

Santa Fe School of Massage

# Student Handbook

April 15 – October 4, 2019



*"I would love to live like a river flows,  
carried by the surprise of its own unfolding."*

– John O'Donohue

**Santa Fe School of Massage**

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# Student Handbook

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- *We reserve the right to make changes*

**Students are responsible for the information contained in this Student Handbook, and need to sign off on it. Thank you!**

# Courses and Instructors

*Healing Quality of Touch; Pathophysiology  
and Business  
Nurturing, Therapeutic Massage*

*Ethics of Touch; Interpersonal Neurobiology  
Deep Tissue Integrative Bodywork  
Chair Massage  
Working with Fragile Client  
Clinic Supervisors (Clinical Practicum)*

*Anatomy & Kinesiology; Biological Model of Trauma  
Polarity Therapy  
Shiatsu  
Massage and Cancer  
Communication Skills; Resourcing  
The Subtle Body  
Introduction to Biodynamic Craniosacral  
Personal and Professional Development  
Hydrotherapy*

Caitlin Townsend, LMT, RMTI S-518  
Mauro Rivera, LMT, RMTI S-396  
Kayla Lucky, LMT, RMTI S-565  
Silvia Stenitzer, MA, LPCC, LMT  
Kayla Lucky, LMT, RMTI S-565  
Oliver Knudsen, LMT, RMTI S-606  
Kim Gibbs, BA, LMT, RMTI S-446  
Stacia Shiffler, LMT, RMTI S-479  
Kayla Lucky, LMT, RMTI S-565  
and RMTI Staff  
Jackson Mathey, LMT, RMTI S-582  
Shanna Marsh, MA, BCPP, RPE  
Lauri Genesio, LMT, RMTI I-564  
Emilie Brough, DOM  
Leonora Lorenzo, LMSW  
Cathy Black, MA  
Teena Walker, RCST®  
Staff  
Farice Rezabek, BS, LMT, RMTI I-0058

The mediocre teacher tells. The good teacher explains.  
The superior teacher demonstrates.  
The great teacher inspires.

~William Arthur Ward

# Calendar

## Massage Program: April 15 – October 4, 2019

**A detailed schedule will be given to students on the first day of school, and also posted on the bulletin board.**

Classes are generally 9am-5pm, until some evenings are added during Student Clinic.

From April 15 – August 2 classes are Monday through Thursday, with the exception of Friday 7/12 and Friday 7/19.

Starting the week of August 5 classes will be held Monday through Friday to accommodate Student Clinic, plus one evening per week (day of the week TBA). Students will sign up for 4 clinic appointments each week within the clinic schedule.

<b>Term 1:</b>	<b>April 15 – June 13</b>
<i>Break:</i>	<i>June 14 - 23</i>
<b>Term 2:</b>	<b>June 24 – August 16</b>
<i>Break:</i>	<i>August 17 - 25</i>
<b>Term 3:</b>	<b>August 26 – October 4</b>
<b>Graduation:</b>	<b>October 4, 2019</b>

**Study time:** This varies for each individual, but plan on studying approximately one to two hours per week for each in-class hour of the science courses per week.

# Required Booklist - for April 2019



Please purchase the edition listed.

You will need to order these on-line. You can usually find USED copies for quite a bit less than brand new. Don't order from outside of US on eBay (we found out the hard way ;-)

Mosby's Essential Sciences for Therapeutic Massage: Anatomy, Physiology, Biomechanics, and Pathology, 5<sup>th</sup> Ed  
by Sandy Fritz

The Atlas of Human Anatomy, 7<sup>th</sup> Ed  
by Frank H. Netter

Illustrated Essentials of Musculoskeletal Anatomy, 5<sup>th</sup> Ed  
by Seig & Adams

Pathology A-Z, A Handbook for Massage Therapists, 3rd Ed  
by Premkumar

The Balanced Body: A Guide to Deep Tissue and Neuromuscular Therapy 4<sup>th</sup> Ed  
By Donald W. Scheumann

Business Mastery, 5<sup>th</sup> Ed  
by Sohnen-Moe

Ethics of Touch, 2<sup>nd</sup> Ed  
by Sohnen-Moe & Benjamin

Touching Ki: The Healing Art of Shiatsu  
By Matthew Sweigart (This book will be available at the school)

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Recommended (optional):

Anatomy Trains: Myofascial Meridians for Manual and Movement Therapists 3<sup>rd</sup> Ed  
by Tom Myers (\$58.83 new)



# Attendance Policy

In order to maintain the high standards of our program, we request your full participation. Please be here on time, and stay until the end of class.

## **What is On-Time? Arriving early!**

Being on-time is actually arriving early. Please leave time before classes begin in order to take care of personal details like the restroom, lockers and other preparation. Showing up on time means being in the classroom a few minutes before the class starts, being present, and ready to participate.

## **What is Late?**

Students who enter the classroom after the class has started will be marked “late.” PLEASE NOTE: The door will close at the start of class and you may not enter until the first break. So you will miss all that information.

## **Leaving Early**

Leaving class early will be counted the same as a “late.”

## **2 lates will constitute one absence.**

Students missing 50% or more of any given class period (either by arriving late or leaving early) will be counted absent for that class.

## **Chronic Lateness**

When a student is late time after time, we believe that it is a communication from the student that something isn't working. Students who exhibit late arrival to a degree that is predictable or disruptive will be contacted by the administration for a problem-solving discussion. While we are aware of the demands and complexities of modern life, we expect students to make good time-management choices. Please be considerate of yourself, your teacher and your fellow students and plan ahead to be on-time.

## **Absences**

Please call if you are not going to be present for a class. Classes at the SFSOM are small and close-knit. People will want to know that you are okay if you don't show up.

## **Absences in CORE Courses**

The following core courses have a minimal number of allowable hours that may be missed without any make-up required. Each instructor will let you know the amount for her/his class.

- Healing Quality of Touch
- Nurturing Therapeutic Massage
- Integrative Deep Tissue Bodywork
- Anatomy & Kinesiology
- Pathophysiology

Absences beyond the allowable number for these above courses will need to be made up with assignments and/or tutorials. The make-up and/or tutorials will be determined by the instructor according to missed content. Any make-up work is expected to be completed promptly, and it is your responsibility to contact the instructor to find out what is required.

Bodywork classes: If a student misses a demo for a new body part, a tutorial will be required to be completed as soon as possible, regardless of how many other absences have accumulated. This is essential for learning the strokes.

Missing 20% or more of a core-course would require the student repeat the entire course, if there is room in the course and if the student is re-admitted into the program. Tuition would be charged at the current rate. Exceptions to this are handled on an individual basis.

## Religious Holy Days

If we have school scheduled on a religious holy day and you need to miss class, you need to discuss this with us ahead of time. Your absence will be accepted and will not be counted toward your total absences if you let us know in advance.

We will try not to schedule exams on such days, but if we do, you will need to speak with the instructor immediately and set up a time to take the exam within one week. If you missed learning a new body-part in a massage class, you will need to do tutoring to learn that part.

## Make-up Policy

Each instructor will determine the type of make-up work that needs to be completed in order to pass his/her course: tutorials and/or papers, depending on the material you missed.

### **Mandatory Tutorials**

Tutorials may be required due to absences, but students may also ask for tutorials at any time they feel they need additional instruction. Instructors have a limited number of hours available for tutorials. Tutorials with Instructors are \$50 per hour. They take place at the school. On occasion, group tutorials will be arranged, but the hourly fee is still \$50 per student. If you have to miss a scheduled tutorial, you will need to cancel with the Instructor at least 24 hours in advance or you will need to pay the fee. Best for everyone - come to class so that make-up work is not necessary.

## **Leave of Absence and Re-admission Policy**

Under extenuating circumstances such as illness or death in the family, a student may need to temporarily withdraw from the program. In such cases, we will work with the student to allow him/her to re-enroll in the current program and do make-up work if no more than 20% of a core class was missed. In these extenuating circumstances cases we also permit students to re-enroll in a future program with no additional tuition fees.

## **Possible Other Fees** (In addition to tutorials as described above)

### **Lack of Cancellation within 24 Hours**

If you need to cancel a tutorial, you must do so 24 hours in advance. Failure to do so will result in a \$50 fee charged to your account.

The school pays the instructors for your hands-on practical exam for Nurturing Therapeutic Massage. You will schedule these with your instructors. If you are unable to keep your appointment, you must cancel 24 hours in advance. If you do not cancel 24 hours in advance or if you just don't show up, you will be charged \$65 for the practical exam. This fee is for the appointment you did not cancel in time. You will need to reschedule and the school will pay for the session when it does take place.

### **Re-testing for Written Exams**

Should you miss a written exam, the make-up test fee is \$50. You will need to schedule the make-up time with the instructor or the office (whomever will proctor the exam). Re-tests may also be taken for a limited amount of failed exams. The fee is \$50 for a repeat exam. It is up to you to schedule the exam and take it within one week of the missed or failed exam. If you don't take it during that week, the original grade will be the one that counts. PLEASE NOTE: if you fail a final exam in Anatomy & Kinesiology or Pathophysiology, you must re-take it regardless of your total grade average.

