



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

Meeting Notice
Missouri Board of Therapeutic Massage
April 21, 2014 – 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.

Missouri Board of Therapeutic Massage
Open Session Agenda
April 21, 2014
Page 1

Meeting Notice
Missouri Board of Therapeutic Massage
April 21, 2014 – 9:00 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

Call to Order	Renate Brodecker, Chairperson
Roll Call	Executive Director
<ul style="list-style-type: none"> • Welcome Jennifer Morgan, LMT 	
1. Approval of Agenda	
2. Approval of Open Minutes	
<ul style="list-style-type: none"> • October 21, 2013, 2013 Conference Call Minutes 	
3. Financial Report	
4. Student Licensure Regulation	
5. Mixed Media Education	
6. Highland Bodyworks School of Massage Therapy – Georgia, VT	
7. Model Regulations for Continuing Education in the Massage Therapy Field	
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
October 21, 2013 – 11:30 a.m.
Division of Professional Registration
3605 Missouri Boulevard – Jefferson City, Missouri

At 11:35 a.m., on October 21, 2013 the Missouri Board of Therapeutic Massage conference call meeting 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
Greg Roach, Processing Technician II
Greg Mitchell, Counsel
Diana Carter, Counsel (exited conference call at

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

A motion was made by Ms. Mouser and seconded by Ms. Standley 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 September 9, 2013 open session meeting minutes. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

Student Licensure Regulation

The board reviewed amended language relating to student licensure and tabled further discussion until the next meeting or conference call.

At 11:37 a.m., a motion was made by Ms. Standley and seconded by Ms. Mouser 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

Missouri Board of Therapeutic Massage
Open Session Minutes
October 21, 2013
Page 1

during those meetings. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

At 12:57 p.m. a motion was made by Ms. Standley and seconded by Ms. Mouser to convene in open session. Board members voting aye: Ms. Brodecker, Ms. Mouser, Ms. Standley and Mr. Nelson. Motion carried unanimously.

Meeting Schedule

Ms. Standley informed the board of her intention to resign as a member effective at the end of October. Board members and staff expressed their thanks to Ms. Standley for her service on the board.

Without a quorum the board did not schedule a future conference call or meeting until another board member is appointed.

At 1:00 p.m., a motion was made by Ms. Mouser and seconded by Ms. Mouser to adjourn the conference call meeting. 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 2014 Monthly Fund Balance Sheet																
3		FY 2014 Actual													FY 2014 Projections		
4		July	August	September	October	November	December	January	February	March	April	May	June	Lapsed July	YTD Total	Projected	Remaining (Projected - YTD Total)
5	Beginning Fund Balance	895,582.33	878,680.92	869,162.35	873,507.54	857,711.72	845,098.86	830,834.13	816,548.07	808,407.01	808,407.01	808,407.01	808,407.01	808,407.01			
6	Revenue	10,875.00	9,875.00	11,000.00	11,975.00	12,200.00	9,275.00	8,550.00	9,920.00	0.00	0.00	0.00	0.00	0.00	83,670.00	71,150.00	(12,520.00)
7	Start-up Loan Transfer - Lenders Revenue	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
8	Total Revenue	10,875.00	9,875.00	11,000.00	11,975.00	12,200.00	9,275.00	8,550.00	9,920.00	0.00	0.00	0.00	0.00	0.00	83,670.00	71,150.00	(12,520.00)
9	Total Funds Available	906,457.33	888,555.92	880,162.35	885,482.54	869,911.72	854,373.86	839,384.13	826,468.07	808,407.01	808,407.01	808,407.01	808,407.01	808,407.01	83,670.00	966,732.33	(12,520.00)
10																	
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
15																	
16	Licensure System Cost	0.00	0.00	0.00	3,341.80	682.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,024.67	20,446.08	16,421.41
17																	
18	PR Appropriated Transfers (HB 7.540):																
19	Rent	0.00	221.05	221.05	241.93	227.43	0.00	472.22	221.05	0.00	0.00	0.00	0.00	0.00	1,604.78	2,786.72	1,181.94
20	DIFP Department Cost Allocation	0.00	625.37	605.90	0.00	0.00	0.00	582.62	0.00	0.00	0.00	0.00	0.00	0.00	1,813.89	2,466.21	652.32
21	Licensee Refunds	0.00	0.00	0.00	0.00	0.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	0.00	275.00	2,000.00	1,725.00
22	Start-up Loan - Borrower's Expense	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
23	Division PR Transfer:																
24	Division-Wide Costs	0.00	2,539.56	1,832.21	1,598.70	2,100.17	1,701.95	3,841.16	1,770.25	0.00	0.00	0.00	0.00	0.00	15,384.00	35,020.07	19,636.07
25	Purchasing Staff	0.00	45.63	42.41	27.69	36.48	33.96	42.04	34.98	0.00	0.00	0.00	0.00	0.00	263.19	427.84	164.65
26	PR/IT Staff	0.00	56.19	207.29	83.37	79.85	56.07	80.40	243.94	0.00	0.00	0.00	0.00	0.00	807.11	842.74	35.63
27	Legal Team	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
28	GRR Staff	0.00	132.34	142.64	138.51	146.34	179.83	250.68	166.43	0.00	0.00	0.00	0.00	0.00	1,156.77	1,943.01	786.24
29	Board Specific:																
30	Expense/Equipment	0.00	2,613.68	7,716.17	7,328.96	4,572.79	6,888.42	3,098.10	1,157.77	0.00	0.00	0.00	0.00	0.00	33,375.89	91,856.90	58,481.01
31	Personal Services	0.00	5,761.22	5,525.85	5,505.01	5,806.58	5,329.37	5,248.42	5,367.39	0.00	0.00	0.00	0.00	0.00	38,544.84	75,453.70	36,908.86
32	Fringe Benefits	0.00	2,670.07	2,660.25	2,314.99	2,643.07	2,612.25	2,603.27	2,627.27	0.00	0.00	0.00	0.00	0.00	18,131.17	36,889.31	18,758.14
33	Technical Support Staff	0.00	44.98	8.45	9.13	13.24	32.02	6.09	27.45	0.00	0.00	0.00	0.00	0.00	141.36	567.94	426.58
34	Central Mail Processing	0.00	512.98	508.02	487.59	675.18	559.25	566.06	581.74	0.00	0.00	0.00	0.00	0.00	3,890.82	6,028.91	2,138.09
35	CIU Investigations	0.00	3,468.50	2,916.91	5,849.58	7,828.81	6,146.61	5,276.87	5,862.79	0.00	0.00	0.00	0.00	0.00	37,350.07	56,465.13	19,115.06
36	Total Division PR Transfer	0.00	17,845.15	21,560.20	23,344.83	23,902.51	23,539.73	21,013.09	17,840.01	0.00	0.00	0.00	0.00	0.00	149,045.22	305,495.55	156,450.33
41	Total PR Appropriated Transfers (HB 7.540)	0.00	18,691.57	22,387.15	23,586.46	24,129.99	23,539.73	22,342.93	18,061.06	0.00	0.00	0.00	0.00	0.00	152,738.89	312,748.48	160,009.59
42																	
43	GR Transfer (HB 7.535):																
44	Attorney General	0.00	0.00	0.00	69.31	0.00	0.00	820.13	0.00	0.00	0.00	0.00	0.00	0.00	889.44	9,000.00	8,110.56
45	Administrative Hearing Comm.	0.00	0.00	0.00	71.25	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	76.25	4,000.00	3,923.75
46	Total GR Transfer	0.00	0.00	0.00	140.56	0.00	0.00	825.13	0.00	0.00	0.00	0.00	0.00	0.00	965.69	13,000.00	12,034.31
47																	
48	Other Transfers:																
49	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
50	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
51	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
52	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
53	OA Cost Allocation Transfer	0.00	702.00	0.00	702.00	0.00	0.00	(332.00)	0.00	0.00	0.00	0.00	0.00	0.00	1,072.00	1,072.70	0.70
54																	
55	FY 2013 Transfers Carried Over:																
56	FY 2013 June PR Transfer	27,776.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,776.41	27,776.41	0.00
57	FY 2013 July Lapse PR 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	0.00	0.00
58	FY 2013 PR Transfer Adjustment	0.00	0.00	(15,732.34)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(15,732.34)	(15,732.34)	0.00
59	FY 2013 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
60	FY 2013 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
61	FY 2013 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
62	FY 2013 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
63	Total FY 2013 Transfers Carried Over	27,776.41	0.00	(15,732.34)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,044.07	12,044.07	0.00
64	Total Transfers	27,776.41	19,393.57	6,654.81	27,770.82	24,812.86	23,539.73	22,836.06	18,061.06	0.00	0.00	0.00	0.00	0.00	170,845.32	359,311.33	188,466.01
65	Total Appropriation Costs and Transfers	27,776.41	19,393.57	6,654.81	27,770.82	24,812.86	23,539.73	22,836.06	18,061.06	0.00	0.00	0.00	0.00	0.00	170,845.32	359,311.33	188,466.01
66	Ending Fund Balance	878,680.92	869,162.35	873,507.54	857,711.72	845,098.86	830,834.13	816,548.07	808,407.01	808,407.01	808,407.01	808,407.01	808,407.01	808,407.01			
67																	
68	Total PR Transfer - HB 7.540	27,776.41	18,691.57	6,654.81	26,928.26	24,812.86	23,539.73	22,342.93	18,061.06	0.00	0.00	0.00	0.00	0.00	168,807.63	341,082.00	172,274.37
69	Total GR Transfer - HB 7.535	0.00	0.00	0.00	140.56	0.00	0.00	825.13	0.00	0.00	0.00	0.00	0.00	0.00	965.69	13,000.00	12,034.31
70		27,776.41	18,691.57	6,654.81	27,068.82	24,812.86	23,539.73	23,168.06	18,061.06	0.00	0.00	0.00	0.00	0.00	169,773.32	354,082.00	184,308.68

