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## **Conference Call Meeting Notice**

### **Missouri Board of Therapeutic Massage**

**December 13, 2004 - 9:00 a.m.**

**573-522-8027**

### **Division of Professional Registration**

**3605 Missouri Boulevard – Jefferson City, Missouri**

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the Board of Therapeutic Massage, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102 or by calling (573) 522-6277 to ensure available accommodations. The text telephone for the deaf or hard of hearing is 800/735-2966 or 800/735-2466 for Voice Relay Missouri.

Except to the extent disclosure is otherwise required by law, the Missouri Board of Therapeutic Massage is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14), and Chapter 620.010.14 subsection (7).

The Board may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

Anyone requiring additional detail regarding the telephone conference call should contact the Missouri Board of Therapeutic Massage, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102 or by calling Loree Kessler, Executive Director at (573) 522-6277. The TTY number for Relay Missouri is 800/735-2966 or 800/735-2466 for Voice Relay Missouri.

Please see attached agenda for this meeting.

Attachment

**Tentative Open Session Agenda**  
**Missouri Board of Therapeutic Massage**  
**December 13, 2004 - 9:00 a.m.**  
**573-522-8027**  
**Division of Professional Registration**  
**3605 Missouri Boulevard – Jefferson City, Missouri**

Call to Order

Kevin Snedden, Chairperson

Roll Call

Loree Kessler, Executive Director

Approve Open Session Agenda

Approve Open Session Minutes

- September 21, 2004

Financial Report

- Licensure Update

Amendments to Regulations

NCBTMB

- Scheduling for National Exams

Clinical Internships/Externships and Supervision Requirements

- E-mail from Don Farquharson

Department of Higher Education - Mentorships

- Correspondence from Leroy Wade

Nelson, Kirk

- Mentor Application

Oberholtzer, Edith

- Mentor Application

Jo Benedict

- Instructor Review

At Home Professions

- Self Study Program

Kathleen Coleton

- Correspondence of October 27, 2004

## Meeting Schedule

Move to convene in closed session pursuant to sections 610.021(14) and 620.010.14(7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant, section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation, and any confidential or privileged communication between this agency and its attorney and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsections of 610.021 which authorized this agency to go into closed session during those meetings.

**OPEN SESSION MINUTES**  
**Missouri Board of Therapeutic Massage**  
**December 13, 2004 – 9:00 a.m.**  
**Division of Professional Registration**  
**3605 Missouri Boulevard – Jefferson City, Missouri**

At 9:07 a.m., the Missouri Board of Therapeutic Massage telephone conference call meeting was called to order by Kevin Snedden, Chairperson at the Division of Professional Registration located at 3605 Missouri Boulevard in Jefferson City, Missouri. The executive director facilitated roll call.

**Board Members Present**

Kevin Snedden, Chairperson  
Denny Fitterling, Vice-Chairperson  
Sid Brantley  
Juliet Mee, Nonvoting member

**Board Members Absent**

Dr. Gretchen Lockett, Public Member (Advised executive director of schedule conflict prior to conference call.)

**Staff Present**

Loree Kessler, Executive Director  
Sarah Becker, Licensure Technician II

Mr. Snedden stated he would be voting in open and closed sessions.

A motion was made by Mr. Fitterling and seconded by Mr. Brantley to approve the open session agenda noting an addition of Pat Ozaki as an instructor for Heritage College. Motion carried unanimously.

A motion was made by Mr. Fitterling and seconded by Mr. Brantley to approve the open session minutes of the September 21, 2004 telephone conference call. It was noted that the board had convened as a subcommittee due to a lack of quorum. All subcommittee recommendations were approved. Motion carried unanimously.

**Financial Report**

The executive director provided an overview of the fund balance and projections for the upcoming fiscal year. It was noted that if revenue projections were accurate the remaining \$100,000 start up loan would be paid back to the division in fiscal year 2005. Additionally, the executive director reported that board staff would mail a list of students licensed at a program approximately every six months to keep the student license information current. A motion was made by Mr. Fitterling and seconded by Mr. Brantley to approve the financial report. Motion carried unanimously.