## **Evaluation Procedures/Grading**

Students are evaluated on academic and professional progress.

### **Academic Progress**

This includes attendance, grades, practical exams, clinical practicum, attention and participation in class. Attendance is monitored through daily attendance rosters, and students must uphold the absence and make-up policy. Academic progress in Anatomy, Physiology and Pathology is measured by test grades and quizzes, requiring 75% or better scores to pass. Students will give a hands-on practical massage for Nurturing, Therapeutic Massage class and one toward the end of the program that will reflect skill in integrating modalities taught. 100% successful completion of Clinical Practicum is required.



## **Professional Progress**

This includes hygiene/appearance, relations with students and staff, general attitude, ethical conduct, stability, etc. Professional progress is subjectively evaluated through student-administration conferences and staff feedback. Evaluation is based upon students upholding policies for hygiene and ethics, and staff input from their experiences of students in class, clinic, etc.

## **Academic Advisory**

Students will be placed on Academic Advisory status due to failure of any academic exam (Anatomy, Physiology or Pathology). Students placed on Academic Advisory will meet with a staff member to problem solve and strategize for success. Among other remedies, tutoring may be recommended. Students who successfully re-test go on to pass their next exam are removed from Academic Advisory status. If the student fails a subsequent exam, Academic Advisory status will be reinstated.

## **Recommended Tutoring**

Students who have failed an exam are usually advised to contract with a tutor. A list made up of graduates and other qualified persons will be made available. While a student may be advised to utilize the services of a tutor in the event of test failure, tutoring is not required in this situation. It is the student's responsibility to take whatever actions are necessary (and of course honest) to pass their exams and complete their course of study.

## **Academic Probation**

Students may be placed on academic probation due to absence, grades or unsatisfactory progress. (see Probation Notice). It is at the discretion of the staff whether a student will be allowed to continue in the course if satisfactory progress is not being made during academic probation. We work hard to support each student's learning process and, with effort and dedication, our students succeed at an exceptional rate.

## **Progress Records and Transcript Release**

Student progress records are kept for 5 years and are then archived. Transcripts are released to the student upon request.

# **Personal Hygiene**

We ask students to be aware of and maintain their personal hygiene while supporting as fragrance free an environment as possible for those with chemical sensitivities. The following are essential:

- General cleanliness
- Use of deodorant or deodorant stones (whatever works for you)
- Short fingernails
- Washing hands before and after each massage
- Brush teeth/ mouth rinse, etc. before massage if needed
- The school provides clean linens for each in-class session you do. For all out-of-class massages you will need to provide your own clean, fresh linens for each client. The school

provides a 1:10 grain alcohol solution and latex gloves for sanitation purposes, if needed. (See Universal Precautions at end of this manual.)

**Note to smokers: Due to the intimate nature of this work, you will need to be very vigilant in your hygiene.** Please make sure you brush your teeth and/or use mouthwash each time after smoking, and wash hands. Also be aware that your hair and clothing can hold the scent. You should keep an extra set of clothing in your locker that will not be worn when smoking. Also, sheets you use for practice and clinic need to smell fresh. Be aware of the odor that will be on you and on sheets you may be transporting if you smoke in your car. Since many smokers may not be aware of a lingering smell, we ask that you be open to feedback from other students or staff if there is a noticeable odor. **If you choose to smoke while at school, you must do so at least 20 feet away from the entrance to the building and dispose of butts in the outdoor trash container out back.**

## Fragrance-free Policy

Knowing that some chemical and synthetic fragrance use significantly compromises indoor air quality and prevents access for some individuals, we request everyone's help to accommodate individuals who are chemically sensitive to fragrances and other scented products.

Therefore, it is the policy of SFSOM to try to limit the use of fragrance and fragrance products. This policy applies to all who use this facility including staff, students, and clients.

Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products. Fabric softeners and dryer sheets are especially toxic and permeate the air and the skin. If a student's linens for student clinic massages smell of these chemicals, you will not be able to do the massage.

**Please inform your Student Clinic clients of our policy.** We reserve the right to refuse service if people come smelling strongly of perfume or other scents. All this said, it is still often a challenge as people often don't really understand what this means. But thank you for your attentiveness to this!

**Re: Essential oils** We appreciate and highly respect the healing properties and gifts of the plant world. Very light use of essential oils is acceptable. We will talk with you if this is a problem.

# Dress Code for Class

As a student of massage therapy, you are training to become a health care professional. SFSOM requires its students to dress accordingly. What might be fashionable when you are in a social setting may not be appropriate for school.

We have many things going on at the school. On any one day there might be clinics, continuing education classes and/or business meetings going on in addition to your classes. We want to create a professional atmosphere, and your appearance is a reflection of the profession and of the school.

We feel our dress code is moderate, given the range of dress codes you will encounter in the professional world. You will find some spas that are more lax, and some that are stricter. Massage attire in medical settings would also be more conservative.

Please envision how you believe a professional massage therapist would appear in her/his work setting. What image do you want to project by your choice of clothing? It is our hope that you will want to stand out by your talents and strengths as therapists, by your integrity and compassion — not by your dress.

In keeping with our cultivation of professionalism, please consider these guidelines: Dress modestly for class. We realize that the current styles of the day do not always follow that advice, but we often have people visiting the school and we would like for them to see the professional nature of our school.

On the days when you will be doing bodywork, in class or in clinic, we request that you follow these specific instructions:

- no cleavage (breasts or gluteal cleft)
- no spaghetti straps – unless covered with a shirt
- no muscle shirts
- no tank tops
- no midriff showing
- no ripped clothing or holes in clothing
- no sagging pants
- no tight or highly form-fitting clothing
- no leggings unless covered by a dress that goes lower than mid-thigh
- no cut-offs; no shorts above mid-thigh

**Please check in with us and ask if you have any questions. We will speak with you if we feel your appearance is inappropriate.**

# Dress Code for Students Clinic

*The following guidelines apply to all in-class labs (IDTBW class), hands-on exams, student clinic and outside school events.*

## **Clothing should fit the following criteria:**

- SFSOM T-Shirts (You will get two free T-shirts)
- Pants: loose fitting slacks or pants (no jeans, no sweat pants)
  - cuffs must have a hem
  - pants must ride at mid-hip or higher
- Shorts must cover the leg to where the table will hit you and be lower-thigh length.
- Skirts and dresses must hang just above the knee (or lower)
- Footwear: socks, slippers or in-door only shoes

*If your instructors or administrators believe your appearance fails to meet professional standards, they will ask you to change your clothing. If you have no other clothing at school, this will mean you must go home to change. If you have to miss an appointment or start late, this will be your responsibility. (If you plan to go out before or after class or student clinic, bring a change of clothing.)*

# Policy Regarding Seeing An Instructor in Her/His Private Practice

Instructors may make their own policy about whether they are willing to see current students in their private practices. If the instructor feels it is workable, she/he is encouraged to discuss the fact that sometimes a **dual relationship** like this may be complicated - if even just to bring awareness to the issue. Clear communication is essential.

**If an instructor agrees to see a current student in her/his practice, the student will need to sign a release form stating that the student understands that this is a therapeutic relationship separate from the school and not in any way under the auspices of the school.** The therapist will give the school a copy of that signed form for the student's files. Other than this knowledge that a student is a client of a particular instructor, the client/therapist relationship will be strictly confidential.

# Informed Consent and Draping Policy

**This policy is for the protection and comfort of both client\* and therapist and applies to all in-class and student clinic massages.**

“**Informed consent**” refers to the policy of giving the client all the information pertaining to the massage and the client’s right to make choices about his/her massage. During the intake process, the therapist explains the procedures of the massage, including the draping policy, styles of massage, fee\*, etc. It is essential that all this take place while you are still talking face to face, before the client goes to undress and get ready for the massage. The client has the right to refuse any massage therapy procedures for whatever reason. The therapist has the right to refuse any requests that go beyond the scope of practice or that violate the code of ethics.

\*Please note: you will *not* be involved with collecting fees while you are a student. During clinical practicum (student clinic), the school charges a sliding scale fee, and the clinic supervisor will collect that. Generally the client will know about the fees in their initial contact with the school, but they may forget and you may need to reiterate.

## **Santa Fe School of Massage Draping Policy is as follows:**

Clients\* in clinics and in class will be draped at all times, except for the part of the body being worked on. Genitals and gluteal cleft will be covered at all times during bodywork sessions and will not be undraped for any reason. Breast tissue may be draped or undraped depending on the following:

- This decision will be made by the client with each massage.
- However, if the student therapist prefers working on the torso draped, that decision will outweigh the client’s wish to be undraped.

