



CALIFORNIA
MASSAGE THERAPY
COUNCIL

Schools Advisory Committee

AGENDA

September 26, 2018

Portofino Hotel and Marina

Redondo Beach, CA

MISSION STATEMENT

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.

California Massage Therapy Council

Schools Advisory Committee Members

Jeff Forman, Chair

Allison Budlong

Kat Damiano

Ben Drillings

Keith Grant

Katie Mickey

Madonna Polley



RULES OF DEBATE AND DISCUSSION

1. Only one item, the item on the floor, is discussed at a time.
2. Only one person speaks at a time:
 - The person introducing the item;
 - The person speaking for or against the item;
 - Or the person asking or answering a question or raising a point of order.
3. Side conversations will be ruled out of order.
4. Directors debating a motion will have two minutes to speak, once on each motion, with three each from supporting and opposing sides, at which time the motion will go to a vote. The board may vote to extend time for debate.
5. When you want to speak, raise your hand and wait to be called on by the Chair.
6. A question is not an occasion to make an argument.

See accompanying Parliamentary Procedures At-A-Glance

Parliamentary Procedures At-A-Glance

To Do This (1)	You Say This	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	“I move that we adjourn.”	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	“I move that we recess until...”	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote
Complain about noise, room temperature, etc.	“Point of privilege”	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
End debate	“I move the previous question”	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Amend a motion	“I move that this motion be amended by...”	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Object to a procedure or to a personal affront	“Point of Order”	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	“Point of information”	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None

Notes:

- These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that’s listed below it. But you may introduce another that’s listed above it.
- In this case, any resulting motion is debatable.
- Moderator decides.



CALIFORNIA MASSAGE THERAPY COUNCIL

One Capitol Mall, Suite 800 | Sacramento, CA 95814
tel 916.669.5336 fax 916.669.5337 www.camtc.org

Sent and posted 9/14/18

NOTICE OF PUBLIC MEETING Schools Advisory Committee

Wednesday September 26, 2018
8:30 AM
The Portofino Hotel & Marina
260 Portofino Way
Redondo Beach, CA 90277
Marina Room

AGENDA

1. Call to order, roll call, and establish quorum
2. Chair's comments
 - Welcome/Introductions
 - Rules of Debate
3. Approval of minutes from May 30, 2018 meeting
4. Reconsider policy for purging school approval applications and instituting grace period for students
5. Proposed amendments to the Policies and Procedures for Approval of Schools
6. School Survey results
7. ESD Director's report
8. School web site update/status
9. Proposed amendments to improve CAMTC Certification Application
10. Status of the bill terminating the MBLEX requirement - what happens if it is signed into law
11. If MBLEX isn't terminated - what is the status of the content and sources update so students are studying the correct material

12. Status of whether students can have individual classes approved for their CAMTC certification (as long as the classes are included in a program), without enrolling in an entire program. How to report these students to BPPE
13. Adding a continuing education requirement for certified therapists - particularly ethics
14. Public comments regarding issues not in this agenda/suggested agenda items for future meetings
15. Items/suggestions from Committee members for future meeting agendas
16. Adjourn

All agenda items are subject to discussion and possible action. All interested parties are invited to attend the meeting. Time will be allowed for members of the public to make comments on each agenda item (up to 2 minutes). To make a request for more information, to submit comments to the Board, or to make a request regarding a disability-related modification or accommodations for the meeting, please contact Jon Walters at (916) 669-5336 or One Capitol Mall, Suite 800 Sacramento CA 95814 or via email at info@camtc.org. Requests for disability-related modification or accommodation for the meeting should be made at least 48 hours prior to the meeting time. This notice and agenda is available on the Internet at <http://www.camtc.org>



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September 18, 2018

TO: BOARD OF DIRECTORS, CALIFORNIA MASSAGE THERAPY COUNCIL
FROM: JOE BOB SMITH, DIRECTOR, EDUCATIONAL STANDARDS DIVISION
RE: REASONS FOR CHANGING POLICY FOR PURGING SCHOOL APPLICATIONS FOR APPROVAL AND INSTITUTING GRACE PERIOD FOR STUDENTS

Per the Board motion on changes to policies, the following information is provided.

The language of the current policy and when the policy was adopted:

See attached policy adopted May 31, 2018.

A short description of why the policy should be changed.

While the Board generously provided a one-time only option for students from purged schools to be able to use their education by passing an education hearing, some of these students may not be able to complete their applications for certification because they cannot sit for the MBLEx, since their school is not approved by CAMTC. Legislation has passed and will likely become law that removes the exam requirement from January 1, 2019, until December 31, 2020. By extending the grace period from 90 days to 120 days, the purged school grace period will overlap with the removal of the exam requirement, which should allow the opportunity for additional students from this group of purged schools to qualify for certification.

The language of related statutes that may have an impact on the decision:

Current Business and Professions Code section 4604:

(a) In order to obtain certification as a massage therapist, an applicant shall submit a written application and provide the council with satisfactory evidence that he or she meets all of the following requirements: . . .

(3) The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.

Proposed amendments to Business and Professions Code section 4604(a)(3) (new language in bold italics) that may become operative on January 1, 2019:

The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates. ***This paragraph shall be inoperative commencing on January 1, 2019, and shall become operative on January 1, 2021.***

The fiscal impact the proposed changes may have on CAMTC and certificate holders and applicants:

While revenue may be generated from additional applications submitted by students of purged schools, these amounts will be more than offset by the additional expenses incurred for education hearings. Therefore, this policy will result in an increase in operating expenses overall. It is unknown how many additional education hearings will be required, but it is estimated that the number will not be too significant.

Potential pros and cons if the new policy is adopted:

Pros – Allows students from these purged schools to move forward with their applications for certification without having to pass an examination.

Cons – Increase in operating expenses.

The impact on current certificate holders and applicants.

Potentially allows more applicants from purged schools to apply for certification.
No impact on certificate holders.

A suggested date for the change to be implemented.

Effective immediately.



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September 18, 2018

TO: BOARD OF DIRECTORS, CALIFORNIA MASSAGE THERAPY COUNCIL

FROM: JOE BOB SMITH, DIRECTOR, EDUCATIONAL STANDARDS DIVISION

RE: PROPOSED AMENDMENT TO POLICY FOR PURGING SCHOOL APPLICATIONS FOR APPROVAL AND INSTITUTING GRACE PERIOD FOR STUDENTS

CAMTC ESD staff proposes that the Board amend the policy previously adopted on May 31, 2018, as follows:

1. CAMTC ESD staff shall create a list of all pending schools with incomplete applications that have been pending for one year or longer;
2. For all schools on this list, staff shall send a letter notifying them that their applications will be purged if the school does not complete its application within 30 days; and
3. Staff will purge incomplete school approval applications 30 days after the notice has been sent.
4. For students who have attended one of the purged schools on the list, a ~~90~~ 120-day grace period from the effective date of purging will be provided for acceptance of individual certification applications. During this ~~90~~ 120-day grace period, the school's students who apply for certification, and all of those whose applications were previously held, will be required to provide additional proof of adequate education (beyond merely a transcript from the subject school) by passing an education hearing in order to prove their education. Students whose applications are received after the ~~90~~ 120-day grace period has expired will be notified that, unless they have also supplied evidence of completion of required hours of massage education from one or more CAMTC approved schools, their applications are incomplete and that they have one year to complete their education and provide an acceptable transcript to CAMTC before their applications are purged.

This grace period for acceptance of education from a purged school and the opportunity for applicants to come to an education hearing is a one-time only policy that CAMTC is instituting to assist both schools and students through this final phase of the initial CAMTC School Approval process.

For schools that are not on the list created pursuant to this policy, CAMTC will purge school applications that are not completed within one year of receipt, and students will NOT be able to use education from these purged schools for certification purposes and will not be given the opportunity to come to an education hearing.



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September 18, 2018

TO: BOARD OF DIRECTORS, CALIFORNIA MASSAGE THERAPY COUNCIL

FROM: JOE BOB SMITH, DIRECTOR, EDUCATIONAL STANDARDS DIVISION

RE: REASONS FOR PROPOSED CHANGES TO POLICIES AND
PROCEDURES FOR APPROVAL OF SCHOOLS

Per the Board motion on changes to policies, the following information is provided.

The language of the current policy and when the policy was adopted:

See attached current Policies and Procedures as revised February 22, 2018.

A short description of why the policy should be changed.

1. Section 2.A. Adds language to include applications for re-approval in addition to applications for approval.
2. Section 2.B. Updates fee to correspond with the Fee Schedule adopted by the Board on May 31, 2018.
3. Section 2.D. Reiterates site visit requirements for schools applying for approval and re-approval.
4. Section 3.A. Clarifies that CAMTC will consider accepting hours for individual certification from partially completed programs so long as those hours are a part of a CAMTC approved program.
5. Section 3.A.a., all revised sections. Clarifies that closed schools and closed programs are to be treated in the same manner.
6. Section 3.A.c. Adds "expired" as a possible status for previously approved schools and programs.
7. Section 3.A.d. Reiterates that any applicant for CAMTC Certification may be required to pass an education hearing to provide additional proof of adequate

education.

8. Section 3.D. Clarifies that CAMTC may accept hours completed at a school that submitted an application for school approval and was ultimately approved, if those hours were completed on or after the date of submission of the application and the date of school approval for schools that apply for approval on or after July 1, 2016.
9. Section 3.E. Adds language to correspond with the 1-year purge policy that was already stated on the applications for school approval and re-approval.
10. Section 7.a.2. Clarifies actions to be taken in relation to students when CAMTC decides to impose discipline, deny approval, revoke approval, suspend approval, place a school under investigation, or otherwise act against a school that has applied for CAMTC approval or is a CAMTC approved school.
11. Section 7.a.2.(c) Clarifies hearing process, reiterates conflict of interest policy for Hearing Officers, and updates fees to correspond with Fee Schedule adopted by the Board on May 31, 2018.
12. Section 7.c.1. Clarifies language that Procedures Related to Students applies to complete individual application packets and that students can't use education from a denied school for certification after the grace period ends.
13. Section 7.c.2. Adds language identifying the process for applicants for certification from CAMTC approved schools that are under investigation or CAMTC has proposed to revoke, suspend, deny re-approval or discipline and adds a 90-day grace period for students to apply for individual certification if an approved school is revoked or disciplined.