*FY 2014 YTD Expenses by Budget Class Code - Appropriation 2207
As of February 28, 2014
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	1,429.49	4,775.00	3,345.51	70.06%
160	TRAVEL, OUT-OF-STATE		1,900.00	1,900.00	100.00%
180	FUEL & UTILITIES			0.00	
190	SUPPLIES	2,660.50	8,550.00	5,889.50	68.88%
320	PROFESSIONAL DEVELOPMENT		2,850.00	2,850.00	100.00%
340	COMMUNICATION SERV & SUPP	894.48	1,700.00	805.52	47.38%
400	PROFESSIONAL SERVICES	26,976.57	65,500.00	38,523.43	58.81%
420	HOUSEKEEP & JANITOR SERV			0.00	
430	M&R SERVICES		700.00	700.00	100.00%
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			0.00	
690	EQUIPMENT RENTAL & LEASES			0.00	
740	MISCELLANEOUS EXPENSES	124.29	1,600.00	1,475.71	92.23%
	TOTAL	32,085.33	90,575.00	58,489.67	64.58%

STATE OF MISSOURI
 MISSOURI BOARD OF THERAPEUTIC MASSAGE
 AGENDA ITEM SUMMARY

APPLICATION TYPE	APPLICATION RECEIVED
Student Licensure Regulation	10/9/13

APPLICANT NAME

SCHOOL NAME

<input type="checkbox"/> SECTION 1 – CRIMINAL HISTORY	Yes	No	Did Applicant Provide Documentation?	Yes	No
Did Applicant Disclose?			Did Applicant Provide Documentation?		

Recommendation: Deny _____ Probation _____ Suspension _____ Revocation _____ License _____

Terms of Suspension/Probation:

<input type="checkbox"/> SECTION 2 – EDUCATIONAL REVIEW	Yes	No
Is program approved by the Board?		
If school is not approved transcript must be approved?		
Instructor Review needed?		

CORE REQUIREMENTS	LIST ADDITIONAL HOURS REQUIRED
300 hours Massage Theory and Practice	
100 hours Anatomy and Physiology	
50 hours Business Practices, et al	
50 hours Ancillary Therapies	
CPR and First Aid	

Notes:

SECTION 3 - COMPLAINT / INVESTIGATIONS



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

Memo

To: Board Members

From: Loree Kessler *Loree Kessler*

CC:

Date: October 9, 2013

Re: Student Licensure Regulation

During the September face to face meeting, the board discussed the requirements for a student to apply to a license. Staff was directed to review the regulation and draft language that would allow the background check to take place prior to the completion of course work.

Based upon this request, counsel and I have developed a draft amendment for board review. Please be prepared to discuss at the October conference call.

**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2197—Board of Therapeutic Massage
Chapter 2—Massage Therapist Licensure Requirements**

20 CSR 2197-2.040 Students/Student License

PURPOSE: This rule outlines the requirements to obtain a student license.

(1) Upon enrollment in a Missouri Board of Therapeutic Massage approved program, mentorship, or school of massage therapy, a massage therapy student [the school or the certified mentor] shall submit to the board a completed application for student licensure. The application shall include the following information:

(A) Verification by the [instructor] school, program or [certified] board approved mentor that the [student] applicant has [demonstrated substantial progress and competency, as approved within the course of instruction, with a grade of "C" or better in the following:] enrolled in a course of instruction in massage therapy, to include the following specific topical areas;

1. Basic hygiene;
2. Universal precautions;
3. Contraindications; and
4. Basic massage theory and basic massage hands-on practice;

(B) Verification that the [student] applicant has submitted a set of fingerprints for the purpose of conducting a criminal background check by the Missouri State Highway Patrol and Federal Bureau of Investigation (FBI). The [student] applicant shall submit two (2) sets of fingerprints to the Missouri State Highway Patrol's approved vendor(s) for both a Missouri State Highway Patrol and FBI criminal background check. Any fees due for fingerprint background checks shall be paid by the [student] applicant directly to the Missouri State Highway Patrol or its approved vendor(s); and

(C) Any applicable fees.

(2) A student license shall not be issued until the results of the criminal background check have been reviewed by the board at which time the board shall have the discretion to grant or deny the application for student license based upon the grounds set forth in section 324.262, RSMo. The results of the criminal background check shall be valid for two (2) years from receipt of the criminal background check in the board office.

(3) For the purpose of section 324.265, RSMo, the board deems compliance by an applicant for student licensure with the requirements of this regulation to constitute "substantial progress" toward completion of the applicant's training in a board approved massage therapy curriculum.

[[3]] (4) As a part of the course of study, any student may practice massage therapy on fellow students and family members.

[[4]] (5) Student licenses shall be displayed in a conspicuous place with a photograph that has been taken within the last two (2) years or retained by the school in a folder or file that is easily accessible for inspection by the board or a board representative.

[[5]] (6) The holder of a student license may practice massage therapy on members of the public while under the direct supervision of a massage therapy instructor or certified mentor.

[[6]] (7) Students shall not receive compensation from the school or client for any massage therapy services.

[[7]] (8) When the student is no longer enrolled or has graduated, the school shall return the student license within thirty (30) days to the board office.

[[8]] (9) No massage therapy instructor shall have more than five (5) students under his/her direct supervision at one (1) time during massage therapy clinical practice.