## **Amendments to Regulations**

**Reiki Instructor** - The board determined that because there were no national standards for teaching reiki and that reiki was an exempt practice within the massage therapy law, it would not require an instructor to be a reiki master.

**Tai Chi** – The board discussed whether tai chi was appropriate for ancillary course of study and determined that because this area dealt with self awareness that could contribute to the over all well being, this course of study was appropriate for ancillary therapy.

## **Universal Precautions and CPR**

The board noted that universal precautions and CPR was a course of study included in the licensure law language. Methods of infection control, universal precautions and CPR have had only minor changes over time. Finally, the board noted that there were not a specific number of hours required for continuing education adding to confusion for licensees. Given these factors, the board recommended the two areas be removed as required continuing education.

## **Anatomy & Physiology**

The board recommended the following language for 4 CSR 197-2.010(1) (C) regarding instructors of anatomy and physiology.

*One hundred hours dedicated to the study of anatomy and physiology provided b y one of the following:*

*(1) An instructor with an associate, bachelor, or advanced degree in a science related field that includes a course of study anatomy and physiology. Such degrees include but are not limited to physical therapy, chiropractic, osteopathy, medicine, nursing, chemistry, or biology.*

*(2) An instructor with a minimum of two years experience and one hundred fifty four per year experience in massage therapy and a minimum of fifteen semester hours or twenty-five quarter hours in science or science related courses. The semester or quarter hours in science or science related courses must be from a college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the U. S. Department of Education. All course work must have a passing grade and at least eight (8) semester hours or fourteen (14) quarter hours of the course of study shall be in anatomy and physiology.*

A motion was made by Mr. Brantley and seconded by Mr. Fitterling to approve the recommendations regarding reiki, tai chi, and amendments to the regulations. Motion carried unanimously.

## **NCBTMB**

The board discussed the problems experienced by students applying to take the national examination. Ms. Mee explained the process for applying involved the student sending the application, payment, identification and a notarized copy of the certificate of completion of a massage therapy program to one address so the payment can be

processed. The transcript is sent to a different address and the application materials and transcript are matched after the fee has been processed. This has resulted in lost paperwork and corresponding delays. It is estimated that an application notification may take as long as five weeks and if a person is provisionally licensed for ninety days there is a probable chance that s/he will need to obtain an extension to the provisional because of the time it takes to be scheduled for the national exam.

The board instructed the executive director to send a letter to the NCBTMB outlining its concerns about a serious and pervasive problem in processing applications.

### **Clinical Instructors**

The board reviewed the email from Don Farquharson regarding clinical internships, externships, and supervision requirements. Mr. Snedden recused himself from this discussion and recommendation. The board noted that the clinic provide valuable experience for student in the areas of observation and training. The board recommended the 5:1 student instructor ratio be maintained.

### **Mentorships**

The board reviewed the letter from the Department of Education regarding the composition of a mentorship. The board noted that a mentor may utilize another board approved mentor to teach a course of study, however, outside instructors such as chiropractors or the American Red Cross (for example) could not provide instruction unless the actual instructor were also a board approved mentor. Secondly, the board noted that the mentor could utilize courses provided accredited colleges and universities. Based upon the letter from Mr. Wade the board determined that the regulation 4 CSR 197-4.010 needed to be amended regarding who can provide instruction within a mentorship. The board asked the executive director to clarify with counsel that if a mentor teaches a class, does that count toward the six students per year and three students at any given time? The board instructed the executive director work with counsel on revising the regulation accordingly.

### **Robert Parmentar Mentorship**

The board reviewed Mr. Parmentar's changes to his mentorship and noted clarification was needed. The mentorship lists 200 hours of in-class supervised instruction and 80 hours of massage lap for a total of 280 hours of theory. However, the law requires 300 hours of theory and practice. Does the mentorship count the pathology course as part of theory? This needs to be clarified as all other areas met the educational requirements for licensure. Mr. Snedden recused himself from the recommendation.