The language of related statutes that may have an impact on the decision:

Not applicable

The fiscal impact the proposed changes may have on CAMTC and certificate holders and applicants:

Likely minimal

Potential pros and cons if the new policy is adopted:

Pros – Adds clarifying language, more clearly describing processes. Allows CAMTC to accept hours completed as part of an approved program without students having to register for or complete the entire program – this has been a concern to a number of approved schools. Institutes 90-day grace period for

students who attend an approved school that ultimately has its approval revoked or the school is disciplined. Limits hold placed on student applications to no more than 60 days from the date a school is notified that it has been placed under investigation and after this time frame allows students from schools under investigation or proposed to be disciplined to still apply for certification with the additional condition that they must pass an education hearing.

Cons – Unknown

The impact on current certificate holders and applicants.

Better clarification of processes. Shorter hold times for applicants. Ability for applicants from approved schools under investigation or proposed to be disciplined to come to hearing without having to wait for a final outcome on the school. Institutes a 90-day grace period for students who attended CAMTC approved schools that have their approval revoked or disciplined to still get certified with the additional condition that they must pass an education hearing.

A suggested date for the change to be implemented.

Effective October 1, 2018.



POLICIES AND PROCEDURES FOR APPROVAL OF SCHOOLS
Effective October 1, 2018

The California Massage Therapy Council ("CAMTC") hereby adopts the following policies and procedures for the approval of schools, pursuant to California Business and Professions Code sections 4600 et. seq. (hereinafter the "Law"). In accordance with the Law, CAMTC approved schools shall meet minimum standards for training and curriculum.

1. Eligibility for approval.

In order to receive and maintain CAMTC school approval, a massage school, and any CAMTC approved satellite and branch locations, shall meet ALL of the following requirements:

- A. The school must offer at least one eligible program clearly identified as a professional massage program that grants students a certificate, diploma, or degree in massage. Other professional education programs that include massage as a component of their programs are not eligible.
- B. Massage program(s) provides an organized plan of study of massage and related subjects for a minimum of 500 supervised clock hours (or credit unit equivalent) containing, at minimum, 100 hours of instruction addressing subjects specified by the Law and CAMTC, including but not limited to: anatomy and physiology; contraindications; health and hygiene; and business and ethics. The massage program(s) shall also incorporate appropriate school assessment of student knowledge and skills. CAMTC does not accept online or distance learning hours, including but not limited to, externships, homework, and self-study or credits through challenge examinations, achievement tests, or experiential learning.
 - a. For programs qualifying at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, units must be for academic credit and appear on an official college transcript. Certificates from non-credit adult education classes and programs are inapplicable. Community College degrees and certificates must be approved by the California Community Colleges Chancellor's Office.
- C. The school and/or massage program is not currently un-approved by CAMTC.

- D. The school and corresponding massage program(s) shall also meet at least one of the following requirements:
- a. Approved by the California Bureau for Private Postsecondary Education (BPPE).
 - b. Approved by the California Department of Consumer Affairs.
 - c. Accredited by the Accrediting Commission for Senior Colleges and Universities or the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and that is one of the following:
 - (1) A public school.
 - (2) A school incorporated and lawfully operating as a nonprofit public benefit corporation pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, and that is not managed by any entity for profit.
 - (3) A for-profit school.
 - (4) A school that does not meet all of the criteria in subparagraph (2) that is incorporated and lawfully operating as a nonprofit public benefit corporation pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, that has been in continuous operation since April 15, 1997, and that is not managed by any entity for profit.
 - d. A college or university of the state higher education system, as defined in Section 100850 of the Education Code.
 - e. A school requiring equal or greater training than what is required pursuant to the Law and is recognized by the corresponding agency in another state or accredited by an agency recognized by the United States Department of Education.
- E. To prevent a possible lapse of CAMTC School Approval, CAMTC needs to receive an application for re-approval at least six months prior to the school's approval expiration date as stated in the letter of approval. While CAMTC may send a complimentary reminder, it is the school's responsibility to submit the application for re-approval on time.

2. Approval and Re-Approval Process.

- A. Complete ~~the either the~~ application for school approval or application for school re-approval packet entirely and submit all requested documents.
- B. Pay the initial application fee of ~~\$3,01,500~~ and any required background check fees. All fees are non-refundable. If approved, the initial application fee provides for 2 full years of CAMTC approval, so long as the school maintains the requirements for approval set forth herein and is not in violation of these Procedures. A school that has been continuously approved for the full 2-year initial approval period, with no disciplinary action taken against it by CAMTC and no break in the approval period, may apply for re-approval. The re-approval fee shall be \$3,000 and provides for 4 full years of CAMTC approval, so long

as the school maintains the requirements for approval set forth herein and is not in violation of these Procedures. Schools with a break in the approval period, or who have had disciplinary action taken against them by CAMTC, must apply and meet the requirements of a new applicant, including paying the initial application fee, which shall provide for 2 full years of CAMTC approval if approval is obtained.

- 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.
- D. Schools applying for initial approval shall host a scheduled site visit from a CAMTC representative(s) who will verify information submitted in the application packet and compliance with requirements for approval set forth herein. Schools applying for re-approval may also be required to host a scheduled site visit from a CAMTC representative(s) who will verify information submitted in the application packet and compliance with requirements for approval set forth herein, at CAMTC's discretion. Unscheduled site visits may also occur at any time for both approved schools and applicants for approval or re-approval.
- E. Within 180 days from the date an application is deemed complete by CAMTC, CAMTC will send a letter to the school notifying it of CAMTC's decision to approve the school, provisionally approve the school, propose to deny the school, propose to otherwise act against the school in accordance with these Procedures, or notify the school that corrective action is needed in accordance with the procedures set forth herein.
 - a. Provisional School Approval for New Schools and/or New Massage Programs. For new schools and new massage programs, CAMTC will follow the same application review process set forth in these procedures, except for those procedures applicable to the site visit. For schools seeking CAMTC provisional school approval, a minimum of two site visits will occur. The initial site visit will follow the guidelines of a regular site visit except for class observations, student interviews, and student file review. A follow-up site visit will be performed once students have started the program to complete these items. If granted, CAMTC provisional school approval is valid for only 180 days, unless otherwise extended by CAMTC in its sole discretion.
 - b. Request for Corrective Action. CAMTC, in its sole discretion, may determine that specific corrective action is needed. If CAMTC determines that corrective action is needed, it will send a letter to the school notifying it of the specific corrective action requested and specify a time period for the school to take the requested corrective action and provide proof to CAMTC that the requested corrective action has been taken. Once CAMTC has reviewed submitted proof that the school has taken the specific corrective action requested pursuant to this section and made a determination as to whether the action taken satisfies the request for corrective action, CAMTC will send a letter to the school notifying it of CAMTC's decision to approve the school, provisionally approve the school, propose to deny the school, or propose to otherwise act against the school in accordance with these Procedures or notify the school that additional corrective action is needed.

3. Important Dates.

- A. July 1, 2016. As of this date, CAMTC will accept, for purposes of certifying individuals who received massage education in California, only those hours completed from CAMTC approved programs offered at CAMTC approved schools unless otherwise allowed pursuant to these procedures. The 500 hours required for CAMTC Certification may be completed at more than one approved school and/or more than one approved massage program. Students do not have to register for or complete an entire CAMTC approved program for CAMTC to consider the education sufficient to meet the requirements in the Massage Therapy Act; CAMTC will consider hours from a partially completed program for certification so long as those hours are part of a CAMTC approved massage program.
- a. CAMTC will accept education for CAMTC certification purposes from schools or programs closed on or before June 30, 2016, with either no lawful custodian of records or a lawful custodian of records that is not a CAMTC approved school as long as all of the following conditions are met:
 - 1) The education occurred at a time when the closed school or program was approved or accredited by at least one of the organizations listed in California Business and Professions Code section 4601;
 - 2) The closed school or program is or was not subject to any disciplinary actions or pending investigations by any approval or accrediting agencies, Law Enforcement Agencies (LEA), government agencies, CAMTC or other massage or school related entities;
 - 3) The applicant for CAMTC certification provides verifiable proof that the education received at the closed school or program meets minimum standards for training and curriculum and the statutory education requirements for certification; and
 - 4) The individual application for CAMTC CMT certification is received in the CAMTC office on or before December 31, 2018. Applicants whose applications are received after this date may still use education from closed schools or programs described in this section 3.A.a. for CAMTC certification purposes as long as they either provide proof of current and continuous city and/or county permit(s) to provide massage for compensation or they pass a CAMTC education hearing (oral telephonic hearing or consideration of a written statement).
 - b. CAMTC will accept education for CAMTC certification purposes from schools or programs closed on or before June 30, 2016, that have a CAMTC approved school as their lawful custodian of records as long as all of the following conditions are met:
 - 1) The education occurred at a time when the closed school or program was approved or accredited by at least one of the organizations listed in California Business and Professions Code section 4601;
 - 2) The closed school or program is or was not subject to any disciplinary actions or pending investigations by any approval or accrediting agencies, Law Enforcement Agencies (LEA), government agencies, CAMTC or other massage or school related entities;

