



West by Northwest School of Massage, LLC
wnwsm.com (425)349-0772

West by Northwest School of Massage, LLC
Transfer Program Catalog 2020
Vol 4: October 2020

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105
Web: wtb.wa.gov Phone: 360-709-4600
E-Mail Address: workforce@wtb.wa.gov



West by Northwest School of Massage, LLC
2210 Hewitt Ave, Suite 401, Everett, WA 98201
(425)349-0772

March 2021-November 2021

Volume 4, October 2020

Mission Statement

To provide high quality massage education through experienced touch and extensive body knowledge in an evening 760 hour program or daytime 915 hour program. The West by Northwest School of Massage program will graduate highly competent massage therapists who treat each client with compassion, care and empathy.

Owners, Personnel, and Licensure

Owners: **Rebecca-Anne West, LMT**

Administrators: **Rebecca-Anne West, LMT**

Leah Jirsa, LMT

Governing Board: N/A

Name and Address of School's Administrative Offices and Auxiliary Facilities:

2210 Hewitt Ave, Suite 401, Everett, WA 98201

Name and Address of Parent Company: N/A

West by Northwest School of Massage has joint jurisdiction with the Washington State Board of Massage.

Accreditation/Registry: **None**



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Instructors and Summary of Qualifications:

Rebecca-Anne West, LMT. Director of Education. Licensed Massage Therapist 2004 to current. Board Chair Seattle AMTA 2006-2008

Massage Department Head Gene Juarez, Redmond 2014-2018

Massage Educator Gene Juarez 2015-2018

Leah Jirsa, LMT. Licensed Massage Therapist 1998 to current.

Educator at WNWSM March 2019 to current.

Licensure

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 – 10th Avenue Southwest

Olympia, Washington 98501

360-709-4600

workforce@wtb.wa.gov

School Calendar, Class Schedules, and Program Starting Dates

Evening class: March 1, 2021-November 20, 2021 (760 hours)

Enrollment Period ends March 1, 2021

Evening class will be held Monday-Thursday, 6-10 PM with at least 2 weekend days per month.

Holidays Observed:

Memorial Day, Independence Day, Juneteenth, Labor Day and Veteran's Day

Term for Evening Program is March-Nov, 2021

Future Dates: March-November annually

Day class: September 7, 2021-June 18, 2022 (915 hours)

Enrollment period ends Sept 7, 2021

Day class will be held Tuesday, Wednesday and Thursday from 9AM-3PM with at least two weekend days per month.

Holidays observed: Thanksgiving, Christmas, New Years day.

Thanksgiving Break: Nov 24-29, Winter Break: Dec 22-Jan 3

Spring Break: Apr 10-18

Term for Day Program is from Sept, 2021-June 2022.



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Future Dates: September-June annually

The total hours for the Day Massage Therapy Program are 915-973 hours. The Evening Program is 760 hours.

- The minimum hours to graduate from the West by Northwest School of Massage program (Day 915 hour program) are 732 hours (80%).
- The minimum hours to graduate from the WNWSM Evening Program is 608 hours (80%).

Administration hours are from 9 AM-3 PM, Tuesday-Thursday unless closed for a holiday or break. Classes are scheduled Tuesday through Thursday, 9AM-3 PM unless marked as a half day or break on the school calendar. Class schedule updates are given online and in person. School schedules are given to students at time of enrollment with breaks, half days and hours listed.

Facilities

West by Northwest School of Massage is located at 2210 Hewitt Ave, Suite 401, Everett, WA 98201. We have a low student-to-instructor ratio of 8:1, maximizing the students learning atmosphere in a small setting. Maximum class size is 12 students with up to 4 instructors. This shared space is an open floor plan suitable to switch from class lecture to massage tables and chairs. There are bathrooms down the hall between Suite 402 and 403. The teaching space is meant for learning, practice and clinic.

