

The Naga Center, llc
School of Traditional Thai Massage and
Medicine

Professional Program
Catalog
2023 - 2024 Cohort



Endeavoring to relieve a bit of the suffering in the world through education in the art and practice of traditional Thai massage taught with passion, authenticity and integrity.

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Welcome

About The School

Vision

The Naga Center endeavors to relieve a bit of the suffering in the world through mentorship style education in the art and practice of traditional Thai massage taught with passion, authenticity, and integrity. Here students find a warm and welcoming space for in-depth studies designed to help them begin their professional massage practice as specialists in an ancient and complex healing arts modality. Studies at The Naga Center are steeped in a connection to a rich history, an understanding of cultural exchange and reciprocity, and a strong grasp on the wonderment that is the anatomy and physiology of the human body. It is our delight to guide those working toward massage therapist licensure through the profound experience of learning Thai bodywork, both traditional and modern health sciences, and the singularly unique art of touch therapy.

Overview

The Naga Center llc is an independently owned micro-business massage school founded in 2005 by Nephyr (naj) Jacobsen offering hybrid hands-on/online instruction in the art and practice of traditional Thai medicine and herbalism with a strong focus on the bodywork of Thailand taught in a mentorship style.

The Thai Massage Professional Program was designed to meet the needs of those who have fallen in love with Thai bodywork, know that they want to practice it professionally, and wish to spend their pre-licensure training focused primarily on Thai massage rather than in the standard Swedish-centric massage school environment.

Core Values

At The Naga Center our core values are community, authenticity, giving back, eco-sustainability, and student centered instruction.

Community - In addition to a strong cohort community support structure, students at The Naga Center are brought into a long standing community of massage therapists with a passion for Thai healing arts with access to an ongoing Thai medicine alumni forum where students can connect, ask question as they arise in their practice, and find support post graduation. They are additionally invited to participate in ongoing weekly Zoom meetings, and a variety of Thai medicine oriented chat groups. Another way that community centered values are expressed is through our Clinic workshop that forgoes the standard massage school clinic approach as a for profit endeavor and instead brings massage therapy to under-serviced in-need communities at no cost.

Authenticity - The Naga Center embodies a commitment to authenticity by teaching Thai healing arts as they have historically been taught and practiced in Thailand, prior to the recent western influence that is currently having a dramatic and destructive effect upon the traditions of

Thailand. Maintaining an awareness of the dangers of westernizing and thereby participating in a form of cultural colonialization is an important aspect of the program. Knowledge and practices that stem from modern medical sciences are taught with a clear understanding of what they are such that students do not confuse traditional Thai and modern western teachings. Both systems are taught as being worthy, important, helpful and valid.

Giving Back - Those who are associated with The Naga Center understand that they are making their living off of knowledge that comes from the other side of the world, and that with that gift comes responsibility. Over the years The Naga Center has given to various charities and non-profits in Thailand as a way of giving thanks for all that Thailand has given. You can read more about what Nephyr calls "love tithing" and see some of the organizations The Naga Center has given to in the past, [here](#).

Eco-Sustainability - Impact upon the environment is considered in everything at The Naga Center. It is our understanding that a healing arts practitioners protecting the environment is of paramount importance as we are not healthy if our world is not healthy. Continuing education classes at The Naga Center are often offered as fundraisers for nature and animal welfare causes.

Student Centered Instruction - By having small class sizes instructors are able to get to know their students well and to adjust instruction in various ways to make sure that all students are benefitting as much as possible from the program. Students are provided with extensive notes, quizzes, video lessons, recordings of live lectures to review with, and myriad other resources to assist in their learning. Feedback from people who have studied at other massage schools is that the resources and individual attention provided at The Naga Center goes above and beyond the norm.

Cohorts

Cohorts at The Naga Center are deliberately kept very small (10 or less) and there are only two to three instructors. This creates a uniquely warm and intimate mentorship learning environment in which we form a strongly supportive and bonded little community that helps each other through the rigorous learning intensive program.

Cohorts and teachers become sanghā, supporting and helping one another and maintaining relationships well beyond the end of their training such that students do not feel alone and overwhelmed as they begin or expand their careers in massage therapy.

Location

While many classes are taught via live internet gatherings in which students get to learn in the privacy of their own homes, hands on classes are currently taught in Nephyr's herb room surrounded by nature, and bordered by a bike/walking trail on one side and a beaver and crawdad filled creek on the other just a skip outside of Portland Oregon. We call this spot of beauty Coyote Crossing, and students are likely to hear the namesakes singing their song of the wild from time to time. Students will feel as if they are far from urban life, but restaurants and shops are a short fifteen minute lovely walk away. During class breaks students can rest in a hammock between trees, or feed treats to the resident flock of free roaming ducks.

Our address is 875 SE Park Drive in Gresham Oregon. This is a private residence zoned for home occupation business usage. Out of respect to our neighbors, those who reside here, and any students who may be on site engaged in study,

The Naga Center may only be visited by prospective students by appointment.

Educational Methods

Students are taught through a hybrid online and in-person class format with multiple weekly Zoom based classes and four on-site bodywork intensive workshops (two in the fall, two in the spring).

The **interactive distance learning** component of the program employs many creative methods to meet the needs of visual and kinesthetic learners such as model skeletons, clay, anatomy art, game like quizzes, massage practice models, visually engaging videos, group discussions, and lectures from teachers who are passionate about their subject matter whether it's physiology, pathology, or the wonder of touch therapies.

At our **in-person intensive workshops** students get to practice massage, palpation, draping, and other physical techniques that they have been working on at home, with their classmates and under the more direct supervision of an instructor. It's a chance to fine tune skills as well as learn new ones and get individualized guidance as well as the all important aspects of being recipients of the techniques they are learning so as to understand the work from both a giving and receiving view.

