



Jeremiah W. (Jay) Nixon
Governor
State of Missouri

Jane A. Rackers, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
Financial Institutions
and Professional Registration
John M. Huff, Director

BOARD OF THERAPEUTIC MASSAGE
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Loree V. Kessler, MPA
Executive Director

**Missouri Board of Therapeutic Massage
Tentative Open Session Agenda
June 3, 2013 – 9:00 a.m.
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 324.001.8 and 324.001.9 RSMo.

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.

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**Missouri Board of Therapeutic Massage
Tentative Open Session Agenda
June 3, 2013 – 9:00 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri**

| | |
|--|-------------------------------|
| Call to Order | Renate Brodecker, Chairperson |
| Roll Call | Executive Director |
| 1. Approval of Agenda | |
| 2. Approval of Open Minutes | |
| <ul style="list-style-type: none"> • April 22, 2013 Conference Call Minutes | |
| 3. Financial Report | |
| School Program Review | |
| 4. Everest College – Kansas City, MO | |
| Meeting Schedule | |

Motions to Close

Section 610.021 subsections (14), 324.001.8 and 324.001.9 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 action, 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 subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings.

OPEN SESSION MINUTES
Missouri Board of Therapeutic Massage
April 22, 2013 – 11:30 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

At 11:30 a.m., April 22, 2013 the Missouri Board of Therapeutic Massage was called to order by Renate Brodecker, Chairperson at the Missouri Division of Professional Registration located at 3605 Missouri Boulevard in Jefferson City. The executive director facilitated roll call.

Board Members Present

Renate Brodecker, Chairperson
Dawn Standley, Vice Chairperson
Brandy Mouser
Carl Nelson

Staff Present

Loree Kessler, Executive Director
Jeanette Wilde, Processing Technician Supervisor
Greg Roach, Processing Technician II
Greg Mitchell, Counsel

Ms. Brodecker stated she would be voting in open and closed session.

A motion was made by Ms. Mouser and seconded by Mr. Nelson to approve the open session agenda. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

A motion as made by Ms. Mouser and seconded by Ms. Standley to approve the March 25, 2013 open session conference call minutes. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

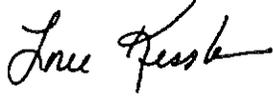
Meeting Schedule

The board tentatively scheduled a face to face meeting for June 3, 2013 at 9:00 a.m.

At 11:31 a.m., a motion was made by Ms. Standley and seconded by Mr. Nelson to convene in closed session pursuant to section 610.021 subsections (14), 324.001.8 and 324.001.9 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 action, 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 subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

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Open Session Minutes
April 22, 2013
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At 12:08 p.m., a motion was made by Ms. Mouser and seconded by Ms. Standley to convene in open session and adjourn. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.