Training equipment

- 8 massage tables
- 3 massage chairs
- 1 body cushion set
- 16 folding chairs
- 4 Yoga balls
- 5 bolsters
- 5 standard pillows
- Anatomy wall charts
- Full size skeleton model
- Access to Wifi for research and note taking
- Dry erase boards
- Hot Towel Cabbie and heat packs



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- Overhead projector for online study models
- Small resource library of non-required text affiliated with bodywork.
- Kitchenette
- Restrooms

The students are encouraged to bring food. There is a shared space inside an area outside for eating and rest breaks. Students have use of the kitchenette. Metered parking for students/clinic is located on Hewitt and surrounding downtown Everett parking spaces. Max of 7 clinic visits per 2 hours, with a total of 14 clinic visits per shift.

During the 9 month course, students will learn our core massage therapy curriculum, participate in 50-70 hours of student clinic as well as give over 150 hours of massage outside of class. This program is designed for massage students that want 150-300 additional hours of hands on class time before entering the massage therapy field. This additional education will sharpen the new therapists touch, improve testing scores and improve the students confidence. Employers will review hands on hours, therefore putting West by Northwest School of Massage graduates a step ahead of other new graduates.

Entrance/Admission Requirements

Students must possess a High School Diploma, a General Education Development (GED) Diploma, or pass a graded entrance exam. English as a second language students must pass an English Competency test before admission. ESL students will also sign an agreement exempting WNWSM and it's instructors from fault for not understanding information presented in English.

Students must agree to a criminal background check. Having a misdemeanor of sexual nature (and possibly others) or felony will prevent licensure in the state of Washington. Students found to have a criminal history will not be permitted to enroll in massage school.

West by Northwest School of Massage does not discriminate against students or potential students on the basis of race, creed, color, national origin, gender identification, veteran or military status, sexual orientation, or the presence of any



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sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Since massage is physically demanding, future and existing massage students must be able to:

- Walk to 4th floor via stairway
- Maneuver around a massage table and clients
- Assist in passive and active massage techniques
- Effectively communicate in the client's primary language

West by Northwest School of Massage teaches in English. No translators are provided unless retained and paid for by the student. WNWSM encourages any student with a disability to meet with the Administrators with reasonable accommodation requests.

If the student has an unforeseen event causing a handicap that disables them from continuing the West by Northwest School of Massage program, the withdrawal process will be followed. Return as a Transfer Student is permitted, once the student is physically able to return.

Massage Therapy Certification Program

West by Northwest School of Massage offers a 915 hour Massage Therapy certification program, and a 760 hour Evening Massage Therapy certification program. This program will teach each student detailed Anatomy, Physiology, Kinesiology and Pathology affiliated with the field of bodywork and Massage Therapy. Students will learn proper Massage Therapy ethics, Business, time management skills, communication skills (with professionals and clients), troubleshooting, Western and Eastern integrative studies, Swedish Massage, *Reflexology, *Prenatal, *Chair,*Energy work and *Craniosacral massage. Clock hours are calculated using a minimum of 50 minutes per every hour. 50 hours of clinic are required for graduation. Class time is either lecture, massage lab, communication lab, partnered work or clinic. **The graduate will need to apply for Washington State Massage Therapy Board exams to finalize their credentialing and become an LMT.** **Elective classes*

The board exams (MBLEX) and licensing are additional fees not included in tuition and must be paid by the graduate. The fees as of the date of this printing are:

MBLEX: \$265

Wa State Dept of Health (LMT): \$226



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Educational Credential

The student will earn a Massage Therapy Certificate of Completion, required to take the state board exams for licensure.

