



CALIFORNIA
MASSAGE THERAPY
COUNCIL

Board of Directors Meeting

AGENDA

February 20, 2020

Sheraton Gateway Los Angeles Hotel

Los Angeles, CA



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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

Board Members

Jeff Forman, Chairman, Appointed by the Office of the Chancellor of the California Community Colleges

Ronald Bates, Vice Chair, Appointed by League of California Cities

Michael Marylander, Treasurer, Appointed by Board

Allison Budlong, Secretary, Appointed by California Association of Private Postsecondary Schools

Michael Callagy, Appointed by California State Association of Counties

Mark Dixon, Appointed by Board

Shana Faber, Appointed by Board

Heather Forshey, Appointed by San Mateo County Department of Health

John Lambert, Appointed by American Massage Therapy Association, California Chapter

Bernadette Murray, Appointed by Associated Bodywork & Massage Professionals

Stephany Powell, Appointed by Journey Out, Anti-Human Trafficking Organization

Sean Thuilliez, Appointed by California Police Chiefs Association



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

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Sent and Posted: February 10, 2020

NOTICE OF PUBLIC MEETING

Thursday, February 20, 2020 -10:30 a.m.
Sheraton Gateway Los Angeles Hotel
6101 West Century Boulevard
Los Angeles, CA 90045
The Redondo 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 November 6, 2019 meeting
4. Closed session with CAMTC legal counsel pursuant to California Government Code Section 11126(e)
5. Report on outreach for appointment of city attorney position
6. Treasurer's report
 - Applications received
 - Financial statements
 - Conclusions
 - Comments/discussion on financial reports
7. 2020 budget

8. Employee benefits
9. Policies and Procedures for the Evaluation of Out of State Education
10. Proposed updated Board policy and procedure for evaluation of CEO
11. Legislator of the Year Award
12. Public comments regarding issues not on this agenda/suggested agenda items for future meetings
13. Audit Committee – update
14. Chief Executive Officer's report
 - 2019 strategic priorities – update
 - Operations
 - Finance
 - Outreach
15. Director of Governmental Affairs, Anti-Human Trafficking and IT's report
 - Local government update
 - Anti-Human Trafficking
 - Legislative updates
 - Certification and Application Management System
16. Director of Operations' report
 - Application Processing
 - Customer Service
17. Director of Educational Standards Division's report
 - School Status Updates
 - School Outreach
 - Looking Forward
18. Director of Law Enforcement Relations' report
 - Interaction with law enforcement agencies
 - Training
19. Outreach Director's report
 - Upcoming Events
 - Schools Outreach
 - Law Enforcement Outreach
 - Governmental Affairs Outreach

20. Items/suggestions from Board members for future meeting agendas

21. 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 Amenda Yang 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>



February 13, 2020

To: CAMTC Board of Directors

From: Ahmos Netanel, CEO

Subject: City attorney request for nominations announcement

Pursuant to a Board vote from November 6, 2019, staff sent the attached announcement to all publicly available email addresses of city attorneys in California. As of the date of this memo, no responses have been received. A similar memo with an extended deadline is currently displayed on CAMTC's website.



ANNOUNCEMENT

Seeking City Attorney Nominations

Pursuant to Business & Professions Code Section 4602(f)(11), the California Massage Therapy Council (CAMTC) shall appoint as one of its Board members “an attorney licensed by the State Bar of California, who has been practicing law for at least three years and who at the time of appointment represents a city in the state.” That position is currently open.

CAMTC Board members serve for 4-year terms. Board members are asked to attend a minimum of four meetings per year (two in Northern California and two in Southern California). Meetings generally take most of one business day, and the September meeting is a two-day event. Board members must have the time to prepare for meetings, attend meetings, and possibly serve on committees.

If you or someone you know is an appropriate nominee for this position, please submit a resume and a cover letter outlining the nominee’s interest in the position and qualifications to cityattorney@camtc.org no later than February 10, 2020.

Once the deadline for nominations has passed, a list of eligible nominees will be submitted to the Board.

Treasurer's Report December 31, 2019

Board Meeting: February 20, 2020

Applications Received and Re-Certifications Billed

The Number of Certificate Holders

The number of Active Certificate Holders is a meaningful measure of CAMTC's performance. While the total size of the market is unknown, some observers think that the strong economy, with many job opportunities in other areas, may have put downward pressure on the size of the massage therapist category.

In spite of the tight job market and the \$50 increase in fees for both New Certificate Holders and Recertifications, the number of Active Certificate Holders at year-end, 50,888, was somewhat above the 49,698 at the end of 2018. Although there has been year-to-year variation over time, CAMTC appears to be doing an effective job of attracting and retaining Certificate Holders.

The following table shows the number of certificate holders at year-end, beginning in 2012. The number of Active Certificate Holders has generally been higher in odd-numbered years, possibly because of the two-year renewal cycle:

DATE	NUMBER OF CERTIFICATE HOLDERS
31-Dec-19	50,888
31-Dec-18	49,698
31-Dec-17	51,038
31-Dec-16	46,801
31-Dec-15	51,499
31-Dec-14	49,997
31-Dec-13	44,750
31-Dec-12	35,214

New Applications and Re-Certifications

Seven thousand four hundred and forty-two (7,442) New Applications were received in 2019, higher than any time during the previous five years and well over twice the number in 2018.

While New Applications was up substantially, Recertifications Billed for 2019 was down, to 22,547 from 26,277 for 2018. This decline in Recertifications Billed is because fewer certifications expired during this period – not (as will be seen) because certificate holders are not re-certifying. This low level probably reflects the low levels of applications two years ago due to the now no-longer-required testing. An important issue is whether the jump in New Applications is also because of the absence of testing requirements. Regardless of the reason for the growth in New Applications, this segment of the market increased in importance in 2019.

Total Activity (29,989 New Applications and Recertifications) in 2019 was virtually unchanged from 2018 (29,809). Recertifications accounted for just 73% of the total activity, the lowest share in recent years. This decline was largely offset by the increase in New Applications.

Year	New Applications Received	Re-Certifications Billed	Total	Re-Certifications as a % of Total
2019	7442	22547	29989	75%
2018	3532	26277	29809	88%
2017	2340	23088	25428	91%
2016	4940	26624	31564	84%
2015	4160	21268	25428	84%
2014	12688	23452	36140	65%
2013	11388	12896	24284	53%
2012	10764	15392	26156	59%
2011	13728	2808	16536	17%
2010	13468	0	259	0%

Although the number of Recertifications Billed in 2019 was below 2018, the percent of those who were billed (Paid Recertifications), at 93% was the highest to date, exceeding the strong renewal rate of 87% in 2018. Most of those who are billed are remaining Active Certificate Holders.

	Recertifications Billed	Recertifications Paid	% Billed That Are Paid
2019	22547	20916	93%
2018	26277	22836	87%
2017	23079	18702	81%
2016	26632	21844	82%
2015	21309	16136	76%
2014	23484	18618	79%
2013	12913	9871	76%
2012	15368	11687	76%

Processing Time

The median number of days required to process and approve new applications (assuming no background or education issues) was 8 days in December 2019, a substantial shortening of time from the 13 days in 2018, which, at that time, was a substantial improvement over previous years.

What It All Might Mean

CAMTC has been effective in maintaining the level of Total Active Certificate Holders.

Although Recertifications is down, this appears to be, at least in part, because of the testing procedures set up in 2017 (and since modified). In 2019, most of those who were due for renewal did, in fact, renew. Therapists who were previously certified continue, for the most part to renew their certifications.,

New Applicants are accounting for a larger share of the Total Certificate Holders. With more New Applicants entering the market in 2019, this segment should be watched closely. Whether this is an aberration or an opportunity for CAMTC will be more accurately determined as this number is viewed over time.

Financial Statements

Statement of Functional Activities (Income Statement)

Overview Revenue, Expenses, and Net Income Relative to Budget and Prior Year

Both actual Revenue and Expenses for 2019 were close to Budget. Revenue was virtually identical and Expenses was down 4% from the budgeted amounts. However, this relatively small differences from Budget in Expenses, resulted in a considerable difference in Net Income: from the Budget; \$286,782 Actual vs. \$38,067 Budget.

Actual Revenue for 2019 was up 28% from the previous year while Expenses increased only 4%. The result was the previously noted profit in 2019 compared to a loss of \$775,419 in 2018.

SUMMARY OF FUNCTIONAL ACTIVITIES

Year Ended December 31

	2019		2018		Change in Actual from 2018
	Actual	Budget	Actual	Budget	
Total Revenue	\$5,890,503	\$5,892,439	\$4,597,348	\$4,017,148	28%
Total Expenses	\$5,603,721	\$5,854,372	\$5,372,767	\$6,121,640	4%
Net Income	\$286,782	\$38,067	(\$775,419)	(\$2,104,492)	

The following sections discuss the Revenues and expenses both in absolute terms and relative to the budget.

Revenue Detail

Total Revenue was, as noted, almost identical to Budget. All of the major sources of revenue were within 8% of their budgeted figures.

Re-Certifications – CY (Current Year) accounts for 66% of Total Revenue for 2019, with *New Certification Fees – CY* adding an additional 19%. These two sources, together, comprise 85% of Revenue, reflecting the accounting change that recognizes 88% of new fees at the time they are received.

Past Year Re-Certification Fees, accounts for an additional 5%; no other source exceeded 2%.

REVENUE, 2019			
	Actual	% of Total	Actual as a % of Budget
CERTIFICATION FEES			
New Certification Fees - CY	\$1,142,353	19.39%	92%
New Certification Fees - PY	\$56,747	0.96%	100%
Re-Certifications - CY	\$3,870,375	65.71%	103%
Re-Certifications - PY	\$285,802	4.85%	98%
Recertification Late Fees	\$117,165	1.99%	83%
Limited Recertification Fees	\$9,675	0.16%	2764%
Limited Recert Late Fees	\$9,540	0.16%	NA
Total CERTIFICATION FEES	\$5,491,657	93.23%	100%
Hearing Fees - Individuals	\$61,778	1.05%	87%
School Application Fees -	\$45,915	0.78%	108%
School Background Check Fees	\$8,200	0.14%	119%
School Hearing Fees	\$2,070	0.04%	28%
Interest and Other Income	\$33,157	0.56%	119%
Miscellaneous Fees	\$247,726	4.21%	96%
Total REVENUE	\$5,890,503	100.00%	100%

Expense Detail

Expenses were 4% below Budget.

CAMTC has modified the method of presenting Expenses. Rather than categorizing expenses in sub-accounts under nine major categories, 40 expense accounts are listed separately.

Fourteen (14) of those 40 accounts make up 88% of both actual and budgeted expenses for 2019. These fourteen accounts are shown in the table below in the order they are listed in CAMT's financial statements. Almost all of these major expenses were at or slightly below the budgeted amounts.

Application Processing, accounting for 33% of the total, is clearly the major expense category, followed by Legal, 10%, then by Paralegals, 8%, Legal in House, 7%, and Senior Management, 7%. Legal-related activity accounts for 24% of all expenses.

EXPENSES, 2019			
Account	Amount	% of Total	Actual as a % of Budget
Senior Management	\$456,664	8%	99%
Management	\$217,126	4%	102%
Field Investigators	\$203,628	4%	102%
School Inspectors	\$133,988	2%	100%
Legal In-house	\$351,483	6%	91%
Paralegals	\$442,727	8%	86%
Payroll Taxes	\$149,887	3%	96%
Benefits	\$107,489	2%	94%
Travel	\$101,140	2%	85%
Communications & Outreach	\$165,848	3%	102%
Banking/credit Card Fees	\$95,440	2%	104%
Certification/Mats/Print/Mail	\$116,660	2%	65%
Legal	\$551,483	10%	95%
Application Processing	\$1,850,974	33%	100%
Total of Above Expenses	\$4,944,537	89%	96%
Total All Expenses	\$5,603,721	100%	96%

Statement of Financial Position (Balance Sheet)

Overview

CAMTC is in a healthy financial position and is in a slightly stronger situation on December 31, 2019 than it was at the same time a year ago.