Executive Director

Approved by Board on

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|------------|---------------------|-----------------------------------|
| 1 | Message Therapy - 0884 | | | | | | | | | | | | | | | | |
| 2 | FY 2013 Monthly Fund Balance Sheet | | | | | | | | | | | | | | | | |
| 3 | FY 2013 Actual | | | | | | | | | | | | | | | | |
| 4 | FY 2013 Actual | | | | | | | | | | | | | | | FY 2013 Projections | |
| 5 | Beginning Fund Balance | July | August | September | October | November | December | January | February | March | April | May | June | Lapsed July | YTD Total | Projected | Remaining (Projected - YTD Total) |
| 6 | Revenue | 605,513.05 | 591,228.23 | 576,778.49 | 561,632.76 | 546,813.75 | 534,148.48 | 597,119.93 | 836,300.78 | 933,885.88 | 932,923.88 | 932,923.88 | 932,923.88 | 932,923.88 | 544,722.98 | 460,625.00 | (84,097.98) |
| 7 | Start-up Loan Transfer - Lenders Revenue | 9,550.00 | 8,125.00 | 7,636.50 | 9,725.00 | 9,525.00 | 83,545.00 | 269,508.50 | 124,832.98 | 22,275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 544,722.98 | 460,625.00 | (84,097.98) |
| 8 | Total Revenue | 9,550.00 | 8,125.00 | 7,636.50 | 9,725.00 | 9,525.00 | 83,545.00 | 269,508.50 | 124,832.98 | 22,275.00 | 0.00 | 0.00 | 0.00 | 0.00 | 544,722.98 | 460,625.00 | (84,097.98) |
| 9 | Total Funds Available | 615,063.05 | 599,353.23 | 584,414.99 | 571,357.76 | 556,338.75 | 617,693.48 | 866,628.43 | 961,133.76 | 956,160.88 | 932,923.88 | 932,923.88 | 932,923.88 | 932,923.88 | 544,722.98 | 1,066,138.05 | (84,097.98) |
| 11 | Appropriation Costs: | | | | | | | | | | | | | | | | |
| 12 | Expense and Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | Personal Service and Per Diem | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | Total Appropriation Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | Transfer Costs (other than monthly PR Transfer): | | | | | | | | | | | | | | | | |
| 17 | Workers Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18 | Unemployment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | Board Staff Fringe Benefits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | Biennium Sweep | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | Rent | 0.00 | 0.00 | 458.20 | 261.19 | 0.00 | 687.30 | 31.60 | 0.00 | 458.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22 | DIFP Department Cost Allocation | 0.00 | 760.00 | 0.00 | 0.00 | 610.91 | 0.00 | 584.37 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,896.49 | 2,875.60 | 979.11 |
| 23 | Licensee Refunds | 0.00 | 0.00 | 0.00 | 225.00 | 0.00 | 0.00 | 750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,955.34 | 3,059.96 | 1,104.62 |
| 24 | Start-up Loan - Borrower's Expense/ Lic System | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 975.00 | 1,000.00 | 25.00 |
| 25 | | | | | | | | | | | | | | | | | |
| 32 | PR Transfer: | | | | | | | | | | | | | | | | |
| 33 | Division-Wide Costs | 0.00 | 1,837.53 | 1,883.07 | 2,324.65 | 2,215.60 | 2,231.11 | 1,570.75 | 2,108.75 | 1,762.36 | 0.00 | 0.00 | 0.00 | 0.00 | 15,933.82 | 40,553.43 | 24,619.61 |
| 34 | Purchasing Staff | 0.00 | 40.33 | 43.22 | 42.67 | 72.75 | 17.34 | 7.87 | 11.17 | 8.51 | 0.00 | 0.00 | 0.00 | 0.00 | 243.86 | 437.56 | 193.70 |
| 35 | PR/IT Staff | 0.00 | 157.00 | 13.99 | 10.71 | 115.45 | 337.98 | 118.20 | 160.52 | 80.14 | 0.00 | 0.00 | 0.00 | 0.00 | 993.99 | 786.17 | (207.82) |
| 36 | Legal Team | 0.00 | 2.56 | 2.33 | 1.05 | 1.27 | 2.71 | 3.04 | 1.87 | 3.16 | 0.00 | 0.00 | 0.00 | 0.00 | 17.99 | 178.13 | 160.14 |
| 37 | CRR Staff | 0.00 | 216.46 | 241.29 | 188.20 | 214.67 | 260.37 | 497.69 | 705.73 | 300.83 | 0.00 | 0.00 | 0.00 | 0.00 | 2,625.24 | 4,048.43 | 1,423.19 |
| 38 | Board Specific: | | | | | | | | | | | | | | | | |
| 39 | Expense/Equipment | 0.00 | 1,523.28 | 4,986.92 | 2,216.42 | 4,758.94 | 2,426.21 | 11,244.97 | 10,003.28 | 5,943.52 | 0.00 | 0.00 | 0.00 | 0.00 | 43,103.54 | 91,439.00 | 48,335.46 |
| 40 | Personal Services | 0.00 | 5,695.84 | 6,537.44 | 5,906.04 | 5,571.85 | 6,430.82 | 6,076.28 | 5,573.80 | 5,727.80 | 0.00 | 0.00 | 0.00 | 0.00 | 47,519.87 | 75,705.90 | 28,186.03 |
| 41 | Fringe Benefits | 0.00 | 2,529.89 | 2,594.20 | 2,545.36 | 2,519.78 | 2,585.47 | 2,562.76 | 2,528.04 | 2,539.80 | 0.00 | 0.00 | 0.00 | 0.00 | 20,405.30 | 37,012.61 | 16,607.31 |
| 42 | Technical Support Staff | 0.00 | 7.59 | 57.07 | 39.65 | 57.22 | 50.47 | 34.38 | 30.55 | 15.16 | 0.00 | 0.00 | 0.00 | 0.00 | 292.09 | 349.56 | 57.47 |
| 43 | Central Mail Processing | 0.00 | 409.09 | 385.83 | 357.68 | 367.35 | 386.08 | 374.52 | 391.03 | 405.85 | 0.00 | 0.00 | 0.00 | 0.00 | 3,077.43 | 4,629.94 | 1,552.51 |
| 44 | CIU Investigations | 0.00 | 6,215.14 | 5,578.67 | 9,618.39 | 5,684.48 | 5,157.69 | 5,654.22 | 5,733.14 | 5,991.67 | 0.00 | 0.00 | 0.00 | 0.00 | 49,643.40 | 97,124.11 | 47,480.71 |
| 45 | Total PR Transfer | 0.00 | 18,634.71 | 22,324.03 | 23,250.82 | 21,579.36 | 19,886.25 | 28,154.68 | 27,247.88 | 22,778.80 | 0.00 | 0.00 | 0.00 | 0.00 | 183,856.53 | 352,264.84 | 168,408.31 |
| 47 | Total OA Cost Allocation Transfer | 807.00 | 0.00 | 0.00 | 807.00 | 0.00 | 0.00 | 807.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,421.00 | 3,229.00 | 808.00 | |
| 49 | GR Transfer: | | | | | | | | | | | | | | | | |
| 50 | Attorney General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 9,000.00 |
| 51 | Administrative Hearing Comm. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 |
| 52 | Total GR Transfer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,000.00 | 13,000.00 |
| 54 | FY 2012 Transfers Carried Over: | | | | | | | | | | | | | | | | |
| 55 | FY 2012 June PR Transfer | 23,027.82 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23,027.82 | 23,027.82 | 0.00 |
| 56 | FY 2012 July Lapse PR Transfer | 0.00 | (38.29) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (38.29) | (38.29) | 0.00 |
| 57 | FY 2012 PR Transfer Adjustment | 0.00 | 3,218.26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,218.26 | 3,218.26 | 0.00 |
| 58 | FY 2012 Final Rent Transfer Adj | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 59 | FY 2012 Final DIFP Transfer Adj | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 60 | FY 2012 AG - June | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 61 | FY 2012 AHC - June | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 62 | Total FY 2012 Transfers Carried Over | 23,027.82 | 3,179.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,207.79 | 26,207.79 | 0.00 |
| 63 | Total Transfers | 23,834.82 | 22,574.74 | 22,782.23 | 24,544.01 | 22,190.27 | 20,573.55 | 30,327.65 | 27,247.88 | 23,237.00 | 0.00 | 0.00 | 0.00 | 0.00 | 217,312.15 | 415,792.19 | 198,480.04 |
| 64 | Total Appropriation Costs and Transfers | 23,834.82 | 22,574.74 | 22,782.23 | 24,544.01 | 22,190.27 | 20,573.55 | 30,327.65 | 27,247.88 | 23,237.00 | 0.00 | 0.00 | 0.00 | 0.00 | 217,312.15 | 415,792.19 | 198,480.04 |
| 65 | Ending Fund Balance | 591,228.23 | 576,778.49 | 561,632.76 | 546,813.75 | 534,148.48 | 597,119.93 | 836,300.78 | 933,885.88 | 932,923.88 | 932,923.88 | 932,923.88 | 932,923.88 | 932,923.88 | 544,722.98 | 1,066,138.05 | (84,097.98) |
| 67 | Total PR Transfer | 23,027.82 | 22,574.74 | 22,782.23 | 23,737.01 | 22,190.27 | 20,573.55 | 29,520.65 | 27,247.88 | 23,237.00 | 0.00 | 0.00 | 0.00 | 0.00 | 214,891.15 | 341,082.00 | 126,190.85 |
| 68 | Total GR Transfer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,000.00 | 13,000.00 | |
| 69 | Total | 23,027.82 | 22,574.74 | 22,782.23 | 23,737.01 | 22,190.27 | 20,573.55 | 29,520.65 | 27,247.88 | 23,237.00 | 0.00 | 0.00 | 0.00 | 0.00 | 214,891.15 | 354,082.00 | 139,190.85 |