Tuition and Additional Costs

Disclaimer of Approximate Expenses

● Tuition	\$11,000/ \$9,250 (Day/Evening Program)*
● Textbooks (Required)	\$400
● Textbooks (Suggested)	Optional
● Supplies	
○ Table	\$100-700
○ Linens	\$20-100
○ Oils/lotions at home	\$40-100
○ Tools	\$0-250
○ Music	\$40-100
○ Massage Chair	Optional
● Licensing/testing fees	
○ MBLEX	\$265 (as of the print date)
○ Washington State DOH	\$226
● Registration fee:	\$100, non refundable
Total Fees (approximate):	\$11,545-12,595/ \$9,395-10,445
Total Testing Fees:	\$481 (as of the print date)

Students will need to meet all financial responsibilities before a Certificate of Completion will be issued. * Estimate of cost at time of print.

By initialing, you accept the terms of this financial approximation: _____

Financial Aid Assistance

In house financing is available for students that meet qualifications. \$1,000 of total tuition is due upon acceptance to the program with equal monthly or quarterly payments made promptly per payment schedule arranged between student and the Director of Education. Students may acquire full financing for the program by Sept 1 (Day Program) or Feb 1st (Evening Program) of the school year they wish to attend from an outside lender.



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Grading System/Standards of Progress

Graduation from West by Northwest School of Massage requires full completion of our 760/915 hour program. Required elements of completion are:

- 80% attendance
- 3.0 or above GPA
- Full participation in all aspects of program
- 50 Clinic hours
- All homework completed and turned in on time
- All Fees paid
- All borrowed material returned in good condition
- In good standing with Administration

By initialing, you accept the terms of this grading expectation: _____

Transfer of Credits (Transfer Program only)

Students that have attended a Massage Therapy Certification program prior to admittance to WNWSM, some credits may be accepted upon entrance to either the 760 hour or 915 hour programs.

Credits earned from another massage therapy certification program must meet certain criteria.

- 1) The credits must have been completed at an accredited Massage School by COMTA or similar Massage Accreditation organization
- 2) The credits must have been earned by passing at 80% or higher to be counted toward the WNWSM program hours.
- 3) A test given by administrators at WNWSM must be passed (80% or higher) in the subject matter
- 4) Up to 75% of the itemized curriculum may be tested if the transfer credits prove the student has mastered the subjects.

By initialing, you accept the terms of this grading expectation: _____

Student Evaluation Techniques

Students will be advised of tests, written and physical exams but may also be administered pop quizzes without warning. Grading is based on each module taught. Students must earn 80% or higher to pass each module or class. Grading is done within a week of module ending or after each quiz, test or exam. One make up test is permitted without tutoring. If the student fails to retain the information required to pass at the approved levels, he or she may be required to pay for tutoring to understand



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material to a satisfactory level. Tutors are educators or approved administrators through West by Northwest School of Massage. Outside tutoring must be approved before it will be accepted, no exceptions. Grading and transcripts are available in the Administration office at any time. For up to date information, written requests are granted within 7 business days, as long as the student is in good status.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangements to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades

West by Northwest School of Massage works diligently to provide a safe and effective learning environment. We expect compliance with our code of conduct, attendance, participation and grading policies.

Non-compliance of any West by Northwest School of Massage policy will be grounds for corrective measures.

- Upon the first infraction, a warning will be issued and documented by faculty and student(s) involved. A plan for improving behavior will be agreed upon.
- Upon a second infraction, whether a new issue or repeat, the student will be put on probation status. Probation will last for one-four weeks, depending on the severity of the incident. The student may not be eligible for student massage exchanges if the infraction was moderate or unethical in nature. The student will be asked to return any borrowed resources and may not borrow future resources until after probation has been successfully lifted. The student will also write a formal notice of behavior correction for the staff.
- Upon the third infraction, the student may be terminated from the program which may also result in forfeiture of paid tuition. The calculation of a partial tuition refund will be aligned with the West by Northwest School of Massage Withdrawal procedure.
- If the student had a severe infraction, or has broken the law, immediate termination and no refund of tuition will be the consequence.