- 3) The CAMTC approved school identified as lawful custodian of records remains approved by CAMTC; and
- 4) The CAMTC approved school identified as lawful custodian of records adheres to the following requirements:
 - A. Submits transcripts from closed school(s) or program(s) in accordance with these Procedures, noting either on the transcript or in an attached letter that the transcript is being submitted by the lawful custodian of records;
 - B. When education is completed at multiple schools, submits either 1) one transcript listing education from all schools clearly identifying when and at which school specific education was received, or 2) provides a separate transcript for each school identifying when and at which school specific education was received;
 - C. Maintains detailed information including, but not limited to, attendance records, syllabi, instructor names, and course catalogs for the programs and curriculum from the closed school(s) or program(s) as they are listed on transcripts for CAMTC review; and
 - D. Maintains detailed information on the purchase, merger, or other legal transaction that resulted in the CAMTC approved school becoming the lawful custodian of records for the closed school or program for CAMTC review.
- c. CAMTC approved schools or programs that are closed, expired, or merged with a CAMTC approved school on or after July 1, 2016 and are in good standing with CAMTC at the time of closure, expiration, or merger: Education will be accepted from the lawful custodian of records as long as the closed, expired, or merged school or program is or was not subject to any disciplinary action or pending investigations by any approval or accrediting agencies, Law Enforcement Agencies (LEA), government agencies, CAMTC or other massage or school related entities.
- d. CAMTC reserves the right to review and accept or deny all or part of any education submitted or require individual applicants for CAMTC certification to provide additional proof of adequate education by passing a CAMTC education hearing for individual CAMTC certification purposes from any school or program including, but not limited to approved, -closed, expired, sold, or merged school or program described herein.
- e. For schools that have been un-approved by CAMTC, and who had an effective un-approval date on or after April 2, 2016, a 90-day grace period from the date of the adoption of this provision (March 9, 2017), or from the effective date of un-approval, which ever is later, will be provided for acceptance of individual certification applications. During this 90-day grace period, the school's students who apply for certification, and all of those whose applications were previously held, will be required to provide additional proof of adequate education (beyond merely a transcript from the subject school) in order to prove their education. Students whose applications are received after the 90-day grace period has expired will be notified that, unless they have also supplied evidence of completion of required hours of massage education from one or more CAMTC approved schools, their applications are incomplete and that they have one year to complete

their education and provide an acceptable transcript to CAMTC before their applications are purged.

- B. May 1, 2015. To ensure a site visit and the possibility of approval by July 1, 2016, a school shall apply by this date. Schools may apply for approval while working to fulfill all of the requirements set forth herein, but may not receive approval until all requirements are met. Schools applying after this date or schools sent a letter requesting corrective action, proposed for denial, or proposed to be otherwise acted against may not be approved by July 1, 2016.
- C. All schools sent an official letter from CAMTC on or before July 1, 2016, notifying them that the school has been approved, will have an effective approval date starting on July 1, 2016. Approval shall be for a two year time period, unless the school is otherwise acted against in accordance with these Procedures. Schools that have received official written notice of approval from CAMTC may not verify or represent to others in any manner whatsoever that they are CAMTC approved until on or after January 1, 2016.
- D. Schools approved or provisionally approved after July 1, 2016, will have an effective date of approval starting on the date of approval or provisional approval. [For purposes of individual CAMTC Certification, if CAMTC ultimately approves a school whose application for school approval is or was received on or after July 1, 2016, CAMTC may consider education completed at the school on or after the date CAMTC initially received the school's application for school approval as education completed at a CAMTC approved school.](#)
- D-E. [If a school does not complete its portion of the application for school approval, including, but not limited to, all supporting documentation and background checks within one year of the date that CAMTC received the application, the application may be purged. Once an application is purged, the school will need to start the entire application process over, including paying the application fee and meeting all of the requirements for program approval that exist at the time, and applying as a new applicant for school approval. Once a school completes its portion of the application for school approval, the application may not be withdrawn.](#)

4. Application Packet.

A School Approval Code issued by CAMTC is for a single campus, including CAMTC approved satellite locations and specific owner(s), and may not be used for any other locations, schools, or owners. Therefore, for each campus or school, a separate application, fee, and requested materials shall be submitted in a three-ring binder in which the following shall be labeled, with its own divider, in this order and accompanied by electronic pdf format on a flash drive with matching organization:

A. Application

- a. The application shall be completed in its entirety, typed, signed, dated, and accompanied by the non-refundable application fee. Employees of public colleges or universities of the California state higher education system, as defined in section

100850 of the Education Code, may use campus ID number in lieu of social security number, campus ID as a form of government issued photographic identification, and may omit home address.

B. Approvals

- a. Documented proof of current approval or accreditation by an agency listed in Business and Professions Code section 4601(a). Schools with more than one approval or accreditation shall submit proof of all.
- b. Schools shall submit all site visit report(s), compliance inspection report(s), disciplinary actions and other related documents issued to the school by all respective agencies documented above, if any.
- c. Pursuant to Business and Professions Code section 4615(b), CAMTC, in its sole discretion, may adopt provisions for the acceptance of accreditation from a recognized accreditation body.

C. Management

- a. For private post-secondary schools:
 - (1) Organizational chart showing owners and all full and part-time employees, independent contractors, volunteers, and any other individuals who participate in massage program operations, including but not limited to management, staff, faculty members, advisory boards, and administrative personnel.
 - (2) Ownership worksheet (included with application) and copy of a current valid government issued photographic identification for all owners of the school.
 - (3) Administrator Qualification form (included with application) and copy of a current valid government issued photographic identification for all full and part-time employees, independent contractors, volunteers, and any other individuals who participate in massage department operations, including but not limited to department management, staff, advisory boards, and administrative personnel.
 - (4) Copy of property tax bill, lease agreement, local business license, and fictitious business name filing, if applicable, proving that the owner(s) either owns or leases the property where the school is located.
 - (5) For corporations, limited liability companies, or partnerships, copies of articles of incorporation, partnership agreements, contracts, and/or EIN certificate from the IRS showing proof of ownership.
- b. For public colleges or universities of the California state higher education system, as defined in section 100850 of the Education Code, and public schools accredited by an agency recognized by the United States Department of Education:

- (1) Organizational chart showing all full and part-time employees, independent contractors, volunteers, and any other individuals who participate in massage department operations, including but not limited to department management, staff, faculty members, advisory boards, and administrative personnel.

D. Transcripts

- a. Sample transcript and massage program addendum, if any, with no additional markings.
- b. Sample transcript and massage program addendum, if any, with highlights and descriptions for unique security measures.
- c. Signatures, printed names, and titles for all approved signers.
- d. Transcript checklist (included with application).
- e. Sample diploma (NOTE: Diplomas are not accepted in lieu of transcripts as proof of education).
- f. Sample envelope from the school in which transcripts will be mailed to CAMTC.

E. Enrollment Agreement

- a. Blank enrollment agreement and massage program addendum, if any.
- b. Enrollment agreement checklist (included with application).

F. Course Catalog

- a. Current course catalog and massage program addendum, if any.
- b. Course catalog checklist (included with application).

G. Curriculum

- a. Program hour requirement worksheet (included with application).
- b. Calendar for each massage program noting beginning and end dates and daily schedule of all classes.
- c. Syllabi detailing all massage courses.
- d. List of textbooks, educational materials, and classroom equipment used for massage program.
- e. Policies for creating, reviewing, and updating curriculum.

H. Faculty

- a. Massage program faculty list worksheet (included with application).
- b. Instructor Qualification forms (included with application) for all massage program faculty, including but not limited to visiting teachers, volunteers, and all those who will be teaching on a full or part-time or temporary basis.
- c. Policies and procedures for hiring, training, evaluating (including student and management evaluations of faculty), and disciplining faculty.
- d. Massage program staff and faculty meeting and/or training policy, minutes, and attendance records within the last 12 months.
- e. Student-teacher ratio policy and ratios for all current classes.

I. Facility

- a. Simple floor plan with approximate measurements and square footage.
- b. Clear, color pictures of the following:
 - (1) Exterior signage.
 - (2) Building exterior.
 - (3) All classrooms utilized for massage classes.
 - (4) All areas utilized for student massage clinic.

J. Advertising

- a. Copies of online and print advertisements and marketing materials related to the massage programs submitted for approval.

5. Requirements for Approval.

Failure to meet and maintain minimum standards for training and curriculum, as determined by CAMTC in its sole discretion, is a basis for denial of an application for school approval or discipline of a school.

To achieve and maintain approval, schools shall fulfill the requirements of all other agencies through which they are approved or accredited pursuant to Business and Professions Code section 4601 and comply with all of the following provisions:

A. Administration

- a. Continuously maintain all eligibility requirements for approval or accreditation by the organization(s) listed in Business and Professions Code section 4601 that the school is accredited or approved by, and for approval by CAMTC.
- b. Include CAMTC School Approval Code (once approved) in any and all massage program advertising and marketing materials, including but not limited to website, business cards, brochures, print advertisements, and online banners. The school may indicate that it is "CAMTC approved" or "approved by CAMTC," but may not state or imply that the school or its educational programs are endorsed or recommended by CAMTC, or that approval indicates the school exceeds minimum standards.
- c. Post any and all approvals and accreditations, including from CAMTC, on the school premises in an area easily visible to the public.
- d. Continuously maintain the exact same owner(s) and ownership structure matching CAMTC records, which shall match the records of all other agencies that have approved or accredited the school pursuant to Business and Professions Code section 4601.
- e. Operate; advertise; issue certificates, diplomas, degrees, and/or transcripts; and conduct all other school business under the exact school name matching CAMTC records, which shall match the records of all other agencies that have approved or accredited the school pursuant to Business and Professions Code section 4601.
- f. Teach all classes and conduct business only at CAMTC approved locations matching CAMTC records, which shall match the records of all other agencies that have approved or accredited the school pursuant to Business and Professions Code section 4601.
 - (1) Occasional, site-specific classes, including but not limited to First Aid/CPR Certification, cadaver labs, sports massage events, health and professional expos, career fairs, and spa tours accounting for no more than 50 total hours and specifically provided for in the curriculum, complete with detailed learning objectives, assignments, and assessments, may be taught at an appropriate off-site location under direct supervision of a qualified instructor. Instructors must sign off on appropriate documentation attesting to the total number of acceptable clock hours completed by each student and students shall only receive credit for the actual clock hours for which they engaged in massage activities and activities related to massage. Under no circumstances shall students receive credit for travel time, idle, non-educational, or unsupervised activity. CAMTC reserves the right, in its sole discretion, to not accept off-campus hours.
- g. Changes of owner(s) and/or ownership structure, operating under a different school name, teaching and/or conducting business at a different or additional address, and/or changes in program name or content may only occur after the school first obtains an approval letter from the appropriate agencies that have approved or accredited the school pursuant to Business and Professions Code section 4601, submits the

appropriate application for change to CAMTC, and CAMTC approves such application. (Please note that BPPE currently only requires approval for a change of location if the move is more than 10 miles from the original location; however, CAMTC requires approval for any change of location.)