*FY 2013 YTD Expenses by Budget Class Code - Appropriation 2207
As of March 31, 2013
Massage Therapists
Activity Code: LR51*

| <i>Budget Object Class</i> | <i>Budget Object Class Name</i> | <i>YTD Expended</i> | <i>Appropriation</i> | <i>Remaining Appropriation</i> | <i>Percent Remaining</i> |
|----------------------------|---------------------------------|---------------------|----------------------|--------------------------------|--------------------------|
| 140 | TRAVEL, IN-STATE | 2,595.07 | 4,775.00 | 2,179.93 | 45.65% |
| 160 | TRAVEL, OUT-OF-STATE | | 1,900.00 | 1,900.00 | 100.00% |
| 180 | FUEL & UTILITIES | | | 0.00 | |
| 190 | SUPPLIES | 10,610.75 | 8,550.00 | (2,060.75) | |
| 320 | PROFESSIONAL DEVELOPMENT | | 2,850.00 | 2,850.00 | 100.00% |
| 340 | COMMUNICATION SERV & SUPP | 580.46 | 1,700.00 | 1,119.54 | 65.86% |
| 400 | PROFESSIONAL SERVICES | 37,492.14 | 65,500.00 | 28,007.86 | 42.76% |
| 420 | HOUSEKEEP & JANITOR SERV | | | 0.00 | |
| 430 | M&R SERVICES | 157.55 | 700.00 | 542.45 | 77.49% |
| 480 | COMPUTER EQUIPMENT | | | 0.00 | |
| 560 | MOTORIZED EQUIPMENT | | | 0.00 | |
| 580 | OFFICE EQUIPMENT | | 3,000.00 | 3,000.00 | 100.00% |
| 590 | OTHER EQUIPMENT | | | 0.00 | |
| 640 | PROPERTY & IMPROVEMENTS | | | 0.00 | |
| 680 | BUILDING LEASE PAYMENTS | 175.00 | | (175.00) | |
| 690 | EQUIPMENT RENTAL & LEASES | | | 0.00 | |
| 740 | MISCELLANEOUS EXPENSES | 228.92 | 1,600.00 | 1,371.08 | 85.69% |
| | TOTAL | 51,839.89 | 90,575.00 | 38,735.11 | 42.77% |

**Missouri State Board of Therapeutic Massage
Massage Therapy Program Review**

Program Information
Everest College – Kansas City, MO.

Date Board Reviewed
June 3rd, 2013

Section 1 CURRICULUM REVIEW - 20 CSR 2197-2.010 (1) and (1) (C)A Theory and Practice Techniques

1. Does the program consist of at least (500) clock hours of supervised instruction?
 Yes No *If no indicate number of hours program is deficient.* _____
2. Program Composition and Instructor
 - A. Does the program have at least 300 clock hours dedicated to massage theory and practice techniques?
 Yes No *If no indicate number of hours program is deficient.* _____
 - B. The instructor(s) of massage theory & practice techniques (check one)
 Licensed in Missouri as a massage therapist for at least two (2) years
 Meet the qualifications for licensure as a massage therapist
 Other (explain) _____
 - C. Does the instructor of massage theory & practice techniques have at least 2 years experience?
 Yes No Additional documentation is needed

Notes

Section 2 CURRICULUM REVIEW - 20 CSR 2197-2.010 (1) (C)B Anatomy & Physiology

1. Does the program include 100 clock hours of study in anatomy and physiology?
 Yes No *If no indicate number of hours program is deficient.* _____
2. The instructor(s) of anatomy and physiology (check one)
 Has an associate, bachelor or advanced degree in a science related field that includes a course of study in anatomy & physiology.
(Science related fields include physical therapy, chiropractic, MD, osteopathy, physician assistant, nursing, and biology)
 At least fifteen (15) semester or twenty-five (25) quarter hours in science or science related courses with at least eight (8) semester hour/15 quarter hours in anatomy & physiology
(Fields include chemistry, occupational therapy, and general degrees with at least 15 semester hours of science)