By initialing, you accept the terms of this Probation Policy: _____



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Attendance Requirements

Attendance is required. Not all absences can be prevented, however class attendance must be made up to successfully complete our program. Tardiness is also an issue we take seriously. Arrive 5-10 minutes before class begins to organize yourself and be ready to participate in the class. Arriving after the start time is disruptive and disrespectful to your peers and educators. If you tend to be late in most things, please set yourself up for success and adjust your clocks. If we notice continuous tardies, our admissions team will set up a meeting to help get you back on track. **We require a 80% attendance of each module to pass the class.**

Religious Accommodation

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

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

Make-up Work

Lessons and/or assignments missed due to absences must be made-up within **five business days** of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

Test retakes are given the following week of the original on the first day of class.

By initialing, you accept the terms of this Policy: _____



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Tardiness

Tardiness is also an issue we take seriously. Arrive 5-10 minutes before class begins to organize yourself and be ready to participate in the class. Arriving after the start time is disruptive and disrespectful to your peers and educators. If you tend to be late in most things, please set yourself up for success and adjust your clocks. If we notice continuous tardies, our admissions team will set up a meeting to help get you back on track. We require a 80% attendance of each module to pass the class.

Withdrawing from School

We encourage all students to take time and consider that massage therapy or West by Northwest School of Massage may not be the best fit for your future. While we will do our best to work through adversities that come up with each student, there are options for withdrawal.

Refund Policy

If the student completes this amount of training:	The student may receive this percentage of tuition costs:
One class week or up to 10% of program, whichever is less	90%
< One class week, > 25% of program, whichever is less	75%
< 25% but > 50%	50%
< 50%	0%

1. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - A. When the school receives notice of the student's intention to discontinue the training program;
 - B. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - C. When a student, without notice, fails to attend classes for 30 calendar days.
2. All refunds must be paid within 30 calendar days of the student's official termination date.



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If you need to withdraw from West by Northwest School of Massage but foresee attending again in the future, you must reapply to the program. You may qualify to test out of modules you have successfully passed, if admissions approves this process.

By initialing, you accept the terms of this Withdrawal/Refund policy: _____

Student Clinic Failure

If the student has successfully passed all other aspects of the West by Northwest School of Massage program, however fails student clinic in any way, the student has the following options:

1. Short on shifts
 - a. Pick up additional shifts, if still available
2. Not passing either due to participation, attitude, attendance, poor client interaction, poor peer interaction, professionalism or any other offense the Student Clinic Supervisors deem unfit
 - a. Modify behavior immediately

The West by Northwest School of Massage faculty will meet with the student after two poor student clinic reviews to aid in modifying behavior or improving the situation. After an additional poor review, the student will be given an opportunity to create a verbal and written plan to modify his or her behavior and address concerns. By the 4th poor review, the student forfeits the ability to attend student clinics and is subject to failing the West by Northwest School of Massage program with no refund.

Code of Conduct

West by Northwest School of Massage teaches qualified students ethical massage practices. While some interactions lie in a grey area of ethical behavior, we enforce precautions and conservative behaviors.

At all times, students and faculty will be respectful. This includes words, actions, intentions and thoughts. We stand by the Golden Rule: Treat others as you wish to be treated.

We will educate students on possible scenarios that are uncomfortable. These situations are not dangerous or explicit in nature. There will be room for role playing to actively work through potential issues that may arise in a massage therapists career.

There are certain guidelines all students and faculty are required to adhere to.



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1. Respect each other's choices, beliefs and backgrounds.
2. Think before you speak or act. Will this harm or offend someone?
3. Take responsibility for your actions and words.
4. At no time is nudity permitted. Always prepare for exchanges under sheets and respect each others' privacy.
5. No sexual behavior, whether explicit or implied, will be permitted. Immediate dismissal from the program may result from such behavior.
6. No sexual innuendo, verbiage or joking will be permitted. Disciplinary action will be taken upon the first reported offense.
7. Be on time to each class. Showing up more than 5 minutes late is considered tardy.
8. Class time will be interactive. Please listen and allow others to process information. This included time to ask and answer questions, troubleshooting and respecting the teachers instructions.
9. Do not interrupt.
10. Use the Resolution Steps to aid in conflict resolution.
11. Appropriate hygiene.
12. Dressed modestly and to code of conduct guidelines.
13. Come prepared for class each day. Bring textbooks, sheets, homework, etc.
14. Awake during exchanges.
15. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
16. All forms of bias, including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
17. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
18. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
19. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
20. Violation of published school policies.