- h. The school is responsible for the conduct of all owners, full and part-time employees, independent contractors, volunteers, and any other individuals who participate in school operations, including but not limited to management, staff, faculty members, advisory boards, and administrative personnel. CAMTC may deny approval or take disciplinary action against a school if an owner, full or part-time employee, independent contractor, volunteer, or any other individual who participates in school operations, including but not limited to management, staff, faculty members, advisory boards, and administrative personnel, engages in unprofessional conduct while engaged in school activities.
- i. The school must report to CAMTC, within 15 days of receiving notice, all legal actions, arrests, police reports, and complaints against professional conduct, involving the school; school personnel including owners, full and part-time employees, independent contractors, volunteers, and any other individuals who participate in school operations, including but not limited to management, staff, faculty members, advisory boards, and administrative personnel; and/or students or graduates engaged in school or massage related activities.

B. Transcripts

- a. Transcripts and massage program addendums, if any, from private post-secondary schools shall, at minimum, contain the following information:
 - (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.
- b. Transcripts from public colleges or universities of the California state higher education system, as defined in Section 100850 of the Education Code, and public schools accredited by an agency recognized by the United States Department of Education shall meet or exceed standards as determined by governing laws and regulations.
 - c. Only sealed transcripts sent directly from the school or an authorized transcript provider in an envelope matching the sample submitted to CAMTC will be considered for certification purposes.
 - d. CAMTC staff shall clearly be able to discern whether a student has completed the required hours without having to interpret any information.
 - e. Clearly identify or DO NOT include unsupervised clock hours.
 - f. Clearly identify or DO NOT include courses or hours considered incomplete by the school.
 - g. Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification.
- (1) CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school.
 - (2) CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours.
- h. Schools shall take necessary precautions to avoid the creation and/or reproduction of fraudulent transcripts. Fraudulent transcripts, whether from within or without the school, may lead to suspension or revocation of school approval, among other consequences.
 - i. Any changes in transcript format, authorized signers, and/or security features may only occur after the corresponding application for change has been submitted to and approved by CAMTC.

- j. The school shall have clearly defined written policies that it follows for accurately and securely keeping and maintaining student files and transcript information, including but not limited to enrollment agreements, payment ledgers, attendance rosters, coursework, and grades.
- k. Transcript information shall be securely kept permanently. If a school closes, it shall designate a custodian of records for that school and notify CAMTC of the name, address, email address, and telephone number of its designated custodian of records 30 days before the date of the school's closure.

C. Enrollment Agreement

- a. Enrollment agreements and massage program addendums, if any, from private post-secondary schools shall, at minimum, contain the following information:
 - (1) School name, address, additional addresses where classes will be held, telephone number, and website.
 - (2) Student's full legal name, date of birth, address, email, telephone number, and signature.
 - (3) Copy of a current valid government issued photographic identification.
 - (4) Title of massage program and total scheduled number of supervised hours received upon completion.
 - (5) Program schedule with start date and scheduled completion date.
 - (6) All scheduled charges and fees including, as applicable: tuition, registration fee, equipment, lab supplies, textbooks, educational materials, uniforms, charges paid to an entity other than the school as required by the program, and any other charge or fee.
 - (7) Scheduled payment terms.
 - (8) Clearly visible disclosure statement: "Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq."
 - (9) Statement directing students to CAMTC for unanswered questions and for filing a complaint: "A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337."

- b. Enrollment agreements from public colleges or universities of the California state higher education system, as defined in section 100850 of the Education Code, and public schools accredited by an agency recognized by the United States Department of Education shall meet or exceed standards as determined by governing laws and regulations.

D. Course Catalog

Course Catalogs and massage program addendums, if any, shall, at minimum, contain the following information:

- a. School name, address, additional addresses where classes will be held, telephone number, website, and CAMTC School Approval Code (once approved).
- b. Date printed/revised.
- c. Title of massage program(s) and total number of scheduled supervised hours received upon completion.
- d. Program prerequisites, including but not limited to admission requirements, previous training, and language comprehension skills.
- e. Completion and graduation requirements, including but not limited to clock hours to attend, assignments to complete, and assessments to pass.
- f. Transfer credit policy.
- g. Attendance and leave of absence policies, including but not limited to:
 - (1) Notice that applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.
 - (2) For 500-hour programs, how students make up missed hours and, for programs longer than 500 hours, percentage of hours students can be absent and how they make up any additional hours.
 - (3) Length, terms, and allowances for leaves of absence.
- h. Hygiene, dress code, and draping policies.
- i. If the school admits foreign or ESL students, the catalog shall contain language proficiency information, including the level of English language proficiency required of students and the kind of documentation of proficiency that will be accepted; and whether English language services are provided and, if so, the nature of the service and its cost. The catalog shall also identify whether any instruction will occur in a language other than English and, if so, identify the other language(s) instruction will be provided in, the level of English proficiency required, and the kind of documentation of

proficiency that will be accepted.

j. Publication of CAMTC's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

k. Clearly visible disclosure statement: "Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."

l. Statement directing students to CAMTC for unanswered questions and for filing a complaint: "A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337."

E. Curriculum

All 500 hours of education must be provided under active and direct supervision of qualified instructors.

a. Provide a minimum of at least 100 supervised clock hours (or credit unit equivalent) addressing the following subjects:

- (1) A minimum of 64 hours of Anatomy & Physiology, including but not limited to orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.
- (2) A minimum of 13 hours of Contraindications, including but not limited to endangerment areas, contraindications, and medications and massage.

- (3) A minimum of 5 hours of Health & Hygiene, including but not limited to understanding disease, therapist hygiene, infection control, and standard precautions.
 - (4) A minimum of 18 hours of Business & Ethics, including but not limited to obtaining and maintaining credentials, adhering to laws and regulations, ethical principles, standards of ethical practice, and compliance with the Law applicable to CAMTC certified massage professionals.
- b. Provide a minimum of 400 additional and appropriately weighted supervised clock hours in subjects substantially related to the massage profession, including but not limited to additional hours for topics required above, massage theory and principles, professional practices, therapeutic relationship, assessment and documentation, massage and bodywork application, palpation and movement, and career development. CAMTC reserves the right, in its sole discretion, to determine whether curriculum is substantially related to massage or not.
- c. Student clinic hours may count for no more than 75 of the required 500 supervised clock hours and shall demonstrate educational purpose by meeting the following conditions:
- (1) Operate at all times under active and direct supervision of qualified instructors and on school premises.
 - (2) Maintain detailed lesson plans, learning objectives, policies and procedures, attendance records, and grade requirements.
 - (3) Include a client intake form for every client that, among other things, informs client that the practitioner is a student.
 - (4) Include SOAP notes, or equivalent, completed by the student practitioner for every client.
 - (5) Provide for written client feedback.
 - (6) Maintain clinic attendance for each student detailing massages and other duties performed during clinic hours.
 - (7) Offer alternate, faculty-supervised learning experiences to students participating in clinic but who do not have a clinic client or specific clinic duties. Under no circumstances shall students receive credit for idle, non-educational, or unsupervised activity.
 - (8) Student clinic hours may include, but are not limited to, hands-on treatments of paying and non-paying public clients or other students; setting up, tearing down, and cleaning massage area; reviewing intake forms, interviewing clients, providing and receiving client feedback, and recording SOAP notes, or equivalent; greeting customers at reception, handling payments, answering and returning calls for appointments, interacting with appointment systems, placing confirmation calls,

and managing client files; other duties reasonably befitting a professional massage therapist; and instruction related to these items. Students may not be required to clean school premises or work beyond normal procedures inclusive to treatment areas and immediate office space used during clinical sessions.

- (9) Schools should carefully weigh and be prepared to support the purpose, duration, and effectiveness of student clinic hours in terms of educational value to the student. CAMTC reserves the right, in its sole discretion, to not accept clinic hours.
- d. Students may not be credited more than 40 hours of total education in any 7-day period, with no more than 10 hours in any one day.
- e. Maintain current syllabi, including but not limited to the following information for each course and/or subject:
 - (1) Name of course or subject.
 - (2) Detailed description.
 - (3) Learning objectives.
 - (4) Prerequisites.
 - (5) Total number of hours.
 - (6) Instructional material(s) to be used.
 - (7) Required assessments and assignments for successful completion.
- f. Maintain current daily lesson plans for each course that support syllabi. Daily lesson plans should include, at minimum: educational objectives; instructor resources; required or suggested readings; required or suggested assignments; and assessments with assessment criteria, if any, for each class.
- g. Maintain policies for creating, reviewing, and updating curriculum.

F. Faculty

- a. Qualified instructors are responsible for the delivery of all 500 supervised clock hours (or credit unit equivalent). CAMTC reserves the right in its sole discretion to determine whether an instructor is qualified or not. Requirements for qualified instructors include but are not limited to:
 - (1) Complete and submit the instructor qualification form, including supporting documents.
 - (2) Hold a current CAMTC certification, other allied health license with advanced training in soft tissue modalities, or possess documented higher education

applicable to the specific subject(s) taught.