Notes

Section 3 CURRICULUM REVIEW – 20 CSR 2197-2.010(1)(C)C

1. Does the program include 50 clock hours dedicated to business practice, ethics, hygiene and massage law?
 Yes No *If no indicate number of hours program is deficient.* _____
2. Does the instructor(s) have experience/education in a health-related field, applicable degree, or minor?
 Yes No

Notes

Section 4 CURRICULUM REVIEW - 20 CSR 2197-2.010(1) (C)D

1. Does the massage therapy program include 50 clock hours in ancillary therapies?
 Yes No *If no indicate number of hours program is deficient.*
2. Does the instructor(s) for the ancillary therapy have the appropriate experience/education or certification?
 Yes No
3. How does the student obtain a course of study in CPR/first aid?
 Included in the massage program (CPR/first aid instructor certification required)
 CPR/first aid obtained outside of the program

Notes

**Massage Therapy
Diploma Program
Program Outline
VERSION 3-2**

MASSAGE THERAPY DIPLOMA PROGRAM

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

Program Description: This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30 hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

Objectives: The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

| MODULE NUMBER | MODULE TITLE | LECTURE HOURS | LAB HOURS | OTHER HOURS | TOTAL CONTACT HOURS | QUARTER CREDIT UNITS |
|----------------------------|--|---------------|------------|-------------|---------------------|----------------------|
| Prerequisite Course | | | | | | |
| MTD100 | Introduction to Massage Therapy | 40 | 40 | 0 | 80 | 6.0 |
| Modular Courses | | | | | | |
| MTD201 | Business and Ethics | 40 | 40 | 0 | 80 | 6.0 |
| MTD237 | Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage | 40 | 40 | 0 | 80 | 6.0 |
| MTD263 | Eastern Theory and Practice | 40 | 40 | 0 | 80 | 6.0 |
| MTD220 | Energy & Non-Traditional Therapies, Wellness & CPR | 40 | 40 | 0 | 80 | 6.0 |
| MTD282 | Deep Tissue, Myofascial Release & Pin and Stretch | 40 | 40 | 0 | 80 | 6.0 |
| MTD214 | Neuromuscular/Trigger Point and Muscle Energy Techniques | 40 | 40 | 0 | 80 | 6.0 |
| MTD246 | Clinical and Sports Massage | 40 | 40 | 0 | 80 | 6.0 |
| MTD295 | Health and Wellness | 40 | 40 | 0 | 80 | 6.0 |
| MTD278 | Massage Therapy Clinic | 0 | 0 | 30 | 30 | 1.0 |
| PROGRAM TOTAL: | | 360 | 360 | 30 | 750 | 55.0 |

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

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MT Hour and Topic Breakdown

| MT Course | Anatomy, Physiology, and Kinesiology Hours | Pathology Hours | Massage Theory, Technique, and Practice Hours | Contraindications, benefits, universal precautions, body mechanics, massage history, client data collection, documentation, and legalities of massage, professional standards, including draping and modesty, therapeutic relationships and communications | Business and Professionalism | Ethics | Assessments | National Exam Review | Other Hours | Clinic |
|-------------------|--|-----------------|---|--|------------------------------|----------|-------------|----------------------|-------------|-----------|
| MTD 100 Total: | 18 | 3 | 24 | 18 | 7 | 2 | 4 | 4 | | |
| MTD 201 Total: | 15 | 1 | 24 | 16 | 16 | 4 | 4 | 0 | | |
| MTD 214 Total: | 26 | 4 | 29 | 13 | 0 | | 4 | 4 | | |
| MTD 220 Total: | 19 | 13 | 22 | 8 | 2 | | 4 | 4 | 8-CPR | |
| MTD 237 Total: | 26 | 2 | 33 | 11 | 0 | | 4 | 4 | | |
| MTD 246 Total: | 30 | 14 | 10 | 12 | 6 | | 4 | 4 | | |
| MTD 263 Total: | 19 | 4 | 34 | 15 | 0 | | 4 | 4 | | |
| MTD 282 Total: | 14 | 10 | 30 | 18 | 0 | | 4 | 4 | | |
| MTD 288 Total: | | | | | | | | | | 60 |
| MTD 295 Total: | 12 | 0 | 34 | 18 | 8 | | 4 | 4 | | |
| Total: | 179 | 51 | 240 | 129 | 39 | 6 | 36 | 32 | 8 | 60 |

Total = 780 hrs.

