmedicine.com/future-students/application-process) or contact us at:

Institute of Structural Medicine  
4242 East Mercer Way  
Mercer Island, WA 98040  
donnabajelis@gmail.com

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

#### Send Application Forms & Payments to:

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

#### Make Checks Payable to:

Institute of Structural Medicine



## Information & Contacts continued

### School Catalog

The SMS™ Training Program Catalog is available online at:

[www.structuralmedicine.com/  
future-students/application-process](http://www.structuralmedicine.com/future-students/application-process)

### Tuition Fees and Payment Schedule

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

[www.structuralmedicine.com/  
future-students/tuition](http://www.structuralmedicine.com/future-students/tuition)

### 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/current-students/  
training-schedule](http://www.structuralmedicine.com/current-students/training-schedule)

### 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)

25188 Genesee Trail Road, Suite 200  
Golden, CO 80401

(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)

EarthLite (Electric Table)

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

Custom Craftworks

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

Costco

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



## Information & Contacts continued

### **Scheduling Your National Certification Exam(s)**

You must apply to the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and/or the Federation of State Massage Therapy Boards (FSMTB) to take one or both of the national certification tests in order to get your LMP license from the State of Washington (and some other states). A fee is required (see the organizations' individual websites listed below for details).

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

1333 Burr Ridge Pkwy STE 200  
Burr Ridge, IL 60527  
(800) 296-0664  
(630) 627-8000  
info@ncbtmb.com  
[www.ncbtmb.org](http://www.ncbtmb.org)

#### **Federation of State Massage Therapy Boards (FSMTB)**

Massage & Bodywork Licensing Exam Office:  
150 4th Avenue North, Suite 800  
Nashville, TN 37219  
(866) 962-3926  
mblex@fsmtb.org  
[www.fsmtb.org](http://www.fsmtb.org)

### **State Certification LMP License**

#### **Washington State Department of Health**

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/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MessageTherapist](http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MessageTherapist)

#### **Health Professions Quality Assurance Customer Service Center**

PO Box 47877  
Olympia WA 98504  
(360) 236-4700  
(360) 236-4818 Fax  
hpqa.csc@doh.wa.gov

#### **License Application Form**

[www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MessageTherapist/ApplicationsandForms](http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MessageTherapist/ApplicationsandForms)

#### **Fees**

[www.doh.wa.gov/hsqa/professions/Message\\_Therapy/fees.htm](http://www.doh.wa.gov/hsqa/professions/Message_Therapy/fees.htm)

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

[apps.leg.wa.gov/Rcw/dispo.aspx?Cite=18.108](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**

7044 S 13th Street  
Oak Creek, WI 53154  
(414) 908-4947  
info@thiasi.net  
[www.theiasi.net](http://www.theiasi.net)

### **Submit Client Practicum Documentation & Independant Study Work**

Submit to:

Institute of Structural Medicine  
4242 East Mercer Way  
Mercer Island, WA 98040



## 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.

Here are a few inexpensive lodging possibilities:

#### **Twisp River Suites**

#### **Idle a White Motel**

#### **The Sportsman Motel**

If none of these options work, research Twisp or Winthrop lodging to find a place to stay.

### Restaurants in Twisp

#### **Cinnamon Twisp Bakery**

Baked goods, sandwiches, soups  
116 Glover Street N, Twisp  
(509) 997-5030

#### **Glover Street Market**

Salad bar, smoothies, grocery  
124 Glover St N, Twisp

#### **Fork**

Takeout food truck  
502 S Glover Street, Twisp

#### **Tappi**

Italian food  
201 S Glover Street, Twisp

### 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**

Laundry and showers  
Next to Hanks Grocery store  
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.

### 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.

#### **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.



## Information & Contacts continued

### Medical Facilities

#### **Confluence Health/Methow Valley Clinic**

1116 State Route 20, Winthrop

(509) 996-8180

[www.confluencehealth.org/locations/methow-valley-clinic](http://www.confluencehealth.org/locations/methow-valley-clinic)

#### **Mid Valley Hospital**

810 Jasmine Street, Omak, WA

(509) 826-1760

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

#### **Three Rivers Hospital: Brewster Hospital**

507 Hospital Way, Brewster, WA

(509) 689-2517

[threerivershospital.net](http://threerivershospital.net)

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.