### **Kirk Nelson Mentorship**

The board reviewed the application and noted that the applicant provided a profit or loss statement for 1999 only and must document at least five years of experience as a massage therapist with at least 450 hours per year. The profit and loss statements for 2000-2004 did not appear to be official documentation but general spreadsheets. Documentation similarly to the schedule C for 1999 is needed or similar documentation.

The board noted that the A&P portion of the mentorship would need to be provided by a college or university or another mentor that was approved to teach anatomy and physiology. Mr. Snedden recused himself from the recommendation.

### **Edith Oberholtzer Mentorship**

The board requested clarification of the following;

The lesson plans appear to be chapters from a text book and more detail is needed regarding the schedule. What is the course schedule i.e. day period and hours of instruction?

Referring to the August 2004 letter the board still needs—

Course schedule

Outline of the composition of the business practices/ethics/massage law and ancillary therapy courses

Identify who will be instructor for the courses

Given the prior discussion regarding a mentorship, Ms. Oberholtzer will need to a certified CPR instructor and teach both the CPR and first aid sections of the mentorship. Mr. Snedden recused himself from the recommendation.

### **Jo Benedict – Heritage College Instructor**

In reviewing the documentation submitted by Ms. Benedict a board member noted that In Touch Spa was not closed and that Ms. Benedict may be able to document work experience from the new owners. The letter from Rebecca Miller documents massages she received and Ms. Miller cannot attest to what other clients received from 8-02 to present. The letter from Dr. Willoughby documents approximately seven months of massage therapy services. Ms. Benedict has provided documentation of at least two years experience, but not 150 hours per year. Therefore, she must provide the documentation of hours before being eligible as instructor of theory and practice. Ms. Benedict was approved as an instructor for hygiene, business practice/ethics/massage law, reflexology, shiatsu, hydrotherapy, and usui shiki ryoho. There were no courses in nutrition or herbology on the Texas Massage Institute transcript, therefore, the board was unable to verify education or training in these areas.

The board noted the following that Heritage College lists TM208 Nutrition and Herbology TM 302 Introduction to Traditional Chinese Medicine and TM303 Business Mastery as part of the curriculum for theory and practice. These courses are ancillary therapy courses and are not courses in massage therapy and practice. A letter is to be sent to the school clarifying these areas of study.

Mr. Snedden recused himself from the recommendation.

### **At Home Professions – Self Study Program**

The board determined that a self study, distance learning, or internet based massage therapy programs do not meet the requirements of the regulation because there are no instructors.

**Pat Ozaki – Heritage College Instructor**

The board determined that Ms. Ozaki met the requirements for an instructor in theory and practice courses, and business practices. The board was unable to find education or training to teach Intro to Chinese Medicine. Mr. Snedden recused himself from the recommendation.

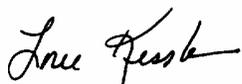
**Kathleen Coleton – Reiki**

The board reviewed Ms. Coleton's letter and instructed the executive to respond outlining the board's discussion on reiki instruction within ancillary therapy courses.

At 10:45 a.m. a motion was made by Mr. Fitterling and seconded by Mr. Brantley to convene in closed session pursuant to sections 610.021(14) and 620.010.14(7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant, section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation, and any confidential or privileged communication between this agency and its attorney and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsections of 610.021 which authorized this agency to go into closed session during those meetings. Board members voting aye; Mr. Snedden, Mr. Brantley and Mr. Fitterling. Motion carried unanimously.

At 11:30 a.m. Mr. Brantley exited the conference call while the board was in closed session due to a schedule conflict. The board continued to meet as a subcommittee and made recommendations.

At 12:07 p.m. a motion was made by Mr. Fitterling and seconded by Mr. Snedden to convene in open session and adjourn the meeting. Board members voting aye; Mr. Snedden and Mr. Fitterling.



Executive Director

Approved by Board on March 13, 2005