APR 23 2013

Everest

**MESSAGE THERAPY
DIPLOMA PROGRAM
VERSION 3-2**

COURSE DESCRIPTIONS

MTD 100 – Introduction to Massage Therapy

6.0 Quarter Credit Hours

This course is designed to prepare the student for future course work in more advanced modalities presented in the program. The topics covered in this course are Joint Classification, Range of Motion of the Shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movement and Directional Terms, and Indications/Contraindications for Massage Therapy. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD 201 – Business & Ethics

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of the job opportunities in the massage industry, while building core computer and business skills. Professionalism, ethical practice, and the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage, and integrated techniques continue to build the massage therapists practical skills. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD 237 – Swedish Massage, Pre Natal, Post-Natal and Infant, & Elder/Geriatric Massage

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant, and elder/geriatric massage. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD 263 – Eastern Theory

6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered in this module please refer to the anatomy and physiology outline. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

COURSE DESCRIPTIONS

MTD 220 – Energy & Non-Traditional Therapies, Wellness & CPR

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity and beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the integumentary system and musculature of the forearms and hands. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD 282 – Deep Tissue , Myofascial Release & Pin and Stretch

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD 214 - Neuromuscular/Trigger Point Therapy & Muscle Energy Techniques

6.0 Quarter Credit Hours

This module is designed to provide the student with understanding and knowledge of neuromuscular therapy (NMT)/trigger point therapy and muscle energy techniques (MET) along with the assessment skills necessary for these modalities. The student will also learn about the structure and function of the nervous system and review the muscles of the shoulder. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD 246 – Clinical and Sports Massage

6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Everest

**MASSAGE THERAPY
DIPLOMA PROGRAM
VERSION 3-2**

COURSE DESCRIPTIONS

MTD 295 – Health and Wellness

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD 278- Clinical (30 hour)

1.0 Quarter Credit Hours

This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful Completion of 6 Modules; Lecture Hours: 0.0 Lab Hours:40.0 Other Hours: 30.0.

Below is the instructor that could teach the Massage Therapy course.

| Instructor | Courses to be taught in the proposed program |
|-----------------------------|--|
| Marilyn Knight / Leah Moore | MTD 100 - Introduction to Massage Therapy |
| Marilyn Knight / Leah Moore | MTD 201 - Business and Ethics |
| Marilyn Knight / Leah Moore | MTD 237 - Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage |
| Marilyn Knight / Leah Moore | MTD 263 - Eastern Theory and Practice |
| Marilyn Knight / Leah Moore | MTD 220 - Energy & Non-Traditional Therapies, Wellness & CPR |
| Marilyn Knight / Leah Moore | MTD 282 - Deep Tissue, Myofascial Release & Pin and Stretch |
| Marilyn Knight / Leah Moore | MTD 214 - Neuromuscular/Trigger Point and Muscle Energy Techniques |
| Marilyn Knight / Leah Moore | MTD 246 - Clinical and Sports Massage |
| Marilyn Knight / Leah Moore | MTD 295 - Health and Wellness |

APR 23 2013

Leah Moore
5731 N. Oregon Avenue
Kansas City, Mo
64151
816-804-8924
Leahm64@yahoo.com

OBJECTIVE:

To obtain a position that provides an opportunity to be a team player and utilize my leadership and management skills in a diverse academic environment.

WORK HISTORY:

March 2008 - Present Pinnacle Career Institute, Massage Therapy Program Coordinator

- Responsible for overseeing day to day operations of the Massage Therapy Program and working directly with the Director of Education. Also responsible for addressing areas of student attendance, satisfaction, retention, discipline and outcome evaluations.

January 2008 - March 2008 Pinnacle Career Institute, Massage Therapy Instructor

- Plan and instruct subject area using a variety of teaching methods.

1998 - Present Harmony Health and Wellness, Lead Massage Therapist.

- Responsible for sales, marketing, continuing education, customer service, and providing massage in order to promote and maintain a reputable massage business, and communicate effectively with chiropractors.

2002 - 2007 High Tech Institute, Massage Therapy Lab Instructor.

- Responsibilities included opening school in the morning and preparing the lab for instruction, teaching 10 core classes. Supervising chair massage events and preparing students for clinic.

1993 - 1996 ICAN Preschool, Lead Teacher.

- Responsibilities included teaching 4 and 5 year olds. Preparing them for kindergarten.

APR: 2 3 2013

EDUCATION:

1998 Massage Therapy Training Institute
1989 BA in Elementary Education at UMKC
1986 University of Arkansas at Little Rock

LICENSURE:

Licensed Massage Therapist.

APR: 23 2013

MASSAGE THERAPY TRAINING INSTITUTE

A Division of WellSpring Recovery, Inc. A non-profit organization serving the community.

Report Date: Monday, August 2, 2004

Student ID: 430-43-9106

Student Name: Lonh Cable

Address: 6706 NW Brink

Address2:

City, ST Zip: Kansas City, MO 64152

Official Transcript

Program: Individual

Status:

Day Phone: (816) 891-0045

Even Phone: (816) 891-0045

Pager/Cell:

| <u>Course Name</u> | <u>Instructor</u> | <u>Start Date</u> | <u>Hrs.</u> | <u>Grade</u> | <u>Award</u> | <u>Award Date</u> | <u>Withdraw Date</u> | <u>Progr</u> |
|--|-------------------|-------------------|-------------|--------------|--------------|-------------------|----------------------|--------------|
| Basic Swedish Massage | Wright, C | 9/15/1998 | 70 | P | D | 1/15/1999 | | |
| Anatomy & Physiology 1 | Johnson, D | 9/15/2000 | 30 | P | RC | 11/17/2000 | | |
| Anatomy & Physiology 2 | Peabody, C | 1/19/2001 | 30 | P | RC | 3/23/2001 | | |
| Anatomy & Physiology 3 | Peabody, C | 4/20/2001 | 30 | P | RC | 6/22/2001 | | |
| Perinatal Massage | Hackenjios, S | 7/28/2001 | 12 | P | CC | 7/29/2001 | | |
| Myofascial Release Massage | Johnson, D | 9/12/2001 | 21 | P | RC | 10/24/2001 | | |
| Deep Tissue Bodywork | Johnson, D | 9/13/2001 | 30 | P | RC | 11/15/2001 | | |
| Genetic Connections To Touch Therapies | Fischer, A | 10/15/2001 | 15 | P | RC | 11/12/2001 | | |

| | <u>Taken</u> | <u>Earned</u> |
|--------------|--------------|---------------|
| Total Hours: | 238 | 238 |