AUTHORITY: sections 324.245 and 324.265, RSMo Supp. 2007. This rule originally filed as 4 CSR 197-2.040. Original rule filed Feb. 25, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2197-2.040, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 21, 2007, effective March 30, 2008.*

**Original authority: 324.245, RSMo 1998, amended 1999, 2003, 2006 and 324.265, RSMo 1998, amended 1999, 2006.*

AUTHORITY: sections 324.245, 324.262 and 324.265, RSMo Supp. 2007. This rule originally filed as 4 CSR 197-2.050. Original rule filed Feb. 25, 2000, effective Sept. 30, 2000. Amended: Filed Nov. 26, 2003, effective June 30, 2004. Moved to 20 CSR 2197-2.050, effective Aug. 28, 2006. Amended: Filed Aug. 21, 2007, effective March 30, 2008.*

**Original authority: 324.245, RSMo 1998, amended 1999, 2003, 2006; 324.262, RSMo 1998, amended 1999, 2006; and 324.265, RSMo 1998, amended 1999, 2006.*

STATE OF MISSOURI
 MISSOURI BOARD OF THERAPEUTIC MASSAGE
 AGENDA ITEM SUMMARY

APPLICATION TYPE	APPLICATION RECEIVED
Mixed Media Education	10/20/13

APPLICANT NAME

SCHOOL NAME

<input type="checkbox"/> SECTION 1 – CRIMINAL HISTORY	Yes	No		Yes	No
Did Applicant Disclose?			Did Applicant Provide Documentation?		

Recommendation: Deny _____ Probation _____ Suspension _____ Revocation _____ License _____

Terms of Suspension/Probation:

<input type="checkbox"/> SECTION 2 – EDUCATIONAL REVIEW	Yes	No
Is program approved by the Board?		
If school is not approved transcript must be approved?		
Instructor Review needed?		

CORE REQUIREMENTS	LIST ADDITIONAL HOURS REQUIRED
300 hours Massage Theory and Practice	
100 hours Anatomy and Physiology	
50 hours Business Practices, et al	
50 hours Ancillary Therapies	
CPR and First Aid	

Notes:

SECTION 3 - COMPLAINT / INVESTIGATIONS

Roach, Greg

From: Kessler, Loree
Sent: Tuesday, October 29, 2013 2:40 PM
To: Roach, Greg
Subject: FW: Mixed Media Education

This needs to be on an open session agenda.

From: Cindy Goodnetter [<mailto:agatheringplace1@gmail.com>]
Sent: Sunday, October 20, 2013 9:54 PM
To: Kessler, Loree
Subject: Mixed Media Education

Hi Loree,

We are working with a student who is on medical leave for 6 weeks. We are creating ways for her to continue her training, videotaping classes and setting up on-line coursework so she can meet her goals. We will have weekly phone time and all labtime will be caught up when she returns.

Here is My Question:

I know the law wants supervised instruction / classroom setting.

I watch what universities, corporate training, and CE providers are doing with webinars and on-line training. This self-paced mixed media (on-line lectures and webinars with computer driven homework and tests) is meeting so many people's scheduling needs.

How much latitude can I create for massage students to allow mixed-media for the lecture portion of the curriculum and supervised labtime at the school?

I am currently talking to 2 people who cannot come to class on a regular basis due to job conflicts, and child care needs but could connect once a week and come for labtime as their schedules allow. How can I help them?

Thanks for entertaining my question.
Have an awesome day!
Cindy

Cindy Goodnetter, LMT, NCTMB
Director
A Gathering Place - Massage Therapy School
12061 Dorsett Road, Maryland Heights, MO 63043
(314)739-5559 www.agatheringplace.com

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

Program Information
Highland Bodyworks School of Massage Therapy – Georgia, VT

Date Board Reviewed - Unknown

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

Roach, Greg

From: Kessler, Loree
Sent: Thursday, January 23, 2014 9:34 AM
To: Roach, Greg
Subject: FW: Massage Therapy School Eligibility?
Attachments: HBSMT - Class HoursNCBTMB Equivalent.pdf; HBSMT Course Catalog.pdf

I sent an email to the school regarding the quorum issue. This information needs to be scheduled for the next open session agenda. Thanks.

From: Jacquelyn [<mailto:highlandbodyworks@hotmail.com>]
Sent: Thursday, January 23, 2014 5:39 AM
Subject: Massage Therapy School Eligibility?

To whom it may concern,

I am the founder and director of the Highland Bodyworks School of Massage Therapy (HBSMT) in Georgia, Vermont—a 1,000-hour professional massage therapy training program. Since Vermont currently does not regulate massage therapy, I am seeking other states' approval of the scope of education and training provided by the school to give my students the best possible opportunities.

Acknowledgment that HBSMT meets your state's standards will expand options for the school's graduates to pursue state licensure/certification, in addition to obtaining credentials through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) of which HBSMT has already been approved.

I respectfully request that you review the attached curriculum hours (and their NCBTMB equivalents) and course catalog of HBSMT and let me know what it would take to obtain your state's approval of the school.

I look forward to hearing from you about gaining your state's approval of the education provided at HBSMT. I can be easily reached by email at HighlandBodyworks@hotmail.com if you have any questions.

Sincerely,

Jackie Lewis, LMT, NCTMB, CCA, RYT

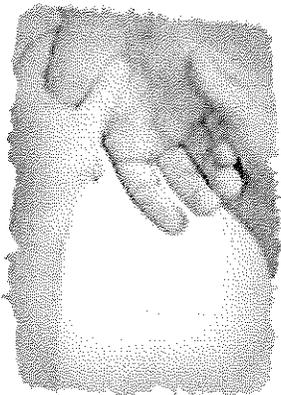
Highland Bodyworks

HBSMT Class	Hours	NCBTMB Category
Orientation	8	Instruction that Completes Education
Intro to Therapeutic Massage	16	Massage Assess/Theory/Application
Massage Therapy I	50	Massage Assess/Theory/Application
Intro to Clinical Aromatherapy	16	
Ethics & Boundries	46	Ethics
Myology & Kinesiology	150	Body Systems
Pathology	100	Pathology
Anatomy & Physiology	150	Body Systems
Oncology, HIV, and Pregnancy Massage	16	Massage Assess/Theory/Application
Student Clinic Orientation	8	Massage Assess/Theory/Application
Student Clinic	50	Massage Assess/Theory/Application
CPR/1st Aid	8	Instruction that Completes Education
Sports Massage & Hydrotherapy	16	Massage Assess/Theory/Application
Community Service Intro	4	Massage Assess/Theory/Application
Community Service	8	Massage Assess/Theory/Application
Chair Massage	8	Massage Assess/Theory/Application
Assessment Skills	12	Massage Assess/Theory/Application
Deep Tissue Massage	48	Massage Assess/Theory/Application
Self Care, Wellness & Nutrition	40	Instruction that Completes Education
Clinical Aromatherapy I	24	
Neurology	50	Body Systems
CranioSacral Therapy	8	Massage Assess/Theory/Application
Professional Development	36	Business
Applied Techniques	8	Massage Assess/Theory/Application
Western Techniques Review & Exchange	8	Massage Assess/Theory/Application
Shiatsu & 5 Element Theory	24	Massage Assess/Theory/Application
Eastern Therapeutic Techniques & Pathology	24	Pathology
Intro to Energy Work	4	Instruction that Completes Education
Polarity & Healing Touch Techniques	8	Instruction that Completes Education
Clinical Aromatherapy II - Frequencies	8	
Clinical Aromatherapy III - Raindrop Technique	12	
Spa Therapies	12	Instruction that Completes Education
Independent Study Project Presentations	4	Instruction that Completes Education
NYS Exam Review	24	Instruction that Completes Education
Graduation		
Total	1008	

Highland Bodyworks School of Massage Therapy



2013-2014 COURSE CATALOG



Hands on training.