*You will always need to communicate this if this is your choice, e.g. “When I work on your torso, your breast tissue will be covered.”*

\* “**Client**” also refers to the student when the student is being worked on.

# Student Conduct and Dismissal Policy

We have a “zero tolerance” policy for drugs or alcohol at school - whether in your body or on the premises. Violation of this policy will result in immediate suspension and an administrative meeting to determine further disciplinary action. The Santa Fe School of Massage reserves the right to dismiss a student at any time. Unsatisfactory progress, unethical conduct, misconduct, non-payment of tuition or fees, excessive absences or tardiness all may result in probation, suspension or dismissal.

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## **SAMPLE of Probation Policy for unsatisfactory progress, attendance or conduct:**

### **SANTA FE SCHOOL OF MASAGE Notice of Academic Probation**

Conditions for interruptions of training due to unsatisfactory grades or progress: If a student is placed on probation for either unsatisfactory grades or progress, he/she will be allowed a reasonable amount of time, depending on circumstances, in which to redeem their status as a non-probationary student. If the conditions of probation are not met within the allowed time period, that student will be dismissed from the program.

Conditions for re-entrance/re-admission following dismissal are as follows: Each student’s petition to return to the program will be reviewed and handled on a case-by-case basis.

Student \_\_\_\_\_ Class \_\_\_\_\_

#### **Due to Absence:**

As of \_\_\_\_\_ you have \_\_\_\_\_ absences and \_\_\_\_\_ lates\* in this course. If you are late and/or absent from any of the remaining classes of this course, you will need to do tutorials.\* \*If you miss \_\_\_\_ classes, you will not be allowed to attend the remaining classes and you will need to repeat the course next time it is offered in order to graduate. No exceptions will be made.

#### **Due to Grades:**

As of \_\_\_\_\_ your grade is \_\_\_\_\_. You will have until \_\_\_\_\_ to bring your grade up to passing. Please see your instructor for ideas that will help you bring your grade up.

#### **Due to Conduct:**

As of \_\_\_\_\_ you are on probation because of conduct. (See attached)  
You will have until \_\_\_\_\_ to improve this status.  
Conduct to be improved:

\*Remember: **Late** means arriving after class starts but within the first 15 minutes.

**2 Lates = 1 Absence**

**After 15 minutes is considered an Absence.**

This policy is in your student orientation manual.

\*\*Tutorial fee: \$50 per hour

#### **Required work and/or tutorials due and other comments:**

# Professionalism and Confidentiality

You are an emerging professional. If you do FaceBook or Twitter or other social media, think about what you share. If you have photos that come up with your email address (Google Plus, etc.), they need to be congruent with an ethical and professional image.

An atmosphere of trust is essential in this type of education and in this field in general. Within the training context personal information is often shared. We ask you to maintain confidentiality—meaning refrain from sharing any personal information revealed or events that take place within the training context. You may share information and experiences regarding others only with direct permission and in a manner that supports learning.

Conversations and shared information with faculty and staff are treated with the utmost respect. Sometimes pertinent information about a student may be shared amongst staff or faculty, but only when it is relevant to supporting the student's education or personal well-being.

It is also very important to maintain strict confidentiality of personal information obtained from working with clients. You will get health information and hear many stories. Some information may be shared within the classroom setting and/or with your instructors if it is necessary as part of the learning process (e.g. you will sometimes talk about clients, without using his/her name, as part of clinic forums, etc.).

## Student Complaint Policy

If you have a complaint or grievance with a student or staff member, we ask you to work with them directly. This is essential due to our emphasis on personal responsibility. If it is a major issue, the administration requests written feedback in addition to your verbal feedback. Written feedback allows us to accurately represent your view in discussion with other staff and administration. We will be glad to meet with you directly if necessary. If a neutral witness from outside of the training container is needed, the school administration can bring in an appropriate facilitator. It is not always possible to make the changes you request, but we take your suggestions seriously and do our best to respond to your needs.

If you have a complaint or grievance that cannot be resolved through dialog with the staff, administration and/or owners of the school, or through mediation, you may contact the NM Board of Massage Therapy at 476-4870, 2550 Cerrillos Road, Santa Fe, NM 87505.

[http://www.rld.state.nm.us/boards/Massage\\_Therapy.aspx](http://www.rld.state.nm.us/boards/Massage_Therapy.aspx) email: [massage.board@state.nm.us](mailto:massage.board@state.nm.us)

**In every community, there is work to do be done.  
In every nation, there are wounds to heal.  
In every heart, there is the power to do it.**

***-- Marianne Williamson***

## *Other Student Information*

# Fellow Students:

We have Continuing Education and Advanced programs and other classes that may sometimes share the school with you. We also will be holding a Graduate Massage Clinic. Sometimes your classes will be held in the small classroom.

We also ask everyone to be aware of noise levels when you are on a break and something else is going on in the building. Thank you!

### **Other possible fellow students**

Occasionally we will admit someone into one of the classes as a part-time student. You may have a new person or two for Business, Hydrotherapy or other classes. *We also reserve the right to admit a new student into your program within the first two weeks of class.*

# Personal Responsibility

### **Personal responsibility is founded on respect for one's self, others and the environment.**

This is essential for our time together to run smoothly. We ask that you be conscious and aware of your effect on your environment. On a simple level, this means:

- picking up after yourself
- stacking the back-jack chairs properly
- folding blankets neatly and returning them to the cabinet
- washing your own dishes
- recycling
- doing your share of community service (i.e. kitchen care, attending to the dirty laundry bags if they are full, etc.)

**Our motto: “Leave no trace.” It also means walking and talking softly when massage is in progress anywhere in the building.** Pretend you are in a church, ashram or monastery during those times. Please also be aware of business in front office (which has no doors) and be respectful. Thanks!

Use your locker to store things. Please pick up everything at the end of class and leave the classroom ready for whatever will be happening next. On nights when the curtains need to be hung for clinic, we ask everyone to help. Thank you!





## Parking

Please do not park in front of Solcore Fitness or English Color, our neighbors to the north, or anywhere north of our large office front door. They will TOW! We are not supposed to park along the curb in our lot (fire lane) or in the back in front of the garage doors of our neighbors. For student clinics you will need to park in the back and on the side so that clients can park in front.

Remember that this is your school *and* it is also a business. We have guests coming to the office for meetings and to see the school. Please help to create a professional and welcoming atmosphere. Shoes are not worn in the classroom. Please keep them *in the shoe rack*, not left in the hallway or scattered about the building.

### Food and Drink

Drinking and eating during class is not allowed. ***Water, in covered containers, is the only thing allowed in the classroom***, unless you are informed it is a special occasion. Tea and coffee stains are disastrous on the carpet. Please respect this, and don't make us remind you – we do not like to be police-people. Thank you!



## Professional Massages

We strongly suggest you receive some massages from professionals who trained at SFSOM, either instructors, TA's or graduates.

We will have a referral list with their fees.

# Massage Supplies

There are 3 kinds of massage you will do during this training.

## **SFSOM provides all supplies for:**

### **1. In-class** massage trades.

For some classes where oil and lotion is not used (e.g. Polarity, Craniosacral, Shiatsu, etc) we request you re-use your linens.

In some cases you can re-use your pillowcase/s. Please keep them in your locker and re-use at least a few times if possible.

## **YOU provide oil, lotion, sheets, pillowcases, and towels for:**

### **2. Final practical exams and voluntary tutorials**

### **3. Clinical Practicum/Student Clinic** (this will start after you pass Nurturing Therapeutic Massage)

***Regarding oil:*** Please be conscious of oil bottles. Oil spills on our carpet are also disastrous. All oil, lotion, etc. needs to be put away at the end of class.

For # 2 and 3 above please use only clean linens without any scented products. If your sheets smell of these products, you will not be allowed to do the massage. We are strict about this, so please be prepared.

You may not re-use linens at all for student clinic. Each client needs freshly laundered linens.

## Office



We welcome you to come talk with us in the offices. Sometimes you will need to make an appointment. The front office has no doors, so we ask for your sensitivity to what is in progress at the time. When anyone is working at the front desk, please be aware of noise levels. If you use the copier there, please do not walk back into the actual office space. The desk there is private, not open to student use – ***even when no one is there.*** Please look at that space as a real office (it just doesn't have doors) and act accordingly. We appreciate your respect. Thanks!



## Phones and Communications

**The training at Santa Fe School of Massage is fundamentally about self-awareness and increasing consciousness. We are learning to be present, in the moment, with oneself and with others.**

### **Cell phones**

Phones need to be left in a basket at the front desk during class time. You may come and get your phone to use during lunch, and breaks if necessary. At other times they need to be in the basket. Exceptions to this are if you are recording a lecture or if you have an emergency situation and would need your phone with you on vibrate. You need to ask permission of the instructor to have your phone in the classroom for either of these reasons.

Please become conscious of your cell phone usage. How much do you really need to be “connected”? Be aware of how it may interfere in your ability to be fully present to the moment.