Anne Justice
 Director

8/2/04
 Date

Hours Not Earned: 0

Grades: Pass = 70% or Above

WP = Withdrawal With Permission

WW = Withdrawal Without Permission

No Pass = Below 70%

I = Incomplete

D = Dismissed

Awards: D = Diploma

RC = Report Card

CC = Certificate Of Completion

Page 1 of 1

University of Missouri – Kansas City

Date: 09/05/2012 Page: 2 of 2

Official Transcript

APR 23 2013

Name: Cable, Leah Gall
 Student ID: 07148149
 Date of Birth: 03/30/XXXX
 Soc. Sec. Number: XXX-XX-9106

Course Number Course Title Grade Hours Remarks

COPY COPY COPY COPY COPY

This transcript has been produced for:

MIKE HAVERTY
 1740 W 92ND ST
 KANSAS CITY, MO 64114

| Course Number | Course Title | Grade | Hours | Remarks |
|---------------|----------------------------|-------|-------|---------|
| FALL 1989 | Univ MO Co | Ugri | Unltd | Unltd |
| Educ 403 | Elementary Sch Soc Studies | B | 2.0 | |
| Educ 404 | Student Tch In Elem Sch | B | 10.0 | |
| Educ 464 | Indivd In the Elemen Sch | B | 2.0 | |
| Educ 489R | Special Topics | A | 2.0 | |

| UGRD Term | GPA | His All | His Etn | Qual Pt | GPA |
|------------|------|---------|---------|---------|-------|
| UGRD Term: | 16.0 | 16.0 | | 50.00 | 3.125 |
| UGRD CUM: | 54.0 | 139.0 | | 174.00 | 3.222 |

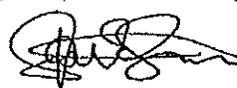
COPY COPY COPY COPY COPY

COPY COPY COPY COPY COPY

Official transcripts are printed on blue safety paper and bear the university seal and the signature of the registrar. See reverse side for explanation of grades.

In accordance with the Family Educational Rights and Privacy Acts of 1974, information on this transcript may not be released to a third party without written consent of the student. If you are unable to comply fully with this requirement, please return this record to us immediately.

RAISED SEAL
 NOT REQUIRED



Registrar, Douglas E Swink



APR 23 2013



Federation of State Massage Therapy Boards

SCORE REPORT

NAME: LEAH G MOORE
CANDIDATE ID: 0000000000102082
EXAMINATION: Massage & Bodywork Licensing Examination
EXAMINATION DATE: July 21, 2012

RESULT: Pass
PASSING SCORE: 630
YOUR SCORE: 778

Congratulations! You have passed the Massage & Bodywork Licensing Examination (MBLEX).

PLEASE NOTE: Your result of PASS does NOT indicate that you have a right to legally practice or that you have received a license to practice. You must apply for a license through your State licensing board or agency. Contact information for State licensing boards and agencies is available at www.fsmtb.org.

Thank you for allowing the Federation of State Massage Therapy Boards to assist you with your professional credentialing needs. We wish you continued success as you pursue your professional career goals.

DIAGNOSTIC REPORT

The information below shows your performance in each of the examination content areas. It is intended as a resource to guide your future professional development.

| <u>Content Area</u> | <u>Performance</u> |
|----------------------|--------------------|
| Anatomy & Physiology | Good |
| Benefits | Good |
| Client Assessment | Good |
| Ethics | Good |
| Guidelines | Fair |
| Kinesiology | Good |
| Overview | Good |
| Pathology | Good |

Marilyn R. Knight

APR: 23 2013

5307 N Lydia
Kansas City, MO 64118

Phone: 660-525-8489
Mknight61@hotmail.com

Summary: Extensive proprietary education experience with a highly motivated and passionate attitude towards career-focused education. Dedicated to the administration of successful campus outcomes by meeting and exceeding established goals. Excellent written and oral communication skills.

Professional Experience:

2011-Present National American University- Independence, MO

Academic Advisor: Advise students with academic program selections. Enroll students in available classes. Conduct audits for students that are approaching Satisfactory Academic Progress status. Arrange tutoring for students and assist students with academic concerns. Work with the Regional Career Services director to ensure graduate files are complete. Schedule and conduct academic awards ceremony.

- Established academic awards ceremony procedure
- Developed academic department monthly activity schedule
- Maintain 90% student retention
- Developed tracking tool to assist student retention
- Created Course Allocation Report for Student Class Loading
- Developed employer accounts for graduates

2003-2011 ANTHEM COLLEGE (FORMERLY HIGH-TECH INSTITUTE)-Kansas City, MO

2008-2011 Campus President: Manage and monitor day-to day operations of all aspects of the campus. Conduct departmental meetings, participate in Program Advisory Board meetings, and maintain campus compliance according to accreditation standards. Create and maintain budget for the campus by the capital and operating expenditures via the use of Profit & Loss reports. Met and exceeded revenue and population growth for campus. Improved student satisfaction results by 13% in 6 months. Prepare reports for accreditation annual reporting, create, monitor and update Institutional Effectiveness Plan.