- (3) Have at least 2 years of documented professional experience applicable to the specific subject(s) taught.
- (4) Instruct only in those subjects in which qualified through documented education, certification, and professional experience, and not instruct techniques or procedures that require specialized training, licensure, or experience for which they are not qualified.
- (5) Behave within principles of acceptable, ethical, and professional behavior, including but not limited to:
 - (a) Truthfully and completely administer, record, and represent duties, including but not limited to attendance records, curriculum delivery, and student assessments.
 - (b) Refrain from soliciting, encouraging, or consummating romantic, sexual, or otherwise inappropriate relationships with current students on or off school premises by written, electronic, verbal, or physical means.
 - (c) Refrain from possessing, consuming, furnishing, allowing, or working under the influence of alcohol or illegal or unauthorized drugs during professional activities, including but not limited to being on school premises or at school-sponsored events involving students.
 - (d) Refrain from financial transactions with students, including but not limited to payments, loans, advances, donations, contributions, deposits, or monetary gifts, except for lawful collection and transfer of funds as required by regular school business.
 - (e) Refrain from violating federal, state, and local laws and/or CAMTC rules and regulations, including but not limited to the reasons for denial or discipline/revocation as stated in CAMTC's Procedures for Denial of Certification or Discipline/Revocation.
- b. Maintain policies and procedures for hiring, training, evaluating (including student and management evaluations of faculty), and disciplining faculty.
- c. Maintain policies and procedures, minutes, and attendance records for regular massage program staff and faculty meetings and/or trainings.
- d. For private post-secondary schools, student-teacher ratios for practical (hands-on) classes may not exceed 25 total students to 1 teacher. For public colleges or universities of the California state higher education system, as defined in Section 100850 of the Education Code, and public schools accredited by an agency recognized by the United States Department of Education student-teacher ratios shall meet or exceed standards as determined by governing laws and regulations.

G. Facility

- a. Appropriate in size and design for the number of students.
- b. Sufficient reference materials and other resources to support educational objectives.
- c. Instructional aids and equipment consistent with the educational content, format, and teaching methodology of each course.

H. Student/Graduate Passage Rates on CAMTC Approved Exams

Beginning with graduate passage rates on CAMTC approved exams for calendar year 2015, an approved school's graduate passage rates on CAMTC approved exams shall equal or exceed the required passage rates for the previous calendar year or CAMTC may place the program on probationary status and/or may require the school to appear before CAMTC to present a plan for remediation.

- a. An approved program shall achieve a graduate passage rate on CAMTC approved exams that is not lower than 10 percentage points less than the national average passage rate for graduates of comparable degree programs who are first-time test takers on the CAMTC approved exams during a calendar year.
- b. If the program does not achieve the required passage rate for 2 consecutive calendar years or show significant improvement, CAMTC may revoke approval or take other disciplinary action against the school.

I. Site Visits

- a. CAMTC reserves the right to visit any approved school or school applying for approval during stated business hours with or without notice at any time whatsoever and for any reason.

6. Reasons for Imposing Discipline, Denying, or Revoking Approval.

Schools may be denied approval or may have their school approval revoked, suspended, or otherwise acted against, including the imposition of probationary conditions, for any of the following reasons:

- a. Failing to meet or maintain the requirements for approval set forth herein or in CAMTC's Procedures for Un-Approval of Schools, which includes but is not limited to the following:
 - (1) Selling or offering to sell transcripts, or providing or offering to provide transcripts, without requiring attendance, or full attendance, at the school;

- (2) Failure to require students to attend all of the classes listed on the transcript;
- (3) Failure to require students to attend all of the hours listed on the transcript;
- (4) Engaging in fraudulent practices, including but not limited to, the creation of false documents to aid or abet students seeking CAMTC certification, aiding or abetting students to use false documents and/or to present false testimony in CAMTC hearings, aiding or abetting students in engaging in fraudulent practices with respect to CAMTC hearings, making false claims, or otherwise engaging in fraudulent practices;
- (5) Denial, suspension, revocation, or otherwise being acted against by the National Certification Board for Therapeutic Massage and Bodywork, including but not limited to, denial, suspension, or revocation of assigned school code;
- (6) Failure to create, record, or maintain accurate records, including but not limited to student attendance records and student transcripts;
- (7) Failure to identify transfer credit from other institutions (including name of other institution(s), hours transferred, and class requirements met by transfer credit) on transcripts;
- (8) A finding by a local law enforcement agency, a state or local agency, or a private certifying, permitting, or accreditation agency related to massage, that a school has engaged in any of the conduct identified in this section 6;
- (9) Failure to meet the requirements for an approved school as defined in Business and Professions Code section 4601(a).b. Engaging in or has engaged in unprofessional business practices or an owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer) has engaged in or is engaging in unprofessional business practices;
- c. Procuring or attempting to procure school approval by fraud, misrepresentation, or mistake or an owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer) has procured or attempted to procure school approval by fraud, misrepresentation, or mistake;
- d. Violating or attempting to violate or has violated, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, or has assisted in or abetted the violation of, or conspired to violate, any provision of the Massage Therapy Act or any rule, regulation, policy, or procedure adopted by CAMTC by the actions of the school or an owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer);
- e. Conviction of an owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer) of any felony, misdemeanor, infraction, or municipal code violation, or being

held liable in an administrative or civil action for an act that is substantially related to the qualifications, functions, or duties of a CAMTC certificate holder or CAMTC approved school. A record of the conviction or other judgment or liability shall be conclusive evidence of the crime or liability;

- f. Committing any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications, functions, or duties of a CAMTC certificate holder or CAMTC approved school or an owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer) commits or has committed any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications, functions, or duties of a CAMTC certificate holder or CAMTC approved school;
- g. An owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer) commits or has committed any act punishable as a sexually related crime or is or has been required to register pursuant to the Sex Offender Registration Act (Chapter 5.5 (commencing with Section 290) of Title 9 of Part 1 of the Penal Code), or is or has been required to register as a sex offender in another state, or commits or has committed an act that is a violation of human trafficking laws or a violation of the education code or a violation of the Bureau of Private Postsecondary Education's rules, regulations, policies, or procedures;
- h. Failure to fully disclose all information requested on the application or provide information upon request to an individual working on behalf of CAMTC;
- i. Denial of licensure, permit or certificate, or revocation, suspension, restriction, citation, or any other disciplinary action against the school, an owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer) by CAMTC, by a state or territory of the United States, by a government agency, or by another California health care professional licensing board. A certified copy of the decision, order, judgment, or citation shall be conclusive evidence of these actions.
- j. An owner, faculty member, or other member of the school's staff (including but not limited to a visiting instructor, independent contractor, administrative staff, or volunteer) has owned, worked at, or been associated with a school that has been un-approved by CAMTC.
- k. Failure to update CAMTC and notify of any changes that might affect a school's eligibility for approval or result in disciplinary action against the school.

7. Procedures for Imposing Discipline, Suspending, Denying, or Revoking CAMTC School Approval.

Any decision to impose discipline, deny approval, revoke approval, or otherwise act against a school that has applied for CAMTC approval or is a CAMTC approved school shall be decided upon and imposed in accordance with the procedures set forth herein. Denial, revocation, and disciplinary decisions against a school applying for CAMTC school approval

or against a CAMTC approved school shall be based on a preponderance of the evidence. In determining the basis for action against a school applying for CAMTC school approval or a CAMTC approved school, the Council may consider all written documents or statements as evidence, but shall weigh the reliability of those documents or statements.

a. Actions Against Applicants for CAMTC School Approval and CAMTC Approved Schools.

1. All decisions to impose discipline, deny approval, revoke approval, or otherwise act against a school that has applied for CAMTC approval or is a CAMTC approved school shall be carried out by an employee of the Council known as the Division Director of the Educational Standards Division (hereinafter the "Division Director") or his/her designee and at least one other employee of CAMTC. The Division Director shall be assisted by Council staff and such other employees as shall be determined necessary by the Division Director. The Division Director (or his/her designee(s)), along with any staff/employees under his/her supervision, shall be collectively known as the Educational Standards Division (the "ESD").
2. If Council staff determines that grounds appear to exist to impose discipline, deny approval, revoke approval, suspend approval, or otherwise act against a school that has applied for CAMTC approval or is a CAMTC approved school, staff shall: i) hold all complete application packets from students who have submitted transcripts from the school if the school has applied for CAMTC school approval; ii) if the school is a CAMTC approved school, the school shall be placed under investigation and the Procedures identified in section 7.c.2. of this document shall be followed; and iii) in all cases Council staff shall forward the matter to the Division Director, or an ESD employee designated by the Division Director to receive such information, and the procedures set forth below shall be followed:
 - (a) The ESD shall be responsible for reviewing and making proposed determinations regarding denials, suspensions, revocations, and other discipline against a school that has applied for CAMTC approval or is a CAMTC approved school. All proposed decisions shall be made by a minimum of two employees of the ESD. The ESD shall ensure that the ESD employees making proposed denial, revocation, suspension, and disciplinary decisions do not have a conflict of interest relative to the affected school.
 - (b) If after reviewing the matter, the ESD determines that proposed action should be taken, the school shall be provided at least 15 days prior notice of the proposed action and the reasons therefore. Notice shall be given to the school by any method reasonably calculated to provide actual notice. Any notice given by mail must be given by first-class mail or mail with delivery confirmation sent to the last known address of the school shown in CAMTC's records.
 - (c) Schools shall be given an opportunity to be heard, either orally by telephonic conference or in writing, at least five (5) days before the effective date of the

proposed action against the school. Schools must request an oral telephonic conference or consideration of a written statement in writing (email is sufficient), and pay the appropriate hearing fee, a minimum of 21 days before the date scheduled for their matter to be considered in order for their request to be timely. Failure to request an oral hearing or consideration of a written statement and pay the required hearing fee in a timely manner shall result in the proposed action against the school becoming final and effective on the date noted in the letter, unless appealed as provided herein. Any documentary evidence to be considered by the Hearing Officers must be received by CAMTC a minimum of 21 days before the hearing/consideration date in order for it to be considered. The telephonic hearing shall be held, or the written statement considered, by a minimum of two Hearing Officers, who shall be employees of CAMTC, who together are authorized to determine whether the proposed action against the school should occur. The ESD shall ensure that the Hearing Officers making final denial, revocation, suspension, and disciplinary decisions do not have a conflict of interest relative to the affected school. The decision of the Hearing Officers shall be final as of the date noted in the Final Decision Letter, unless appealed as provided herein. The fee for an oral telephone conference shall be \$1,8900.00 and the fee for consideration of a written statement shall be \$1,4700.00.