CONTENTS

A Rewarding Career Awaits You.....2
The Value of Massage.....3
Admissions Process.....4
Programs and Hours.....5
Course Descriptions.....6
Administrative Policies.....9
Student Life and Services.....12

Highland Bodyworks School of Massage Therapy

912 Sodom Road

Georgia, VT 05468

www.HighlandMassageSchool.com

HighlandBodyworks@hotmail.com

A Rewarding Career Awaits You...



There are so many specialties within massage therapy!

This is an exciting time to be entering the field of bodywork!

At no other time in history has massage therapy enjoyed such widespread acceptance and never has the demand for therapeutic massage been so great. It is one of the fastest growing fields in complementary medicine. In the United States alone, visits to massage therapists exceed 230 million annually¹. The number of massage therapists, including students, is now between 260,000 and 290,000².

The popularity of massage therapy can be attributed to the public's increased interest in healing therapies and preventative

medicine. Medical professionals are also beginning to acknowledge therapeutic bodywork as more and more published studies confirm the many benefits of massage therapy.

Some of the diverse settings in which massage therapists can practice include doctor's offices, health and fitness centers, spas, chiropractic offices, holistic health centers and private practices. In addition, massage therapists are fast becoming involved in workplace environments. Corporate America is beginning to offer "on site" chair massage to relieve work related

stress and increase employee motivation and productivity.

Where a massage therapist decides to serve others through a rewarding career is virtually unlimited. At HBSMT, students have the opportunity to experience many different types of bodywork and practice those techniques with fellow students as well as in clinical settings. Graduates can create their ideal work environment and take their unique passion for massage therapy into the world. Current massage therapists can expand their training with upper level programs designed to keep therapists up to date.

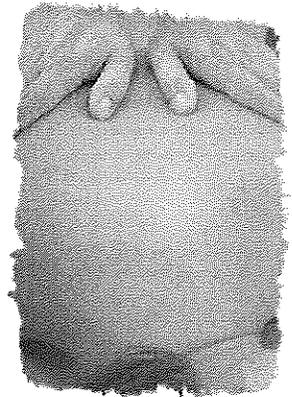
¹ ABMP Market Survey 2010.

² AMTA Massage Therapy Consumer Survey (2010).

The Value of Massage

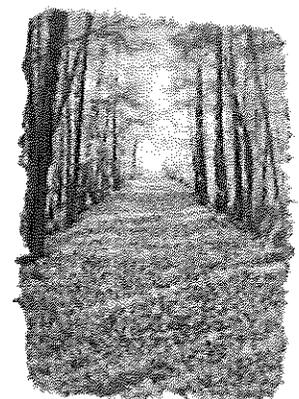
The fine art of “rubbing” can be traced back more than 4,000 years to Eastern traditions. The value of touch has long been honored as a source of healing both physically and spiritually. Some of the major benefits of massage include:

- Relieving Pain
- Enhancing the body’s ability to remove impurities and toxins by increasing circulation of blood and lymph
- Lengthening of muscle tissue to promote better posture, movement and muscle elasticity
- Enhancing participation and performance in sports and exercise by reducing muscle fatigue and improving muscle recovery
- Promoting overall relaxation and stress reduction
- Increasing self and body awareness
- Increasing awareness of the role emotions play in body stress and tension
- Stimulating the body’s immune system and natural ability to create balance and healing



“Please remember, it is what you are that heals, not what you know.”

–Carl Jung



Your new path...

Admissions Process

HBSMT's Admission Process

Admission as a student at HBSMT requires an applicant to be at least 18 years of age and possess a high school diploma or legal equivalent (GED). In addition, all applicants must be US citizens, or a non-citizen who has been lawfully admitted for permanent residence. HBSMT welcomes a wide diversity of students from all cultural, geographical and educational backgrounds. Applicants will be chosen by our Admissions Office based upon academic ability, social maturity, potential for growth and personal motivation, and a commitment to the profession of massage therapy. Applicants will be evaluated on their secondary school and college or trade school academic performance, test scores, references and a personal interview.

Application Process

- Applications for admission are accepted any time throughout the year. Students are encouraged to apply to the program as early as possible, as enrollment is

limited and classes fill quickly.

- Applicants must submit an application form along with a \$50.00 application fee. If the applicant is not accepted into the program, HBSMT will refund one-half of the application fee.
- Applicants must have a personal interview with an instructor.
- All admissions requirements, including a personal interview, must be completed before entry into the program.
- Three letters of reference must be submitted regarding moral character from persons unrelated to applicant and who have known the applicant for at least one year.
- All applicants must submit documentation of having received two massage treatments from a Professional Massage Therapist (CMT, LMT, NCTM, NCTMB) within the past year.

- Applicants must demonstrate the academic ability and motivation to complete the program successfully, as well as willingness to participate in all aspects of the school community. This includes an openness to personal growth opportunities and inner self-exploration. In addition, applicants must exhibit the integrity to be an upstanding massage therapist in the community and uphold the school's mission and philosophy.

Application Forms

An application packet can be **downloaded** from our website or by contacting **HBSMT at (802) 999-9985**.

Equal Opportunity

The Highland Bodyworks School of Massage Therapy offers equal opportunity for all individuals and does not discriminate based on age, race, ethnicity, gender, sexual orientation, religion, creed, disability or marital status.

Massage Therapy Program

The Highland Bodyworks School of Massage Therapy offers a comprehensive holistic massage therapy program of 1000 hours, conforming to the educational requirements of New York State Office of the Professions. The scope of the Massage Therapy Program is from the basic introductory level to more advanced techniques that may be used in professional practice.

Part Time 1000 Hour Massage Therapist Certificate

This part time program is offered once every two years and takes about 24 months to complete. Course start dates and class times are subject to enrollment. Designed to adhere to NYS Education Requirements for Massage Therapy Licensure, this extensive program is the first of its kind in the state of Vermont.

Holidays

HBSMT observes the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Other vacation days/weeks are subject to change.



Course Descriptions

Body Mechanics, Communication Skills Postural Assessment will be taught and evaluated throughout the course of the program.

Anatomy and Physiology: This course takes students on a journey of exploration into the structure and function of the human body. We look at the marvels of human anatomy and physiology from the perspective of massage therapists, and focus on material relevant to the practice of massage therapy. Class begins with a study of cells and tissues, and continues through ten systems of the body: integumentary, skeletal, muscular, cardiovascular, lymphatic, nervous, endocrine, respiratory, digestive and urinary systems.

Myology & Kinesiology: Myology is the study of muscles and Kinesiology is the study of movement of the body. Understanding muscles and movement aids massage therapists in assessing and addressing postural issues and range of motion limitations. This course fosters an appreciation of the complexity of the body and how it moves. Students study the skeletal system and 119 muscles. They learn the location (including origin and insertion) of these muscles, the actions they perform, and their nerve innervators. Students also examine the effects of shortened and lengthened muscles, both posturally and functionally. We discuss massage techniques appropriate for the majority of the muscles covered. Myology and Kinesiology utilizes lecture,

discussion, palpation, movement, drawing and case studies as learning tools.

Pathology: students receive an overview of illnesses, injuries, and other health conditions commonly seen in massage therapy clients. The massage indications and cautions for each condition are presented. In addition, this class has a significant focus on developing and practicing the interview and communication skills needed when designing massage sessions for clients with health issues. Role plays and case studies will be used frequently in class. The course will also include bodywork, allowing students to practice constructing goals, designing and carrying out massage therapy sessions for clients with various medical conditions.