- Assets, which are composed primarily of cash or cash equivalents, are up \$119,796 to \$2,783,820.
- Liabilities are also up \$107,056 to \$896,385. However, almost all of this increase is because of a gain in deferred income from Certification and Recertification fees.
- Equity, at \$1,887,434, is up approximately \$13,000 from a year ago.

BALANCE SHEET, DECEMBER 31			
	2019		2018
Assets			
Current	\$2,609,747		\$2,195,838
Fixed	\$128,189		\$395,875
Other	\$45,884		\$72,310
Total Assets	\$2,783,820		\$2,664,024
Liabilities			
Current	\$807,915		\$692,434
Long term/Other	\$88,470		\$96,895
Total Liabilities	\$896,385		\$789,329
Equity	\$1,887,434		\$1,874,695
Total Liabilities and Equity	\$2,783,820		\$2,664,024

Conclusions

- The large increase in New Applications may suggest an opportunity. Whether the upsurge is an aberration resulting from the removal of testing

requirements or an indication of changes in the category should be closely watched over the next few months.

- The large percentage of therapists who recertify is encouraging, especially given the increase in fees.
- CAMTC continues to make meaningful improvements in the speed with which it processes applications.
- CAMTC is in a healthy financial position

Respectfully submitted by
Michael Marylander,
Treasurer
February 11, 2020



February 13, 2020

PROPOSED BUDGET - 2020

Presented by Ahmos Netanel, CEO

On November 6, 2019 the Board approved a preliminary budget for 2020. The attached updated proposed budget is based on actual 2020 starting cash (not projected). Key assumptions have been recalibrated, and it is presented with a comparison to actual financial results of 2019.

In trying to project revenues and expenses, we have taken a realistic approach. Therefore, I don't anticipate actual financial net results to exceed expectations the way they have in the past. For this budget, we reduced the projected number of new applications from 600 to 500 per month. The projected revenue from recertification was increased based on increasing recertification rate from 82% to 93%. This balanced budget projects a cash reserve at the end of 2020 equal to six months of annual operating expenses (Board goal has been three months).

CA Massage Therapy Council
Proposed 2020 Budget

	2019 Actual	Board & Committee	Education Standards/ Schools	Executive Staff	General Administrative	Outreach/ Marketing	BRD	Proposed 2020 Budget	\$ Change	% Change
4000 • REVENUE										
4100 • Certification Fees - Individual										
4110 • New Certification Fees - CY	1,142,353	0	0	0	1,089,000	0	0	1,089,000	-53,353	-5%
4115 • New Certification Fees - PY	56,747	0	0	0	101,184	0	0	101,184	44,437	78%
4120 • Recertification Fees - CY	3,870,375	0	0	0	4,295,590	0	0	4,295,590	425,215	11%
4125 • Recertification Fees - PY	285,802	0	0	0	341,436	0	0	341,436	55,634	19%
4130 • Recertification Late Fees	117,165	0	0	0	116,000	0	0	116,000	-1,165	-1%
4135 • Limited Recertification Fees	9,675							0	-9,675	-100%
4140 • Limited Recert Late Fees	9,540	0	0	0	2,000	0	0	2,000	-7,540	-79%
Total 4100 • Certification Fees - Individu	5,491,657	0	0	0	5,945,210	0	0	5,945,210	453,553	8%
4200 • Hearing Fees - Individuals	61,778	0	0	0	77,000	0	0	77,000	15,222	25%
4300 • APPLICATION FEES - SCHOOLS										
4310 • New Application Fees - CY	12,090	0	13,725	0	0	0	0	13,725	1,635	14%
4315 • New Application Fees - PY	1,635	0	1,688	0	0	0	0	1,688	53	3%
4320 • Reapplication Fees - CY	26,790	0	16,110	0	0	0	0	16,110	-10,680	-40%
4325 • Reapplication Fees - PY	5,400	0	6,080	0	0	0	0	6,080	680	13%
Total 4300 • APPLICATION FEES - SCH	45,915	0	37,603	0	0	0	0	37,603	-8,312	-18%
4400 • Background Check Fees - Schoo	8,200	0	6,560	0	0	0	0	6,560	-1,640	-20%
4500 • Hearing Fees - Schools	2,070	0	7,470	0	0	0	0	7,470	5,400	261%
4800 • Interest & Other Income	33,157	0	0	0	30,000	0	0	30,000	-3,157	-10%
4900 • Reprint, Verification, Name Chan	247,726	0	0	0	247,000	0	0	247,000	-726	0%
Total 4000 • REVENUE	5,890,503	0	51,633	0	6,299,210	0	0	6,350,843	460,340	8%
Expense										
5000 • Salaries										
5010 • Sr. Management	456,664	0	0	517,255	0	0	0	517,255	60,591	13%
5020 • Management	217,126	0	110,704	0	0	0	114,054	224,758	7,632	4%
5030 • Outreach Director	78,806	0	0	0	0	82,849	0	82,849	4,043	5%
5040 • Field Investigations	203,628	0	0	0	0	0	251,956	251,956	48,328	24%
5050 • School Inspectors	133,988	0	139,547	0	0	0	0	139,547	5,559	4%
5060 • Hearing Officers	38,703	0	13,723	0	0	0	0	13,723	-24,980	-65%

CA Massage Therapy Council Proposed 2020 Budget

	2019 Actual	Board & Committee	Education Standards/ Schools	Executive Staff	General Administrative	Outreach/ Marketing	BRD	Proposed 2020 Budget	\$ Change	% Change
5070 • Legal In-House	351,483	0	0	0	0	0	293,681	293,681	-57,802	-16%
5080 • Paralegals	442,727	0	0	0	0	0	484,112	484,112	41,385	9%
Total 5000 • Salaries	1,923,125	0	263,974	517,255	0	82,849	1,143,803	2,007,881	84,756	4%
5100 • Payroll Taxes	149,887	0	21,100	41,400	0	6,600	91,500	160,600	10,713	7%
5200 • Benefits	107,489	0	20,721	108,431	0	6,641	91,139	226,932	119,443	111%
5300 • Workers' Compensation Insurance	17,943	0	2,400	4,700	0	700	10,300	18,100	157	1%
5400 • Payroll Services	10,219	0	1,600	3,200	0	500	7,100	12,400	2,181	21%
6110 • Travel	101,140	24,174	7,548	12,648	5,304	36,924	15,402	102,000	860	1%
6120 • Meetings	34,910	43,000	1,300	0	0	0	0	44,300	9,390	27%
6140 • Cell Phones/Land Lines/Fax	28,693	0	4,140	0	8,720	1,380	14,760	29,000	307	1%
6160 • Communications & Outreach	178,652	0	0	0	0	198,000	18,000	216,000	37,348	21%
6170 • Office Supplies	24,248	1,175	1,975	13,350	5,925	450	2,125	25,000	752	3%
6180 • Office Furniture/Equipment	0	0	0	0	1,000	0	0	1,000	1,000	100%
6190 • Rent	27,372	0	0	28,000	0	0	0	28,000	628	2%
6200 • Printing/Copying	43,517	0	7,260	515	34,650	0	23,575	66,000	22,483	52%
6230 • Postage/Mailing	18,391	312	76	0	15,542	80	3,491	19,500	1,109	6%
6240 • Dues/Subscriptions/Licenses	40,502	0	0	1,890	42,075	185	851	45,000	4,498	11%
6250 • Insurance-D&O/E&O/GL	43,293	0	0	0	56,000	0	0	56,000	12,707	29%
6260 • Banking/Credit Card Fees	95,440	0	0	0	111,000	0	0	111,000	15,560	16%
6270 • On/Off-Site Storage	4,627	0	0	0	4,700	0	0	4,700	73	2%
6290 • Certification/Mat's/Print/Mail	116,660	0	0	0	117,000	0	0	117,000	340	0%
6300 • Database Development	14,182	0	0	0	217,000	0	0	217,000	202,818	1430%
6310 • Database Maintenance	53,058	0	0	0	86,500	0	0	86,500	33,442	63%
6320 • Conference Calls	7,606	0	476	536	0	901	6,588	8,500	894	12%
6340 • Legal	551,483	0	119,880	0	99,900	0	335,220	555,000	3,517	1%
6350 • Court Record Fees	119	0	0	0	500	0	0	500	381	319%
6350 • Staff Training	3,145	0	0	0	10,000	0	0	10,000	6,855	218%
6410 • School Background Checks	6,450	0	6,560	0	0	0	0	6,560	110	2%
6430 • Application Processing	1,850,974	0	0	0	1,754,000	0	0	1,754,000	-96,974	-5%
6450 • Accounting/Tax/Audit	34,990	0	0	0	38,000	0	0	38,000	3,010	9%

CA Massage Therapy Council Proposed 2020 Budget

	2019 Actual	Board & Committee	Education Standards/ Schools	Executive Staff	General Administrative	Outreach/ Marketing	BRD	Proposed 2020 Budget	\$ Change	% Change
7900 • Depreciation Expense	6,000	0	0	0	2,760	0	0	2,760	-3,240	-54%
7999 • Miscellaneous	6,406	0	0	0	1,000	0	0	1,000	-5,406	-84%
8000 • Miscellaneous Contingencies	103,200	0	0	0	185,000	0	0	185,000	81,800	79%
Total Expense	5,603,721	68,661	459,010	731,924	2,796,576	335,209	1,763,853	6,155,233	551,512	10%
Net Income	286,782	-68,661	-407,377	-731,924	3,502,635	-335,209	-1,763,853	195,610	-91,172	-32%
Starting Cash	2,200,230							2,609,747		
Cash Received	5,904,038							6,440,268		
Cash Expended	5,494,521							5,967,473		
Ending Cash	2,609,747							3,082,542		

RESOLUTION OF

CALIFORNIA MASSAGE THERAPY COUNCIL

WHEREAS, the California Massage Therapy Council ("the Employer") a 501(c)(3) organization in the State of California hereby consents to the adoption of the following resolutions and certifies that such resolutions have not been modified or rescinded.

WHEREAS, at a properly called and noticed Board meeting on February 20, 2020, the Board of Directors of Employer resolved and ratified as follows:

RESOLVED and ratified, that effective January 1, 2020 the Employer adopted and established the California Massage Therapy Council 403(b) Plan ("the Plan") in compliance with the terms and provisions of the Section 403(b) of the Internal Revenue Code.

RESOLVED, that effective January 1, 2020 the Employer appoints California Massage Therapy Council ("the Plan Administrator") as the Plan Administrator and delegates the administrative duties and responsibility as noted in the terms and conditions set forth in the service agreements executed by the parties. As evidenced in this agreement, the Plan Administrator shall have all the powers, discretion and authority to administer the Plan as the Plan Administrator to the extent specified in the Plan.

RESOLVED, that the California Massage Therapy Council 403(b) Plan as established and adopted on January 1, 2020, is hereby ratified by Employer and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more counterparts of the Plan.

RESOLVED, that the Plan shall consist of the Adoption Agreement, the DATAIR Section 403(b) Base Plan, Administrative Addendum and Administrative and Funding Addendum.

RESOLVED, that the Plan Expense Policy presented to the Board of Directors is hereby adopted and approved with an effective date of January 1, 2020 for delivery to each employee.

