



WHO CAN SIGN AN OFFICIAL TRANSCRIPT?



CAMTC only accepts transcripts signed by an authorized signer previously listed with CAMTC. A school

that submits a transcript signed by someone other than an authorized signer previously listed with CAMTC must either: 1) re-submit the transcript with a proper signature; or 2) update the school's list of authorized signers.

Authorized signers must verify the accuracy of the information on every transcript before signing the transcript and submitting it to CAMTC. Schools may be denied approval or may have their school approval revoked, suspended, or otherwise acted against for engaging in any of the following conduct: selling or offering to sell transcripts; providing or offering to provide transcripts without requiring full attendance at the school; failing to require students to attend all of the classes listed on the transcript; failing to create, record, or maintain accurate records (including but not limited to student attendance records and student transcripts); and other violations of the Procedures. Therefore, a school should select only a limited number of reliable individuals as authorized transcript signers, as CAMTC will hold the school accountable for the conduct of these individuals.

BOARD MEETING SCHOOL POLICY AND PROCEDURES SUMMARY

The CAMTC Board of Directors held its most recent quarterly meeting on February 22, 2018, in Los Angeles. The Board took several actions affecting schools.

Summary of Amendments to the Policies and Procedures for Approval of Schools

(please refer to <https://www.camtc.org/media/1431/schoolspolicies-and-procedures-for-approval-of-schools-final-22218.pdf> for the relevant sections of the Procedures for exact language):

Added Section 2.C. – “From the date an application for school approval is received by CAMTC, through and until the date that a decision on the application becomes final and effective, the school shall distribute Notice (in a form determined by CAMTC) to all prospective students before they enroll in the program and to all students currently enrolled in the program regarding the implications of attending a school that is not yet approved by CAMTC.”

Amended Section 5.B.a. – For private post-secondary school transcripts (public school transcripts exempted), added that 1) the CAMTC approved program must be listed on the transcript, 2) clarified that signatures must be personally written (no stamps, electronic signatures, or pre-printed signatures), and 3) rewrote language for consistency with other sections and the laws.

Below is the complete list of requirements for transcripts submitted to CAMTC. Any transcripts failing to meet all of the below requirements will not be accepted by CAMTC. In cases where transcripts cannot be formatted to include all of these requirements, an addendum attached to the transcript is acceptable.

1. School name, address, telephone number, website, and CAMTC School Approval Code (once approved), which shall exactly match information on file at CAMTC.
2. Heading entitled “Official Transcript.”
3. Student’s full legal name and date of birth.
4. Name of CAMTC approved program attended by student.
5. Date student started CAMTC approved program and date student completed CAMTC approved program or, for programs longer than 500 hours, completed CAMTC requirements, if applicable.
6. Breakdown of courses completed with total number of supervised clock hours attended and passing grades for each course. Courses shall match those listed in the provided syllabi and program hour requirement worksheet (included with application).
7. Total number of supervised clock hours completed for CAMTC approved program.
8. At least one authorized, personally handwritten signature in ink with printed name, title, and date.
9. Official school seal affixed, embossed, or otherwise attached to transcript.
10. Sufficient security measures that uniquely identify the school’s transcripts.