Swedish Massage: This course is the foundation of Western or Swedish massage. Students are taught the basic strokes of effleurage, petrissage, friction, vibration and tapotement, including the physiological effects of each stroke. Students learn the overall benefits of Swedish massage including relaxation, stress reduction, enhanced circulation, pain relief, increased range of motion, relief of muscle tension, and creation of a general sense of well being. Cautions and contraindications for clients and therapist are also covered. In addition, this course will teach the history of Swedish massage, the proper use of massage therapy equipment, how to drape the body,

proper positioning of the client, body mechanics for the therapist, and safety issues. Finally, this course will encourage students to explore self care and self awareness, utilizing stretching, relaxation techniques and centering exercises.

Pregnancy Massage: Pregnancy Massage offers students an opportunity to customize their Swedish massage for pregnant clients. The goal of this class is to familiarize students with health issues affecting pregnant clients and to properly demonstrate comfortable positioning and draping procedures.

Reflexology: Reflexology is an ancient healing art in which massage therapists can bring wellness to the body by working points on the hands, feet and ears. Reflexology promotes relaxation and helps return the body to a balanced, healthy state. Students use pressure points, primarily on the feet, which correspond to other parts of the body, and learn a basic reflexology routine to use with their clientele.

Orthopedic Massage: Orthopedic massage is a system of evaluation and soft tissue treatment that employs various methods (Myofascial Release, Neuromuscular Therapy, MyoSkeletal) for addressing disorders of the locomotive structures of the body, as taught by James Waslaski. Part of the Deep Tissue Massage Class.

Course Descriptions, Continued

Sports Massage: This course teaches the application of Swedish massage techniques for athletes and for anyone who performs repetitive movements. Students can expect to learn the history, benefits and contraindications of sports massage. Proprioceptive neuromuscular facilitation techniques and stretching will be presented and practiced. These techniques improve range of motion, and relieve cramping. Students will be taught massage appropriate for athletes directly prior to competition, and directly after competition. Finally, this course introduces the use of heat and cold.

Chair Massage: Chair massage is a safe, non-invasive way to apply massage to clients in a seated position. Chair massage is a wonderful way introduce clients to massage therapy because it is performed through clothing and without oil or lubricant. Chair massage is extremely versatile, as massage chairs are easily portable, require little space, and can be used in public settings. This course teaches chair massage techniques, including two specific routines are presented as well as special techniques to address headaches and low back pain. In addition, students will explore the possibilities for marketing and using chair massage as part of a practice/business.

Myofascial Release Techniques: The myofascial/connective tissue course is an introduction to the anatomy and physiology of connective tissue, as well as an

introduction to the principles and practice of the John F. Barnes approach to myofascial release. The basic anatomy and physiology of the fascial system is presented, as well as the fascial system's relationship to other physiological systems in the body. Students will learn beginning level evaluation techniques and palpation of anatomical landmarks to establish postural asymmetries and connective tissue integrity. Students will learn to differentiate between soft tissue mobilization and myofascial release techniques. Students will practice beginning level myofascial techniques and learn when to utilize them. Finally, students will learn how to integrate treatment of the fascial system within a massage session. Part of the deep tissue massage class.

Shiatsu & Oriental Theory: Shiatsu is a form of bodywork based on Oriental Philosophy and acupuncture meridians. It is designed to stimulate the flow of energy in the meridians by using finger, palm, elbow, knee or foot pressure. Shiatsu is traditionally practiced on a Shiatsu mat, placed on the floor, with the client wearing loose, comfortable clothing. Practitioners use their own body weight to "lean" into the client. This course teaches students the basic concepts of yin/yang, kyo and jitsu, five element theory, and the location of the 12 meridians and 2 major vessels on the body. Students also learn the makkahoes (meridian stretches) to assess the flow of energy through the body, and hara assessment to help design their Shiatsu session. By the course's

completion, students will be able to provide a full body Shiatsu session.

Clinical Aromatherapy: This class teaches the use of essential oils for therapeutic purposes. The history of aromatherapy and the possible uses of essential oils in the practice of massage therapy is presented. Students learn the therapeutic value of many different essential oils. Each student will create an individual prescription essential oil blend for himself/herself, and an essential oil massage blend for a classmate. In addition, this course teaches the different properties of assorted carrier oils.

Neuromuscular Technique: This class focuses on trigger point techniques to eliminate pain points and knots that refer pain elsewhere. Part of the Deep Tissue Massage Class.

Course Descriptions, Continued

Professional Development and Ethics:

This class offers students information and exercises to foster self-awareness, clear intention and the ability to be fully centered. In addition, students will explore issues that are relevant to massage. Such issues include dealing with emotional release on the table and boundary challenges that may arise with clients and the dynamics of the therapeutic relationship. The Professional Development course provides information relevant to beginning a career in massage therapy. This course covers business basics including goal setting, marketing, business start up, motivation, interviewing skills, and client communication. Each student is required to complete a business plan, outlining his/her intention for utilizing massage therapy. During the course, students will hear from many speakers about the varied business prospects for massage therapists.

Student Clinic: Student interns gain practical experience through using what is learned in the classroom and applying it to a diverse clientele from the community. This is the time when students refine their skills in massage, learn how to work with clients with various medical conditions, and see how massage can benefit them. Students also work in a non-bodywork capacity by keeping files, scheduling appointments and greeting clients as they come into the clinic. This prepares students for experiences in their own or other practices.

Community Outreach:

Community Outreach offers students the chance to give massage in medical settings to a population they may not see in the clinic and to experience the rich rewards that the work of service can bring. They may be massaging the elderly, the ill or the dying who need a more gentle touch. Students do an internship and offer therapeutic services in a variety of community organizations and healthcare facilities, including hospitals, community hospices, nursing homes and social service agencies.

Self Awareness and Personal Wellness:

An important part of being an effective massage therapist is creating a safe, nurturing environment for a client to heal. This environment is fostered by therapists having self-awareness, clear intention and being fully centered. This class encourages students to look at their own relationship with themselves and others and their relationship to touch and intimacy. Students have the opportunity, through numerous experiential exercises and discussions, to explore the question, "Who Am I." The class includes small and large group discussions. Many topics are covered including support systems, belief systems, intention, grounding, healthy boundaries, mindfulness and meditation.

Integrative Study: Integrative Study is an opportunity for each student to explore a topic of interest beyond what is covered in the school's curriculum. Each student designs a project related to

massage therapy, and presents the findings to their classmates at the end of the program. The course provides a wonderful chance for students to enrich the class by sharing their particular interests and individual work.

First Aid and CPR: HBSMT believes it is important for massage therapists to know basic First Aid and CPR for whatever situation could happen. Due to new requirements, students will have to complete this training outside of class time and be reimbursed by HBSMT.

Spa Therapy I: Students will learn foot and hand scrubs/wraps, hydrotherapy, and Spa etiquette and employment expectations.



Administrative Policies

Withdrawal

Students who wish to withdraw from the program must formally notify HBSMT by submitting a typed and signed letter stating as such to an instructor. The instructor will conduct an Exit Interview to discuss reasons for withdrawal.

Enforced Medical Withdrawal

HBSMT reserves the right to withdraw a student from the program for medical reasons when a condition exists that could cause serious harm to the student or other members of the school, and for which no reasonable accommodation exists.

ANY student withdrawing from the Massage Therapist program before graduation CAN NOT practice as a massage therapist in the State of Vermont (unless you complete another massage therapy program). A signed "Non-Practice" form from HBSMT stating such must be presented before entrance into the program.