RESOLVED, that the Loan Policy presented to the Board of Directors is hereby adopted and approved with an effective date of January 1, 2020 for delivery to each employee.

RESOLVED, that the Plan Administrator shall act as soon as possible to notify employees of the Employer of the adoption of the Plan by delivering to each employee a summary of the Plan's provisions and a list of current and former Vendors approved under the Plan.

IN WITNESS THEREOF, the undersigned further certifies that the California Massage Therapy Council 403(b) Plan was duly adopted, effective January 1, 2020, in the form attached hereto as Exhibits A, B, C, D and E respectively are true copies of the California Massage Therapy Council 403(b) Plan Adoption Agreement, Base Plan, Administrative Addendum and Administrative and Funding Addendum, Plan Expense Policy and Loan Policy approved and adopted in the above resolutions.

Dated: _____

CALIFORNIA MASSAGE THERAPY COUNCIL

Jeff Forman, Ph.d, Board Chairman

RESOLUTION OF
CALIFORNIA MASSAGE THERAPY COUNCIL

WHEREAS, California Massage Therapy Council ("the Employer") a 501(c)(3) organization in the State of California hereby consents to the adoption of the following resolutions and certifies that such resolutions have not been modified or rescinded.

WHEREAS, the Employer hereby adopts and approves this Resolution at the February 20, 2020 Board meeting.

RESOLVED, that the Employer shall allocate no more than a total of \$_____ (divided among all eligible employees) as an employer contribution for the Plan year 2020.

RESOLVED FURTHER, that the Chairman and Vice Chairman of the Board (in consultation with the CEO and General Counsel) are authorized to determine the allocation of the total employer contribution either as an employer matching contribution and/or employer non-elective contribution, and to determine the allocation among eligible employees.

IN WITNESS THEREOF, the undersigned further certifies that the above is approved and adopted in the above resolutions.

Dated: _____

CALIFORNIA MASSAGE THERAPY COUNCIL

Jeff Forman, Ph.d, Chair



POLICIES AND PROCEDURES FOR EVALUATION OF OUT-OF-STATE EDUCATION

The California Massage Therapy Council ("CAMTC") hereby adopts the following policies and procedures for the evaluation of out-of-state education, pursuant to California Business and Professions Code sections 4600 et. seq. (hereinafter the "Massage Therapy Act").

In order for CAMTC to accept massage education from an out-of-state school, it must meet the requirements in the Massage Therapy Act. Business and Professions Code section 4601(a) provides:

"Approved school" or "approved massage school" means a school approved by the council that meets minimum standards for training and curriculum in massage and related subjects, that meets any of the following requirements, and that has not been otherwise unapproved by the council:...(5) *Is a school requiring equal or greater training than what is required pursuant to this chapter **and is recognized by the corresponding agency in another state or accredited by an agency recognized by the United States Department of Education.*** (Emphasis added.)

Business and Professions Code section 4604(a)(6) also provides:

If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for *comparable academic work* completed by an applicant in a program outside of California. (Emphasis added.)

This means that in order for CAMTC to accept education from an out-of-state school:

- The school must be recognized by a corresponding agency in another state (a state's massage board, overseer of private postsecondary education, or department of education) or accredited by an agency recognized by the U.S. Dept. of Education; AND
- The school must require equal or greater training than what is required for certification; AND

- The education provided must be comparable academic work (meaning it is the same as or greater than education provided by a CAMTC Approved School).

If a school is not recognized by a corresponding agency in another state or accredited by an agency recognized by the U.S. Dept. of Education, then CAMTC cannot accept the education for certification purposes. If the school does not require equal or greater training than what is required for CAMTC Certification, then CAMTC cannot accept the education for certification purposes. If the academic work is not comparable to education received at a CAMTC Approved School, then CAMTC cannot accept the education for certification purposes. Applicants who submit education from these schools will be notified by email or in writing that the education cannot be used for certification.

Out-of-state education completed at a school that is recognized by a corresponding agency in another state or accredited by an agency recognized by the U.S. Dept. of Education will be considered on a case-by-case basis to determine whether the school provides equal or greater training than what is required for certification and whether it is comparable academic work, unless the school has been determined in accordance with these procedures to be a school that does not provide comparable academic work.

PROCEDURES FOR OUT-OF-STATE SCHOOLS THAT DO NOT PROVIDE COMPARABLE ACADEMIC WORK

1. CAMTC may determine, in its sole discretion, that overall, a specific out-of-state school does not provide comparable academic work. In this case, CAMTC will not accept any education completed at the school. If this determination is made, transcripts will not be considered on a case-by-case basis and, instead, applicants will be informed that CAMTC cannot accept any education completed at the school.

2. CAMTC may decide that an out-of-state school does not provide comparable academic work for any of the reasons listed in CAMTC's Policies and Procedures for Approval of Schools, section 6. Previous acceptance of education from a school does not prejudice a later decision that the school does not provide comparable academic work. CAMTC will notify the school, in writing, of its decision that the school does not provide comparable academic work, the reasons for that decision, and that CAMTC cannot accept any education completed at the school. A school may challenge the decision that it does not provide comparable academic work by complying with the following procedures:

- a. Notify CAMTC, in writing, within 30 days of the date that the letter to the school was sent, that it has decided to challenge the decision that the school does not provide comparable academic work and whether or not it is requesting the opportunity to make an oral statement before CAMTC's Board of not more than 20 minutes.

b. Provide to CAMTC, within 30 days of the date that the letter was sent to the school notifying it that the school does not provide comparable academic work, all documents, written statements, and any other evidence or materials it would like the Board consider.

1. If an oral statement before the Board is timely requested, the school will have the opportunity to make a no longer than 20-minute statement.

2. If no oral statement is timely requested, the Board will consider the challenge on the documents, evidence, and written materials timely submitted.

3. The school will be notified, in writing, within 90 days after the Board renders its decision, of the final outcome of the challenge to the designation of the school as an out-of-state school that does not provide comparable academic work. The decision of the Board shall be final.

c. If the school fails to timely notify CAMTC in writing of its challenge to the designation of the school as one that does not provide comparable academic work, CAMTC's decision will stand.

d. Schools designated as out-of-state schools that do not provide comparable academic work will be listed on CAMTC's website as such, and CAMTC will not accept education from these schools for certification purposes.

**Proposed Updated CAMTC Board Policy and Procedure for Annual
Evaluation of the Chief Executive Officer (CEO)**

February 11, 2020

TO: California Massage Therapy Council Board of Directors

FROM: Bernadette Murray CAMTC CMT #222 | CAMTC Director

RE: Proposed Updated CAMTC Board Policy and Procedure for Annual Evaluation of the Chief Executive Officer (CEO)

Proposal Synopsis: Amend the current language of the policy on Senior Staff Annual Evaluation Procedure and rename as CAMTC Board Policy and Procedure for Annual Evaluation of the Chief Executive Officer (CEO).

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

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

The Senior Staff Annual Evaluation Procedure policy was approved March 15, 2011. Please see full text of language on page 3 of this memo.

A short description of why the policy should be changed:

The language of this policy is inconsistent with later policies approved by the Board and has not been updated to match changes in the organizational chart. While best practices in board governance regarding the importance and value of an Annual Evaluation of the CEO by the Board of Directors remain consistent, the organizational chart of CAMTC has changed in the intervening nine years since this policy was first adopted. There is no Chief Operating Officer (COO) so the Board only evaluates the CEO.

As CAMTC embarks upon our second decade, the proposed updated policy is intended to support the maintenance of a close working relationship between the CEO and all Board members as required in the CEO job description¹ while simultaneously documenting that the Board is duly and diligently fulfilling its oversight responsibility to hold the CEO accountable for achieving organizational results- within legal, ethical and budgetary boundaries- that accomplish the strategic priorities approved by the Board.

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

¹ CEO Job Description pp82-85 April 4, 2019 Board Packet
<https://www.camtc.org/media/1624/2019-0404-camtc-board-packet.pdf>

*From CAMTC Employee Handbook p.19 (page 117 of linked Board Packet²)
Highlight added.*

PERFORMANCE EVALUATIONS

CAMTC reserves the right to periodically review your performance and discuss the review with you in private. Performance evaluations may include factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluation is designed to help you become aware of the progress you are making and of the areas in which you need to improve. Generally, your review will be conducted by your immediate supervisor. **The CEO's review will be conducted by CAMTC's Board of Directors.** Nothing in this section shall require that an employee's salary/wages be adjusted based upon his or her review. While salary/wage adjustments are in part determined by employee performance, CAMTC, in its full discretion, may award, or not award, salary/wage adjustments.

The fiscal impact the proposed change may have on CAMTC and certificate holders and applicants: **None**

Potential pros and cons if the new policy is adopted:

Pros:

- **Written evaluation between Board of Directors and CEO to clarify expectations and provide constructive feedback as to any areas of performance that may require improvement as well as to note areas of progress (or stasis) compared to prior evaluation.**
- **Consistency and alignment between this policy and other Board approved policies and contractual obligations.**

Cons:

- **May require more time for Board discussion and deliberation to generate consensus allowing the Board to “speak in one voice” when sharing written feedback with CEO.**

The impact on current certificate holders and applicants:

Neutral in that no new fees or requirements are being placed upon these stakeholders.
Positive in that the Board is being proactive about reviewing and updating policy essential to transparency and accountably regarding a widely and frequently scrutinized duty of the Board.

A suggested date for the change to be implemented: **March 1, 2020**

² November 11, 2019 https://www.camtc.org/media/1686/2019-0911_camtc_board_packet-final.pdf

Current policy language Approved 3/15/11

Senior Staff Annual Evaluation Procedure

Who is evaluated? – CEO and COO. They will evaluate employees who report to them.

A. Who does the evaluations?

- a. Entire Board and other senior personnel who work closely with the CEO and COO
- b. The CEO and COO prepare their own self-evaluations, using the same forms, as well as updates to their job descriptions.

B. Instruments for review

- a. Evaluation form
- b. Existing job description
- c. Board determined goals for past 12 months
- d. CEO and COO updated reports of actual job description
- e. Focus on performance against existing and actual job descriptions and success in achieving Board determined goals for that time period.

C. Who compiles

- a. Legal counsel assistant will compile by averaging each item and preparing in spreadsheet form with comments. All responses will be kept anonymous(i.e. neither senior staff nor other board members will know who said what)

D. Review with Senior Staff

- a. The two board members who work closest³ with senior staff will review the Board evaluations, including comments along with the job descriptions and staff self evaluations.
- b. These Board members will meet with senior staff to discuss results, revisions to job descriptions, managerial structure, as well as staff expectations for future compensation.
- c. Staff will sign off on their job descriptions.

E. The assigned directors will do a summary presentation to the Board in closed session, with Q&A. They will recommend salary adjustments and bonuses if appropriate.

F. Senior staff will be invited into the Board meeting as needed for Q&A.

G. Guidelines for determining compensation adjustments

- a. Staff expectation
- b. Cost of living increase based on inflation
- c. Bonus based on performance
- d. Possible small salary increase and bonus
- e. Consideration of what it takes to retain staff/morale

H. Performance evaluations do not guarantee a bonus or an adjustment in salary. Bonuses and salary adjustments are always in the sole discretion of the Board.

³ This wording conflicts with language in CEO Job Description of “working closely with all Board members”

Proposed language:**CAMTC Board Policy and Procedure for Annual Evaluation of
the Chief Executive Officer (CEO).**

Purpose: This policy is intended to provide for an annual evaluation procedure that supports a close working relationship between the CEO and all Board members while simultaneously documenting that the Board is duly and diligently fulfilling its oversight responsibility to hold the CEO accountable for achieving organizational results- within legal, ethical and budgetary boundaries- that accomplish the strategic priorities approved by the Board.