- Received 3-year Initial ACICS accreditation status with zero citations found
- Oversaw \$4.5 million annual revenue budget - met profit goals set
- Achieved 62% campus growth in 2 years
- Exceeded accreditation standard for student retention
- Start-up of new Veterinary Technology Program
- Improved Noel-Levitz student survey results by 13%
- Knowledgeable in both ACICS and ACCSC accreditation standards
- Developed alumni program to improve graduate placement percentages
- Created student recognition programs

- 2007-2008 *Director of Education:* Oversee, monitor and ensure quality and content of all campus programs consistent with each program's curriculum. Conduct academic advising for students and provide follow-up plan. Monitor Satisfactory Academic Progress by providing academic goals and work with registrar for student scheduling. Met accreditation requirements for academic staffing.
- Achieved over 86% faculty retention
 - Maintained 100% completion of faculty development plans
 - Decreased the number of students on SAP by 3%
 - Reduced student absences percentage to meet established benchmarks
 - Coordinated faculty development plans completion process
 - Created faculty recognition program to enhance morale
 - Developed tracking form for faculty observation completion
 - Established student-centered activities to promote academic excellence
- 2004-2007 *Medical Billing and Coding Program Manager:* Interview, hire, and train employees, schedule space utilization for lecture/lab via course allocation report, order students' books and supplies, perform instructor evaluations, address student's concerns, work with academic probation boards, conduct advisory boards, ensure appropriate class coverage and uphold all school policies and procedures.
- Achieved 96% certification pass rate
 - Maintained 88% student retention
 - Increased student placement percentage from 52% to 68%
 - Developed skills assessment tool
- 2003-2004 *Anatomy and Physiology Instructor:* Instruct students. Manage students in the classroom, deliver lectures, motivate students, complete and post grades, monitor attendance.
- 2001-2003 **CHART-ONE, INC, Kansas City, MO**
Area Manager: Responsible for overall region operations which include operational maintenance of 24 healthcare facilities. Hired, trained and coached employees. Performed employee evaluations. Operated a \$1 million dollar revenue and expense budget. Responsible for revenue goals and exceeded cost control parameters. Analyze reports to allow for budget preparations and fiscal year projections.
- Provided external release of information training
 - Increased sales performance by monitoring fee schedules
 - Maintained excellent employee retention
 - Maintained excellent healthcare facility rapport
- 1999- 2001 **VATTEROTT COLLEGE, Des Moines, IA**
Instructor: Created exams and quizzes based on course objectives. Developed lesson plans as a tool to adhere to course syllabus. Instruct and manage students in the classroom, including administering, grading and reviewing exams, monitor student attendance.

APR: 2 3 2013

Education

Pursuing MA degree In Management and Leadership. Webster University- Kansas City, MO
B.S. Medical Records Management, Chicago State University -- Chicago, IL
Business Administration, Emporia State University- Emporia, KS

Relevant Skills and Areas of Proficiency:

Microsoft Office, Excel, Budgeting
Enterprise Time, CLASS System, CAMPUSVUE
SharePoint

Professional Development:

Creative Leadership Workshop- 2010
Missouri Coordinating Board of Higher Education- Proprietary Advisor Committee Member- 2009-2011
Noel-Levitz Retention and Student Success Workshop- 2009
Assertive Communication Skills for Women Workshop- 2008

Professional Affiliations:

Medical Group Management Association
National Association of Professional Women
Missouri Coordinating Board of Higher Education- Proprietary Advisor Committee Member
American Society of Training and Development