Whether classes are online or in-person the atmosphere is one of apprenticeship and mentorship with a warm friendly circle-up-in-safe-space ambiance regardless if the subject at hand is clinical presentations of scoliosis, deep therapeutic value of massage, or how hot herbal compresses can calm an anxious client.

In addition to the interactive Zoom classes and hands-on workshops, cohorts stay connected through **chat messaging groups** in which instructors can answer questions as they come up, students can help one another with their studies, and important information is disseminated.

All lessons have pages of **online resources** for students including notes, videos, links to subject quizzes, flashcards and more such that for every class participated in students can re-visit the information as they study for exams and commit to memory important information for their future healing arts practice.

Due to the high level of use of digital technology in this program any students who need help will have personal assistance in their learning curve with the platforms used.

SARS-CoV-2/COVID-19 Protocols

Disease spread mitigation

The Naga Center is committed to the healing ethos of “first do no harm” and so goes above and beyond in protecting all, including our most vulnerable students from infectious disease. As a school that is all about health and well being our dedication to mitigating the spread of infectious disease on site is constantly being updated to meet current recommendations from epidemiologists, doctors, disease specializing HVAC engineers, and biologists. Current protocols for in-person workshops include:

- Multiple on-site HEPA (Merv 13) filter air purifiers including multiple Corsi-Rosenthal boxes and HEPA “fandaliers” in all spaces that students gather. We do not use purifiers with ionizers or other electrical gimmicks that can lead to increased ozone.
- Far UV 222nm industrial disinfection lights placed within safety standards to ensure that while they disarm airborne viruses they cause no harm to people and other critters.
- CO2 monitors in all spaces that students gather will display carbon dioxide levels such that proper ventilation is monitored and maintained - windows will be opened throughout warmer weather and as needed in colder weather. Even in winter windows will be at least cracked at all times to insure adequate ACH (air changes per hour) - dress accordingly!
- Standard or Thai herbal humidifiers will be run in class as humidity supports the innate immune function of the mucosal lining of mouth throat and nose (where the COVID and other virus’ like to attach to our ACE-2 receptors) and assists in lowering the amount of airborne virus in a room.
- Masking requirement: all students must wear N95 or higher masks, or elastomeric respirators, that seal. Surgical, cloth, or other non-approved masks are not permitted. Masks will be provided for anyone in need.
- Vaccination requirements: all students must be up to date with current vaccine recommendations including any updated boosters available.
- Testing requirements: COVID-19 testing is required 2 days before any in-person class as well as the first and third mornings of class. Students are responsible for obtaining the pre-class test, but tests will be provided on site for any who need them on the first and third days or at any point should they feel unwell.
- Any students experiencing symptoms of potentially contagious disease or with a positive test for any contagious disease must refrain from coming to class. A make-up class will be scheduled as needed. Students experiencing illness are expected to check in with their instructor prior to missing class.
- Lastly, linens, hands and surfaces will be regularly washed, sanitized and disinfected, of course.

Thai Massage Professional Program

629 hour pre-licensure massage training

About The Program

This is a program like no other that we know of preparing students to enter the field of massage already specialists in a complex niche modality. It is designed for rather unique and specific students; people who know that they want to practice Thai massage professionally. People who have probably already fallen in love with Thai massage and are ready to dive deeply into their studies of modern and traditional health sciences and specifically this ancient healing art in an environment that is friendly and welcoming and that focuses on Thai rather than Swedish massage.

Students can choose to complete the program through the accelerated 10 month Wind Path or through the gently paced 22 month Earth Path

Wind Path (10 month plan)

Students have two full days of interactive live online classes per week and four in-person intensive massage workshop modules (two in fall, two in spring). As an extremely learning intensive program, this is best for students who know themselves to be quick learners who are able to realistically set aside the time required to properly engage in the program. Students should be prepared for an extremely learning intensive 10 months, studying complex biological sciences, memorizing information, and making time to practice extensive bodywork techniques and skillsets. That said, it's important to know that great care has been taken to make the information as accessible as possible, to provide students with a strong foundation of learning support tools, and community helping one another through.

Earth Path (22 month plan)

Students have one full day of interactive live online classes per week and participate in 2 fall in-person workshops their first year, and 2 spring in-person workshops their second year (they also have the option to take 3 in-person workshops the first year leaving 1 for the second year)

Academic Calendar

2023/24 Thai Massage Professional Program Fall Cohort

All times are Pacific Standard/West Coast Time (-8)

Workshop modules are hands-on intensive portions of class held on-site in Gresham Oregon

There is no official application deadline ahead of program start, however cohort size is extremely limited and space is not guaranteed. Potential students are encouraged to apply early.

Important Dates		
September 5	Orientation	
September 6	First day of classes	
September 19	Last day for late application	
October 14 - 17	Essentials of Thai Massage Workshop	On-site
November 19 - 25	Thanksgiving Break	No school
December 2 - 5	Deep Thai Massage Workshop	On-site
December 24 - January 6	Winter Break	No school
February 5 -9	Finals (1st semester) -some classes have finals at other times due to different class duration	
February 9	End of first semester	
February 14	Start second semester	
March 8	Last day to hand in late work for 1st semester*	
March 24 - 30	Spring Break	No school
April 27 - 30	Table Massage Workshop (Wind path only**)	On-site
June 1 - 4	Clinic Workshop (Wind path only)	On-site
June 24 - 26	Finals (2nd semester) some classes have finals at other times due to different class duration	
July 24	Last day to hand in late work for 2nd semester*	
<p>* late work can significantly delay grades and certification as instructors have up to 3 months to attend to work completed past deadline.</p> <p>**Wind Path students optionally can take the Table Massage class their first year. All 2nd year classes for Wind Path students will be announced in the 2024/2025 catalog</p>		

Curriculum

Wind Path students take all classes as outlined. Earth Path students take only Wednesday classes their first year, and only Friday classes their second year as well as only fall in-person modules their first year, and spring in-person modules their second year

All times are Pacific Standard Time/PST, -8, west coast USA

Wednesdays classes

9 am to 9:50 am (*cultural*)
10 am to 1 pm. (*various health science*)
2 pm to 5 pm (*various massage*)

Friday classes

10 am to 10:50 am (*sustainable practice*)
11 am to 1 pm (*various health science*)
2 pm to 5 pm (*various Thai theory and massage*)

Health Sciences (Modern)

Anatomy & Physiology 60 hours

Wednesdays September 6th - February 7th

Study of the structural anatomy and physiological processes of the body from cells to body systems. Body systems include: integumentary, immune, skeletal, muscular, nervous, neuromuscular, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive.