By initialing, you accept the terms of this Code of Conduct: _____



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Conditions for Dismissal

West by Northwest School of Massage works diligently to provide a safe and effective learning environment. We expect compliance with our code of conduct, attendance, participation and grading policies.

Non-compliance of any West by Northwest School of Massage policy will be grounds for corrective measures and possible expulsion from the program.

- Upon the first infraction, a warning will be issued and documented by faculty and student(s) involved. A plan for improving behavior will be agreed upon.
- Upon a second infraction, whether a new issue or repeat, the student will be put on probation status. Probation will last for one-four weeks, depending on the severity of the incident. The student may not be eligible for student massage exchanges if the infraction was moderate or unethical in nature. The student will be asked to return any borrowed resources and may not borrow future resources until after probation has been successfully lifted. The student will also write a formal notice of behavior correction for the staff.
- Upon the third infraction, the student may be terminated from the program which may also result in forfeiture of paid tuition. The calculation of a partial tuition refund will be aligned with the West by Northwest School of Massage Withdrawal procedure.
- If the student had a severe infraction, or has broken the law, immediate termination and no refund of tuition will be the consequence.

Not adhering to the school's rules, regulations, policies, and code of conduct may result in instant termination from the program and forfeiture of tuition up to that point of education.

1. Missing more than 20 percent of instruction time
2. Not maintaining the minimum grade point average
3. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid.

Prepaid tuition will be refunded according to the school's refund policy.

By initialing, you accept the terms of this Dismissal Policy: _____



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Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Transfer Policy

Credit for Previous Training

Students wishing to transfer to West by Northwest School of Massage must go through the same application process as a new student. Former West by Northwest School of Massage students who had to withdraw for non-disciplinary actions must also re-apply. We require a written statement describing a success plan for re-entering the program.

Re-entry will require the following:

1. Success Statement/Plan
2. Tuition payment in full
3. Partial repetition of last module attended
4. Successful (80% or 3.0 GPA and above) of all previously attended modules.

Transfer students from other programs are admitted on a case by case basis. You must provide certification of a past program completed with scores and a letter stating all fees and tuition has been paid. In order to receive a Certificate of Completion from West by Northwest School of Massage, you must successfully pass all module tests and make up hours required by Washington State Department of Health to qualify for Massage Therapy State Board exams.

Placement Assistance

Placement assistance is not offered at this time.

Student Grievance-Complaint/Appeal Process

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.



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Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Cancellation and Refund Policy (Compliance with WAC 490-105-130)

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the Refund Policy.



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Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing to the school. Student records are available for review by the student at any time.

All students' records and transcripts are maintained on the West by Northwest School of Massage site either in paper or electronic format. Records will be maintained per local laws.

Students may obtain their records at any time by requesting them from the program director. Students may allow a parent, spouse, significant other or sibling to pick up documents in lieu of their presence. Please contact the administrators to fill out a Release of Record.

Transcripts may be obtained by written request. There may be a nominal fee to receive official transcripts. Please allow up to 2 weeks for official transcripts to be received.

Current students have access to their grades at any time. Please request access through your instructors or the program director. Tests and turned in assignments that were graded may not be available for immediate viewing, but will be maintained while the student is active with West by Northwest School of Massage as well as 50 years post withdrawal.

Grades on a GPA scale of 0 to 4 will be calculated at the end of each module, term or session, depending on the subject matter.

