

# Transfer Student Information Packet



---

CENTER FOR NATURAL WELLNESS  
SCHOOL OF MASSAGE THERAPY

---

***Your future is in your hands...***

 FIND US ON FACEBOOK  
[www.Facebook.com/cnwsmt](http://www.Facebook.com/cnwsmt)

# CONTACT US:

## By Mail

The Center for Natural Wellness  
School of Massage Therapy  
3 Cerone Commercial Drive  
Albany, NY 12205

## By Fax

518.489.0522

## On the Web

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

## By Phone

518.489.4026

## Director of Education

Desirae Carosi  
[dcarosi@cnwsmt.com](mailto:dcarosi@cnwsmt.com)

## Registrar/Bursar

Sara Young  
[syoung@cnwsmt.com](mailto:syoung@cnwsmt.com)

## Admissions Director

Lani Young  
[lyoung@cnwsmt.com](mailto:lyoung@cnwsmt.com)

## Helpful contact information:

<http://www.op.nysed.gov/prof/mt/mtcontact.htm>  
NYS Education Department – Office of the Professions

NY State Education Department  
Office of the Professions  
Bureau of Comparative Education  
89 Washington Avenue  
Albany, New York 12234-1000  
518-474-3817, ext. 300 (voice)  
518-486-2966 (fax)  
[comped@mail.nysed.gov](mailto:comped@mail.nysed.gov)

*“A journey of 1000 miles begins with a single step.” - Lao Tzu*



---

CENTER FOR NATURAL WELLNESS  
SCHOOL OF MASSAGE THERAPY

---

## TRANSFER OF CREDIT POLICIES

### **Candidates with less than 500 hours of training:**

These candidates may apply to transfer up to 250 hours to CNWSMT. In addition to the regular application items, candidates must submit transcripts and course descriptions for courses for which s/he would like to transfer hour/credits. These materials are evaluated by the Director of Education who will determine if the prior courses may be transferred based on content, length of course, and grade achieved (must be a C or better and have been completed within 10 years of the scheduled test-out). If the Director of Education determines that courses taken elsewhere are equivalent to CNWSMT courses, then the candidate must pass a comprehensive course content exam in order to successfully transfer the credit. This test-out exam must be accomplished before starting any classes at CNWSMT. The fee for testing out of each course is \$100.00. Tuition will not be charged for courses that candidates do not take at CNWSMT because they have successfully tested-out of them. Testing out of a course could have an impact on financial aid eligibility. These Transfer Students do receive a diploma from CNWSMT and are considered Diploma Transfer Students.

### **Candidates Who Have Completed a Massage Therapy Program of 500 Hours or More and Have Earned a Diploma or Certificate in Massage Therapy:**

These candidates are likely to be best served by contacting the NY State Education Department Office of the Professions Bureau of Comparative Education. Candidates need to submit their program information to the NYS Board of Education to receive an official assessment (called a “letter of deficiency” or “comparative education letter”) of what hours or courses he or she needs to complete in order to satisfy NYS required 1000 hours of training. These students are mandated by NYS to complete the proscribed hours of training at a school of Massage Therapy that is recognized as licensure-qualifying by NYS (such as CNWSMT) in order to take the New York State Licensing Examination for Massage Therapy and practice professional massage in the State of New York. These Transfer Students do not receive a diploma from CNWSMT and are considered Non-Diploma Transfer Students. On some occasions, NYS grants licensure by endorsement. If approved, these students do not have to take the NYS Licensure Examination. To learn if you are eligible to apply for licensure by endorsement please contact the NY State Education Department Office of the Professions Bureau of Comparative Education.

Note: The conversion formula from credit hours to clock hours is as follows: each credit hour is valued as 15 clock hours and each lab credit is valued at 45 clock hours. Adjustment is made for transferring credit hours in which clock hours are equated to 50 minutes.

### **Admissions Process for Transfer Students:**

Candidates, who wish to remedy deficiencies at CNWSMT, must follow the regular admissions process, agree to the transfer student requirements and submit the transfer student application items. In addition, candidates will meet with the Director of Education who will assist in the process of creating a schedule based on course hours required by New York State.



# TRANSFER STUDENT REQUIREMENTS

## Requirements for Non-Diploma Transfer Students

1. Once the student's schedule is confirmed the Registrar will calculate the tuition due from the student (*at a rate of \$14.50 per hour*). Students must purchase the required textbooks and/or packets for the courses they are required to take.
2. A student attending only a portion of a particular course must choose the classes s/he will attend before the course begins. The Director of Education can provide a course syllabus to the student to facilitate the selection of classes. The student must attend sufficient classes to meet the hours required by NYS. If a student is not taking an entire course, they must work with the course instructor to schedule a time to take the final exam. There is a charge of \$35.00 to proctor the final exam if the exam is taken on a different day than the scheduled final exam for that course.
3. Non-Diploma transfer students must fulfill CNWSMT's attendance requirements for transfer students. For courses in which the student is taking partial hours, s/he must attend the full number of hours required by NYS. In addition, students may be absent for no more than 10% of the total number of his/her scheduled hours.
4. Non-Diploma students must pass the final exam for **all courses taken** even if the student takes partial hours of a course. . .
5. Non-Diploma Transfer students participating in Student Clinic must "test in" to Clinic and attend a Clinic Orientation class or meet with the Director of Clinic, at a rate of \$35/hour paid to CNWSMT.