45 lecture 15 lab

Kinesiology 1 40 hours

Fridays September 8th - February 9th

In-depth study of the skeletal and muscular systems with a focus on boney landmarks, muscle organs, insertions and actions, and palpation. Course covers axial and appendicular skeleton and muscles of the head, neck, shoulders, arms, back and thorax.

30 lecture 10 lab

Kinesiology 2 30

Fridays February 16th - May 31st

Further study of the muscular system covering muscles of the abdomen, anterior spine, pelvis, thigh, leg and foot, as well as added focus on joints and neurological and vascular innervations.

20 lecture 10 lab

Pathology 45

Wednesdays February 14th - May 29th

This class looks at common pathologies of all body systems covered in Anatomy and Physiology, plus covering oncology, mental health pathologies, conditions specific to geriatrics, and hospital settings.

Emphasis is placed on the relationship between bodywork and illnesses, injuries and conditions inclusive of local and systemic contraindications, adjustments to a massage practice for specific ailments, and areas in which massage can be of particular benefit.

35 lecture 10 lab

Pain Theory & Management

6 hours

Wednesdays May 1st - 8th

In this course we will look at modern and traditional understandings of pain physiology, perception and mitigation including recent scientific studies, mental formations, and traditional Thai approaches to pain management.

4 lecture 2 lab

Modern Health Science Review

24 hours

Wednesdays and Fridays June 5th - 28th

Month long review of anatomy, physiology, kinesiology and pathology designed to help students anchor strongly to complex topics covered such that they are better able to move forward into their careers as massage therapists with a strong grasp on the body sciences, do well on state required tests for massage licensure, and be fluent in the language of medicine.

12 lecture hrs 12 lab hrs

Health Sciences (Traditional)

Traditional Thai Medical Theory for Bodyworkers

45 hours

Fridays September 8th - December 22nd

In this class students will gain an understanding of the anatomy and physiology medicine through the lens of traditional Thai teachings on the subject. We will examine Thai teachings on the structural composition of the body, body systems, Thai element theory, Thai point theory, Thai sen theory, Thai understanding of imbalance causation, how daily habits affect systemic and structural health, and how all of this applies to a bodywork practice.

30 lecture 15 lab

Total health science hours 250

(205 modern, 45 traditional)

Bodywork Practice & Theory

Thai Massage Essentials

50 hours

Wednesdays September 6th -October 17th

Students learn foundations of touch, palpation, and Thai massage body mechanics as they learn a Thai massage sequence that is focused on addressing the layers of the body moving from skin to tissue to channels to joints. Techniques include thumbing, passive range of motion, palm pressing, joint traction and more with recipient in prone, supine and seated positions. Final 4 days are October 14th - 17th intensive workshop.

10 lecture 40 lab

Thai Massage Deep Tissue

50 hours

Wednesdays October 18th - December 5th

Students learn a new Thai massage sequence that is focused on learning simple and complex Thai passive stretch techniques and Thai deep tissue techniques such as compression and beating with recipient in prone, supine, seated and lateral recumbent positions. Final 4 days are December 2nd - 5th intensive workshop.

10 lecture 40 lab

Tools of Thai Massage

24 hours

Wednesdays December 6th - February 14th

Thai bodywork employs many tools other than hands. In this course students will learn the foundations of using tools that will be further employed in the Thai Rx module including Thai cupping, scraping, external application of herbs, hot compresses, scarves, balms, liniments and lotions.

10 lecture 14 lab

Thai Massage Rx

21 hours

Wednesdays February 14th - April 3rd, 2024

In this module all skills learned thus far will be put together as students learn to tailor sessions to meet the individual needs of clients experiencing various conditions ranging from neck pain to pregnancy and from restless legs to headaches. Foundational techniques learned in the essentials class will be mixed with advanced deep tissue techniques and further training in the use of tools as applied to myriad specific conditions.

5 lecture 16 lab

Table Massage

41 hours

Wednesdays April 10th - 30th

This course is a marriage of western Swedish massage skills and techniques combined with Thai bodywork adapted to the table. Students will learn Swedish massage strokes, theory, body mechanics, draping and practice in addition to incorporating Thai bodywork, stretches and tools to a table setting. The final four days are April 27th - 30th intensive workshop.

6 lecture 35 lab

Modalities Round Table

9 hours

Wednesdays May 15th - 29th, 2024

In this course students are exposed to a variety of massage modalities from around the world through presentations by guest instructors with specialized practices. This course introduces students to Rolfing®, Shiatsu, Tui-na, Lomi-Lomi, and other bodywork practices.

6 lecture 3 lab

Massage Review

12 hours

Wednesdays June 5th - 26th, 2024

This month long course is an intensive review of bodywork techniques and best practices designed to prepare students for the MBLXe and assure a solid understanding of all skills and practices learned as they finish their pre-licensure training.