Are you on your cell phone during every break? We want you to take time to be present and integrate what you experienced in class. Spend some quiet time with yourself, and/or talk with your classmates. Talk about what you just learned. Let the material sink in.

**Talking on your cell phone is not allowed in the building.** You will need to go outside to talk on your cell phone.

If you have a cell phone, please make sure it is turned OFF (MUTE) at all times.

### **Communications**

Someone in the office will call you or email you if there is something we need you to know immediately. So please listen to your voice mail and check email. We don't text messages to you from the school. (Akasha in Admissions was an exception to this before your class actually started.) Thank you.

## Bulletin Board

Please check it daily in case you have a message.

Instead of a public bulletin board for notices of events, housing, items for sale, etc., we have a Community Resources three-ring binder in the front office that holds such information.

## Kitchen

We do not have cooking facilities other than a microwave. Everyone is responsible for washing one's own dishes and cleaning up after him/herself immediately. Cleaning up after oneself entails putting dishes away, keeping counters washed, etc., as the need arises. Please don't leave it for others. Please don't leave food in the refrigerator beyond the day, or leave food on table or counter tops or on top of fridge. Kitchen should be spotless when you are in class. *Thank you!*

If you drink tea or coffee, we would appreciate you donating to the tea fund in the piggy bank, or bringing a box to share now and then.

## Recycling



We believe in recycling and encourage it. However, as a business we do not have pick-up for recycling. Recycling can be placed in the can next to the garbage can in the kitchen. We encourage you to bring stainless steel or glass water bottles and not rely on the plastic. *A plastic water bottle supposedly uses 1/3 its liquid capacity in oil to produce and ship it!*

**Please look at the posted recycling flyer to see what is recyclable.**

**Paper (only larger than a post card)– put in box on the labeled kitchen cabinet. Try to use both sides before you recycle it.**

All else goes in the can next to the regular trash can.

**PLEASE RINSE THINGS OUT – DO NOT PUT ANYTHING DIRTY IN THE RECYCLING.**

**ALSO, PLEASE FLATTEN EVERYTHING SO IT TAKES UP LESS SPACE.**

**THANK YOU! *We appreciate your help in being environmentally conscious!***



## Snow Policy

You never know here in the high desert .... If it snows or the roads are icy, we may cancel or have a delay. Please call the school to find out the status. If we are not here, we will leave a message on the outgoing voice mail at 7am, advising you of our decision.



## Graduation

### Requirements

You must satisfy all financial contracts, course work, make-up and clinical practicum requirements, and uphold professional standards before you may receive your diploma and transcript. This includes returning borrowed books. We do not make any exceptions to this. Remember that it is not possible to apply for licensure until you receive your diploma and transcript.

### Ceremony

We hold a simple graduation ceremony here at the school. The staff has a small part, and we hand out diplomas. Your class may create something to be a part of the ceremony if you would like. The school provides refreshments: cake and punch. There will be time in the last month of school to talk about this and plan.

## NM Licensure

**Please note: Under NM law, persons must be licensed as Massage Therapists in order to advertise and offer massage therapy services. (See Student Exemption p. 24)** There will be a class on *Procedures for Licensure* in Term 3. However, you may wish to plan ahead for the costs of these. As of this date costs are as follows.

### New Mexico Requirements for Massage Therapy Licensure

**In New Mexico, a person must be licensed by the board in order to legally provide or offer to provide massage therapy or use any titles indicating a person is a massage therapist.**

After completing massage school, there are **TWO separate steps** for getting licensed as a Massage Therapist in the state of New Mexico:

- 1) taking the national licensing exam (Massage Board Licensing Exam: MBLE<sup>x</sup>) and
- 2) applying for licensure with the New Mexico Massage Board

#### 1) LICENSING EXAM Requirements- [The MBLE<sup>x</sup>](#)

##### Requirements for Taking the Exam:

- Apply to take the exam on the FSMTB website, [www.fsmtb.org](http://www.fsmtb.org), AND read the **Candidate Handbook**
- The name you use to apply must match two forms of ID you will take with you to the exam
- Pay the **\$195 FEE** AND ask Santa Fe School of Massage to submit a **school transcript** to the FSMTB

- It will take approximately 5 business days for your application to be processed. After that time, you will receive an **Authorization to Test**, or ATT
- You will then be guided to make an appointment for the exam through the Testing Center, Pearson VUE
- You have **90 days** after you receive your ATT to schedule your exam
- The MBLEx is offered multiple times a week
- If you need to reschedule your exam date, you will be **charged \$20**
- The closest testing center is at **7300 Menaul Blvd NE, Albuquerque, NM, 87110**
- When you go to the testing center you will need to bring **TWO forms of ID**
- If you fail the exam, you must wait **30 days** to re-take it and pay the \$195 fee again

## 2) APPLYING FOR LICENSURE with the NM Massage Board

### Requirements for Applying for Massage Therapy Licensure:

- Must be 18 years old, 650 hours of massage training (category specific), Complete application with all required documents, Pass the MBLEx, Complete the take-home Jurisprudence Exam

### Application Information:

- Call the NM Massage Board at 476-4870 or go to their location in Santa Fe at 2550 Cerrillos Rd to order a paper application OR download online at [http://www.rld.state.nm.us/boards/Get\\_Licensed.aspx](http://www.rld.state.nm.us/boards/Get_Licensed.aspx)
- Complete application and turn it in along with official transcript of massage therapy training, current 2"x2" passport photo, CPR/First Aid Certification, and **\$75 application fee**
- We will give you an official copy of your SFSOM transcript in a sealed envelope on the last day of school. This must be given directly to the massage board in the sealed envelope
- You will need to pay an **additional fee for the License** after the board notifies you that your application meets all requirements. The price is pro-rated based on your submission date and can cost up to **\$125**. You have **30 days** to make the payment.
- The NM Board will give you a **Jurisprudence Exam** to complete your licensing application process. The Jurisprudence Exam is a take-home test about the statutes, rules, and regulations of massage therapy
- It usually takes **2-5 weeks** for your application to be reviewed and your license to be issued
- The initial license is valid for **up to 2 years**, depending on when in the renewal cycle the initial license was issued, in order to schedule the license to renew on October 31. The initial renewal cycle may be as short as one year. After first renewal, every subsequent renewal will need to be done every two years

### Temporary License Option:

- Immediately after graduating and before you take the MBLEx you may apply for a temporary license in order to practice massage while the application for permanent licensure is pending
- It lasts for **3 months** or until exam results from the MBLEx are available
- It is an additional **\$25** on top of your permanent license application
- Your passing score must reach the NM Massage Board *before* your Temporary License expires. If it doesn't, a **\$50 Administrative Fee** will be assessed and must be paid before you can get your permanent license
- Your Temporary License # will be different than the permanent license #

ALL FEES ARE OF COURSE SUBJECT TO CHANGE. Always check for current fees.

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## Board Certification

You will learn about this in the licensing class during the last term. It is a credential that is optional, and is offered by the National Certification Board for Therapeutic Massage and Bodywork. It has nothing to do with licensing or being able to practice massage legally in any state, at least at this time.

*"The most beautiful experience we can have is of the mysterious. It is the fundamental emotion that stands at the cradle of true art and true science."* - Albert Einstein

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[You will be asked to sign a copy of this agreement]

## **LICENSE AND NON-DISCLOSURE AGREEMENT**

The Santa Fe School of Massage (“SFSOM”) has developed or owns the right to use the curriculum materials and other written documents that are provided to its students (collectively the “Curriculum Materials”). These Curriculum Materials are provided to you for use in learning the course or courses you will be taking in massage therapies or related body works taught by SFSOM (a “Massage Course”). The Curriculum Materials were developed or obtained by SFSOM with the investment of significant time, effort and expense, and for that reason the Curriculum Materials are valuable, special and unique assets of SFSOM. As a student, you will be provided with Curriculum Materials covering your Massage Course that are proprietary and confidential to SFSOM (the “Confidential Information”). Confidential Information means any information or materials that are provided or otherwise disclosed to you and that were developed or used by SFSOM in the presentation of a Massage Course, including but not limited to Curriculum Materials and any other proprietary materials or information.

In consideration of your attendance at a Massage Course, SFSOM grants to you a limited, non-exclusive license to use the Confidential Information while attending the Massage Course and thereafter for your personal benefit. In particular you agree not to use the Confidential Information in any form of business, for profit or not for profit. Further, you agree not to disclose, directly or indirectly, any Confidential Information to any form of business (profit or non-profit), including but not limited to practitioners of massage therapies or any other kind of related body works.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Date



# New Mexico Massage Therapy Law

Santa Fe School of Massage is NM Board of Massage Therapy Registered Massage Therapy School #1.

You will have a chance to study the NM Massage Therapy Law and Rules and Regulations in more detail in the Professional Development/Licensing class. However, you need to be aware of the following ethic and legal realities of being a student.