Section A: Board Evaluation Procedure

1. The Board as a whole shall meet in a closed session⁴ scheduled in conjunction with either the Q2 or Q3 Board Meeting to evaluate the CEO based upon the factors in section B below.
2. The Board may invite the CEO to a portion of the closed session to answer questions or to discuss any elements of the CEO job description that either the Board or the CEO would like to be considered for changes or modifications. No such changes or modifications shall be made without both Board approval and CEO agreement.
3. The Board shall through consensus note:
 - a. any aspects of the CEO's performance that require improvement and specify actions necessary
 - b. Progress (or stasis) of any aspects identified in prior CEO evaluation
 - c. Alternately, if the Board is unable to reach consensus, then a vote by a majority of directors present shall be used to determine these.
4. Subsequent to this determination, the Board shall by majority vote and within the parameters set by the contract between CAMTC and the CEO decide:
 - a. Whether to approve a discretionary increase to the CEO base salary
 - b. And if approved the amount of increase
5. The Board shall direct that a written evaluation document stating the determinations by the Board and basis thereof :
 - a. Be drafted by General Counsel and
 - b. Reviewed, approved and signed by the Chair and Vice Chair no later than September 30
 - c. And submitted to the CEO and all other Board members no later than October 15.

⁴ As per CA Government Code Section 11126(a)

Section B: Factors and Data Included CEO Evaluation

1. The Board shall consider in its evaluation of the CEO:
 - a. Board Approved Strategic Priorities for prior and current period
 - b. Alignment between implementation and execution by organizational staff (tactics and means) and Board Approved Strategic Priorities along with measurable impact in fulfilling the mission of CAMTC
 - c. Financial condition of organization current and 12-24 months projected
 - d. CEO Job Description:
 - i. Board Interaction
 - ii. Internal Relationships
 - iii. External Relationships
 - iv. General Management
2. The Board may consider in its evaluation of the CEO:
 - a. Responses to Stakeholder Surveys including but not limited to Customer Satisfaction Surveys

California Massage Therapy Council's
2019 LEGISLATOR OF THE YEAR
ASSEMBLYMEMBER ED CHAU



FEBRUARY 20, 2020 @ 1:30PM

SHERATON GATEWAY LOS ANGELES HOTEL
6101 W. CENTURY BLVD., LOS ANGELES, CA 90045
IN THE REDONDO ROOM

“ Assemblymember Chau proved that it is possible to write legislation that protects consumers and, at the same time, recognizes legitimate schools and the rights for hardworking, dedicated students entering the important profession of massage therapy. ”

-Ahmos Netanel, CEO, California Massage Therapy Council





CEO REPORT

February 13, 2020

To: CAMTC Board of Directors

From: Ahmos Netanel, CEO

Subject: 2019 in review

The 10th year of CAMTC's existence, 2019, was another busy year. Staff was on the road extensively, hosting/attending stakeholders' meetings and industry events as well as presenting at multiple conferences. We processed 25,380 applications and handled more than 50,000 calls and emails through our customer service representatives. We ended the year with a cash position of \$2,609,747 which exceeded expectations by \$455,281.

All of the 2019 Strategic Objectives were met:

In preparation for the 2019-2020 Sunset review, CAMTC prioritized all organizational functions for a successful outcome for the Sunset review. Specifically, the continuation of CAMTC as a nonprofit organization, implementing a state-wide voluntary certification program for massage professionals and approval of educational programs. Sunset review was the highest priority for CAMTC in 2019. Staff completed and presented a draft of the Sunset review report to the Board within 45 days of the receipt of the Sunset questionnaire (the goal was 120 days) and submitted the final Sunset review report to the legislature before the deadline. The report is publicly posted on CAMTC's website.

CAMTC has always taken accountability seriously. To ensure that stakeholders can review CAMTC's progress towards meeting its disciplinary goals and targets, we continued to implement a transparent system of performance measurement. These metrics are accessible and posted publicly on CAMTC's website on a quarterly basis. In

addition to reporting cycle time, in 2019 we also tracked and reported total case volume for each metric. The 2019 disciplinary performance metrics are attached.

Staff evaluated the feasibility of CAMTC developing and administering its own exam and reported to the Board that at this point such an initiative is not feasible.

CAMTC implemented the findings of CAMTC's assessment of contact with non-English speakers. Based on this assessment, CAMTC now offers in Chinese its publicly available written and electronic materials provided to certificate holders and applicants when CAMTC determines that such materials are used by a substantial number of non-English speakers who are in contact with CAMTC. This does not apply to examinations, denial and disciplinary legal documents and communications, or email communications.

As part of CAMTC's outreach to schools and students we developed an easy to access and understand brochure about CAMTC's processes as they relate to students and school approvals. Five thousand copies of the English version and 5,000 copies of the Chinese version (attached) are being widely distributed as well as posted on CAMTC's website.

PERFORMANCE METRICS – Four Quarters 2019

PM1 – VOLUME

TOTAL NUMBER OF COMPLAINTS RECEIVED – ALL (actionable and non-actionable)

FIRST QUARTER 2019: 41 complaints received on average per month.

SECOND QUARTER 2019: 48 complaints received on average per month.

THIRD QUARTER 2019: 52 complaints received on average per month.

FOURTH QUARTER 2019: 46 complaints received on average per month.

PM1.1 – VOLUME – CERTIFICATE HOLDERS

TOTAL NUMBER OF COMPLAINTS RECEIVED AGAINST CERTIFICATE HOLDERS

FIRST QUARTER 2019: 20 complaints against certificate holders received on average per month.

SECOND QUARTER 2019: 32 complaints against certificate holders received on average per month.

THIRD QUARTER 2019: 37 complaints against certificate holders received on average per month.

FOURTH QUARTER 2019: 31 complaints against certificate holders received on average per month.

PM 1.2 – VOLUME – CERTIFICATE HOLDERS – COMPLAINTS FROM LAW ENFORCEMENT

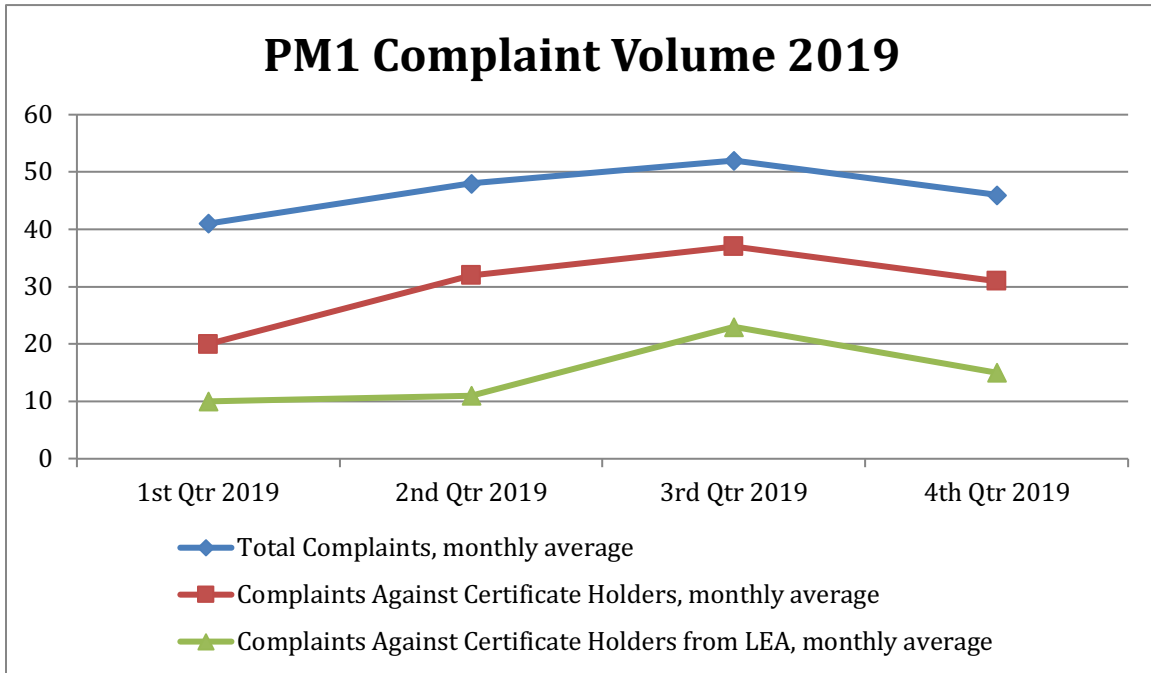
Total number of complaints received against certificate holders from law enforcement agencies or government agencies with the responsibility to regulate massage. Does not include complaints against those who are not certified.

FIRST QUARTER 2019: 10 complaints from LEA received against certificate holders on average per month.

SECOND QUARTER 2019: 11 complaints from LEA received against certificate holders on average per month.

THIRD QUARTER 2019: 23 complaints from LEA received against certificate holders on average per month.

FOURTH QUARTER 2019: 15 complaints from LEA received against certificate holders on average per month.



PM2 – INTAKE – ALL COMPLAINTS

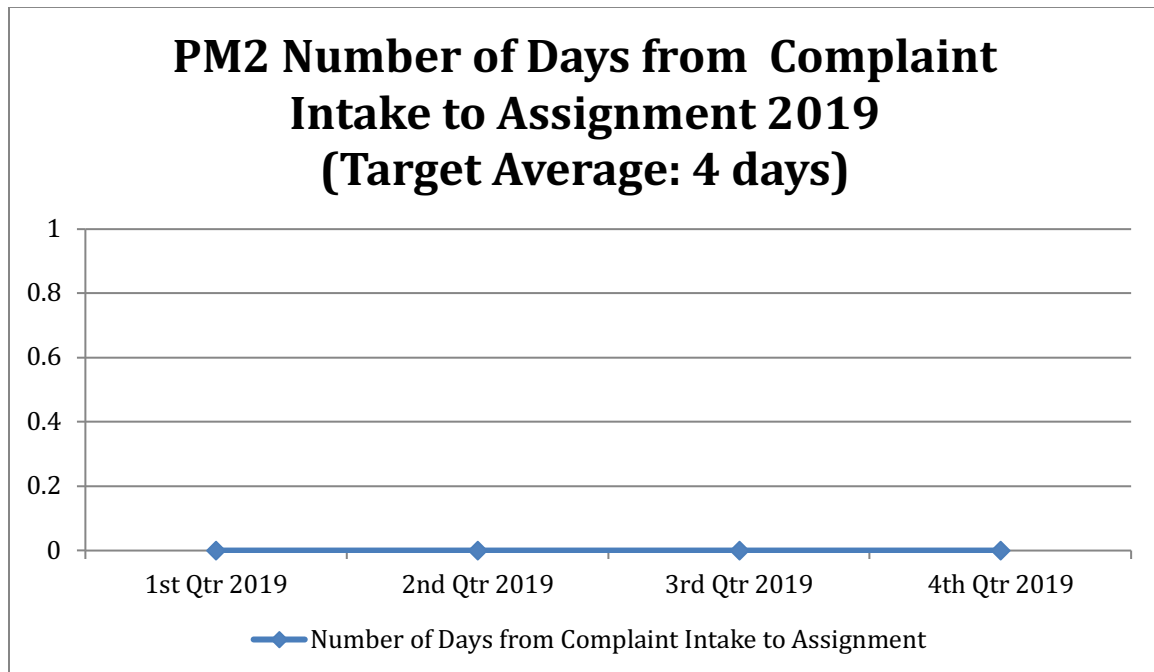
Number of days from when a complaint is received to when it is sent to an investigator. All complaints received are immediately forwarded to an investigator.