2 lecture 10 lab

Massage Clinic

32 hours

June 1st - 4th

In this four day hands-on intensive students will practice professional massage with instructor supervision on the public. The Naga Center does not use clinic as revenue; instead of being a for profit clinic, students bring bodywork to underserved and low income communities, honing their professional skills under the guidance of their teacher while helping those in need.

5 lecture 27 lab

Total Bodywork hours - 239

Massage Practical Application

Ethics From Thai Medicine

15 hours

Fridays January 12th - February 9th

A comprehensive course looking at ethics through the view of Buddha dharma and Thai medicine teachings in relation to a healing arts practice. This class takes a close look at how different motivations such as money and a desire to alleviate suffering impact healing arts work, how we can use traditional Thai teachings to navigate right action with our relationships with clients, boundary setting and honesty, and the way in which guidelines such as "do no harm", no sexual/romantic relations within the professional dynamic, general client boundaries, and no intoxicants are translated through the traditional teachings.

15 lecture hours

Wai Kru - Cultural Competency I

20

Wednesdays September 6th - Feb. 7th

In this weekly lecture and discussion we look at the complexities of studying a healing art that comes from a culture that is likely not our own. We examine how to navigate this practice without engaging in harmful appropriation and the colonialization that comes with westernizing and modernizing a tradition from the other side of the world. Students are introduced to many aspects of Thai culture providing deeper insight to the view behind the medical theory as applies to bodywork.

15 lecture 5 lab hours

Wai Kru - Cultural Competency II

19

Wednesdays February 14th - June 26th

This continues the conversation around cultural appreciation and appropriation in the healing arts. We also look at how we can give back to the source culture as well as the role we take on in the preservation of another culture's traditions and significant time addressing cultural competency within a bodywork practice. This bring in subjects of equity, racial sensitivity, LGBTQ+ clients, as well how to skillfully practice in a way that is inclusive of political and cultural differences.

15 lecture 4 lab

Building a Practice

51 hours

Fridays February 16th - June 28th

This class covers myriad aspects of having a bodywork practice including client intake and assessments, charting, best practices for disease spread mitigation, client therapist boundaries, relations and modern ethics, and local and national statutes. We will also focus on ground up practice building including marketing and website content creation to attract the clientele that is right for the individual practitioner.

30 lecture 21 lab

Sustainable Practices I

20

Fridays September 8th - Feb 9th

This course is designed to assist massage practitioners in caring for their own bodies such that they can have a sustainable practice over many years. Focus includes body mechanics while working, stretching for bodyworkers, and Thai and western strengthening exercises for hands, wrists, quads and other muscles and joints that are taxed by a bodywork practices. Additionally students learn traditional Thai self massage techniques with a direct tie to the work they learn to do on client bodies.

10 lecture 10 lab

Sustainable Practices II

15

Fridays February 16th - May 31

Continuation of Sustainable Practices I. Students review all self care practices for bodyworkers taught in first semester and add on traditional Thai self massage techniques with a direct tie to the work they learn to do on client bodies, understanding palpation of muscles, boney landmarks, and sen on their own bodies as a path to better understanding on others.

7 lecture 8 lab

Total Massage Practical Application Hours - 140

Massage Theory and Practical Application - 379 hours

Health Sciences - 250 hours

Total Hours 629

Faculty ~ Administration

Nephyr Anne Jacobsen, lmt - Owner | Director | Instructor

Nephyr, also known as naj, has been practicing bodywork since 1991 and has been studying traditional Thai medicine since 1998 traveling to the kingdom regularly to study, and spent two years living in the far north of Thailand on the border of Burma with her family. Nephyr has written multiple books and instructional curriculum on Thai massage as well as the bigger umbrella of traditional Thai medicine, including Thai herbal medicine. She is the primary instructor at The Naga Center.

Claire Mittlestet, LMT - Instructor

Claire is a long time practitioner of traditional Thai medicine having studied extensively with Nephyr and in Thailand. A certified yoga instructor, she has also studied the Thai self care practices of Reusi da ton.

Jim Madras, LMT - Instructor

Jim has been a massage continuing education instructor since 2007, founder Internal Arts, and a practicing massage therapist since 2001. Jim has a strong background in cupping practices from around the world, in particular China and Thailand, as well as a history in the practice and instruction of qigong. He has been teaching Thai massage since 2017.

Elizabeth Arp - Bookkeeper

Liz is a QuickBooks© Online Certified ProAdvisor who specializes in small business bookkeeping who insures that The Naga Center's bookkeeping doesn't look like Nephyr's messy car.

Financial Policies

Tuition and other Expenses

School Fees		Variable Additional Expenses <i>costs are approximate, items are purchased by student outside of school</i>	
Tuition	\$12,000	Books	\$300
Registration fee	\$50	Student liability insurance	\$40 to \$80
		Massage mat	\$100 to \$300
Total	\$12,050	Various Thai massage tools, list to be provided	\$300 to \$500
Possible Additional School Fees			
Schedule change/Drop Class Fee			\$25
Transfer Evaluation Fee			\$25
Duplicate Program Certificate			\$25
Official Transcript Copy Fee			\$10
Re-taking Incomplete Class			50% of class tuition
Detailed Education Verification Fee		For states other than OR and WA	\$25
Returned check fee			\$30
Discounts			
Fossil Fuel Eco Discount		agree to bike/carpool/take public transportation to class	-\$200
Cash/Check		tuition payment Processing Fee Discount	-\$300
Additional Fees to obtain License After Graduation <i>these are state requirements not associated w/The Naga Center. Costs are approximate</i>			
CPR / First Aid Course			\$100
Licensing Examination			\$195
OBMT Application Fee			\$100
Initial Licensing Fee			\$100
Fingerprint Processing Fee			\$43
Passport Style Photo for OBMT			\$15
Fingerprint Card			\$25

In addition, students will be required to receive 4 professional massages during the course of their program. Prices range anywhere from \$25 to \$200 for a professional massage. Students will be instructed as to the modality but beyond that it will be up to them to choose the therapist who meets their financial budget and learning requirements.