Appeals

- (1) Requests to appeal a denial or disciplinary decision must be: made in writing (email is sufficient) by sending the request to the address or email address noted in the proposed denial or disciplinary letter; made within 30 days of the effective date of the denial or imposition of discipline; must identify in writing the basis for the appeal; must specify whether an oral presentation before the Board (not to exceed 20 minutes) is requested or whether written consideration of a written statement is requested; and must include all documents to be considered.
- (2) Appeals shall be considered by the CAMTC Board. Oral presentations before the Board may not exceed 20 minutes. No new factual evidence may be submitted during an appeal. During an appeal the Board is limited to reviewing the existing evidentiary record upon which the decision to deny or impose discipline was previously made and to determining whether the decision was reasonable and supported by the evidence in the record.
- (3) After considering a timely appeal, the Board shall either: uphold the decision previously made; impose lesser or more discipline; remand the matter back to ESD for further processing and consideration; or approve a school that has applied for CAMTC school approval or determine that the discipline not be imposed on a school that is a CAMTC approved school. The decision of the Board shall be final.

- (d) Notice of a final decision shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail must be given by first-class mail or mail with delivery confirmation sent to the last known address of the school shown in CAMTC's records.
- (e) Any action in superior court challenging CAMTC's action against a school, including a claim alleging defective notice, shall be commenced within 90 days after the effective date of the imposition of the denial, suspension, revocation, or other discipline.
- (f) A school whose application for CAMTC approval is denied or whose CAMTC school approval is revoked pursuant to these procedures for selling or offering to sell transcripts, failing to require students to attend all of the classes listed on the transcript, failure to require students to attend the school for all of the hours listed on the transcript, or engaging in fraudulent practices, shall not be allowed to re-apply for CAMTC school approval- for a period of five years from the effective date of the denial or revocation. All other schools whose application for CAMTC approval is denied or whose CAMTC school approval is revoked shall not be allowed to re-apply for CAMTC school approval for a period of two years from the effective date of the denial or revocation.

b. Actions Against Schools That Have Not Applied for CAMTC School Approval or Are Not CAMTC Approved Schools.

- 1. Actions against schools that have not applied for CAMTC school approval or are not CAMTC approved schools shall proceed in accordance with CAMTC's Procedures for Un-Approval of Schools.

c. Procedures Related to Students.

1. 4. CAMTC will hold all complete individual application packets from students who apply to CAMTC for certification on or after July 1, 2016 with education from school(s) that have applied for CAMTC approval, but for whom a final decision has not been rendered as to school approval ~~on or before June 30, 2016.~~

(a) If the school ultimately receives CAMTC school approval, the hold on the students' applications for certification will be lifted and the applications will be processed in accordance with CAMTC's standard procedures.

(b) -If the school is ultimately denied CAMTC school approval, a 90-day grace period from the effective date of denial will be provided for acceptance of individual certification applications. During this 90-day grace period, the school's students who apply for certification, and all of those whose applications were previously held, will be required to provide additional proof of adequate education (beyond merely a transcript from the subject school) in order to prove their education. Students whose applications are received after the 90-day grace period has expired will be notified that, unless they

have also supplied evidence of completion of required hours of massage education from one or more CAMTC approved schools, their applications are incomplete and that they ~~have one year to complete their education and provide an acceptable transcript to CAMTC before their applications are purged~~ cannot use education from the school for certification purposes.

2. All complete individual application packets for CAMTC certification submitted with transcripts from CAMTC a-approved schools that are under investigation or CAMTC has proposed to revoke, suspend, deny re-approval or discipline, and that cannot be otherwise certified, will be placed on hold. CAMTC will make a determination within 60 days of notifying a school that it is under investigation whether the investigation will continue or not, and notify the school of this determination.
 - (a) If the decision is made not to pursue further investigation or that denial or disciplinary action is not necessary, the hold on the individual application packets will be lifted and the applications will be processed in accordance with CAMTC's standard procedures.
 - (b) If CAMTC determines that further investigation is necessary or that denial or disciplinary action against the school is necessary, CAMTC will lift the hold and process complete application packets from individuals with education from the school, but the individuals shall be required to provide additional proof of adequate education (beyond just a transcript) by passing a CAMTC education hearing. This requirement to provide additional proof of adequate education will remain in place until one of the following occurs: 1) the investigation concludes and it is determined that no denial or disciplinary action will be taken; 2) a final decision to revoke, deny, or discipline the school is made (in which case the 90-day grace period shall apply); or 3) this requirement is lifted.
 - (c) If the school ultimately has its approval revoked, suspended, re-approval denied, or is otherwise disciplined, a 90-day grace period from the effective date of denial or discipline will be provided for individual certification applications received during this time. During this 90-day grace period, the school's students who apply for certification, and all of those whose applications were previously held, will be required to provide additional proof of adequate education (beyond merely a transcript from the subject school) in order to prove their education. Students whose applications are received after the 90-day grace period has expired will be notified that, unless they have also supplied evidence of completion of required hours of massage education from one or more CAMTC approved schools, their applications are incomplete and that they cannot use education from the school for certification purposes.



CAMTC APPROVED SCHOOL PROGRAMS SURVEY

Please respond to the following questions by June 30, 2018.

**Dear School Owner, Manager, or
Administrator: The CAMTC Board is eager to
ascertain feedback from approved schools in regard
to school related policies and programs. Thank you.**

- 1 What do you like most about CAMTC's
school related policies and programs?**

Q1 What do you like most about CAMTC's school related policies and programs?

Answered: 13 Skipped: 0

#	RESPONSES	DATE
1	- elevating standards of professionalism for CA CMTs -hired the educational standards division to help interpret and enforce policy, has been very helpful -work with local police departments to help enforce professionalism standards	6/21/2018 1:35 PM
2	The idea of eliminating unethical schools	6/19/2018 7:26 PM
3	The school policies are clear and concise.	6/19/2018 11:28 AM
4	That CAMTC is attempting to organize and regulate the massage industry.	6/12/2018 12:26 PM
5	I feel that the policies are good to ensure adequate training.	6/12/2018 11:01 AM
6	Standardization is good for industry.	6/11/2018 4:35 PM
7	There might be many things to like that I am not aware of, but I can't really think of a way that CAMTC policies have benefited schools or students. Joe Bob is kind and helpful and truly seems to be doing his best to make things work.	6/8/2018 1:56 PM
8	I like the idea of oversight of massage schools and massage therapists in order for the profession to gain respect and acceptance.	6/6/2018 3:02 PM
9	Creates a statewide standard. Helps educate the public and potential massage workers on legitimate business practices.	6/1/2018 2:44 PM
10	Jeff is responsive to emails calls. JoeBob is out of his league, appears to have no training in the education standards that the BPPE or the US DOE use.	5/30/2018 1:30 PM
11	Helped to shut down "bad" schools.	5/30/2018 1:06 PM
12	Put away the schools are selling hours.	5/30/2018 12:07 PM
13	Supportive staff throughout the process - especially Joe Bob and Jeffery. Relatively easy process as compared to other accrediting/approval boards.	5/30/2018 9:18 AM

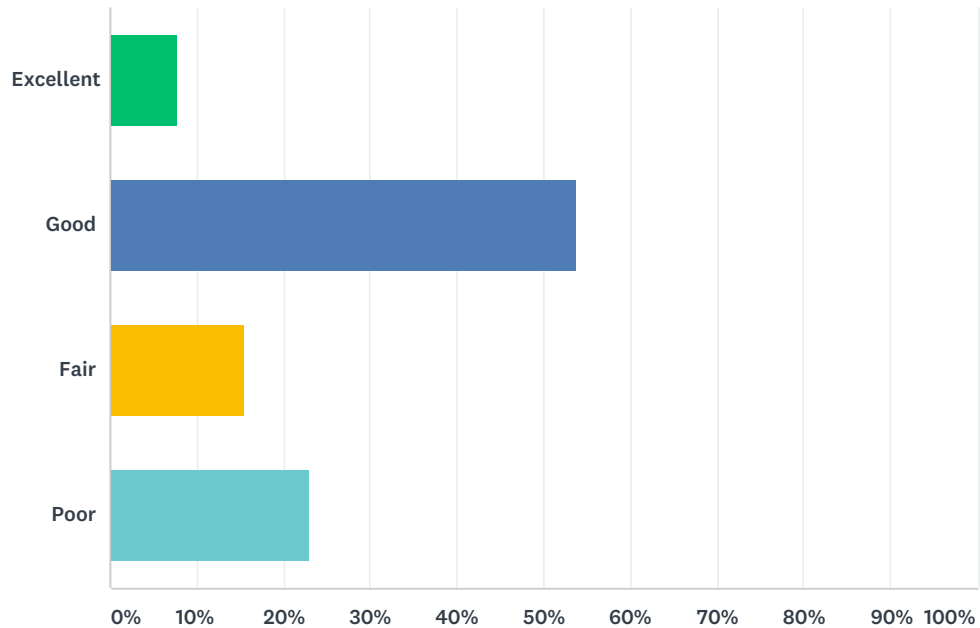
Q2 What do you like least about CAMTC's school related policies and programs?