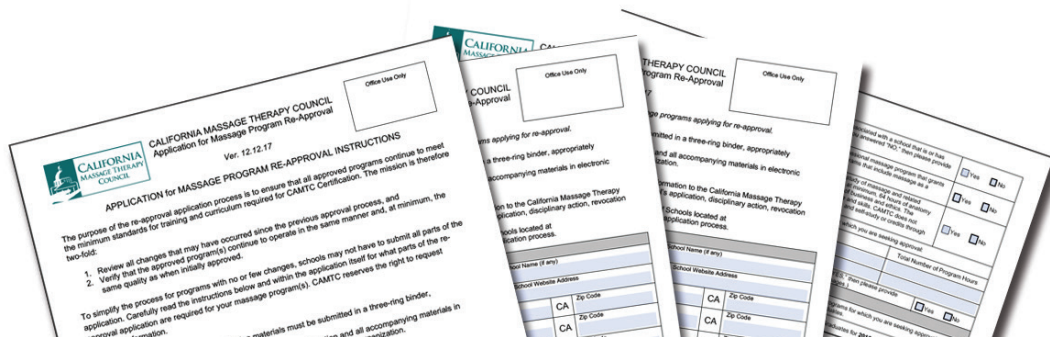


CAMTC NO LONGER ACCEPTS OUT-OF-COUNTRY EDUCATION

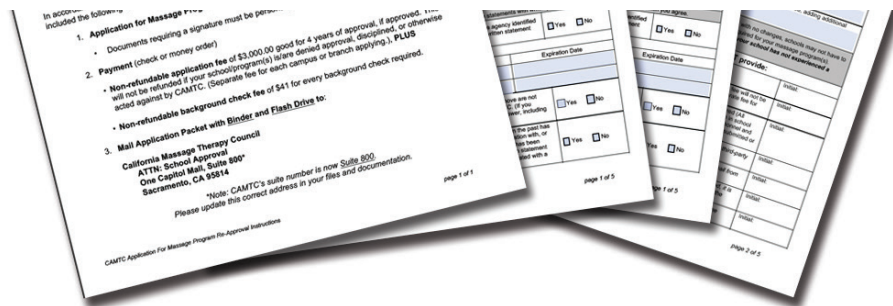
In addition to the Amendments to the Policies and Procedures for Approval of Schools, the Board passed a motion stating that CAMTC will no longer accept education from schools outside the United States. This new policy brings CAMTC in compliance with California Business and Professions Code §4601(a)(5), which states, among other things, that an approved school must be "...recognized by the

corresponding agency in another state or accredited by an agency recognized by the United States Department of Education."

Schools that have students who may be planning to use out-of-country education to meet some of the requirements for CAMTC Certification should inform those students of this policy change.



APPLICATION FOR RE-APPROVAL AVAILABLE



To prevent a possible lapse of CAMTC School Approval, CAMTC needs to receive an application for re-approval at least 6 months (and no more than 8 months) prior to a school's approval expiration date. While 6 months in advance is not an absolute deadline, it is strongly recommended. Re-approval applications are processed on a first-come, first-served basis.

Schools can find their expiration date on their original approval letter or certificate. Schools may also check the approval expiration date on CAMTC's website at <https://www.camtc.org/schools/> under the 'Find a School' icon, then click on 'Approved.'

The Application for Massage School Re-Approval Ver. 12.12.17 can be found on CAMTC's website at <https://www.camtc.org/schools/>



SCHOOLS ADVISORY COMMITTEE CALL FOR MEMBERS

CAMTC's Schools Advisory Committee (SAC) was created in 2017 to gather important feedback from massage schools regarding the issues that they face with the implementation of CAMTC's Policies and Procedures for Approval of Schools. SAC met four times last year and shared constructive recommendations with the Board that were considered, and many were adopted to improve the process.

With SAC's initial charge completed, the Board appreciated the valuable feedback provided by the schools and voted at its November meeting to continue with the committee in 2018. SAC meetings are scheduled for May 30, 2018 and November 14, 2018. In the interest of receiving feedback from different schools, we have decided to open up the Committee to new membership. If you are interested in applying, please send your resumé to:

jforman@camtc.org by April 23, 2018

All CAMTC meetings are open to the public. Dates and locations are listed on CAMTC's website at <https://www.camtc.org/information-about-camtc/> and then click on the 'Meetings' icon. The next meetings are as follows:

- CAMTC Schools Advisory Committee May 30, 2018 – Location TBD
- CAMTC Board Meeting May 31, 2018 – Location TBD

Any schools that have suggestions of topics for the Committee may direct their inquiries to the SAC Chairman, Dr. Jeffrey Forman at: jforman@camtc.org. Be sure to email your request at least 2 weeks prior to the meeting, in order for it to be considered as a possibility for the meeting's agenda.

JOE BOB SMITH IN ACTION 3/10/18 AT A2Z HEALTH EXPO



**CALIFORNIA
MASSAGE THERAPY
COUNCIL**

WE'RE HERE TO HELP

**For School Questions or Comments:
Joe Bob Smith, CAMTC Director of
Educational Standards Division,
can be reached at:**

jbsmith@camtc.org

Missed a CAMTC School Newsletter?

The CAMTC School Newsletter is distributed approximately 4 times per year after a Board meeting has occurred. CAMTC started this newsletter in September 2017 to better inform schools of recent policy changes and to communicate important happenings. Previous editions of the CAMTC School Newsletter can be found here: <https://www.camtc.org/information-about-camtc/> and then click on 'Publications.'

California Massage Therapy Council's mission is to protect the public by certifying massage professionals in California that meet the requirements in the law and approving massage programs that meet the minimum standards for training and curriculum.

www.camtc.org