Tuition Payment Options

Paid in Full

Full tuition payment prior to the first day of the first semester or divide into two payments, one due prior to first semester, the second due prior to beginning of second semester.

No interest Monthly Payment Plan

Students may opt to disperse their tuition payment over the number of months of the program with first payment due prior to first day of class, subsequent payments on the first of each month, final payment on the first day of the last month of classes.

The Naga Center does not offer federal funding.

Joining The Program

Admissions and Enrollment

Enrollment requirements

To participate in either of the Thai Massage Professional Programs students must be:

- 18 year of age or older
- Proficient in speaking, reading, and writing in English
- Vaccinated against SARS-CoV-2
- Citizens or legal residents of the United States or its territories

Ability Considerations

Thai bodywork is a physical modality that requires an ability to kneel and squat. Students with physical or learning/cognitive differences or challenges, concerns about their ability to engage in the program, or who anticipate being pregnant for any part of the program, should make sure to discuss these things in their admission interview in order to best make sure that they can participate safely and successfully and their instructors are prepared to meet their needs.

Students with test anxiety or reading comprehension challenges are encouraged to discuss this in their admission interview so that systems may be implemented to best assist in successful studies and examinations.

Enrollment checklist

- Receive at least one professional Thai massage within the last year.
- Submit completed program application package including:
 - Application form
 - Copy of photo ID front and back (driver's license, passport, or other government issued ID or proof of residency)
 - Proof of up to date complete SARS-CoV-2 (COVID-19) series
 - Two professional and/or previous instructor letters of reference
 - Application essay
- Complete admission interview (you will be contacted to schedule upon receipt of application)
- Receive acceptance or contingent acceptance letter
- Show proof of student liability insurance (see below)
- Pay registration fee and any other associated fees and deposits
- Completion of signed enrollment agreement
- Payment in full or for first semester for those paying in full, or first monthly payment for those paying with a month to month payment plan.
- Acquisition of all books and other materials needed at start of program as will communicated to potential students in their acceptance missives.

Potential students are accepted based on a variety of factors including timing (space is limited and most likely will fill), fulfilling all requirements, and demonstration through essay, interview and references of likelihood of ability to successfully complete the program. There is no application deadline ahead of start of classes, however the sooner potential students apply the greater the chance of getting into the program. If there is space in the program applications will be accepted up to two weeks past the first day of classes with factors such as the student's ability to make up missed work taken into account in the decision making process.

Upon submission of complete application package and completion of admissions interview students will be notified of acceptance status within 2 days to 2 weeks.

Non-Discrimination Policy ~ Equity

The Naga Center does not discriminate based on race, ethnicity, gender identity or presentation, sexual orientation, religion, national origin, status, political affiliations or any other such nonsense nor do we allow for such discrimination to rear its sad head in our classrooms. Equity and nondiscrimination are of paramount importance. The Naga Center strives to keep the program cost as low as possible for financial accessibility¹.

Students perceiving discrimination from other students, instructors or administration are encouraged to first attempt resolution through the Naga Center's grievance policy. Any person unlawfully discriminated against as described in ORS 345.240 may file a complaint under 659A.820 with the Commissioner of the Bureau of Labor and Industries. Any facility or staff found to have engaged in discriminatory behavior will be subject to school disciplinary policy.

Auditing and Partial Program Participation

Students requiring only specific courses such as health science classes, ethics, or bodywork oriented classes may apply to participate only in the classes they need, however space preference will be given to full participation students (especially with classes that have an in-person workshop component due to extra space limitations) and acceptance for partial participation will not be made until one week before the start of classes. Partial participation will be billed at \$20/ hour.

Transfer of Credits

Students who have training within the last 5 years that may exempt them from any portion of the program must submit official transcripts (in English) from a state accredited/licensed school showing completion of previous training with a 70% or higher passing grade. The training must be compatible with The Naga Center curriculum. Previous Thai massage training will not exempt students from the Thai massage portions of the program. Students exempted from a class will have their tuition cost decreased and will not participate in the class. Due to limited space, students applying for the whole program will be given priority over transfer students and acceptance will be based on the needs of the rising cohort.

¹ At the time of the creation of this handbook to the best of our knowledge the only less expensive massage program in the state is Lane Community College, being the only not-for-profit massage program. This footnote is provided for those who may benefit from the community college option.

Transfer students' credit hours on transcripts will be evaluated at 10 clock hours per 1 credit.

Student Liability Insurance

All students must have student liability insurance purchased through Massage Magazine Insurance Plus (MMIP)² at <https://www.massageliabilityinsurancegroup.com/student/>
The cost is \$40 per year.

Withdrawal from Program

Students may withdraw from the program at any time by submitting notification of withdrawal in writing as well as by e-mail sent to the school director. Withdrawal after 50% or more of the program has been completed is not eligible for a refund and students are liable for any remaining tuition owed. Withdrawal prior to 50% completion is eligible for a prorated refund based on the student's last day of class participation.

Withdrawal Refund Schedule <i>all refunds to be issued within 30 days of receipt of written cancellation notice or dismissal Enrollment cancellation refund policies are inclusive of student initiated withdrawal or school initiated dismissal</i>	
Enrollment Cancellation within 5 days of enrollment	100% refund including registration fee
Enrollment Cancellation after program has begun and less than 50 percent of program is complete	Refund is prorated based upon the last date of student attendance.
Enrollment Cancellation after 50% or more of the program has been completed	The student is not entitled to a refund and, if paying with a payment plan is responsible for the entire tuition by or before the previously anticipated program finish date as agreed upon in the payment plan contract.
<i>For pro-rating calculations, tuition cost breaks down to \$19.08 per class hour</i>	

Veterans Cancellation Policy (complies with 38 CFR 21.4255)

For students receiving veterans benefits withdrawal or dismissal at any point in the program will result in refunding of any unused portions of tuition, feeds and other charges including registration fees over \$10.