## All applicants transferring into CNWSMT must:

- Complete a Transfer Student Application
- Submit a \$150 non-refundable application fee (fee is waived for veterans)
- Pay a \$100 non-refundable deposit to reserve a place in the class/es
- Document current CPR and First Aid certification for admittance into the NYS exam
- Sign and adhere to the policies and procedures outlined in the CNWSMT Enrollment Agreement and CNWSMT School Catalog
- Adhere to all tutorial rules and be current with all applicable fees
- Supply all necessary documentation (see Transfer Student Application List)

*CNWSMT reserves the right to require a student to complete an entire course, even if NYS requires fewer hours. Any student may opt to take the full course at a rate of \$14.50/hour. I have read the requirements and fully understand my obligations.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Transfer student Initial Inquiry Form

**Program of Interest:**

Full Time	Spring	Fall
Part Time Morning	Spring	Fall
Part Time Evening		Fall

Please complete this application and submit a \$150 non-refundable application fee (payable to the CNW School of Massage Therapy). Please read instructions carefully and complete all questions. This application cannot be processed if questions are left unanswered. In some instances class size is limited and enrollment is closed. *PLEASE PRINT OR TYPE.*

**General Information:**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date of Birth (MM/DD/YY): \_\_\_\_\_ Age: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Are you a citizen of the U.S.? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of a felony or misdemeanor (excluding traffic violations)?

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain:

How did you find out about CNW School of Massage?

**Emergency Contact:** - Identify two (2) people to be contacted in case of an emergency:

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Education** – New York State requires a High School Diploma or legal equivalent (GED) as a prerequisite for enrolling in a licensure-qualifying massage therapy program. As proof of this prerequisite, please submit your high school transcript with this application, or forward it to the School’s Admissions Office. Please also provide a transcript from your previous massage school.

**High School Name and Address:**

\_\_\_\_\_  
Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Date Graduated: \_\_\_\_\_  
If not a High School Graduate did you obtain a GED? Yes \_\_\_\_ No \_\_\_\_

**Previous Massage School Name and Address:**

\_\_\_\_\_  
Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Date Graduated: \_\_\_\_\_  
Degree Earned: \_\_\_\_\_

**Previously Held Names** – Please list all previously held legal names, including those that would appear on school transcripts or other admissions documents:

\_\_\_\_\_  
**Medical Information** – Describe any disability, Physical Condition, medical condition and/or psychological condition that may require special accommodations or inhibit your ability to perform massage (Specify medications you are taking and check all the conditions that apply.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Cardiac or Circulatory Problems: \_\_\_\_\_ Diabetes: \_\_\_\_\_ Broken Bones: \_\_\_\_\_  
High Blood Pressure: \_\_\_\_\_ Low Blood Pressure: \_\_\_\_\_ Epilepsy: \_\_\_\_\_  
Recent Surgeries: \_\_\_\_\_ Other: (Specify) \_\_\_\_\_

**Signature** – I hereby state that the information provided in this application is truthful, and I understand that providing false information can result in dismissal from the program or denial of admission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# TRANSFER STUDENT APPLICATION CHECKLIST

## Transfer student application requirements:

1. A non-refundable \$150.00 application fee. The entire fee is waived for veterans.
2. Transfer Student Initial Inquiry form
3. A personal statement based on questions below
4. A High School transcript, high school diploma or a GED Certificate from a “Bricks-and-Mortar” school (no correspondence school or distance learning transcripts will be accepted)
5. Two letters of reference, one from previous massage instructor if possible
6. Government-issued photo ID with legal name and birth date
7. New York State Education Department “Letter of Deficiency”
8. Educational transcripts from previous massage school and/or previous institution of higher learning (‘Diploma’ transfer students must submit course descriptions and syllabus of each course in which hours are being petitioned to transfer)
9. Applicants under the age of 19 may be asked to complete an additional short essay

**Personal Statement** – On a separate sheet of paper write a short essay discussing your professional goals, and the role of the CNW School of Massage Therapy in achieving these goals.

1. Describe how you have been served by your past learning experiences in massage school. How did you learn best?
2. How would you best describe your emotional and physical readiness to engage with the School’s learning process?
3. How do you practice self-care in your physical and emotional life?
4. Please explain your ability to be able to join and engage in an established group of people. Any concerns in this area?
5. Do you have any learning disabilities or special needs?
6. How do you plan to meet your tuition requirements and take care of yourself financially while you are in school? Please be specific.

*CNW School of Massage Therapy offers equal opportunity, and does not discriminate on the basis of age, color, religion, creed, disability, marital status, race, sex, or sexual orientation. For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, <http://www.cnwsmt.com/stats.php>.*