Chicago State University—Academic Record

APR 23 2013

OFFICE OF THE REGISTRAR
85TH ST. AT KING DRIVE
CHICAGO, ILLINOIS 60626-1698
MARILYN R FARMER

9900-7040

DATE OF BIRTH
ILL. ST. & US CONSTITUTION
REQUIREMENT MET: YES

PAGE 1 01/30/97

| COURSE NUMBER | COURSE TITLE | CR. HRS. | GRADE | COURSE NUMBER | COURSE TITLE | CR. HRS. | GRADE |
|--------------------------------|----------------------|----------|-------|---------------|----------------------|----------|-------|
| TOT TRN CR ACC 084.00 SH | | | | WINTER 85 | | | |
| SUMMER 80 | | | | PSLY 202 | CNTRL NERVS SYS PSLY | 1 | |
| TERM EARNED | 84.00 | GDPT | 0.0 | GPA | 0.00 | | |
| CSU EARNED | 0.00 | GDPT | 0.0 | GPA | 0.00 | | |
| CUM EARNED | 84.00 | GDPT | 0.0 | GPA | 0.00 | | |
| CHGO CITY WIDE 78-78 003.00 SH | | | | MREC 102 | MED TRANS WORD PROC | 3 | |
| EMPORIA ST U 79-81 053.00 SH | | | | MREC 231 | HLTH REC SCI II | 3 | |
| WICHITA ST U 81-82 028.00 SH | | | | MREC 237 | HLTH REC & LAW | 2 | |
| SUMMER 80 | | | | MREC 240 | QUALITY ASSUR MGMT | 3 | |
| ECON 101 | PRIN OF ECON I | | 3 | TERM EARNED | 12.00 | GDPT | 44.0 |
| TERM EARNED | 3.00 | GDPT | 9.0 | GPA | 3.67 | | |
| CSU EARNED | 3.00 | GDPT | 9.0 | GPA | 3.00 | | |
| CUM EARNED | 87.00 | GDPT | 9.0 | GPA | 3.00 | | |
| WINTER 83 | | | | CSU EARNED | 48.00 | GDPT | 163.0 |
| BIOL 108 | BI SCI SURVEY II | | 3 | CUM EARNED | 132.00 | GDPT | 163.0 |
| HIST 131 | US HIST SINCE 1877 | | 3 | | | | |
| MGMT 251 | ORGANIZATION BEHAVE | | 3 | SPRING 85 | | | |
| A H 101 | INT ALLIED HLTH | | 2 | ENG 279 | BUSINESS WRITING | | 3 |
| MREC 101 | MED TERMINOLOGY | | 3 | INSY 327 | INT MGMT INF SYS | | 3 |
| TERM EARNED | 14.00 | GDPT | 47.0 | GPA | 3.00 | | |
| CSU EARNED | 17.00 | GDPT | 56.0 | GPA | 3.29 | | |
| CUM EARNED | 101.00 | GDPT | 56.0 | GPA | 3.29 | | |
| SPRING 83 | | | | MREC 250 | HLTH REC PRACT I | | 3 |
| PSLY 201 | HUMAN PHYSIOLOGY | | 3 | TERM EARNED | 9.00 | GDPT | 27.0 |
| H S 150 | ALCOHOL/TOBACCO/DRUG | | 2 | CSU EARNED | 57.00 | GDPT | 190.0 |
| MREC 202 | INT HLTH REC ADM | | 2 | CUM EARNED | 141.00 | GDPT | 190.0 |
| TERM EARNED | 7.00 | GDPT | 20.0 | GPA | 3.33 | | |
| CSU EARNED | 24.00 | GDPT | 76.0 | GPA | 3.32 | | |
| CUM EARNED | 108.00 | GDPT | 76.0 | GPA | 3.32 | | |
| FALL 83 | | | | FALL 85 | | | |
| INSY 136 | INT COMPUTER INF SYS | | 3 | CHEM 130 | ESSENTIALS CHEM I | | 4 |
| H S 103 | EMERGENCY CARE | | 1 | A H 260 | RES METH HLTH PRFL | | 2 |
| A H 210 | LEGAL ASP HLTH CARE | | 2 | A H 301 | MEDICAL SCI I | | 3 |
| MREC 220 | HLTH CARE DELIV SYS | | 3 | MREC 310 | MGMT HLTH REC CENT | | 3 |
| MREC 230 | HLTH REC SCI I | | 3 | MREC 320 | INSY ANAL HLTH CARE | | 3 |
| TERM EARNED | 12.00 | GDPT | 43.0 | GPA | 3.58 | | |
| CSU EARNED | 36.00 | GDPT | 119.0 | GPA | 3.31 | | |
| CUM EARNED | 120.00 | GDPT | 119.0 | GPA | 3.31 | | |
| FALL 85 | | | | SPRING 86 | | | |
| SUMM 86 | | | | PHIL 233 | MEDICAL ETHICS | | 3 |
| MREC 360 | HLTH REC ADM SEM | | 2 | A H 302 | MEDICAL SCI II | | 3 |
| TERM EARNED | 2.00 | GDPT | 6.0 | GPA | 3.00 | | |
| CSU EARNED | 86.00 | GDPT | 293.0 | GPA | 3.41 | | |
| CUM EARNED | 170.00 | GDPT | 293.0 | GPA | 3.41 | | |
| DEGREE REQUIREMENTS COMPLETED | | | | | | | |
| DATE: JUNE 27, 1986 | | | | | | | |
| DEGREE: BACHELOR OF SCIENCE | | | | | | | |
| MAJOR: MEDICAL RECORDS ADM | | | | | | | |

DEC 18 2012

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CHICAGO STATE UNIVERSITY

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Handwritten signature
INTERIM REGISTRAR

OPEN SESSION MINUTES
Missouri Board of Therapeutic Massage
June 3, 2013 – 9:00 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

At 9:04 a.m., June 3, 2013 the Missouri Board of Therapeutic Massage was called to order by Renate Brodecker, Chairperson at the Missouri Division of Professional Registration located at 3605 Missouri Boulevard in Jefferson City. The executive director facilitated roll call.

Board Members Present

Renate Brodecker, Chairperson
Dawn Standley, Vice Chairperson
Brandy Mouser
Carl Nelson

Staff Present

Loree Kessler, Executive Director
Jeanette Wilde, Processing Technician Supervisor
Greg Roach, Processing Technician II
Greg Mitchell, Counsel

Ms. Brodecker stated she would be voting in open and closed session.

A motion was made by Ms. Mouser and seconded by Mr. Nelson to approve the open session agenda. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

A motion as made by Ms. Mouser and seconded by Mr. Nelson to approve the April 22, 2013 open session conference call minutes. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

Financial Report

The executive director provided an update of the licenses for massage therapists and businesses that had been renewed and expired. Information was provided regarding the changes to the appropriation regarding in state and out of state travel.

Everest College

The board reviewed the information regarding Everest College, Kansas City and determined the course work and instructors met the requirements for licensure.

Meeting Schedule

The board tentatively scheduled a conference call meeting for July 29 at 11:30 a.m.

At 9:52 a.m., a motion was made by Mr. Nelson and seconded by Ms. Standley to convene in closed session pursuant to section 610.021 subsections (14), 324.001.8 and 324.001.9 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 action, 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 subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

At 2:37 p.m., a motion was made by Ms. Mouser and seconded by Ms. Standley to convene in open session and adjourn. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.



Executive Director

Approved by Board on July 30, 2013