To receive written reports, other than official transcripts, please allow up to one week for the most current grades to be posted.

Externship Policy: Not applicable at this time.

Placement Assistance: Not available at this time



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Disqualifying Crimes Checklist

BY READING AND SIGNING BELOW, YOU AGREE TO THE TERMS OF EDUCATION AT WEST BY NORTHWEST SCHOOL OF MASSAGE. NO ONE HAVING BEEN ACCUSED OR PROVEN GUILTY OF ANY OF THE FOLLOWING CRIMES IS PERMITTED INTO ANY HEALTHCARE PROGRAM, INCLUDING MASSAGE THERAPY PROGRAMS. YOU WILL NOT BE ELIGIBLE FOR LICENSURE AFTER GRADUATION IF YOUR CRIMINAL BACKGROUND CHECK REVEALS A CRIME LISTED IN THIS OUTLINE.

Initial here that you have read and acknowledge the Disqualifying Crimes checklist _____

RCW 9A.04.040 - Classes of Crimes

(1) An offense defined by this title or by any other statute of this state, for which a sentence of imprisonment is authorized, constitutes a crime. Crimes are classified as felonies, gross misdemeanors, or misdemeanors.

(2) A crime is a felony if it is so designated in this title or by any other statute of this state or if persons convicted thereof may be sentenced to imprisonment for a term in excess of one year. A crime is a misdemeanor if it is so designated in this title or by any other statute of this state or if persons convicted thereof may be sentenced to imprisonment for no more than ninety days. Every other crime is a gross misdemeanor.

RCW 9A.20.010 - Classification and Designation of Crimes

(1) Classified Felonies. (a) The particular classification of each felony defined in Title 9A RCW is expressly designated in the section defining it.

(b) For purposes of sentencing, classified felonies are designated as one of three classes, as follows: (i) Class A felony; or
(ii) Class B felony; or
(iii) Class C felony.

Crimes:

A person who has a felony crime listed below will be denied access to Massage School.

1. **For the purpose of enrollment to West by Northwest School of Massage, have you committed or been accused of the following:**

- Burglary Counterfeiting Extortion 1
- Extortion 2
- Fraud and Swindles Forgery
- Identity Theft Money Laundering
- A person who has a felony crime listed below will have an overall assessment of the person's character, competence, and suitability to determine if they will have access to Massage School..
- Assault 1
- Assault 2
- Assault 3 Domestic Violence
- Assault 3 not Domestic Violence
- Assault of a child
- Coercion of Involuntary Servitude
- Custodial Assault
- Dealing in depictions or minor engaged in sexual explicit conduct Domestic Violence
- Drive by shooting
- Homicide by abuse
- 10/8/2015 Page 1 of 2
- Leading organized crime
- Malicious mischief Domestic Violence Manslaughter



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- Murder/Aggravated Murder
- Rape
- Rape of a child
- Residential burglary
- Robbery
- Sabotage
- Sexual exploitation of a minor
- Sexual misconduct of a minor
- Theft
- Use of a machine gun in a felony
- Vehicular homicide
- Violation of the Imitation Controlled Substance Act
 - (manufacture/deliver/intent)
- Violation of the Uniform Controlled Substance Act
 - (manufacture/deliver/intent) Violation of the Uniform Legend Drug Act
 - (manufacture/deliver/intent) Violation of the Uniform Precursor Drug Act (manufacture/deliver/intent)
- Pending Crime – A person who has a pending crime on the Secretary’s list is denied access to Massage School while awaiting a decision by a court, administrative entity, or government entity. Upon conviction or acquittal but the court, the Secretary’s List is applied.
- Attempt RCW 9A.28.020
- Conspiracy RCW 9A.28.030; and
- Solicitation RCW 9A.28.040

These crimes appear with a listed crime, such as Burglary. When the crime of attempt, conspiracy, or solicitation appears in conjunction with a crime on this list, is treated the same as the listed crime.

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