FIRST QUARTER 2019: 0 days to assignment.

SECOND QUARTER 2019: 0 days to assignment.

THIRD QUARTER 2019: 0 days to assignment.

FOURTH QUARTER 2019: 0 days to assignment.



PM3 – INTAKE AND INVESTIGATION

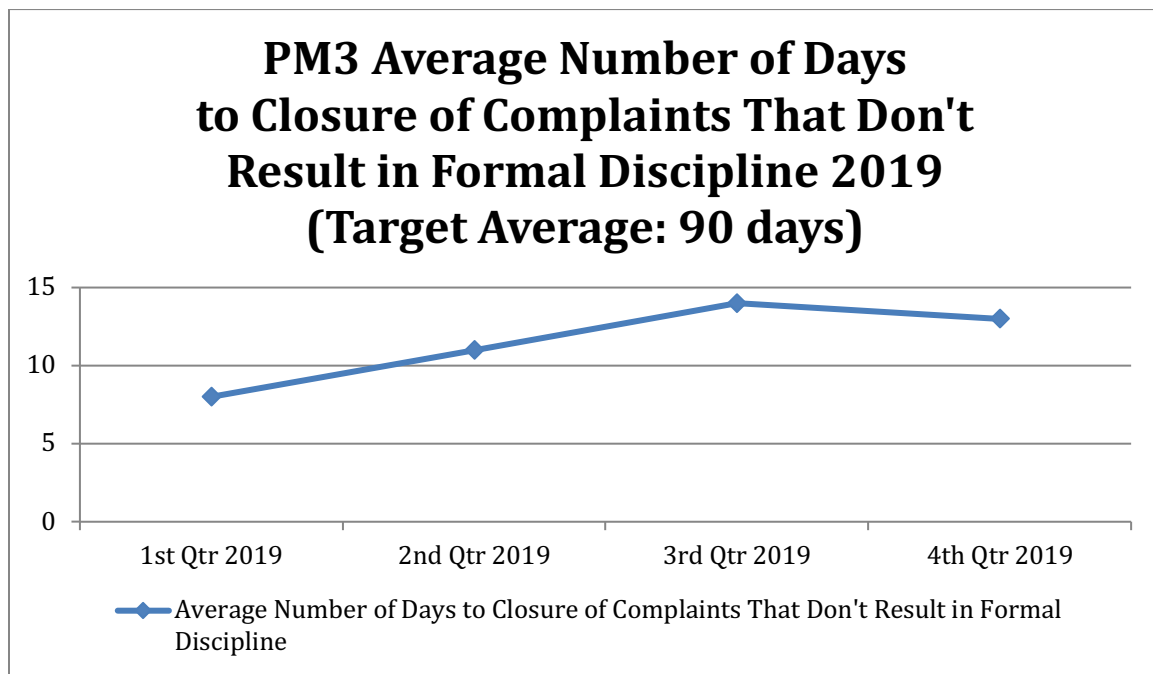
Average time in days from date complaint was received to date complaint was resolved/closure of the investigation process. This number includes ALL complaints, not just those against Certificate Holders, which are resolved prior to being referred to Legal for formal discipline. It does NOT include cases against certificate holders sent to Legal for formal discipline (proposed revocation, suspension, or imposition of probationary conditions).

FIRST QUARTER 2019 (68 complaints resolved): 8 days is the average number of days to closure.

SECOND QUARTER 2019 (42 complaints resolved): 11 days is the average number of days to closure.

THIRD QUARTER 2019 (43 complaints resolved): 14 days is the average number of days to closure.

FOURTH QUARTER 2019 (52 complaints resolved): 13 days is the average number of days to closure.



PM4 – FORMAL DISCIPLINE AGAINST CERTIFICATE HOLDERS

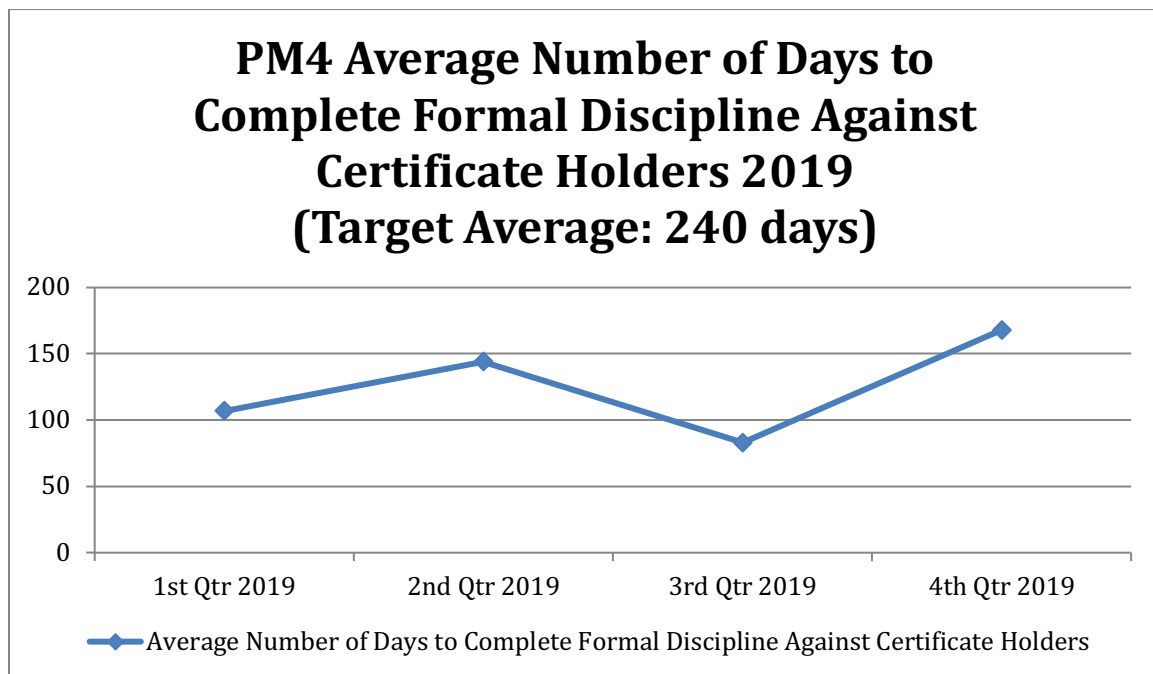
Average number of days to complete the entire disciplinary process against certificate holders for cases resulting in formal discipline by CAMTC. Formal discipline includes permanent revocation, revocation, suspension, and imposition of probationary conditions. Average number of days is calculated from date of intake to final date of disciplinary action.

FIRST QUARTER 2019 (73 actions): 107 days is the average number of days from intake to final date of formal discipline.

SECOND QUARTER 2019 (66 actions): 144 days is the average number of days from intake to final date of formal discipline.

THIRD QUARTER 2019 (68 actions): 83 days is the average number of days from intake to final date of formal discipline.

FOURTH QUARTER 2019 (83 actions): 168 days is the average number of days from intake to final date of formal discipline.



IMPORTANT!!!

Please read this brochure in its entirety to help you avoid problems and consequences that can arise from not following CAMTC Certification protocols.

As a student, your path to successfully becoming a CAMTC Certified Massage Therapist is one of commitment, study and hours of practice.

This brochure details the necessary steps you must take, and the pitfalls you must avoid, to help you stay out of trouble and make your professional goals come true.

Send any questions or concerns regarding questionable school behavior to: info@camtc.org

We at CAMTC wish you success as you work towards becoming a Certified Massage Therapist.



California Massage Therapy Council
One Capitol Mall, Suite 800
Sacramento, CA 95814

www.camtc.org

Email info@camtc.org
Phone (916) 669-5336
Fax (916) 669-5337

Attention
Massage Students



Does Your Education
Qualify You For
CAMTC Certification?



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.

Step 1



- **Attend a CAMTC Approved Massage Program in California.** CAMTC may not approve all programs, courses, and hours at a school. Visit the “Approved” list at:

www.camtc.org/schools-info-find-a-school/

- If your program is not listed, then check the “Provisionally Approved” list. Provisional approval means that a program meets certain basic CAMTC requirements, but has not yet been fully approved by CAMTC. Students cannot use education from provisionally approved schools until the school’s approval is final, if approved.
- If your massage program is not listed, you generally cannot use your massage education for Certification unless it meets one of the following exceptions:
 - Your school is currently closed and CAMTC’s closed school policies were met (see www.camtc.org/schools-info-find-a-school/).
 - Your school is an out-of-state school that provides equivalent education (as determined by CAMTC).

Step 2



- Make sure your education meets the following requirements:
- **You must complete a minimum of 500 hours at a CAMTC Approved**

Program. Hours that are not part of the CAMTC Approved Program, including continuing education courses, cannot be accepted.

- Of those 500 hours, **you must complete a minimum of 100 hours of core curriculum subjects** as follows: 64 hours of Anatomy and Physiology, 13 hours of Contraindications, 5 hours of Health and Hygiene, and 8 hours of Business and Ethics.

- **A CAMTC-qualified instructor must actively supervise ALL 500 hours.** “Actively supervised” means that a qualified instructor should always be present in the classroom and should always be leading the instruction.

- **You must personally attend, and actively participate in, ALL 500 hours.** Friends and other people cannot take the class in your place or sign you in and out. You cannot sign in, leave, and come back at a later time. You cannot sleep or otherwise be distracted, such as by using your phone.

Engaging in these practices is considered to be fraud and may result in denial of your application for Certification, even if your school’s program is approved.

- **CAMTC does not accept online or distance learning hours,** including but not limited to, externships, off-site clinics, homework, self-study, or credits through challenge examinations, achievement tests, or experiential learning.

- For CAMTC to consider your hours, **a qualified instructor MUST regularly administer written and practical hands-on exams** to test your knowledge and skills.

You must personally **take and pass** these exams. Other people may not take these exams for you. If you fail or cheat on an exam, CAMTC will not accept the hours of subject matter related to the exam and may deny your Application for CAMTC Certification.

- **A minimum of 250 hours of the 500 hours must be in the supervised instruction of hands-on massage.**

- **CAMTC does not accept more than 75 hours of student clinic.** Like all of the required 500 hours, a qualified instructor must actively supervise student clinic hours. A qualified instructor must check-in, observe, and provide feedback regularly before, during, and after each session.

- **CAMTC does not accept more than 10 hours of education completed per day or 40 hours of education completed in any seven-day period.**



Step 3

- **Review a copy of your Official Transcript** BEFORE your school submits it to CAMTC.

- **Verify that you have attended all hours and courses listed on the transcript.**

YOU are responsible for YOUR education. Follow these steps to make sure YOUR EDUCATION qualifies for CAMTC Certification.



重要!!!

为了避免因违反 CAMTC 认证程序规定而带来的不利和影响，
请完整阅读此手册。

作为一名学员，顺利地成为一名 CAMTC 认证按摩治疗师需要的是决心、学习和不断地练习。

本手册给您列出了必要的步骤和要避免的陷阱，来协助您顺利实现您的职业目标。

如对可疑学校的行为有任何问题或疑问，请联系：info@camtc.org。

CAMTC 在此祝您在成为认证按摩治疗师的路上一切顺利。



California Massage Therapy Council
One Capitol Mall, Suite 800
Sacramento, CA 95814

www.camtc.org

电子邮箱 info@camtc.org
电话 (916) 669-5336
传真 (916) 669-5337

按摩学员
请注意



您的学历
是否资格获得
CAMTC 认证?