**A person needs to be licensed in order to practice massage therapy for compensation in New Mexico.** As a “student” you are “exempt” from this within the parameters defined below (from NM Massage Therapy Law and Rules/Regulations).

**The following come from various sections of the law:**

## **1) Licensure Exemptions:**

The following are exempted from licensure by the board pursuant to Section 61-12C-5.1 of the Massage Therapy Practice Act.

b) Massage therapy students who are rendering massage therapy services within the course of study of a registered massage therapy school or under the supervision of a registered massage therapy instructor. (16.7.4.9 NMAC)

**2) Code of Conduct** (Ethics), orchid colored pages in Student Handbook (16.7.2 NMAC)

**3) “Clinical practicum”** means that a student is providing hands-on massage therapy to members of the public under the supervision of a registered massage therapy instructor. That instructor must be physically present on the premises for advice and assistance. The student must be enrolled at a registered massage therapy school or being trained by a registered massage therapy instructor. Clinical practicum does not include classroom practice. (16.7.5 A. NMAC)

## **4) Clinical Practicum prerequisite**

A minimum of 100 hours of massage therapy education must be completed before a student may begin clinical practicum, as defined in Subsection A of 16.7.5.7 NMAC. (16.7.5.8 Subsection B (2) b)

## **5) Student Rule    The following is verbatim from the Rules:**

TITLE 16            OCCUPATIONAL AND PROFESSIONAL LICENSING  
CHAPTER 7        MESSAGE THERAPISTS  
PART 7            STUDENTS

16.7.7.1            ISSUING AGENCY: Regulation and Licensing Department, Board of Massage Therapy, P.O. Box 25101, Santa Fe, New Mexico 87504, (505) 476-7090.

[7-28-96; 16.7.7.1 NMAC – Rn, 16 NMAC 7.7.1, 06-28-01]

16.7.7.2            SCOPE: This Part applies to students during massage therapy training.

[7-28-96; 16.7.7.2 NMAC – Rn, 16 NMAC 7.7.2, 06-28-01]

16.7.7.3            **STATUTORY AUTHORITY:** This Part is adopted pursuant to the Massage Therapy Practice Act, Section 61-12C-6.B.

[7-28-96; 16.7.7.3 NMAC – Rn, 16 NMAC 7.7.3, 06-28-01]

16.7.7.4            **DURATION:** Permanent.

[7-28-96; 16.7.7.4 NMAC – Rn, 16 NMAC 7.7.4, 06-28-01]

16.7.7.5            **EFFECTIVE DATE:** July 28, 1996, unless a different date is cited at the end of a section or paragraph.

[7-28-96; 16.7.7.5 NMAC – Rn, 16 NMAC 7.7.5, 06-28-01]

16.7.7.6            **OBJECTIVE:** This Part is to establish rules for students during massage therapy training.

[7-28-96; 16.7.7.6 NMAC – Rn, 16 NMAC 7.7.6, 06-28-01]

16.7.7.7            **DEFINITIONS:**

A.            "Student" means an individual currently enrolled in and/or attending class(es) at a Massage Therapy Program under the jurisdiction of the New Mexico State Board of Massage Therapy.

B.            [Reserved.]

[7-28-96; 5-11-97; 16.7.7.7 NMAC – Rn, 16 NMAC 7.7.7, 06-28-01]

16.7.7.8            **GENERAL PROVISIONS:**

A.            Students not yet licensed may not charge for massage therapy services.

(1)          Students may accept voluntary unsolicited tips, gratuities and donations.

(2)          Students may not suggest either verbally or in writing, amounts of tips, gratuities or donations.

B.            Students may distribute identification cards which must include the school's name, address, and phone number; the student's name, and the word "student".

C.            Student Complaints:

(1) Complaints concerning the Registered Massage Therapy School, instructor(s), and/or other student(s) should first be addressed through the registered massage therapy school's complaint policy.

(2) If the school does not resolve the complaint adequately, or in extreme circumstances, a complaint may be brought before the Board in accordance with 16.7.14.8 NMAC.

D. Students will comply with 16.7.2 NMAC, Professional Conduct.

[7-28-96; 16.7.7.8 NMAC – Rn, 16 NMAC 7.7.8, 06-28-01]

HISTORY OF 16.7.7 NMAC: [Reserved.]

----- -- END of Quotes from NM Massage Therapy Law -----

## **NM Massage Licensing**

The current NM Massage Therapy Board's educational requirements for massage licensure are 650 clock hours, to include:

- \* 165 hours minimum in Anatomy and Physiology including 40 hours Pathology
  - \* 150 minimum hours in Massage Therapy (including contraindications)
  - \* 75 hours minimum in General Instruction (see law)
  - \* 30 hours minimum in Professional Ethics (included in General Instruction category)
- plus "electives"

If you attended another school/s and only need some hours to meet NM requirements, you will need to obtain a "Form A" from the NM Board to send to *each* school attended. The school/s will have to fill out the document and mail directly to the NM Board. We suggest you request a copy for yourself. If you want to talk with us about what you would need to complete the NM Board's requirements, we would need to see these copies. We are not able to look at transcripts and advise on completion until we see the completed "Form A" from each school you attended.

Massage Therapy Board (Toney Anaya Building, Second Floor)  
2550 Cerrillos Road, Santa Fe, NM 87505  
(505) 476-4870 (505) 476-4645 Fax  
[http://www.rld.state.nm.us/boards/massage\\_therapy.aspx](http://www.rld.state.nm.us/boards/massage_therapy.aspx)

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Massage Therapist License Application packet and other forms, including the Form A for Massage Schools (to be completed by the applicant's MT school) can be found at their website above.

## More Thoughts on Massages You Give

**ALL of the massages you perform under the auspices of SFSOM are related to the course of study done at the school. All are done with a Registered Massage Therapy Instructor present, or at a community event with a Registered Massage Therapy Instructor present. This of course includes Student Clinic/Clinical Practicum.**

You may decide to practice at home on family and friends. Please be aware that this would NOT be under the auspices of the school or related to the school in any way. Here are things to be aware of if you decide to practice on family and friends outside of school:

### Legal concerns with outside work:

- Your student liability insurance would not cover you for any incident that might arise.
- You are vulnerable for damages the person might bring against you since are not insured.
- The school is not liable for any damages resulting from this type of outside work.

### Concerns for the person you are working on:

- You are not a fully trained massage therapist. You might inadvertently provide incorrect information regarding treatment, provide services contraindicated for certain conditions, or accidentally injure someone.
- Because there is no RMTI supervision, there is no assurance of proper intake procedure, consideration of contraindicated treatments, or support for situations for which you are not yet trained.

If you accept tips for outside work, even if you do not ask for tips, this is an Ethical as well a Legal issue. You would be performing as a massage therapist for compensation and that is a violation of the law as stated in 16.4.4.8.

- You are a student, not yet a massage therapist. This is a compromised ethical position, which invites ambiguity and exposure to liability.

As a school we follow the NM Massage Therapy Board Rules and Regulations. We understand the reasons for which they were written, and we believe the Rules represent best practice. Our students are bound by the Rules while they attend the school, as they will continue to be once they have become licensed massage therapists.

### **In summary:**

**We see the spirit of the law as this: You must have a license before you begin making money as a massage therapist, except for tips within the school's curriculum (16.7.7.8 NMAC).**

# Sexual Harassment Policy

It is the philosophy and purpose of the Santa Fe School of Massage to provide a safe environment in which students can learn to provide a conscious, caring touch to others in the context of massage therapy. We strive to instill the ideal that the field of bodywork is based upon professional relationships, where respect and clear boundaries are crucial. To this end, we feel that it is of great value and importance to protect and preserve our values by adopting this sexual harassment policy.

We at the SFSOM acknowledge that issues regarding natural human sexuality may become an issue of study for many students as they increase their self-awareness and body awareness. Within our curriculum, these issues are addressed in a professional manner, consistent with legal and ethical standards of the massage field.

Sexual harassment, as conventionally defined is unacceptable behavior and will not be tolerated from the staff (i.e., faculty and administration), students, or clients of Santa Fe School of Massage. Not only is this behavior unlawful and subject to legal repercussions, it also goes against policies clearly stated in the code of ethics for massage therapy in the state of New Mexico, and is contrary to the values for which this institute stands.

## **Sexual Harassment: Definition**

Sexual harassment is defined as any verbal or physical conduct of a sexual nature within a professional setting, including but not limited to sexual behavior that offends, denigrates or shows hostility or aversion toward an individual. Harassing conduct also includes, but is not limited to: suggestive compliments, sexual advances, requests for sexual favors, epithets, slurs, jokes, comments, and use or presence of written or graphic materials that are sexually oriented or are sexually demeaning and/or offensive in nature. Our policy states that these types of conduct interfere with an individual's employment and/or academic participation by creating an intimidating, distracting, hostile, or offensive environment.