² The Naga Center has no affiliation with MMIP, but requires insurance through them as, as of the time of the writing of this document, they are the only massage insurance provider that covers all techniques taught at The Naga Center.

Leave of Absence

Due to the intimate nature of small cohorts with limited class size leaves of absence are not assumed and are granted on a case by case determination in emergency or personal reason situations to students who are in good standing (without unresolved academic, financial or disciplinary issues or other commitments to the school/program). Consideration will be given to aforementioned standing as well as anticipated availability of make-up courses and space in future cohorts that the student may join. The leave of absence will begin following the last attended class date. Any incomplete classes must be started anew.

A leave of absence of more than two years may result in being asked to reapply to the program adhering to any admissions policies in effect at the time of reapplication. Students with month to month payment plans are expected to continue with agreed upon schedule of payments.

Expectations, Policies, Procedures

Attendance

Students must attend 90% of each class in order to pass the class. Students will be marked absent if they arrive more than 15 minutes late, leave before the class is dismissed, or have cameras off during Zoom classes unless instructed otherwise. Students are asked to inform their instructor ahead of time if they know that they will be late to or miss class.

Digital/Distance Class Attendance

In addition to the above attendance requirements, in the case of live online classes in order to be counted as present students must:

- Have their camera turned on unless otherwise instructed or due to technical difficulties
- Be in a place where they can focus on class, take notes, and do exercises assigned during class

Online live distance learning classes must be treated like in-person classes with the full focus and participation one would expect in an in-person class. Students in live online classes will be marked as absent if they are:

- In a car or other vehicle
- Walking from one location to another
- Doing other activities such as cooking and cleaning
- Engaged in any other activity that inhibits their ability to be present and focused

Grading

Classes are pass/no pass

- Pass - 75% or greater class grade based on attendance, quizzes and exams, satisfactory completion of any and all assignments, class participation, and demonstration of understanding of material. Bodywork classes also factor demonstration of safety and skill in performing techniques taught. Specific expectations for each class are clarified on the class syllabus provided by the instructor.
- No Pass - less than 75% grade as per above factors. Because this school is one of mentorship, community and compassion, every effort will be made on the part of the instructors and the director to help students to meet the 75% grade. Students who are falling behind will have planning meetings to assess the cause of the difficulties with remediation measures and agreements put into place. Extra teacher assistance, study counseling, or outside tutors (at the student's expense) may be employed. In the rare case in which students receive a No-Pass the class must be retaken within one year, paying for the class a second time but with a 50% price reduction. Class availability is not guaranteed.

- Incomplete (I) grades indicate that the student has missing assignments, quizzes, or other class requirements and is within the 4 week post class end grace period during which time they are in communication with their instructor and working to wrap up any loose ends needed. If students are unable to complete the course requirements within the 4 week grace period their grade will be changed to no-pass and they will have to re-take the course within one year.
- Withdrawal (W) - students may withdraw from a class at any time with written notice and will be refunded per prorated tuition so long as the class is not more than 50% complete. If the class is more than 50% complete the student is not eligible for a refund. Students who stop coming to class without written notice of withdrawal will not pass the class.

Please note that re-taking classes is not always a guarantee. The Naga Center is a small school and classes are not offered frequently. There must be room in the class, and priority is given to the current cohort. All efforts will be made to help all students to complete the program, but students are encouraged to take classes seriously and to make every attempt to pass them with their enrolled cohort. If unable to take re-take class within one year due to lack of space, a time extension may be given.

Progress Reports

Progress reports will be given in the week prior to Winter Break and again the week prior to Spring break. Additionally students may schedule a progress report meeting at any time. Students may access their files at any time upon request.

Student Code of Conduct Policy

All students are expected to be self motivated, reliable, kind and respectful to other students and staff, respectful of professional and emotional boundaries, and responsible. Training in the healing arts tends to lead to personal healing. We strive to create safe spaces for students to understand their own personal healing path and to be vulnerable with one another. Students are expected to safeguard information that may be shared in classes of a personal nature and to be “*emotionally capable of being therapeutically present with another person*”³.

Code of Conduct: Interpersonal

Students are expected to:

- Treat one another, including Naga Center instructors, with kindness and respect
- Be supportive of each other’s journey through this program
- Present themselves professionally in massage practice settings
- Refrain from any and all mental, emotional, or physical harassment of others including but not limited to:
 - Verbal harassment or abuse
 - Use of racial, gendered, ethnic, or sex stereotypes
 - Inappropriate sexual propositioning, pressure, touch, suggestions, shaming, and observations.

³ From Ashland Institute of Massage’s student handbook. Because they said it perfectly.

- Unwanted physical contact of any kind
- Disparagement or insulting of other's ethnicity, culture, race, status, skin color, body, sexual orientation, gender or gender presentation or life style.
- Refrain from engagement in new sexual/romantic relationships with practice "clients"
- Refrain from taking payment of any kind, including favors and barter, in exchange for bodywork until you are a licensed massage therapist as per Oregon statutes that explicitly forbid it.
- Per Oregon statutes, refrain from advertising massage services in any way including social media, websites, fliers and business cards until licensed by the state as a massage therapist.