加州按摩治疗委员会的任务是通过给符合法律要求的加州职业按摩技师进行认证以及批准达到最低要求的按摩培训和系统课程，进而来保护大众。

v2/2020

第 1 步 • 参加 CAMTC 在加州批准的

按摩课程。CAMTC 可能不批准所有的课程、学科或课时。“批准”的学校名单请参见：
www.camtc.org/schools-info-find-a-school/。

- 500 小时中，您必须完成最低 100 小时基础课程的学习，课程如下：解剖学和生理学 64 小时，禁忌症 13 小时，健康卫生 5 小时，商业伦理 8 小时。

- 如果您的课程不在名单上，请参见“暂定批准”名单。暂定批准是指满足 CAMTC 基本要求但尚未被 CAMTC 完全批准的课程。在学校获得最终批准之前，学员无法使用暂定批准学校的学历。

- 如果您的按摩课程不在名单上，您无法使用您的按摩学历来进行认证，除非满足以下情况：

- 您的学校现以关闭且满足 CAMTC 已关闭学校政策（详见 www.camtc.org/schools-info-find-a-school/）。
- 您的学校在外州且此学校提供同等等的教育（由 CAMTC 决定）。

第 2 步

确保您的学历满足下列要求：

- 您必须完成在 CAMTC 批准课程的 500 小时学习。CAMTC 批准课程之外的学时，包括但不限于继续教育课程等，均不被接受。

- 500 小时中，您必须完成最低 100 小时基础课程的学习，课程如下：解剖学和生理学 64 小时，禁忌症 13 小时，健康卫生 5 小时，商业伦理 8 小时。

- 有 CAMTC 资格的教员须对所有 500 课时进行积极监督。“积极监督”是指一位有资格的教员应始终在场并带领讲授。

- 您必须亲自上课且积极参与所有 500 学时的学习。朋友或他人不能替您上课或替您签到。您不能签到，离开，之后再回来。您不能在课堂上睡觉或分心，比如用手机。上述行为被视为欺诈，可能导致您的认证申请遭到拒绝，尽管您学校的课程已经过批准。

- CAMTC 不接受线上或远程教育学的学时，包括但不限于校外实习、校外诊所、作业、自学、或通过挑战试、成果测试和经验学习所得的学分。

- 为了让 CAMTC 承认您的学时，一名有资格的教员必须亲自定期管理考试来检测您的知识和技能。您必须亲自考试且通过考试。他人不可替考。如果您没有通过考试或考试作弊，CAMTC 将不会接受考试相关学科的学时，且可能拒绝您的 CAMTC 认证申请。

- 500 小时中至少 250 小时是由人监督的现场亲自按摩教学。

- CAMTC 不接受超过 75 小时的学生诊所学时。和规定的 500 小时相同，学生诊所学时也须由有资格的教员积极指导。有资格的教员须登记、观察，在每堂课之前、之中 and 之后定期提供反馈。

- CAMTC 不接受超过在一天内完成的 10 小时以上的学时或在七天内完成的 40 小时以上的学时。

第 3 步

请在上交正式成绩单给

CAMTC 之前请仔细检查。

- 核实您参与了所有成绩单上列出的课程和学时。

第 2 步

确保您的学历满足下列要求：

- 您必须完成在 CAMTC 批准课程的 500 小时学习。CAMTC 批准课程之外的学时，包括但不限于继续教育课程等，均不被接受。

您对您自己的学历负责。

遵循这几步，确保您的学历够资格获得 CAMTC 认证。



CALIFORNIA MASSAGE THERAPY COUNCIL

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

To: CAMTC Board of Directors

From: Beverly May, Director of Governmental Affairs, Anti-Human Trafficking and IT

Report for Board Meeting February 20, 2020

Local Government

A few observations from the last several years are worth noting. One is that it is not uncommon for a flood of ordinances to be introduced late in the year. Last year was no exception and added some pressure to review drafts and respond to inquiries while also doing my part for the Sunset report.

The other should come as no surprise – large jurisdictions do things their own way, often, in my humble opinion, ineffective.

Los Angeles county is an example of both, although efforts to amend the county massage ordinance have been going on since at least 2011, when Ahmos Netanel, Rick McElroy and I first met with county counsels to discuss plans to amend the code. In November 2017 the Board of Supervisors passed a Resolution requesting staff to update the ordinance to prevent human trafficking under the guise of massage. Several county counsels and many calls and emails later, a draft for introduction was sent to me with some questions. I was told that as a result of my initial concerns, the item was pulled from the agenda. Further correspondence with county counsel and other staff and the ordinance has now passed. The result, in my opinion, misses some valuable tools for the county and also has the potential to drive a lot of legitimate massage therapists, especially sole providers, off the radar, where most of them functioned prior to CAMTC.

The ordinance has two tiers – Tier One massage therapists cannot provide massage in closed rooms, including any with curtains or doors. To qualify, one must have either two years of experience, two years of education, or a combination of the two, plus a business license. Tier two massage therapists must be CAMTC certified, can provide services in rooms with doors, and do not need a business license (unless self-employed).

Massage establishment permit fees are \$1,895 for the first year, \$1,119 annual renewal, plus a \$409 annual Public Health Permit fee, and a \$164 Site Evaluation, required initially and as needed. Additionally, every new establishment must undergo a public hearing which adds hundreds of dollars to the costs, and obtain a Conditional Use Permit (CUP), another significant cost and bureaucratic hurdle. Periodic health inspections add further costs.

Those not certified in Tier One will pay an annual \$233 permit fee, plus the business license fee.

The county reports that they have 38 licensed massage businesses in the county. Surely with a population of 10 million, most are already out of compliance and this ordinance may not invite greater compliance.

The five cities that contract with the county Health Department for inspections will renegotiate their contracts (Bell Gardens, Commerce, Lomita, Rolling Hills Estate and W. Hollywood) while the remaining cities within the county will be encouraged to adopt the ordinance by Resolution.

San Francisco is very slowly working towards revising the massage business and zoning ordinances that were passed in 2015.

Human Trafficking

With January being Human Trafficking month, I have been all over the state attending not only the regular meetings but also various special events for the month. This is also the 20th anniversary of the first federal Human Trafficking law – the “Trafficking in Victims Protection Act” (TVPA) and the 15th anniversary of the first California law. This state was the first to pass a Human Trafficking law, although all states now have their own laws to supplement the federal law. The federal law was passed just before the UN Palermo Protocols – to Prevent, Prosecute, and Protect. Later a 4th “P” was added – to Partner.

Of course, human trafficking is not new. It has existed throughout history, but the modern forms that we see are tragic as well and the international community is no longer willing to sit by idly. Nor should the massage therapy profession and industry.

What has become crystal clear through all of this is that the organized efforts to implement the Palermo Protocols is still new and is evolving. On top of that the persistent myths about what human trafficking is, the pockets of denial about the existence and extent of the problem and the unique challenges to each community and segment of the trafficked population indicate that there is much work to do.

More and more we at CAMTC get thanked for our contributions to the discussions. In California, there is no other voice of expertise on the massage profession and how trafficking impacts it.

Of the many coalitions, collaboratives and taskforces that we participate in each one understands that we are all learning together. As one police sergeant told me recently, “just a few years ago I thought that all these non-law enforcement entities were tree huggers. Now I understand that we are all partners” He has developed the first POST (Peace Officers Standards Training) class in human trafficking – a full 40-hour class – and he has multiple references to CAMTC. There is not one police officer or DA that I speak to who does talk about human trafficking in massage, being victim centered, working together.

Meanwhile, everyone is trying to understand how to be effectively victim-centered. I believe that CAMTC is inherently victim-centered in being able to take victims out of the stream of commerce of the traffickers without needing for them to disclose as being victims, something

still rare for a number of reasons. Nevertheless, some NGO's who work with this population do get confirmation from the workers (women if sex trafficked, both genders if labor) that they fit the legal definition of human trafficking victims.

Legislation:

AB 1850 (Gonzalez) is a new bill that is intended to clean-up some of the issues in AB 5 regarding employee and independent contractor status. It currently has only placeholder language.

AB 1616 (Low) is a gut and amend bill. Programs under Dept. of Consumer Affairs that post information on licenses that have been revoked based on criminal convictions would be required to update or remove info about the revoked license w/in 6 months of the BOD receiving an expungement order.

AB 613 (Low) would limit fee increases by state boards

AB 1592, the bill to license Athletic Trainers, which was held over as two-year bill, is now dead, despite significant support from the medical community. This was their 13th failed attempt, California is the only state that does not license athletic trainers.

Other two-year bills that are dead:

AB 1271 (Diep) authorizing a study of professions that require a licensing exam, passage rates and other information.

AB 312 (Cooley) would have reviewed regulations of all boards, bureaus and departments and required repeal or changes as necessary.

AB 71 (Melendez) – Another bill to amend AB 5.

AB 193 (Patterson) would have de-regulated the practice of shampooing from the definition of cosmetology and applying make-up from skin care. It would have required review and reports every two years on every licensed profession with the intention of removing any unnecessary laws and regulation.

AB 768 (Brough) would have limited certain fees charged by state licensing boards.



To: The CAMTC Board of Directors
From: Jon Walters, Director of Operations

Operations Report

February 20, 2020

Overview

Every month in 2019, the California Massage Therapy Council (CAMTC) outperformed the customer service, email handling and application processing goals set by the Board of Directors. 2020 has started off with the same quality and speed of service and support to applicants and certificate holders.

As the new year approached, Operations coordinated the translation of CAMTC's downloadable application forms and instructions for Chinese speaking applicants, which are currently available on camtc.org and in active use. Authorization and hearing fee waiver request forms were also translated and made available.

New Applications & Certificates

In December 2019 the Certification Support department's new applications team demonstrated their fastest processing time ever recorded at eight days, and then beat that record again in January 2020 with seven days. (see attached charts; goal = 45-day median).

By the end of 2019, CAMTC had approved ~6,341 new certificates for massage therapists, an increase to 269% of the total volume approved during the previous year.

Approvals generally correlate to incoming application volume, and the need for this substantial change in operational activity has consistently been attributed to the legislature's decision to make the exam requirement inoperative during 2019 (and 2020) as the root cause of the increase.

The 12-month average of the median number of days to process new applications with no background or education issues in 2019 was 14.7 days.

Recertifications

Recertification approvals have been handled rapidly as well (see attached charts; goal = 25-day median).

Operations issued ~20,916 recertifications in 2019, an average of 1,743 a month. January 2020 started off strong with 2,300 recertification approvals, the highest since March 2018 which directly correlates to the current increase as described below.

Due to clean-up and process improvement initiatives implemented two years ago to achieve Board goals, recertification activity increased last month as individuals certified or recertified in that 2018 improvement effort apply for their next certificate prior to their current certificates' expiration dates. Because of the additional increase in new certificate approvals mentioned above, Operations expects that recertification activity will continue to present higher volumes for the foreseeable future as new certificate holders are added to the existing pool of individuals eventually applying for recertification on the same two-year cycle.

The 12-month average of the median number of days to process recertification applications with no background issues in 2019 was 8.4 days.

Customer Service Phone Calls

CAMTC Customer Service handled ~38,498 incoming phone calls from applicants, certificate holders, law enforcement and others during 2019. Before the year began, Operations had provided a low estimate to the Board of 40,000 calls for 2019 – a 3.8% difference.

The 12-month average wait time to answer in 2019 was 14 seconds.

January 2020 was within tolerances with an average wait time to answer of 28 seconds (see attached charts; goal = 90 second average). This is expected to improve as personnel reassignments and replacements made over the last couple of months are trained and more able to fully contribute in their new roles.