Additionally, the initiating and maintaining of romantic relationships between students and teachers/staff in attendance at the school is against policy and will lead to corrective action and/or dismissal/expulsion. In the case of Bodywork instructors it is also against the NM Massage law (Code of Conduct).

## Conditions under which conduct is considered harassing

In addition to the above, examples of sexual harassment include, but are not limited to:

1. Any conduct that ridicules, denigrates, or is abusive to an individual because of his or her gender or gender orientation;

2. Sexual insult and innuendo, including lewd remarks, derogatory comments, obscene gestures, verbal or written sexual statements or questions about a person's sexuality;
3. Compliments, praise, or undue attention to one's own or another's sexual characteristics and/or sexual nature. Discussions of sexuality and sexual issues must be maintained in a professional context, relative to analogous situations one might face as a licensed massage therapist.
4. Requests, demands, subtle pressure, persuasion for sexual attention or activity;
5. Assault, molestation, or any unwelcome physical contact such as kissing, touching, patting, pinching, brushing against, or hugging;
6. Threats or retaliation against the person who refuses unwelcome sexual behavior or attention;
7. Overt promises or implications that a student or staff member will receive either preferential or punitive treatment as a result of how that student or staff member responds to sexual overtures.

### **Relationships In Which Sexual Harassment May Occur**

The sexual harassment policy of the Santa Fe School of Massage is designed to protect all staff, students, and clients from sexual harassment in the following capacities: students toward students; staff toward students; student toward staff; staff toward staff; students toward clients, and staff toward clients. Clients displaying sexually harassing behavior will be asked to leave the clinic and will not be welcome back.

### **Responsibility and Procedure for Reporting Sexual Harassment**

Students who are victims of sexual harassment are *strongly encouraged* to report it to the administration; the staff of SFSOM are *required* to report any knowledge of sexual harassment to the administration. Any staff or faculty member who receive a complaint from a student or client must report it to the administration *immediately*. In the case of sexual harassment complaints against the administration, whoever is making the complaint (staff, students, and/or clients) will report the complaint to SFSOM's Owners.

### **Investigation of Complaints**

It is the intent of SFSOM to provide a fair and impartial process for investigating and resolving complaints of sexual harassment. In some instances efforts at informal mediation may bring about the desired results. If a student, staff member, or client wishes to file a formal complaint, he or she must do so in writing. All cases are promptly investigated using all available information in as confidential a manner as is practical and appropriate under the circumstances. A written report of the investigation is prepared within 30 days of the complaint.

### **Discipline and Corrective Action**

Santa Fe School of Massage has zero tolerance with regard to sexual harassment. Those who have been found in violation of the policy by are subject to corrective action, discipline, up to and including dismissal. Since we believe that human beings desire to grow, the Institute will provide an honest attempt to mediate if necessary and to provide re-education if possible.

If an investigation finds that a complainant, knowingly or in a malicious manner, has falsely accused another of sexual harassment, the complainant is subject to the same disciplinary action as above.

### **Confidentiality**

Sexual harassment allegations are investigated in as confidential a manner as is practical and appropriate under the circumstances. Absolute guarantees of confidentiality cannot be given because of the investigative requirements and the right of the accused to know his/her accuser.

### **Retaliation**

SFSOM will not in any way allow retaliation against an individual reporting sexual harassment or against an individual participating in the investigative process of the complaint. Any such behavior is subject to severe disciplinary action up to and including dismissal. Any knowledge of retaliatory conduct should be reported promptly to a member of the administration or the school's Owners.

### **Training**

SFSOM will make every effort to ensure all staff and students are familiar with and understand the sexual harassment policy, and that they know that every complaint will be investigated and appropriately resolved. As such, every staff member and student will receive a copy of this policy as well as a verbal training from a member of the administration. All staff and students will be required to sign-off on SFSOM sexual harassment policy, thus acknowledging their understanding and acceptance of all included standards.

**Sexual Harassment:** It is sexual harassment whether the harassment regardless of gender.

## TYPES OF SEXUAL HARASSMENT

The broad categories of sexual harassment are listed below with explanations:

### **1. Threatening Harassment**

This type of harassment usually involves a "superior" making demands or offering advantages to a "subordinate" in return for sexual favors. A direct or implied threat often accompanies the proposition, which makes it clear to the employee that a lack of cooperation with the "superior's" request will result in negative consequences for the "subordinate".

## **2. Physical Harassment**

This involves touching, fondling, patting, pinching, kissing and other physical expressions. A person can be physical harassed by a superior, a co-worker, a subordinate, or someone who deals with the organization – a customer, vendor or consultant.

## **3. Verbal Harassment**

This form of harassment can come from any of the individual categories stated above. Questions about a person's sexual behavior, sexually oriented jokes, comments about a person's body, and conversations filled with sexual innuendos and double meanings are examples of verbal harassment.

## **4. Nonverbal Harassment**

Of all the forms of sexual harassment, nonverbal is the more subtle. It includes gestures, gazing, body movements, etc.

## **5. Environmental Harassment**

This conduct consists of displaying sexually suggestive pictures or objects in the workplace that embarrass or humiliate others. These items are inappropriate in the workplace because they portray a particular co-worker group as sexual objects instead of professionals.



# SFSOM View of Ethical Conduct for the Massage Professional

Massage crosses the normal boundary that exists between most people. Therefore, it is important that the boundaries between client and therapist be clearly defined and understood. It is only in a safe and comfortable environment that a health-giving treatment can be given and received.

It is important to realize there is a power differential which is present during a treatment because you are the therapist and clothed, while the other person is undressed and on the receiving side. As the therapist, it is your responsibility never to misuse this power differential.

Massage professionals should refrain from any behavior that can decrease the effectiveness of their service or harm the client. The following guidelines are intended as a framework to help therapists recognize unethical, disrespectful or inconsiderate treatment.

## **CONTRACT**

Massage professionals need to establish a clear contract (spoken if not written). The therapist will not engage in services that are ethically or medically contraindicated, even if the client requests it. The contract should include:

- Methods of bodywork to be used
- Payment policies
- Cancellation policies
- Prior notification of upcoming absences (your vacations, etc.)
- Duration and length of treatments
- Stay within boundary of client's goals (e.g., don't keep at it if no results are reported by client, such as, pain or stress reduction.)

## **COMPETENCE**

Massage professionals need to represent their qualifications, affiliations, and abilities honestly, and comply with local licensing laws. They need to make an honest, sincere effort to help their client. Attend to any information on the intake form which might suggest the authorization of massage by a doctor.

## **REFERRAL**

In some situations it is ethically and professionally necessary to refer the client to a competent professional, such as an MD, ND, psychologist, physical therapist, psychotherapist, or others who could better serve the client.

## **CONFIDENTIALITY**

Massage professionals are obligated to refrain from disclosing any information from clients which is regarded as personal or private except upon orders of a court, or with the client's permission. (As students, it is often necessary to discuss your cases with your instructors; you need to inform your clients that, without disclosure of their names, you may need to discuss the session).

## **SUBSTANCES**

Clients and therapists may not use illegal drugs or intoxicants prior to or during a professional treatment session. The therapist may terminate the session if the client is emotionally or physiologically impaired due to drugs or intoxicants.

## **SEXUALITY**

Sexual contact with a client is never appropriate.

- The therapist refrains from flirting with the client verbally or otherwise creating a flirtatious atmosphere in the treatment context.
- The therapist is responsible for maintaining appropriate boundaries even if the client is perceived as being seductive.
- No sexual contact or dating between therapist and client for the duration of the professional, therapeutic relationship.

*If therapist and client want to have a romantic relationship, the professional relationship must be terminated first. The two individuals must then wait three months before engaging in any sexual contact.*

## **DISROBING AND DRAPING**

- The client undresses and dresses in private.
- The client has a clear choice as to whether she/he is nude, wears underwear or a smock during treatment.
- Appropriate draping procedures will always be observed; the therapist will obtain prior informed consent from the client regarding draping procedures; (see our draping policy)
- The therapist never works on the genital area or the nipple area of the breast.

## **POWER AND INFLUENCE**

Use your influence appropriately.

- The therapist will not attempt to take unfair advantage of the client for financial or personal gain.
- Reinforce the client's ability to make their own decision (e.g., "You have to find out what's right for you.")

## **DUAL RELATIONSHIPS AND BOUNDARIES**

The client is more likely to abdicate/discard their own boundaries. The therapist must assume this will happen.

- It is hard to make boundaries from a position of being nude and prone (i.e. vulnerable).
- The client may have difficulty in general stating their needs with an "authority" figure.
- Mixing friendship in a therapeutic relationship creates a dual relationship and a conflict of

interest.

- The therapist does not make self-disclosures for his/her own needs. (It's OK if it meets the client's needs.)
- Respect the client's right to refuse, modify, or terminate treatment regardless of prior consent given.

