



Training Requirements Checklist

Complete Before Training Begins *after acceptance into the program*

- ☐ Schedule and receive a minimum of ten 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 5.
- ☐ Arrange for your lodging in Twisp for the first intensive (Week 1). See the Information and Contacts section for information about food, lodging and services in the area.
- ☐ 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 \$6,000 tuition deposit six weeks prior to the start of the training. Note that a \$2,000 tuition discount is applicable when you pay your tuition in full six weeks prior to the start of training. We must receive it six weeks prior. See contract payment schedule and potential late fees in contract Annex A. For payment address, see the box on page 2.
- ☐ 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 1. Students will need to complete the Structural Medicine™ series on five client models during independent study (year 1 to year 2.5). Provide documentation of table purchase (or access to a table) to ISM Director.

See Information and Contacts, page 2 for list of treatment table vendors. You will have the opportunity to see and use various brands of tables at the school, prior to purchase.

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

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 2 for ABMP and AMTA contact information.

- ☐ Obtain candidate 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 candidate membership (\$65), and a professional membership (\$170) upon graduation. ISM, its staff, and students are involved in annual IASI conferences, which becomes 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 3 for IASI contact information.



Training Requirements Checklist continued

Year One

- ☐ Attend all weekend intensives at the training center in Twisp, WA, and the Structural Medicine Clinics on Mercer Island, WA. Details at www.structuralmedicine.com.
- ☐ Complete all independent study homework and papers, and submit to the Director of 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 of ISM 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. Send payments to: Institute of Structural Medicine, 103 Ross Rd, Twisp, WA 98856.
- ☐ Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.

Year Two

- ☐ Attend all weekend intensives at the training center in Twisp, WA, and the Structural Medicine Clinics on Mercer Island, WA.
- ☐ Attend the seven-day intensive at the Twisp Training Center 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. *Send payments to: Institute of Structural Medicine, 103 Ross Rd, Twisp, WA 98856.*
- ☐ 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.



Training Requirements Checklist continued

Year Two-and-a-Half

- ☐ Attend all weekend intensives at the training center in Twisp, WA, and the Structural Medicine Clinics on Mercer Island, WA.
- ☐ 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. *Send payments to: Institute of Structural Medicine, 103 Ross Rd, Twisp, WA 98856.*
- ☐ Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.
- ☐ Develop your practice.

Graduation from Structural Integration Program (2.5 Years)

- ☐ Congratulations!
- ☐ Obtain your transcript from ISM.
- ☐ National certification exams – choose one or both:
 - National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) exam, a national certification test for massage therapists. Details at www.ncbtmb.org
 - Massage & Bodywork Licensing Exam (MBLEx), provided through the Federation of State Massage Therapy Boards (FSMTB). Details at www.fsmtb.org

The process takes about three months to complete, so give yourself lead time.

See Information and Contacts on page 3 for more contact information and links.

- ☐ State Massage License:
 - Obtain state massage license to practice Structural Integration. 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 3 for more contact information and links to forms.

More on next page.



Training Requirements Checklist *continued*

Graduation from Structural Integration Program (2.5 Years) *continued*

- ☐ 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 2 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 3 for IASI contact information.

Year Two-and-a-Half to Year Four

- ☐ Attend all weekend intensives at the training center in Twisp, WA, and the Structural Medicine Clinics on Mercer Island, WA.
- ☐ 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. *Send payments to: Institute of Structural Medicine, 103 Ross Rd, Twisp, WA 98856*
- ☐ Follow the ISM SMS™ Code of Ethics as stated in the Certification Agreement – Annex D.
- ☐ Develop your practice.

Graduation from Structural Medicine Program

- ☐ 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.



Training Requirements Checklist continued

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

- ☐ 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 of the Structural Medicine Program, 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. This includes full Structural Medicine series work on a minimum of five additional clients.
- ☐ 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.”
- ☐ Attend International Fascia Congress once every four years (at additional cost).
www.fasciacongress.org.
- ☐ Attend cadaver dissection class once every ten years (at additional cost).

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

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.



Client Hours of Structural Integration

Within six months after graduation, each Structural Medicine Specialist™ 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 is required to verify the required sessions and photographs.

Please have your clients fill out the form below.

I certify that I, _____ have received _____ hours
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