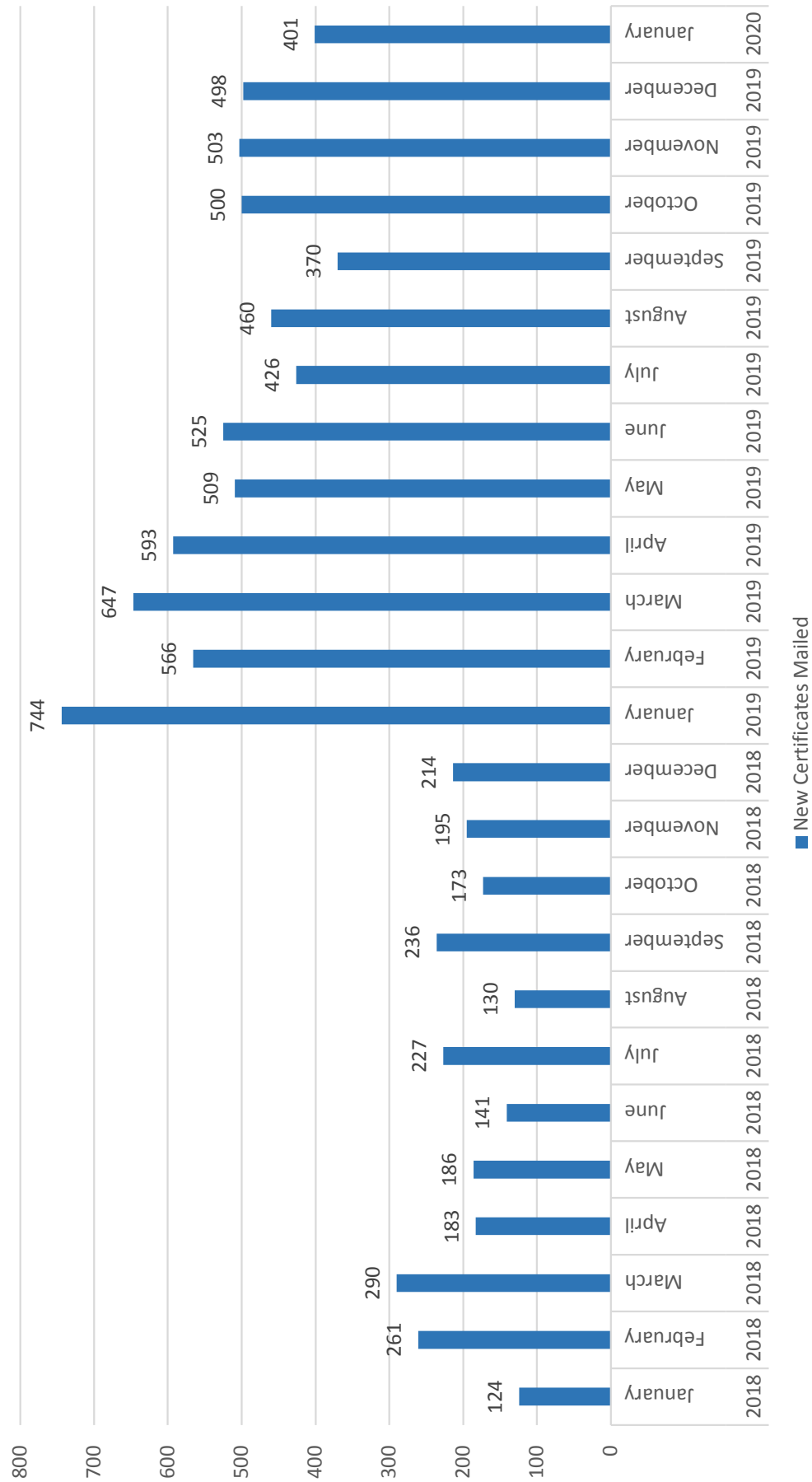
Correspondence

Operations handled ~9,343 email threads initiated by applicants and certificate holders to CAMTC's customer service and support accounts in 2019, which matched well with expectations (between 8,00 and 10,000 were forecasted). The Background Review Support, Customer Service and Certification Support departments also initiate many thousands of email threads as they collaborate, clarify application information and communicate with applicants and certificate holders.

The 12-month average Operations email response time for inbound emails initiated by applicants and certificate holders to CAMTC's customer service and support accounts in 2019 was 1 hour and 22 minutes.

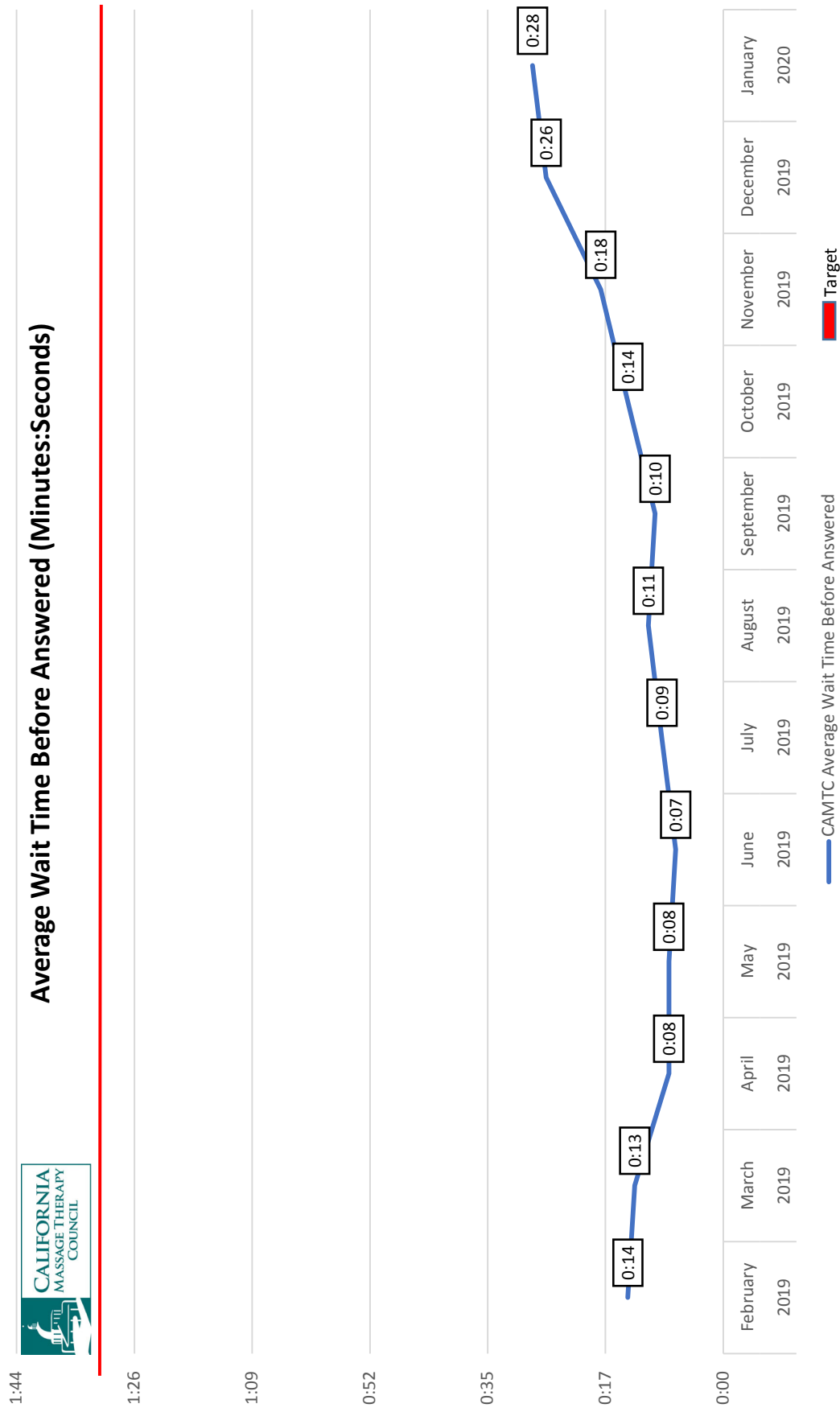
In January 2020, the average response time was 59 minutes (see attached charts; goal = 1 business day average).

CAMTC New Certificates Mailed



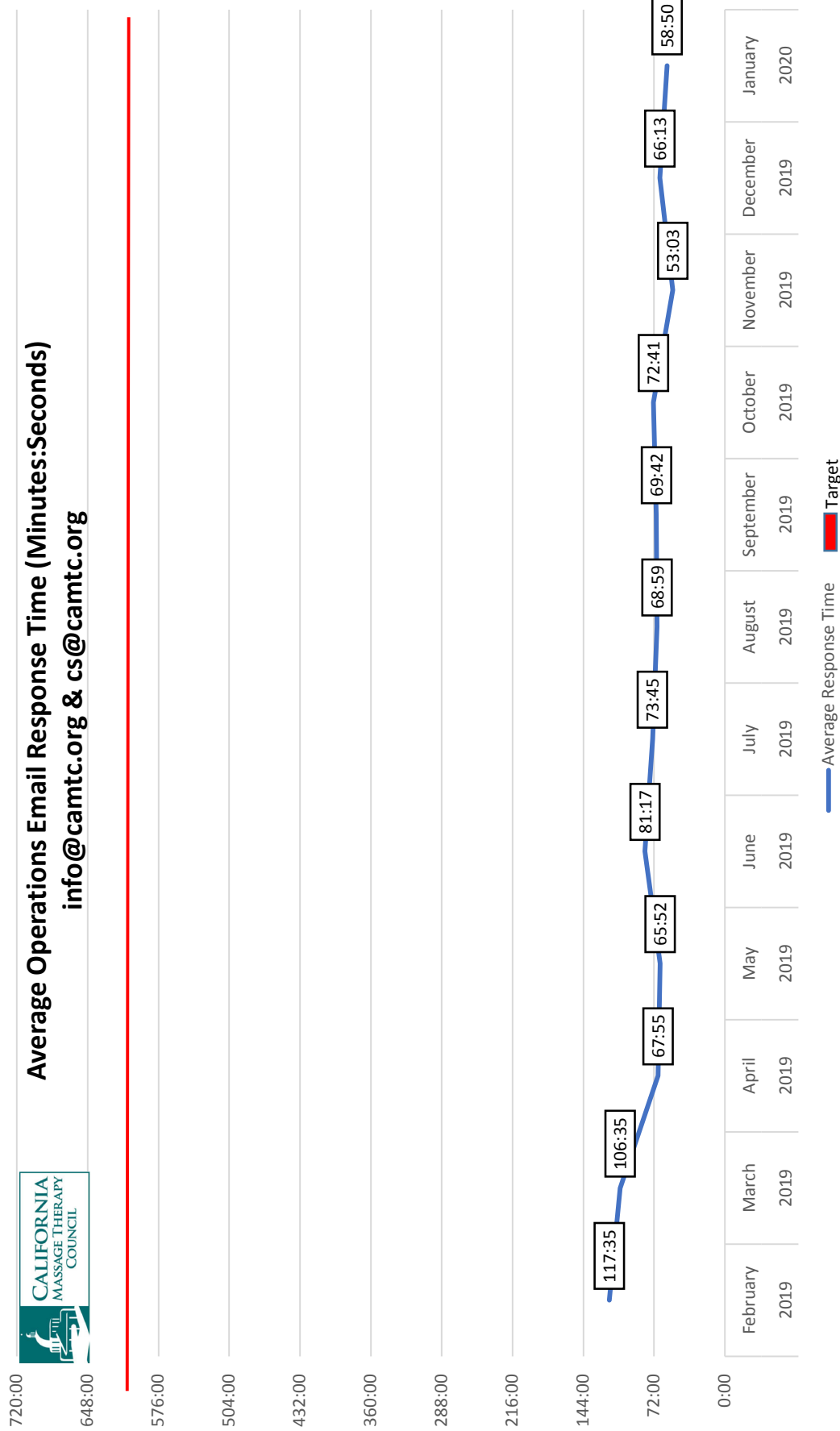


Average Wait Time Before Answered (Minutes:Seconds)