Student Code of Conduct: Classroom

Students are expected to:

- Come to classes with a readiness to be present and focused
- Come to class sober. That is, not under the influence of any recreational and/or mind altering substances/drugs regardless of the current legal status of said substances/drugs on a state or federal level.
- Leave all weapons save their wit at home.
- When practicing bodywork techniques and skills on another person to fulfill a homework requirement be sober and not under the influence of any recreational and/or mind altering substances/drugs regardless of local or federal legal status of said substances.
- Bring to class their own honest work. Plagiarism, use of AI assistance⁴, copying answers from the internet, and sourcing from textbooks during non-open book exams is considered cheating and is not permitted.
- Come to in-person classes wearing clean clothes that are appropriate for Thai bodywork - loose comfortable clothing easy to move in. Pants that extend to the ankles and shirts that cover the shoulders. No shorts or skirts. These guidelines are directly related to positions utilized in Thai massage and are not moral, societal, or fashion motivated.
- Come to in-person classes clean/showered, and with professional hygiene. Fingernails must be kept very short to perform massage without hurting the recipient, and bodies should be free of strong odors including perfumes, hairsprays, smoke, body odor and heavily scented fabric soap.
- Attend distance online classes with device camera's on (unless otherwise instructed or for technical reasons).
- Attend online classes prepared to be as present as one would be in an in-person class (i.e. not driving, cooking, cleaning, or otherwise distracted from the class experience).
- Refrain from recording, photographing or video-ing class without instructor permission with the exception of for the purpose of creating a record of harassment, discrimination, or abuse.

⁴ AI may be used for research purposes only - students using AI such as chatgpt are encouraged to double source information and to be polite to the AI; non-sentient communications are a wonderful opportunity to practice kindness for kindness sake

Student and Instructor Health Policies

Students experiencing illness or injury are asked to contact their instructor to discuss their options regarding coming to and making up class. Students who miss class are responsible for obtaining the lessons and assignments missed.

Students and instructors should not attend in-person classes if:

- They have or suspect they may have any illness spread through air, touch, or surface contact
- They have COVID-19 or flu or symptoms of COVID-19 or flu
- They have fever within 24 hours including fever being mitigated by non-steroidal anti-inflammatory medications such as aspirin or Ibuprofen.
- They have intestinal distress and/or vomiting

Students who come to in-person classes with any of the above conditions or who develop them while in class will be sent home to rest and recuperate.

See SARS-CoV-2/COVID-19 Protocols section (pg 7) for further information about in-house protocols for mitigate the spread of contagious disease.

Disciplinary Actions

As a mentorship based program in which students and staff work closely together in small cohorts the health and well being of everyone involved is of utmost priority. Every effort will be made to insure the academic success and general well being of our community and students struggling to meet the expectations of the program will be offered as much guidance and help as possible before implementation of disciplinary actions. We will always begin with a conversation.

- **Instructor and Director Meetings** - Students identified as struggling in their academic process or with minor infractions of the Student Code of Conduct Policy may be asked to meet with their instructor/s and/or the director to discuss how best to move forward for the success of the student and well being of all. Such a meeting will also serve as **verbal warning** of a need for change, with the student being asked to sign acknowledgement of such (acknowledgement is not the same as agreement).
- **Probation** - Students with two or more incomplete or unsatisfactory grades, ongoing failure to meet agreements made during above meetings, or with stronger infractions or repeated infractions to the Student Code of Conduct Policy may be put on academic/behavioral probation for a to be determined amount of time not to exceed remainder of the program. Once academic requirements are met, or behavioral issues mitigated satisfactorily, probation will be lifted.
- **Suspension** - Students may be suspended for violation of the Student Code of Conduct Policy, in particular with infractions involving harassment or insobriety. Suspension may lead to expulsion in some circumstances. Students may also be suspended for failure to uphold financial agreements with the school.
- **Expulsion** - Students may be expelled from school for violation of the Student Code of Conduct, in particular for any actions that threaten or violate the safety of others, involve harassment, or gross insobriety. Students may also be expelled for failure to uphold financial agreements with the school, and repeated and excessive failure to attend classes. In cases of expulsion students will be refunded based on proration of of time attended with less than 50% of program completion. More than 50% of program completion renders students ineligible for refund.

Student Resources and Support

Student Grievances

Just as students will be given the care and courtesy of conversation before disciplinary actions are taken (except in extreme circumstances), students are asked to directly communicate with with any other student or instructor with whom they have a grievance as a first line of attempted resolution. Should the results of this prove unsatisfactory or should such action be perceived as unsafe to endeavor upon, students are asked to provide written communication explaining the situation to the director. If the director is the person with whom the student has issue they may provide written communication to another instructor. Upon receipt of such written communication the director or instructor will have two weeks to investigate, respond to the student, and provide a written determination.

Because The Naga Center is a very small school with tight knit staff, if the above procedure warrants it, or upon student request, an outside objective unaffiliated mediator will be hired to assist the student and school in finding peaceful and harmonious satisfactory resolution.

Students aggrieved by action of the school should attempt to resolve these problems with the appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 3225 25th St. SE, Salem. Or 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0006 through 715 – 45-0220, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Complaints against private career schools.

Grievance Resolution Steps

1. When safe to do so, good faith direct communication with the person or persons with whom you have a grievance.
if this fails...
2. Written communication of the grievance to the director of the school, or to an instructor if the director is the person the grievance is with.
if this fails...
3. Mediation with an unaffiliated mediator
if this fails...
4. Contact the Higher Education Coordinating Commission

Library

The Naga Center has what is likely the largest traditional Thai medicine library outside of Thailand. With books ranging from archaic Thai language to modern Thai and English, students attending in-person workshops can peruse a rich collection of Thai healing arts books on topics extending from Thai massage to herbalism and the more esoteric arts of spirit medicine and

divination as well as an extensive health science library. Some books are available for students to borrow.

Online Resources

Students will have access to extensive online resources for any topic of study to which such resources exist. Links to articles, videos, websites, journals and more will be provided. Additionally alumni are invited to join an ongoing Thai study group with access to a Thai healing arts forum dating back to 2012 that is rife with information stemming from over a decade of student teacher questions and answers and conversations.