## **VERBAL COMMUNICATION**

- The therapist uses appropriate clinical terminology when speaking about body parts to the client.
- The therapist refrains from asking personal questions that do not pertain to the therapeutic setting.
- The therapist does not ask for information about the client's emotional or sexual history or in any way imply that the client must give such information.
- If information about the client's emotional/sexual history is communicated, the therapist does not offer judgments or diagnosis.
- The therapist refrains from making statements about the client's body unless it is within the realm of the "contract": e.g., do not diagnose possible emotional implications of a posture or pattern of muscular tension.
- Diagnosis of any condition, prescribing substances or in any way superseding and interfering with the treatment of a licensed medical professional is not permitted. Call the primary caregiver if there are any questions or concerns.
- Do not give advice.
- The therapist refrains from using terms of endearment that imply an intimacy that hasn't been legitimately established.
- The therapist will not engage in services that are ethically or medically contraindicated, even if the client requests it.

## **ATTITUDE**

- The therapist's agenda may preclude feedback from, or sensitivity to, tracking the client's experience.
- The therapist's judgment about the client's lifestyle may impair the therapeutic value of the relationship.
- The therapist may not discriminate on the basis of race or gender.

## **ENVIRONMENT AND PERSONAL HYGIENE**

- The therapist dresses appropriately: appropriate dress is wearing attire suitable and consistent with accepted business and professional practices in the area. Personal hygiene is a must! Be aware of smoking, body odor, scents.
- The therapy environment and supplies shall be clean.

## NM MESSAGE THERAPY BOARD: Rules regarding Professional Conduct

**TITLE 16** OCCUPATIONAL AND PROFESSIONAL LICENSING  
**CHAPTER 7** MESSAGE THERAPISTS  
**PART 2** PROFESSIONAL CONDUCT

**16.7.2.1** **ISSUING AGENCY:** Regulation and Licensing Department, Massage Therapy Board.  
[1-11-96; 16.7.2.1 NMAC - Rn, 16 NMAC 7.2.1, 06-28-01; A, 03-31-15]

**16.7.2.2** **SCOPE:** This part applies to the conduct of licensees, registrants and applicants, including the applicant's conduct during the period of education and training, and which is required for licensure.  
[1-11-96 ... 7-28-96; 16.7.2.2 NMAC - Rn, 16 NMAC 7.2.2, 06-28-01]

**16.7.2.3** **STATUTORY AUTHORITY:** This part is adopted pursuant to the Massage Therapy Practice Act, Section 61-12C-8.J.  
[1-11-96; 16.7.2.3 NMAC - Rn, 16 NMAC 7.2.3, 06-28-01]

**16.7.2.4** **DURATION:** Permanent.  
[1-11-96; 16.7.2.4 NMAC - Rn, 16 NMAC 7.2.4, 06-28-01]

**16.7.2.5** **EFFECTIVE DATE:** January 11, 1996, unless a different date is cited at the end of a section.  
[1-11-96 ... 7-28-96; 16.7.2.5 NMAC - Rn, 16 NMAC 7.2.5, 06-28-01; A, 03-31-15]

**16.7.2.6** **OBJECTIVE:** This part is to establish the standards against which the required professional conduct of a massage therapist is measured. Each licensee and registrant will be governed by this part whenever providing massage therapy services in a professional context. A violation of this part is sufficient reason for disciplinary action pursuant to the Massage Therapy Practice Act under the Uniform Licensing Act.  
[1-11-96 ... 7-28-96; 12-24-99; 16.7.2.6 NMAC - Rn, 16 NMAC 7.2.6, 06-28-01]

**16.7.2.7** **DEFINITIONS:** [RESERVED]  
[1-11-96; 16.7.2.7 NMAC - Rn, 16 NMAC 7.2.7, 06-28-01; A, 09-04-09]  
[Refer to 16.7.1.7 NMAC]

**16.7.2.8** **CODE OF PROFESSIONAL CONDUCT:**

**A. Competence:** Each licensee, instructor and applicant shall:

- (1) limit practice and instruction to the areas of competence in which proficiency has been gained through education, training, and experience and refer clients to other health professionals when appropriate;
- (2) acknowledge the limitations of and contraindications to massage therapy and will not encourage unnecessary or unjustified treatment; and
- (3) not delegate professional responsibilities to a person who is not qualified or licensed to perform them;

**B. Dual relationship:** It is presumed that a power imbalance exists in professional relationships between licensees and clients. Therefore each licensee, in interacting with a client or former client to whom the

licensee has at anytime within the previous three (3) months rendered massage therapy or instruction, shall not engage in romantic or sexual conduct.

**C. Client welfare:** Each licensee, instructor and applicant shall:

- (1) conduct their business and professional activities with honesty and integrity;
- (2) obtain prior informed consent of the client regarding draping and treatment to ensure the safety, comfort and privacy of the client;
- (3) provide privacy for the client while the client is dressing or undressing;
- (4) modify or terminate treatment at the client's request, regardless of prior consent;
- (5) refuse to treat any person or part of the body for just and reasonable cause;
- (6) not undertake or continue treatment with a client when the licensee is impaired due to mental, emotional or physiologic conditions including substance or alcohol abuse;
- (7) maintain clean equipment, linens, clothing and work areas;
- (8) not engage in any verbally or physically abusive behavior; or
- (9) take unfair advantage of the client for financial gain.

**D. Confidentiality of clients:** Each licensee shall safeguard confidential information of the client, unless disclosure is required by law, court order, authorized by the client or absolutely necessary for the protection of the public.

**E. Representation of services:** Each licensee, instructor and applicant shall:

- (1) disclose to the client the schedule of fees for services prior to treatment;
- (2) not misrepresent directly or by implication of his professional qualifications such as type of licensure, education, experience, or areas of competence;
- (3) not falsify professional records;
- (4) include in any advertisement for massage;
  - (a) his full name as licensed with the board and license number; and
  - (b) the designation or abbreviation as a “licensed massage therapist” or "LMT"; “registered massage therapy instructor” or "RMTI"; and “registered massage therapy school” or "RMTS".
- (5) When offering gratuitous services or discounts in connection with professional services, each licensee must clearly and conspicuously state whether or not additional charges may be incurred by related services and the possible range of such additional charges; and
- (6) not advertise massage therapy services or instruction, which contains:
  - (a) a false, fraudulent, misleading, deceptive statement; or
  - (b) suggestion of sexual stimulation.

**F. Violation of the law:** Each licensee, instructor and applicant shall *not*:

- (1) violate any applicable statute or administrative regulation governing the practice of massage therapy;
- (2) use fraud, misrepresentation, or deception in obtaining a massage therapy license or renewal, in passing a massage therapy licensing examination, in assisting another to obtain a massage therapy license or to pass a massage therapy licensing examination, in providing massage therapy services, or in conducting any other activity related to the practice of massage therapy.

**G. Resolving professional conduct issues:** Each licensee, instructor and applicant shall:

- (1) have an obligation to be familiar with this part. Lack of knowledge of professional conduct standard is not itself a defense to a charge of unethical conduct;
- (2) cooperate with investigations, proceedings, and resulting requirements of this part. Failure to cooperate is itself an ethics violation.

[1-11-96; 5-11-97; 12-24-99; 16.7.2.8 NMAC - Rn, 16 NMAC 7.2.8, 06-28-01; A, 03-31-15]

**HISTORY OF 16.7.2 NMAC: [Reserved]**

# Policy on Infectious Conditions, HIV, Safeguards and Universal Precautions

**Universal Precautions prevent the spread of both bacterial and viral infections.**

Under normal circumstances, the massage therapist should not come into contact with blood, body fluid, or body substances (urine, feces, vomit, etc.) of a client. Very rarely, an accident may occur in which such contact is possible. With additional training and under medical supervision, the massage therapist may work with a client who has a contagious condition. In these instances, knowledge of universal precautions is essential. In massage therapy's gentle nurturing touch, the human connection becomes difficult through layers of protective coverings. We need to remember that for any immune-suppressed client, our normal germs can be very dangerous. We need to use universal precautions to protect the client from viruses and bacteria. Extra effort is required to carry out universal precautions, but this extra effort should not hinder the safety of both client and therapist. Clients who are considered contagious may feel isolated and "unclean." We do not want to make such clients feel ashamed or guilty for having a contagious disease. Many of them desperately need to be touched in a supportive and non-judgmental way. It is the pathogen that is undesirable, not the client. People should always be treated with respect, kindness, and dignity. The therapist must remember to touch the person and not the disease, to see and listen to the person first, and not the disease.

The massage therapist may need to wear gloves in special situations, e.g. if a client is infected with a contagious, transmittable disease, or if a client is in an immune-suppressed state and must be protected from germs. In these situations, the massage therapist would be working under the supervision of a medical professional and would need to follow all of his or her directions carefully.