Answered: 12 Skipped: 1

#	RESPONSES	DATE
1	-not able to submit CEs, makes it difficult for working / low-income students to achieve their 500 hour goals (if they can't afford long program or not able to take off long periods of work) if they had 250 or other amount of hours. -not receiving notification of approval of non-substantive changes, not sure when we can enact those non-substantive changes	6/21/2018 1:35 PM
2	Lack of communication and continued delays in executing school related policies and database platform. Very unclear beginning to this whole process which has had lasting impact.	6/19/2018 7:26 PM
3	Disorganization while on the road to organization, and lack in inclusion/sympathy toward previously licensed therapists (those whom were licensed from cities for many years, and failed to become CAMTC certified until recently).	6/12/2018 12:26 PM
4	Rigor	6/12/2018 11:01 AM
5	No way to appeal decisions	6/11/2018 4:35 PM
6	Lack of communication with schools. Policies and requirements are unclear and frequently changing and schools are not informed of the these changes. Expectation for schools to comply with requirements they haven't been informed of. Deadlines not met and promised features not delivered with no communication about the change in timeline. Seems to be little concern about how their policies and delays negatively affect schools and students. Requirements that are contradictory with BPPE requirements making it impossible to comply with both organizations yet requiring BPPE approval as a condition of CAMTC approval. Micromanaging schools and the curriculum, making it difficult for schools to implement changes to improve their programs.	6/8/2018 1:56 PM
7	CAMTC approval process both for school and therapists is horrible. Schools has to wait not knowing their approval status. It is hard to enroll students when we don't know that status of our application. CAMTC ask for a high level of detailed paperwork and yet their staff doesn't seem to have access to what we are approved to teach when our students submit their application and transcript. We have several times had students transcripts not approved due to a CAMTC employee not having access to the corrector information but working off a 3 year old "catalog" from our school. The re-approval process paperwork not released by CAMTC as promised in Nov was frustrating. CAMTC state that we will hear back in 180 days but yet that date came and went and no word from CAMTC.	6/6/2018 3:02 PM
8	Slow to react. Makes minimal effort to listen to students and school administrators. Our voices are NOT heard by the top decision-makers. Little Customer Service; Heavy on Lawyers. Trust isn't built this way - IMHO. Schools are guilty until we prove ourselves innocent. Policies are punitive in nature and we are under a microscope to show we are deserving to be included with CAMTC. Not a diverse groups at the top and NOT empathetic to the needs of an average massage therapists working today. Costs to schools, and especially students, have jumped dramatically over the past few years. California is the largest state in the Country, yet it seems we cannot take lead in setting National Standards.	6/1/2018 2:44 PM
9	1. bad communication/inconsistent information given to therapists needing to re-certify. 2. EXPENSIVE! 3. CAMTC should use the education standards that are laid out by either the BPPE or the US DOE or accrediting agencies. CAMTC is not an accrediting agency, is not trained, and tries to re-invent as one. This makes the policies unclear and sloppy.	5/30/2018 1:30 PM
10	Fees and efficiency	5/30/2018 1:06 PM
11	The process to get certificate is too long.	5/30/2018 12:07 PM
12	Cost.	5/30/2018 9:18 AM

Q3 How would you rate CAMTC's school related policies and programs?

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	7.69%	1
Good	53.85%	7
Fair	15.38%	2
Poor	23.08%	3
TOTAL		13

Q4 What changes would you recommend to CAMTC's school related policies and programs?

Answered: 12 Skipped: 1

#	RESPONSES	DATE
1	to have cities/counties agree on standardized license requirements.	6/21/2018 1:35 PM
2	Improve communication with schools. Compliance workshops. Expand school advisory committee meetings back to 4 times per year. Increase transparency. Realize that there are lots of very good schools doing the right thing and that we are not all bad apples.	6/19/2018 7:26 PM
3	I would like to see CAMTC bring back the certification based of 250 hours and include passing of MBLEX for those therapist that have practiced in the field for many years.	6/19/2018 11:28 AM
4	Allow credibility for a set amount of Teacher's Assisting time, and off-campus events where students volunteer massage practice on public. Accepting higher level education (example - accepting Anatomy, Physiology, Pathology credits for someone whom has completed Nursing school and been practicing for many years).	6/12/2018 12:26 PM
5	the opportunity to appeal decisions	6/11/2018 4:35 PM
6	Better communication with schools. More efficient protocols. Adhering to deadlines and informing schools well in advance when unable to do that. Eliminate the requirement that students must enroll in an entire program to receive credit for 1 or a few courses in that program which is in violation of BPPE's definition of the requirements for enrolling in a program. Instead require that students be enrolled in a course that is part of program to receive CAMTC credit for that course. It is very time consuming to enroll students in the entire program with all that the BPPE requires for that when they are only intending to take one class. We have to then drop them out of the program in compliance with BPPE regs, when they never intended to complete the program in the first place. More trust, freedom and autonomy for schools.	6/8/2018 1:56 PM
7	Hire enough people to process both school and massage therapist application. Better communications between CAMTC and schools. If CAMTC states that we will hear back in 180 days then please do that. We adhere to your rules. You should as well. Please don't take "three month to a few years" before approving a school. Telling our student that causes great concern for everyone. CAMTC create new rules that are effective immediately, yet don't inform us about them.	6/6/2018 3:02 PM
8	Work with BPPE so that schools aren't jumping through hoops to please two masters. Hold open forums with schools so that ideas can be shared, hopefully no lawyers are needed for this. Meet your deadlines and don't blame us if you don't. Hold yourselves accountable to your promises. We can be your allies too. We hear from students and we know when they are frustrated.	6/1/2018 2:44 PM
9	FOLLOW THE U.S. DEPARTMENT OF EDUCATION STANDARDS, NOT MAKE UP YOUR OWN!	5/30/2018 1:30 PM
10	Add hands on exam to licensing requirement.	5/30/2018 1:06 PM
11	Beside MBLEX, it should include oral/practicum test.	5/30/2018 12:07 PM
12	Streamline the process even more. Make it easier and less burdensome to schools. Lower cost of re-approval and possibly extend renewal period to 4 years.	5/30/2018 9:18 AM



CALIFORNIA MASSAGE THERAPY COUNCIL

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To: CAMTC Board of Directors
From: Joe Bob Smith, Director of Educational Standards Division
For: Board Meeting – September 26 & 27, 2018

School Statutes (as of September 9/17/2018)

Since the May Board meeting, ESD has received 3 new applications for approval, processed the lion's share of applications for re-approval, denied one school, and purged all incomplete applications received more than 1 year ago.

As ESD transitions out of its start-up phase, in which all schools were newly approved, to its current phase, in which the majority of schools are subject to re-approval, here is an updated accounting of all initial applications for approval received since May 1, 2015:

170 Total Applications Received

93	<u>Total Approved</u>
21	Still Under Initial Approval
2	Still Under Initial Approval (disciplinary action)
50	Re-Approved
2	Re-Approved (disciplinary action)
18	Closed/Expired While Approved
7	Denied
4	Ineligible (Un-approved)
30	Pending
35	Purged*

**Purged schools are those schools whose applications were not completed within 1 year after being received and were subject to the purge policy passed by the board on May 31, 2018.*

ESD Communication

In May, CAMTC surveyed approved schools to ascertain feedback in regard to school related policies and programs. As one might anticipate, the results contained both affirmative and constructive feedback. Over 61% rated CAMTC's school related policies and programs excellent or good with another 15% rating fair and 23% rating poor. As CAMTC's mission is to "protect the public," which involves enforcing standards and often delivering news people don't want to hear, ESD expects to have its detractors. Nonetheless, ESD believes it is important to have the best

possible relationship with approved schools. After all, schools need CAMTC to certify their students, and CAMTC needs schools to properly educate applicants. It's a two-way street. There was one word that stuck out in the survey results: "communication." The Schools Advisory Committee and the quarterly School Newsletter have been great tools to improve communication, but this survey tells us we need more.

In response, ESD will host a regularly scheduled monthly conference call beginning in November. This easily accessible forum will allow any school to receive current CAMTC/ESD information, ask questions, explain information, and make recommendations. When ESD staff makes a site visit to a school, we often find that such face-to-face outreach with school owners and administrators help to answer questions, clarify hearsay, and simplify processes. It is, however, impractical to regularly visit all schools in person. These monthly conference calls will allow the ESD Director to communicate regularly and directly with all schools. We will distribute call-in details to schools over the next few weeks.

Looking Forward

Exam Requirement – as of the writing of this report, legislation has been sent to the Governor, but not yet signed, that suspends the exam requirement for CAMTC Certification applicants for two years. Thus, for applications received from January 1, 2019, through December 31, 2020, applicants for CAMTC Certification will not have to pass an exam. However, they will still be required to meet all other requirements including the completion of 500 hours from a CAMTC Approved Program and passing a background check. Should this legislation become law, ESD will review its effect on approved schools and their students and act accordingly.

BPPE MOU – ESD continues to work with BPPE on a memo of understanding between our two organizations. BPPE has recently responded to our latest draft of the MOU and we will answer accordingly.

School Fees – In May, the Board voted to increase all school-related fees starting October 1, 2018 (except for the re-approval application fee which increases January 1, 2020). The new fee schedule has been posted on the website since shortly after the previous board meeting and ESD is updating forms and information to comply.

Baby J – Assuming I'm not present at the Board meeting, it's because my wife has given birth to ESD's newest addition. His resume may be lacking, but his demands are numerous: short work day, multiple naps, several meals, plentiful bathroom breaks, and lots of cuddling.