Housing

Students come to The Naga Center for in-person workshops are responsible for their own housing, however they will be given resources ranging from lists of nearby hotels, motels, airbnb recommendations, and campsites, to class networking for shared accommodations, and staying with locals.

Children and Pets

We love children and pets! However, they can make study difficult and be sweetly distracting so please leave them at home when you come for in-person classes. In certain circumstances exceptions may be made with permission from your instructor. Your critters are welcome to come to online classes for the requisite "Zoom cat butt moment" so long as they do not become overly distracting.

What's Next?

Certificates, Transcripts, Records

Naga Center Certification - Upon successful completion/graduation of the program students are awarded a certificate in massage therapy completion. This is not a license to practice; license to practice is awarded by the Oregon Board of Massage Therapists upon completion of several other steps.

Transcripts and Records - Transcripts and records will be given regardless of program completion/graduation and are kept on file. Students may request an official transcript for a \$10 fee.

Students have the right to review all official records pertaining to themselves with picture ID pursuant to Public Law 93-380, Family Education Rights and Privacy Act.

Getting Licensed

Oregon Requirements

Oregon requires 625 hours of pre-licensure training broken down as follows:

- 200 hours health sciences
- 300 hours massage
- 125 hours either health sciences or massage

The Naga Center's Professional Programs provide:

- 383 hours massage
- 248 hours health sciences

Additionally, to obtain a massage therapy license in Oregon practitioner hopefuls will have to:

- Take a licensing exam through either the Federation of State Massage Therapy Boards (FSMTB) or the Massage and Bodywork Licensing Exam (MBLEx)
- Hold current CPR certification
- Apply through the Oregon Board of Massage Therapists for a license

Students wishing to practice in states outside of Oregon will have to check with their local laws regarding professional massage practice. Many states that require a massage license will accept training from other states, however it is up to the student to do their due diligence in making sure that the training provided at The Naga Center is compatible.

Washington State Licensing Requirements:

Because Washington is so close to Oregon, many massage therapists wish to be licensed in both states as they may live in one and work in the other. Washington has a 500 hour requirement broken down as follows:

- 90 hours A&P (The Naga Center provides 90 hours but students must verify acceptance)
- 40 hours kinesiology (The Naga Center provides 80 hours)
- 50 hours pathology (The Naga Center provides 51 hours)
- 250 hours massage therapy (The Naga Center provides 383 hours)
 - 15 hours of hydrotherapy (The Naga Center provides 15 hours)
 - 55 hours clinical practices including ethics, business and communications. (The Naga Center provides 98+ hours)
- First aid, CPR, and HIV/AIDS training
- Passing the MBLEx exam

Studying for State Licensing Exams

It is important for students to understand that it is common practice for people graduating from any massage career school to plan on spending some time post-graduation studying for the MBLEx or FSMTB exam. Massage schools are training students to be excellent massage therapists, which, while this provides a strong foundation for these exams, is not the same as teaching to a test. There are many MBLEx/FSMTB study guides and courses available for students to use as they prepare to take these exams and The Naga Center will provide students with recommendations, guidance, and support for study groups. Students will of course be provided with a vast amount of preparation embedded in the school program, but should still expect to spend some time preparing for these tests post-graduation.

Your Massage Career

Post Graduation Career Guidance

Students will receive a lovely amount of career launching guidance in the Building a Practice course including website creation, marketing, practice visioning, personal strengths focusing for potential niche practices and much more. Post graduation they will be offered ongoing practice building counseling from their instructors as well as a strong community support.

Post Graduation Community

All students finishing any training program at The Naga Center are invited to join a community of Thai massage therapists who have studied at the The Naga Center that has existed since 2012. This community stays in touch through both a forum and messaging app chat group, both led by nephyr/naj Jacobsen. In this space practitioners can engage in friendly conversations and post questions about how best to help clients, build their practice, address awkward situations, or better understand aspects of Thai healing arts or health science questions in the realm of anatomy, physiology and pathology. This community has generated everything from business partnerships

to marriages over the years, and a great many continuing education classes have been born of it. It is yet another way in which we assure that bodywork practitioners are not flung into the world without a support net.

Miscellaneous Loose Ends

Teach-Out Policy

In the event that The Naga Center closes permanently no new students will be enrolled but classes will continue until any existing cohort is able to graduate. In the unforeseeable and unlikely event of closure in which some students are unable to complete their training due to scheduling or emergency circumstances students will be directed to other area schools with a transfer of credits. In the event that The Naga Center is unable to fulfill its agreement in providing a full program students will be refunded for any remaining un-offered hours.

Class Recordings

Lecture classes may be recorded by the instructor and used for future instructional purposes, with video recording focused on the instructor. In order to create a safe environment where students feel comfortable speaking freely students may request that video recording be turned off/paused at any time, or that sections be edited out of the video record. Students will always be informed if the teacher is recording the class. Students are expressly prohibited from recording any classes, online or in-person, in any way with the exception of use of recording devices for the purpose of creating a record of harassment, discrimination or any kind of abuse being allowed in the class.

Helpful Organizations

Oregon Board of Massage Therapists (OBMT)

a licensing and accrediting agency

728 Hawthorne Ave

Salem, OR 97301

503-365-8657

www.oregon.gov/obmt

Higher Education Coordination Commission (HECC)

a licensing and accrediting agency

3225 25th Street SE

Salem, OR 97302

503-947-5727

www.oregon.gov/highered

Washington State Department of Health (Board of Massage)

a licensing and accrediting agency

310 Israel Road

P.O. Box 47860

Turnwater, WA 97501-7860

360-236-4866

www.doh.wa.gov/massage

Massage Magazine Insurance Plus (MMIP)

(for student liability insurance)

<https://www.massageliabilityinsurancegroup.com/>

1-800-222-1110