Any person touching a spill of blood or other bodily substances, such as vomit, urine, or feces, should wear single-use, disposable gloves. Such contact could conceivably happen during a massage. The most common exposure would be menstrual blood if the client's protective product was ineffective. On rare occasion, men who have a history of premature ejaculation could be stimulated indirectly from the general massage and ejaculate or leak fluid. An incontinent client could leak urine or feces, or a client could suddenly become sick and vomit. Universal precautions should be taken during any clean-up.

To clean up bodily fluids, a 10% bleach solution (one part bleach, nine parts water) should be used. The spill should be surrounded with solution, and then mopped or wiped, working slowly and carefully inward to avoid splashes or aerosols (airborne particles). Stronger bleach solutions should be used if excessive amounts of blood or other substances are present. Afterward, the mop head or cloth should be soaked in the bleach solution. All lines should be rolled away and bagged separately from other soiled linens. A double plastic bag should be used and marked “contaminated with body fluids.” The table should be washed with a strong disinfectant solution and air-dried. Latex gloves should be worn during the clean-up process.

If a contaminated substance comes into contact with human skin, the skin should be washed immediately with soap and water and an antibacterial agent such as 10% bleach solution. If an open wound is exposed to a contaminated substance, it should be flushed immediately with large amounts of hydrogen peroxide or a 10% bleach solution. Hydrogen peroxide should **not** be placed on mucous membrane surfaces or into any bodily orifice (e.g., mouth, eyes, vagina, anus, urethra).

Bleach is the preferred cleaning agent, and it should be disposed of at the end of the day. If blood or bodily seepage is excessive, a stronger mixture of bleach should be used.

Hot soapy water kills HIV. If dishes are visibly soiled with blood or other bodily substances, they should be soaked in 10% bleach solution before being cleaned with soapy water.

Bathroom surfaces are only hazardous if they are visibly soiled with tainted bodily waste or substances. Any contaminated substance would have to encounter a mucous membrane or an open wound in order to contaminate another person. Bathrooms should always be cleaned as if they were contaminated.

HIV is not the only virus of concern. Other diseases such as herpes, human papilloma virus (venereal warts), and HBV are also spread from body fluids, including during sexual contact. Massage professionals must be concerned about the spread of all types of disease and should conscientiously follow sanitation techniques and universal precautions.

The CDC has recognized the following 3 levels of solutions and products that destroy HIV, hepatitis, and other viral organisms.

1. High level: these products will be labeled as “sterigent/disinfectant glutaraldehyde – air dry.”  
Massage therapists do not need to practice high-level sanitation techniques.
2. Medium level: Bleach solutions – one cup bleach to one gallons water made up daily 10% solution) or hospital disinfectants that indicates are a tuberculocidal.
3. Low level: Hot soapy water (that is allowed to air dry) or a hospital disinfectant that is effective against viruses and bacteria. Hands are to be washed in hot soapy water or surgical soap.

Medium and low level procedures are adequate for therapeutic massage. Massage professionals should update their information on recommended sanitary practices at least every six months.

The CDC can provide the most current information.

## OTHER POLICIES:

### Partial Training Policy

Occasionally, if our course is not full, we will admit a student into an individual course/s and upon successful completion, the student will be given a *transcript* that she/he can apply toward massage licensing as needed. Tuition for partial training is \$15 per hour. Student will need to sign the Partial Training Enrollment Contract and abide by Student Handbook guidelines.

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### Transfer Credit Policy:

A *diploma* from the Santa Fe School of Massage means that the student successfully completed the Massage Therapy Certification training we provided.

We will consider accepting transfer credits toward our diploma on an individual basis and only for the following subjects:

Anatomy and Kinesiology  
Physiology and Pathology  
(CPR and First Aid\* – see below)

Prior to enrollment the student must provide:

- 1) A school catalog and course outline for the course for which she/he is requesting transfer credit from the massage or acupuncture school where the subject was completed.
- 2) An official transcript in a sealed envelope. Courses must have been passed with a grade of 75% or above.

If the student took the course at a community college (not as part of a massage program), we will require the student to take our final exam and pass with a 75% or higher before we will accept the transfer credit (i.e. “test out”).



We also reserve the right to require the student “test out” if the student passed from the other school with a borderline grade or if we feel we do not have enough information about the other school to determine that the education was comparable to ours.

We do not accept continuing education credits for these basic Human Anatomy and Pathophysiology classes.

\*RE: CPR/1<sup>st</sup> AID: We will accept previous training for CPR and First Aid if the student can show a current certification card, signed by an American Red Cross instructor or comparable hospital trainer.

***Transfer credits will appear on SFSOM transcripts as such, and will include the name of the course, school where course was completed, in-class hours, and grade.***

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## Policy for Readmission

Students who withdraw partway through our course may return at a future date under the following conditions:

1. If more than six months have elapsed since the student withdrew, they must submit a new application and \$50 non-refundable and non-transferable application fee.
2. The student may be required to have an interview with the staff to determine:
  - a) whether the situation which necessitated withdrawal has been resolved;
  - b) whether the staff feels that the person will now be able to apply themselves for the duration of the course.
3. If re-accepted, the staff will determine where the student may re-enter the program. If more than 2 years have elapsed since withdrawal, they must retake the entire course. We will give 50% credit for tuition paid.
4. Tuition Payment: If there has been a tuition increase, returning students will be required to pay tuition at a higher rate when they return to the Santa Fe School of Massage.

## OTHER POLICIES:

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- 4) An official transcript in a sealed envelope. Courses must have been passed with a grade of 75% or above.

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*Transfer credits will appear on SFSOM transcripts as such, and will include the name of the course, school where course was completed, in-class hours, and grade.*

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## Policy for Readmission

Students who withdraw for any reason other an illness or a family emergency, or students who are asked to leave the program partway through our course, may apply to return at a future date under the following conditions:

1. The student must submit a new application and \$50 non-refundable and non-transferable application fee.
2. The student will be required to have an interview with the staff to determine:
  - c) whether the situation which necessitated withdrawal has been resolved;
  - d) whether the staff feels that the person will now be able to apply themselves for the duration of the course.
3. If re-accepted, the staff will determine where the student may re-enter the program. If more than two years have elapsed since withdrawal, they must retake the entire course and pay full tuition. If less than two years has passed, we will give 50% credit for tuition paid.
4. Tuition Payment: If there has been a tuition increase, returning students will be required to pay tuition at a higher rate when they return to the Santa Fe School of Massage.

## Teach-Out Policy in Event of School Closure

In the event of the Santa Fe School of Massage needing to close prematurely, while students are still enrolled, a “teach-out policy” would be instituted and followed.

The procedures and timelines to follow in the event of dissolution of the school would include:

**A.** A teach-out agreement with at least one (1) registered Massage Therapy School (receiving school) which includes providing the receiving school with:

1. A listing of all current and past students with their date of birth.
2. Current and past student records, which must include an original transcript of the courses, hours, dates, and instructors names for the courses taught by each instructor and completed by the student.
3. Proof of paid and unpaid tuition, refunds due and account balances.
4. The method and timelines to be used to ensure the receiving school receives any amounts due, or the students are refunded any amounts due.

*or*

**B.** If a teach-out agreement with a registered massage therapy school cannot be entered into, the Santa Fe School of Massage would provide the NM Massage Therapy Board with:

1. A listing of all current and past students with their date of birth.
2. Current and past student records, which must include an original transcript

of the courses, hours, dates, and instructors names for the courses taught by each instructor and completed by the student.

3. Proof of paid and unpaid tuition, refunds due and account balances.
4. The method and timelines to be used to ensure the receiving school receives any amounts due, or the students are refunded any amounts due.

**C. All possible attempts will be made to complete the teaching program for all current students so that they may graduate.** In the event that this is not possible, the procedures and timeline for implementing the teach-out plan are as follows:

1. **Notification.** Upon decision to dissolve the school, notification will be made *within two weeks* to the following:
  - a) all current students
  - b) all future students who have applied and been accepted but have not started classes yet
  - c) the receiving school, if one is in agreement
  - d) The NM Massage Therapy Board **and** notification of school closure and the new location of records would be made *within 60 days* to
    - a) all past students (of whom we have current addresses)

## 2. Refunds

- a) Current students: The Tuition and Refund Policy that current students have signed will be null and void if the institute closes prematurely. Tuition will be calculated on a weekly basis and all tuition will be refunded (or paid to the receiving school if applicable and according to agreement) for the remaining weeks that the student will not be in class at this institute due to premature closure. This refund will be given as soon as possible but no later than 60 days after closure.
- b) Future students: 100% refund of all monies paid would be made to future students within 60 days of closure.

## 2. Record transfer

- a) Current students to receiving school: All records of current students will be will be transferred to the receiving school one week prior to the student's start date at that school or two weeks after school closure, whichever comes sooner.
- b) Current students to NM Massage Therapy Board: All records of current students will be will be transferred to the massage board within two weeks after school closure.
- c) Past students: All records of past students will be transferred to the receiving school or the massage board within 30 days of school closure.