Also, students in the Massage Therapist program CAN NOT practice AND charge fees as a professional massage therapist while still a student.

A signed "Non-Practice" form from HBSMT stating such must be presented before entrance into the program.

Grounds for Dismissal

HBSMT, at its direction, may dismiss students from the program for any of the following reasons:

- Behaving in a manner that may be harmful to the learning environment or the reputation of the school

- Failing to maintain professional boundaries with instructors, students, or other staff
- Practicing techniques that are inappropriate to the practice of Massage Therapy
- Attending classes or practicing massage under the influence of drugs and/or alcohol
- Failing to uphold the requirements of the Attendance and Punctuality policies
- Failing to fulfill tuition payment obligations
- Failing to meet the academic requirements of the program

Leave of Absence

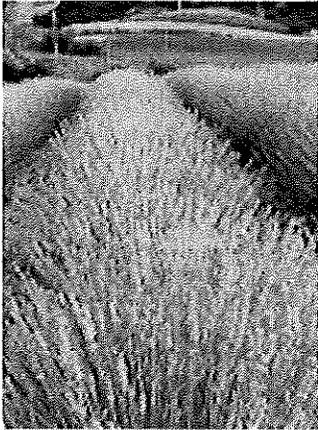
Students may take a leave of absence if circumstances warrant. An instructor will meet with the student and conduct an exit interview. All decisions to grant a leave of absence are approved and based on space availability in the next program. The program must be completed within the following two years. If the program is not completed within this time frame, the student will be dismissed. Please refer to the Refund Policy section.

Student Code of Conduct

Students are expected to conduct themselves in a manner supportive of the educational mission of the school. Students should conduct themselves with integrity and respect for the person and property of others, and with a commitment to personal and intellectual growth. HBSMT considers the following behavior by a student, or attempts thereof, a violation of the Student Code of Conduct:

- Physical harm or threat of physical harm to any person or persons including but not limited to assault, sexual abuse, or other forms of physical abuse.
- Harassment, whether physical or verbal, oral or written which is beyond the bounds of protected free speech, directed at specific individual(s), and likely to cause an immediate breach of the peace.
- Academic dishonesty, including but not limited to plagiarism and cheating, and other forms of misconduct including but not limited to misuse of academic resources or facilities, computer equipment or learning aids.
- Theft or damage to school property or services and to another student's property.
- Forgery, alteration and other misuses of records, grades and diplomas, or misrepresentation of any kind to a school staff member.
- Unauthorized entry, use, or occupation of the School facilities that are locked, closed, or otherwise restricted to use.
- The use, possession or distribution of alcohol, drugs, or controlled substances on school premises.
- Conduct assessed as disruptive or harmful.
- Inappropriate touching during a massage.

Administrative Policies, Continued



Access to Records/ Transcripts

Students have full access to their records during regular office hours. Upon graduation, students receive an "unofficial" copy of their transcripts free of charge. Official copies of transcripts will be provided to third parties upon written request when accompanied by a check for \$5.00 payable to HBSMT.

Confidentiality of Student Records

All medical, financial and academic records are held in the strictest confidence and will not be released without the student's written permission. Academic records, including transcripts, may be released to third parties for a fee. Please see Access to Records/Transcripts above.

Tuition Refund Policy

The amount of the refund is largely dictated by the date of withdrawal; defined by the date written notification of withdrawal was received from the student, or the date coincident with 21 days after the student's last date of attendance, whichever comes first. If the student takes a leave of absence, but is unable to return to the program for any reason, the student's refund will be calculated from the last date of attendance. Refund monies due to the student will be paid within 30 days after the date of withdrawal. The student is liable to HBSMT for any monies due, should the amount of monies paid by the student be less than the amount owed to HBSMT. Tuition paid with grants cannot be refunded to the student.

- The application fee will be fully refunded if the applicant withdraws their application within three business days from its receipt by the school.
- The application fee will be refunded minus a \$25 application processing fee if the applicant has

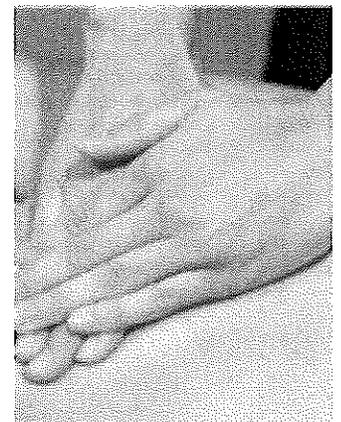
not been accepted into the program.

- All monies paid by an applicant will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.
- An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering school, is entitled to a refund of all monies paid minus 15% processing fee.
- An enrolled student who withdraws or is dismissed after classes begin and more than three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid minus a 15% processing fee. When more than 60% of the program is completed, the entire tuition will be retained

and/or due to the school.

Registration and Payment

Registration into a program requires payment of a **\$500 Registration Deposit** to HBSMT to hold a student's place, and must be paid in full no less than two weeks prior to the first day of classes. This deposit is applied toward tuition.



Student Life & Financial Information

Career Skills Training and Job Placement

Within the Professional Development course topics will be covered such as goal setting, dealing with clients, motivation, business start up, taxes, interviewing, massage law and ethics, and licensure. During this course, students will have special presentations from outside experts. All students will create a draft Business Plan to help them outline the steps necessary to begin their new career and leave HBSMT with an understanding of the opportunities open to new therapists entering the field of massage. We will also offer Job Placement, which will consist of postings for local massage therapy positions open.

Community Service

Community Service events vary by time of year and class program, but may include local sporting events, hospice, hospital work, and corporate environments. The scope of community service also spans Student Clinic (and River Days).

Cost and Financial Aid

HBSMT attempts to keep tuition costs low in order to make our programs accessible to everyone. Even so, tuition may be beyond the reach of some applicants. In this case, the following opportunities are available:

VSAC Non Degree Grant

HBSMT is no longer eligible for the VSAC Non Degree Grant due to recent changes in school requirements.

Personal Unsecured Loans

Numerous banks and credit unions offer unsecured personal loans up to \$6,000. HBSMT recommends credit unions, such as Vermont Federal, Vermont Employees or Opportunities for the best and lowest rates.

Cost

The 1000 hour Massage Therapist program costs \$12,500. This includes your \$500 deposit as well as your choice of Oakworks Massage Table (Wellspring or Nova). Additional items such as sheets, bolsters, lubricant, holsters, books, etc. are not included (but can be purchased through the school). Book packages are

required for our program at additional cost to the student and will be available for pick up and payment one week before class starts. Book packages are staggered throughout the program to make books more affordable. Costs for the book packages are outlined in the Enrollment Agreement received upon acceptance into the program.

If full payment of \$12,500 for the Massage Therapy Program is received within one month of the start date, \$200 will be saved from the balance (total due would be \$11,800 after deposit is made).

Dress Code

Clean, presentable, conservative clothes appropriate for massage are required for class time. No jeans, skirts of any kind, short shorts, deep necklines, or short shirts.

When students participate in Student Clinic or any events out in public students are required to wear black or khaki trousers, black closed toe shoes and a school approved, logo shirt (purchased through school).

STATE OF MISSOURI
 MISSOURI BOARD OF THERAPEUTIC MASSAGE
 AGENDA ITEM SUMMARY

APPLICATION TYPE	APPLICATION RECEIVED
Model Regulations for CE in the Massage Therapy Field	1/27/14

APPLICANT NAME

SCHOOL NAME

<input type="checkbox"/> SECTION 1 – CRIMINAL HISTORY	Yes	No	Did Applicant Disclose?	Yes	No
			Did Applicant Provide Documentation?		