SCHOOLS ADVISORY COMMITTEE - MAY 30, 2018

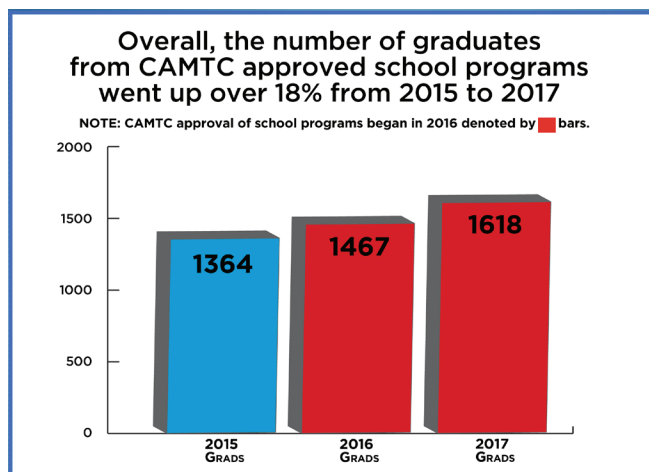
CAMTC's Board of Directors highly values the input of schools. Thus, it has continued the Schools Advisory Committee that began last year. The Committee convened for its first meeting of 2018 on May 30th. To add a fresh perspective, three previous Committee Members rotated off and three new Members were added after numerous resumes were received in response to the call for candidates. The Committee made several recommendations:

- Recommend to Board that the purged school policy being proposed at the next day's meeting, clarify that "incomplete application" means items within a school's control and includes a notice to purged schools to inform graduates of the policy and deadlines. (This was addressed at the May 31 Board Meeting.)
- Recommend that the Board ask staff to consider options to accept courses within approved programs without requiring enrollment in the entire approved program, and present these to the Committee with possible amendments to the Policies and Procedures for Approval of Schools in September.
- Recommend to Board to add an additional fee for individual applicants for certification that submit education from multiple schools. (This may be on the agenda for the September Board Meeting.)
- Recommended that staff add a notice to the approved school list on the website stating that "Applications for re-approval have been submitted and the first re-approvals will occur in June 2018." (Staff accepted and has already complied with this recommendation.)
- Recommend to staff that applications for school re-approval be accepted one year prior to expiration. (The application for re-approval is currently on the website and will be accepted up to one year in advance of a school's expiration date.)

NOTE FROM THE DIRECTOR

Hard to believe CAMTC School Program Approval turns two years old on July 1st. Over 90 schools have been approved since we began. Now our first group of approved schools have been re-approved, with more to come. Many of these schools not only meet the minimum requirements for training and curriculum, but often exceed them and provide some of the best massage education in the country.

The first 41 schools applying for re-approval self-report that the average number of graduates from CAMTC Approved Programs has increased by 18.6% from 2015 (the year prior to CAMTC School Program Approval) to 2017 (the first full-year of CAMTC School Program Approval), with the average number of annual graduates growing from 33 to 39. To promote this continued increase in graduates, CAMTC has developed several school initiatives including: 1) a singular list on our website where prospective massage therapists can find all CAMTC Approved Schools, 2) this quarterly CAMTC School Newsletter provided to all massage schools free of charge, and 3) a Schools Advisory Committee comprised of approved school owners and administrators who make recommendations directly to CAMTC's Board of Directors.



While approved schools shine, CAMTC continues to battle the fraud and illegal activity that infiltrates massage education. To date, CAMTC has unapproved or denied over 80 schools. The majority of these "schools" have been found to be providing transcripts to "students" for education that did not occur. These "schools" degrade the profession and feed criminal prostitution and human trafficking rings. By continuing to investigate and take action against these schools, CAMTC protects your status as a CAMTC Approved School and ensures that applicants for CAMTC Certification have met the minimum requirements for training and curriculum.

With re-approval periods now four years (meaning less paperwork for schools), fewer illicit schools undercutting legitimate competition, and enrollment on the rise, the future looks bright for CAMTC Approved Schools.

Sincerely,
Joe Bob Smith
Director of Educational Standards Division



BOARD MEETING



MAY 31, 2018

The Board took several actions that will impact schools and their students:

- **A New Fee Schedule for Schools**
Download available at:
www.camtc.org/schools/

(Approved May 31, 2018)

The following fees will become effective October 1, 2018

Description	Fee
Hearing - Recording	\$50
School Background Check	\$82
School Application (Two Years)	\$3000
School Hearing - Telephonic/Oral	\$1800
School Hearing – Written Statement	\$1400

The following fees will be applicable to schools expiring on or after January 1, 2020

Description	Fee
School Reapplication (Four Years)	\$6000

- **Policy for Purging School Applications for Approval and instituting a one-time only grace period for students.**

- The current purge policy specifies that if an application for school approval is not completed within one year of submission of the application, it will be purged. Schools are notified of this policy and agree to it when they submit their applications for school approval. However, this policy does not address what happens to students when a school's application is purged.

While this one-year purge policy has been the policy since the applications for school approval first became available, CAMTC has not imposed it as CAMTC wanted to give schools ample time to adjust to the new school approval program. The fact that this policy wasn't imposed means some students may have been waiting a long time in limbo while their school has been pending.



BOARD MEETING MAY 31, 2018 CONTINUED...

To rectify this, the Board adopted the following one-time only policy for students who attended from purged schools on the list:

1. CAMTC's ESD staff shall create a list of all pending schools with incomplete applications that have been pending for one year or longer:
2. For all schools on this list, staff shall send a letter notifying them that their applications will be purged if the school does not complete its application within 30 days, and
3. Staff will purge incomplete school approval applications 30 days after the notice has been sent.
4. For students who have attended one of the purged schools on the list, a 90-day grace period from the effective date of purging will be provided for acceptance of individual's CAMTC Application for Certification. During this 90-day grace period, the school's students who apply for certification, and all of those whose applications were previously held, will be required to provide additional proof of adequate education (beyond merely a transcript from the subject school) by passing an education hearing in order to prove their education. Students whose applications are received after the 90-day grace period has expired will be

notified that, unless they have also supplied evidence of completion of required hours of massage education from one or more CAMTC Approved Schools, their applications are incomplete and that they have one year to complete their education and provide an acceptable transcript to CAMTC before their applications would be purged.

5. Purged schools shall notify their graduates of the policy and the deadlines to comply with the policy.
- This grace period for acceptance of education from a purged school and the opportunity for applicants to come to an education hearing is a one-time only policy that CAMTC is instituting to assist both schools and students through this final phase of the initial CAMTC School Approval process.
 - For schools that are not on the list created pursuant to this policy:
 - CAMTC will purge school applications that are not completed within one year of receipt, and
 - Students will NOT be able to use education from these purged schools for certification purposes, and
 - Students will NOT be given the opportunity to come to an education hearing.

WE'RE HERE TO HELP

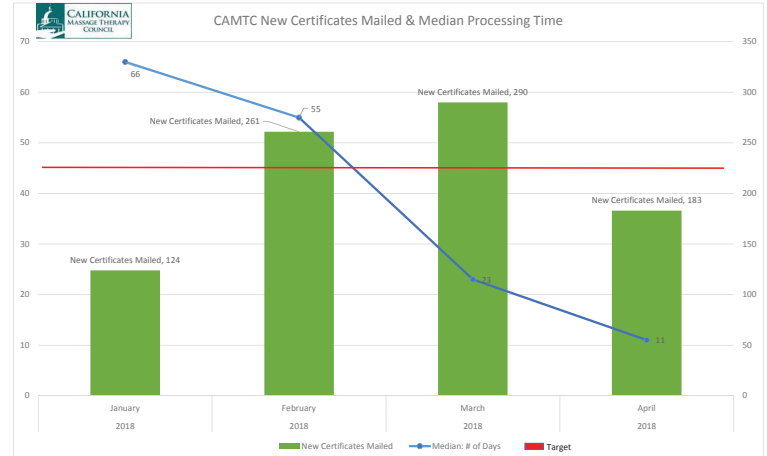
For School Questions or Comments:
Joe Bob Smith, CAMTC Director of
Educational Standards Division,
can be reached at:

jbsmith@camtc.org Page 48



RETURNED TRANSCRIPTS

Some schools may have recently had incorrect or incomplete transcripts returned to them along with a new form explaining what is wrong. This is not a new policy; schools have always needed to comply with the transcript requirements as outlined in the Procedures. Rather, it is a new process designed to speed up the Application for CAMTC Certification. Indeed, the new processes have drastically decreased processing time for new certifications from a median time of 66 days in January 2018 to 11 days in April 2018. We appreciate schools that respond quickly to these transcript deficiencies and work to avoid them in the future.



MBLEx SCORES

Procedures section 5.H. requires a CAMTC Approved School's passage rate for first-time test takers of CAMTC approved exams to not be lower than 10 percentage points below the national average passage rate for the previous calendar year. Schools that do not achieve the required passage rate for 2 consecutive calendar years or show significant improvement from one year to the next, may be subject to disciplinary action. CAMTC has approved several exams. However, the MBLEx is the most commonly taken. For the 2017 calendar year, FSMTB reports a national average passage rate of 72.9% for first-time test takers. This means that a CAMTC Approved School must have a passage rate of 62.9% to remain in compliance.

Overall, CAMTC Approved Schools had an average first-time passage rate of 68.9%, well within the minimum requirement. While this number is 4% below the national average, it is a positive achievement. California has only required passage of a standardized exam for three years; most states have required such for much longer. This means that schools in those states have had a longer time to adapt their curriculum and test preparations. CAMTC Approved Schools have exceeded expectations for this first year of results and will likely continue to improve as schools falling below the minimum requirements bring up their passage rates.

APPLICATIONS FOR CHANGE

All approved schools and those applying for approval should submit an application for change preferably before the change goes into effect or, at maximum, within 30 days after the change has gone into effect. To submit these changes, schools should use the forms attached to the Application for Re-Approval found here: <https://www.camtc.org/schools/>

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.



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