Recommendation: Deny _____ Probation _____ Suspension _____ Revocation _____ License _____

Terms of Suspension/Probation:

<input type="checkbox"/> SECTION 2 – EDUCATIONAL REVIEW	Yes	No
Is program approved by the Board?		
If school is not approved transcript must be approved?		
Instructor Review needed?		

CORE REQUIREMENTS	LIST ADDITIONAL HOURS REQUIRED
300 hours Massage Theory and Practice	
100 hours Anatomy and Physiology	
50 hours Business Practices, et al	
50 hours Ancillary Therapies	
CPR and First Aid	

Notes:

SECTION 3 - COMPLAINT / INVESTIGATIONS

Roach, Greg

From: Kessler, Loree
Sent: Monday, January 27, 2014 8:29 AM
To: Roach, Greg
Subject: FW: Important document about CE regulation by state massage therapy boards
Attachments: Model CE Regs for State Boards_JAN2014.doc; ATT00001.htm; Model CE Regs for State Boards_JAN2014.pdf; ATT00002.htm

Importance: High

We'll need to schedule this for review by the board when it convenes face to face.

From: Rick Rosen [<mailto:rick@bti.edu>]
Sent: Monday, January 27, 2014 3:50 AM
To: Kessler, Loree
Subject: Important document about CE regulation by state massage therapy boards
Importance: High

To: Loree Kessler, Executive Director, Missouri Board of Massage Therapy

Dear Loree,

Attached is a document containing model regulatory language for continuing education to be used by state massage therapy boards. This follows an in-depth white paper I published a year ago that provided an analysis of problems with the existing system of CE approvals by national organizations and state agencies.

In light of the fact that neither NCBTMB nor FSMTB are providing acceptable frameworks for the approval of continuing education for state license renewal, I am proposing that **state boards craft their own solution based on a common template**. This streamlined approach will allow state boards to establish practical and defensible standards for licensees -- and it can be accomplished in a straightforward manner through the adoption of new or amended administrative rules.

The recommendations contained in this document are based on experience I gathered as the Founding Chairman of the North Carolina Board of Massage & Bodywork Therapy, as a co-founder and first Executive Director of the Federation of State Massage Therapy Boards, as well as my ongoing role as co-director of a massage therapy school that has sponsored continuing education for more than 25 years. While I don't hold any organizational positions at the present time, I continue to track the evolution of the massage therapy field from a systems perspective to identify critical needs and offer more effective options.

I ask that you **forward this document to all board members and key staff**, and that you give it your full consideration. If you or your colleagues have any questions about what I have provided here, please let me know. The document is attached in both Word and PDF formats.

Sincerely,

Rick Rosen

Rick Rosen, MA. LMBT
300 Southwind Road, Siler City, NC 27344
<rick@bti.edu>

Model Regulations for Continuing Education in the Massage Therapy Field

*A Simplified and Streamlined Approach
for State Boards*

by Rick Rosen, MA, LMBT
300 Southwind Road, Siler City NC 27344
EMAIL: rick@bti.edu

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Introduction

There is broad agreement that continuing education (CE) supports the professional development of those who work in licensed occupations. In the massage therapy field, 38 of the 45 jurisdictions that regulate massage (43 states plus D.C. and Puerto Rico), have mandatory CE requirements for license renewal. However, there is significant inconsistency in the standards for CE courses and providers, as well as concerns about the effectiveness of existing state and national approval mechanisms and the actual public benefit such requirements may produce.

The purpose of this document is to provide a brief overview of the problems with the current system of CE and its approval processes, and to provide a solution through a recommended set of administrative rules to be implemented by state massage regulatory agencies. This approach follows an in-depth analysis of the status of continuing education in the massage therapy field published by the author in February, 2013. The white paper may be accessed from this link: <http://bit.ly/1kH8uqd>

Problems

1) At the present time, it is not possible to assure the competency of continuing education providers or the quality of CE courses.

First, it is impossible to verify knowledge/skills/abilities from a review of documentation alone. *Anybody or anything can look good on paper.* The act of filling out forms is not demonstration of quality instruction, or any measure of competence outside of administrative work. It would take a far more rigorous accreditation-level process (as found in other health care professions) to verify the competency of every provider and the integrity of curriculum design for each workshop. Neither regulators nor providers are in a position to handle the costs and demands of such a regimen.

Second, most CE providers in this field have never had formal training in curriculum design or the theory and methodology of classroom instruction. Knowledge of the subject matter is important, but it is no substitute for the lack of fundamental teaching skills. As a result, there is a wide range in the effectiveness of delivery of CE courses. Since it is not possible to assure provider competency or course quality, licensees and massage consumers must not be given false or implied promises by regulatory authorities.

2) There are inconsistencies in the standards for acceptable CE subject matter, the processes of CE provider approvals, and the number of required hours for license renewal.

State and national CE standards have been developed over the years in a random manner without a guiding template. As a result, the differences in requirements impede interstate portability for licensees and create undue financial and administrative burdens for CE providers. Some jurisdictions are overly restrictive in their approach, while others may accept certain subject matter that is not relevant to the scope of practice.

Among the states that require CE, there is a range of 6-18 contact hours per year, with an average of 10.7 hours per year. As there is no evidence to suggest the "correct" number of hours that supports professional development, a common standard should be established for the sake of consistency and portability. (12 hours per annum is a reasonable recommendation.)

3) *There is no proven link between CE requirements and public safety.*

The incidence of serious physical harm in the licensed practice of massage therapy is exceedingly rare, so there is not a widespread safety problem. The more pressing issue is lack of effectiveness of massage therapy treatment, which can be improved over time with relevant continuing education for licensees. The public will be better served by better massage, which by itself is a sound rationale for the maintenance of mandatory CE requirements.

4) *Reliance on the CE approval program of NCBTMB by state massage boards undermines the foundation of the regulatory process.*

Of the 38 state boards with CE requirements, 25 of them rely in whole or in part on the NCB's Approved Provider Program. This is a serious issue because no state board has a contractual relationship with NCB for the outsourcing of this legislatively-mandated function. State boards in this position lack requisite administrative supervision over NCB, which constitutes *Improper Delegation of Authority* according to Dale Atkinson, Legal Counsel for FSMTB and Executive Director of the Federation of Associations of Regulatory Boards (FARB). Atkinson, a national expert on regulatory law for occupational licensure, authored a memorandum for FSMTB on this subject in December 2005 to address this serious structural deficit in state massage regulation. The memo can be accessed from [this link](#), and is required reading for all state board members and administrators.

5) *The agenda on continuing education put forth by FSMTB fails to meet the needs of state boards and the massage community at large.*

The Federation has adopted an official position that arbitrarily splits CE into two categories: that which pertains to "public safety", and everything else which is lumped into a broad category of "professional development". Based on that division, FSMTB has decided that only CE related to "Ethics and Professional Practice" should be required for renewal of state licensure, and is about to become a primary provider of such courses. This solution is off-track because of the absence of a demonstrable public safety problem in the massage therapy field, and because it ignores the compelling need for professional development.

FSMTB has deemed professional development – which may include CE courses from providers as well as other adjunct activities including community service or research – to be optional. The Federation's position places far too much emphasis on ethics-related course work, while downgrading the bulk of what licensees study in the ongoing process of improving knowledge and skills that actually relate to the treatment of clients.

Solution

In light of the fact that neither FSMTB nor NCB are providing acceptable frameworks for CE regulation, I am proposing that **state boards craft their own solution based on a common template**. Each agency must have a structure that is practical and defensible, and that is not based upon false assertions or undeliverable promises. The **model administrative rules** for continuing education presented here focus on two important changes: the use of specific subject matter standards to determine what constitutes "approved continuing education" for license renewal, and the elimination of approval requirements for CE providers. (The subject matter standards are based on a template I created during my term as founding chairman of the North Carolina Board of Massage & Bodywork Therapy, and which was used successfully by that agency from 2001-2005.)

This approach removes all ineffective and cumbersome provider approval processes, and allows state boards to regain oversight of the subject matter itself – a crucial aspect that has been lost with the reliance on NCB's approval system. From a public protection standpoint, what's important is that licensees take CE courses on a regular basis that are relevant to their scope of practice. Where and from whom they obtain those courses is of minimal importance at this juncture. Since quality assurance is not achievable on the existing landscape, *no approval is better than faux approval*.

Most state boards also need a solution that immediately resolves the legal issue of Improper Delegation of Authority without creating a new state-based CE approval program. The only sure way to do that is to remove any references to NCBTMB in statues and rules. In its place, the subject matter standards listed in model Rule 003 (below) provide a clear template that will guide licensees in their choice of educational opportunities. It will also greatly simplify and streamline each board's administrative work around license renewal.

The only potential downside to this approach may be some appearance of "fly-by-night" providers of CE courses following the removal of provider approval requirements. Given that there may already be a number of substandard courses from "approved providers", the marketplace will continue to weed out the inferior products.

State boards have an opportunity to act to improve the integrity of their regulatory programs, and I encourage each agency to give their full consideration to this proposal.

About the author

Rick Rosen is a co-founder and past Executive Director of the Federation of State Massage Therapy Boards, and has 35 years experience in the massage therapy field. He is the founder and co-director of the Body Therapy Institute, a COMTA-accredited school in North Carolina, and also served as a co-founder and past Executive Director of the Alliance for Massage Therapy Education. In 2013, he received the President's Award from AMTA in recognition of his three decades of contributions to the field.

Model Administrative Rules for State Massage Regulatory Boards

Continuing Education Requirements for Renewal of Licensure

Developed by Rick Rosen, MA, LMBT

*Founding Chairman, North Carolina Board of Massage & Bodywork Therapy
Co-founder and Past Executive Director, Federation of State Massage Therapy Boards*

NOTE: The term "massage therapy" is broadly construed in these model rules to include practices under the descriptors of "bodywork" or "somatic therapy" where applicable to state law.

RULE 001 CONTINUING EDUCATION DEFINITIONS

The following definitions apply to this Section:

- (1) **Approved continuing education:** A course taught by an individual or institutional provider based in subject matter that relates to the practice of massage therapy, and that is within one or more of the descriptions of Acceptable Subject Matter as set forth in Rule 003(a). Such providers are not required to be approved by the Board.
- (2) **Continuing education:** Learning experiences that enhance and expand the skills, knowledge, and attitudes of massage therapists that enable them to render competent professional service to clients, the profession and the public.
- (2) **Distance learning:** Courses taken by home study, whether delivered synchronously or asynchronously online by computer means, by recorded video or audio media, or by printed materials. Licensees shall demonstrate achievement of learning objectives and completion of course requirements to the provider before credit is given.
- (3) **One "contact hour" of continuing education:** At least 50 minutes of any one clock hour during which the student participates in a learning activity in the physical presence of an instructor, or in a distance learning activity designed and delivered by a provider. One semester credit hour at a regionally-accredited college or university shall be equivalent to 16 contact hours.
- (4) **Professional ethics:** A system of conduct guided by principles which are intended to ensure the safe and effective practice of massage therapy. Acceptable subject matter for required professional ethics courses may include: compliance with the statutes and administrative rules that govern the practice of massage therapy in this state, management of the client/therapist relationship, boundary functions, professional communication skills, conflict resolution, cultural diversity issues, and standards of practice.

RULE 002 CONTINUING EDUCATION REQUIREMENTS

- (a) When renewing a license, licensees shall document that they have completed at least [xx] contact hours of approved continuing education during the immediately preceding licensure period, pursuant to *[citation to applicable statute]*.
- (b) Distance learning, as defined in Rule 001 of this Section, shall not comprise more than half of the required continuing education hours per licensure period.
- (c) Licensees shall document that they have completed at least three contact hours of continuing education in professional ethics as defined in Rule 001 of this Section, out of the minimum of [xx] hours of approved continuing education required for license renewal. This may be obtained through supervised classroom instruction or distance learning.
- (d) Licensees shall ensure that each continuing education course for which they claim credit on their application for renewal of licensure is consistent with the definitions and requirements set forth in this Section.
- (e) Licensees must attend at least 90% of the published contact hours of an in-person continuing education course to be granted credit by the provider. Partial course credit shall not be granted.
- (f) The Board may audit licensees at random to ensure compliance with these requirements.

RULE 003 SUBJECT MATTER FOR CONTINUING EDUCATION COURSES

These standards apply to courses offered by providers of continuing education that have subject matter and learning objectives that relate directly to the scope of practice of massage therapy.

(a) The following areas of subject matter are deemed acceptable for continuing education courses:

- (1) Applications of massage therapy for specific needs, conditions or client populations;
- (2) Theory, philosophy or methodology of manual, energetic or movement-based techniques which are utilized with clients for therapeutic, educational or relaxation purposes;
- (3) The structure, function, kinesiology or pathologies of the body;
- (4) Client assessment protocols; skills for client record keeping and case management; strategies for interfacing with other licensed health care providers;
- (5) Theory or practice of ergonomics as applied to therapists or clients;
- (6) The use of external adjunctive agents such as water, light, sound, heat, cold or topical applications of plant or mineral-based substances;
- (7) The use of mechanical devices or adjunctive tools that mimic the actions made possible by the hands;

- (8) Body-centered or somatic psychology, psychophysiology, interpersonal skills – which may include therapeutic communication skills, boundary functions, and the phenomena of transference, countertransference and projection;
- (9) Standards of practice; professional ethics; compliance with the statutes and administrative rules that govern the practice of massage therapy in this state; compliance with federal regulations such as HIPAA and ADA;
- (10) Strategies for the marketing or development of massage therapy practices; procedures for third-party reimbursement;
- (11) Hygiene; standard precautions and methods of infectious disease control; organization and management of the treatment environment;
- (12) Development or analysis of research protocols for massage therapy;
- (13) First Aid or Cardiopulmonary Resuscitation; or
- (14) Teacher training, which may include areas of knowledge, skills or attitudes set forth in the *Core Competencies for Massage Therapy Teachers*, published by the Alliance for Massage Therapy Education.

(b) The following areas of subject matter are deemed unacceptable for continuing education courses:

- (1) Practices outside the scope of massage therapy which are prohibited pursuant to *[citation to statute or rule]*;
- (2) Psychological counseling or diagnostic methods, emotional release-based cathartic therapies, or regression-oriented therapies;
- (3) Courses taken by licensees for personal enrichment or self-care, including dance, yoga, Pilates, t'ai chi, martial arts, strength training or fitness classes, meditation, astrology, religious or spiritual practices;
- (4) Ancillary business administration skills, including bookkeeping, accounting, tax preparation, use of computer hardware or software, technical writing or graphic design;
- (5) Participation in supervision groups, whether facilitated by a peer or mentor;
- (6) Apprenticeship with another massage therapist or licensed health care provider;
- (7) Teaching experiences where the licensee is either a presenter or a teaching assistant, and where the licensee is compensated for their teaching role;
- (8) Volunteer service work, or participation in professional membership organizations;
- (9) Provision of massage therapy services as part of a research study; or
- (10) Therapeutic sessions where the licensee is in the role of client receiving the professional service.