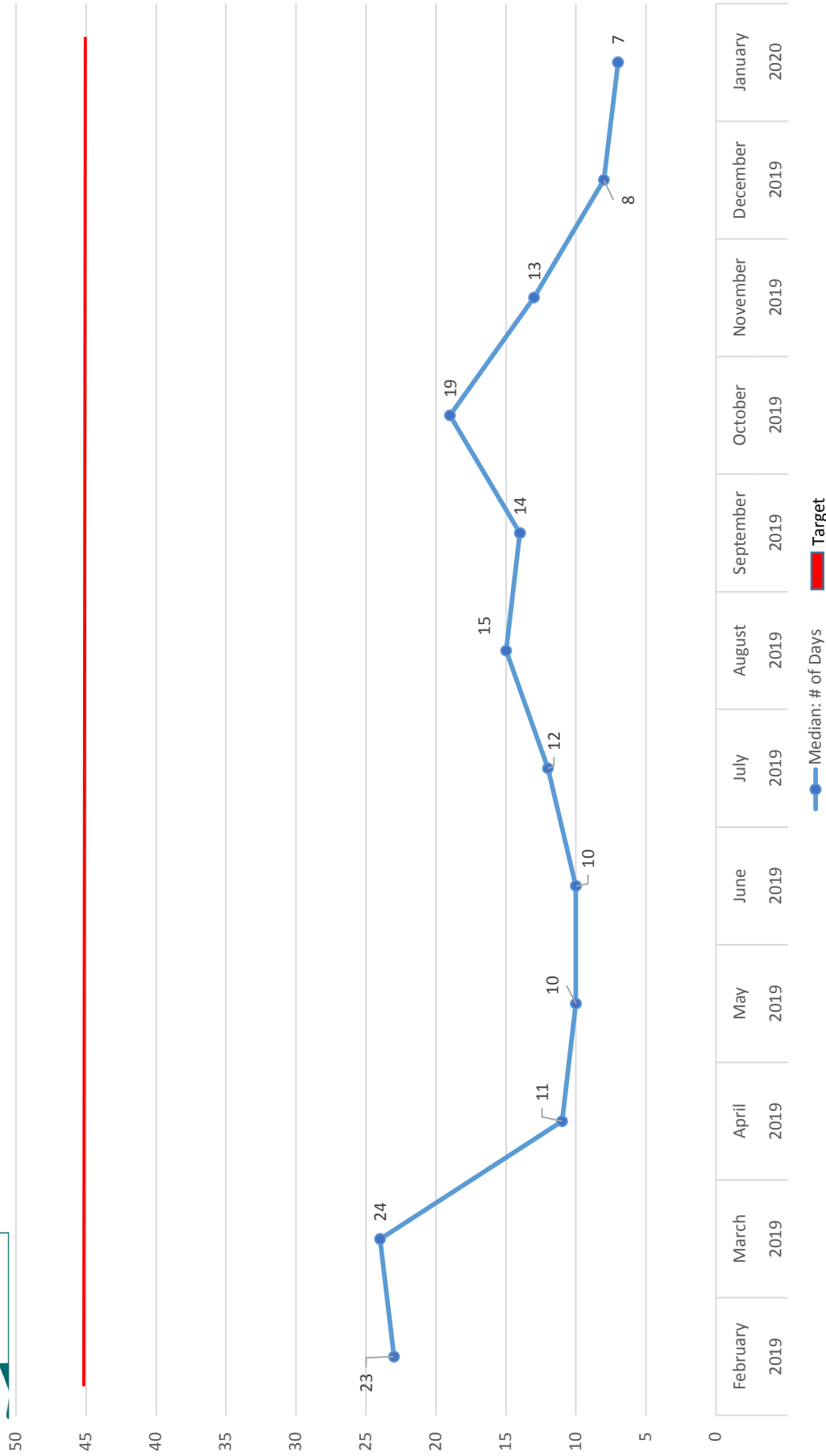


Average Operations Email Response Time (Minutes:Seconds) info@camtc.org & cs@camtc.org



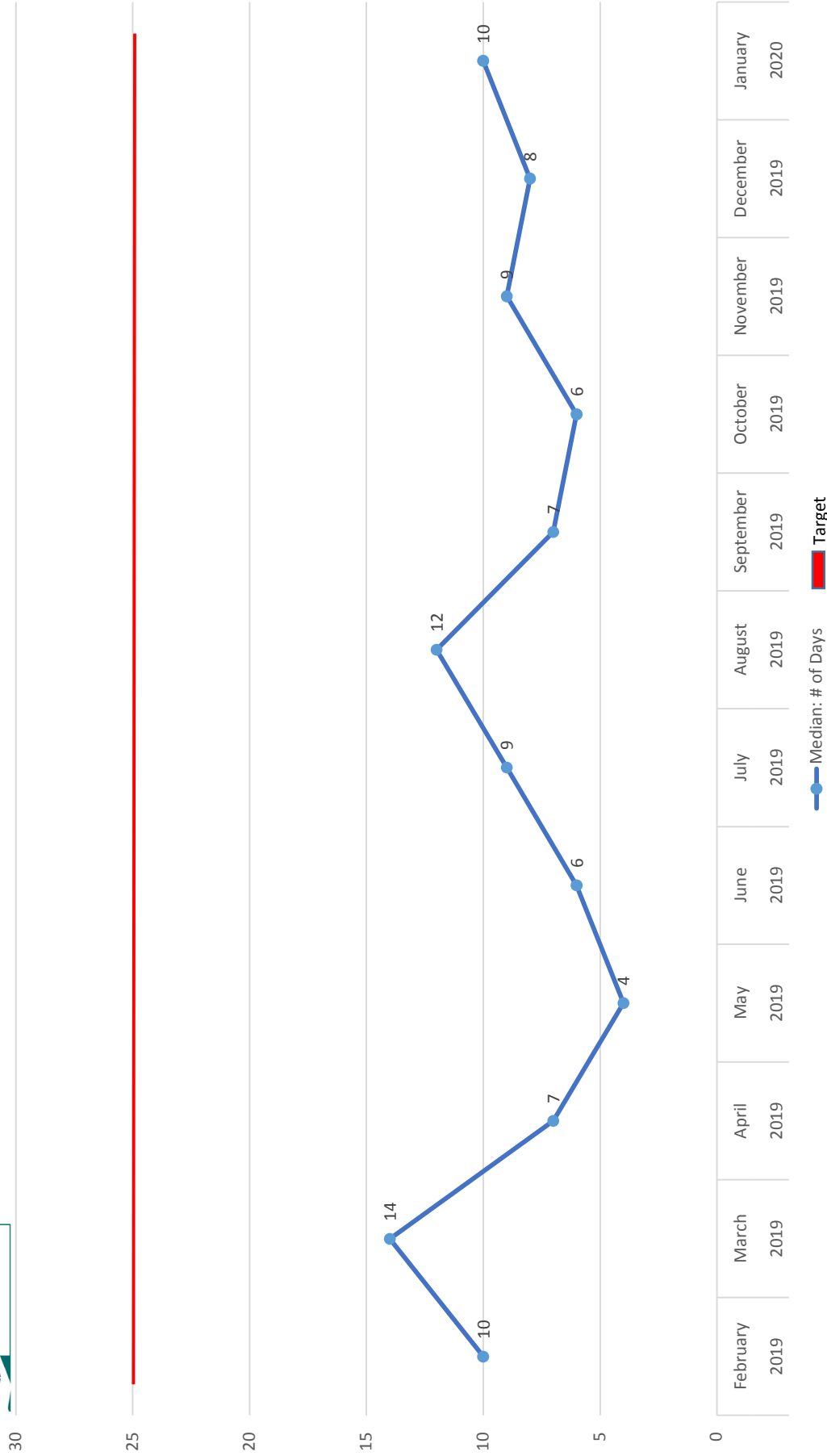


CAMTC Median Processing Time - New Applications with No Background or Education Issues





CAMTC Median Processing Time - Recertification Applications with No Background Issues





CALIFORNIA MASSAGE THERAPY COUNCIL

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tel 916.669.5336 fax 916.669.5337 www.camtc.org

To: CAMTC Board of Directors
From: Joe Bob Smith, Director, Educational Standards Division
For: Board Meeting – February 20, 2020

School Statuses Update – as of February 11, 2020

CAMTC currently has 73 approved campuses, plus 4 provisionally approved campuses.

School Outreach

AMTA 2020 School Summit

CAMTC looks forward to being the Education Sponsor at the AMTA School Summit on February 13 & 14, 2020, in Hollywood, CA.

FSMTB Member Board Executive Summit

The Federation of State Massage Therapy Boards has invited me to present about CAMTC's school approval process at the MBE Summit in April. This falls at an opportune time as many states, including California, are currently grappling with out-of-state education issues.

California Police Chiefs Association Annual Training Symposium

Once again, ESD will join the CAMTC delegation attending this important event to inform and interact with law enforcement.

Quarterly School Newsletter

Vol 3, Issue 4 was published and distributed to schools in December.

Monthly Schools Conference Calls

The Schools Conference Calls have continued monthly. These calls enjoy high participation as they continue to be a valuable means to inform schools of current events and solicit feedback.

Looking Forward

- **Sunset Review:** ESD is prepared to support fellow staff in navigating the sunset review this year, particularly as it pertains to school approval and education.
- **Ongoing Activities:**
 - Process new approval and re-approval applications
 - Monitor currently approved schools, including processing change applications
 - Continue processing education reviews for individual certification applicants
 - Review potential exams for the Board to approve
 - Assist in creating a process for schools to submit transcripts electronically



CALIFORNIA MASSAGE THERAPY COUNCIL

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tel 916.669.5336 fax 916.669.5337 www.camtc.org

To: CAMTC Board of Directors
From: Rick McElroy, Director of Law Enforcement Relations (LER)
Re: Board Meeting – February 20, 2020

Law Enforcement Relations Training for Law Enforcement

Law Enforcement Relations (LER) continues to expand as well as return to some police departments for CAMTC training. In 2019, 25 individual trainings occurred around the state involving 548 attendees, representing 221 agencies. A trend that is continually growing is representatives from code enforcement, finance, and planning departments continue to populate the training sessions. The cumulative total since 2014 through the end of 2019, is 2,286 attendees representing 802 agencies.

Finding the Balance

After the last BOD meeting and since we were entering a typically slow part of the year (Holidays) for training, I began working with Beverly on a plan to reach out to individual chiefs/cities/counties to offer a program that would include Executive Staff to do a more personalized program. I named the program “Finding the Balance.” Today, police managers are faced with many challenges from marijuana stores/homelessness as well as human trafficking. This program is designed to assist that manager in making smart and cost-effective decisions regarding eradicating human trafficking in their city. CAMTC, in effect, becomes a partner with law enforcement to solve this human trafficking issue. The program involves a two-prong approach to help the chief/sheriff to identify illicit massage businesses in their city and then ways to effectively close them. The first prong involves reviewing the cities for illicit massage businesses (IMB’s) and the second prong is to review their massage ordinance for weaknesses. After that is done, an invitation to the chief/sheriff is sent to meet with us and discuss an ordinance review and free CAMTC training for their code/law enforcement personnel. The cities that have accepted this invitation so far, have embraced this program and are actively working with us. Since the beginning of the year, I have engaged with 17 cities.

January 16, 2020, Ventura County Meeting

Beverly and I attended a meeting with Ventura County sheriffs to review their county massage ordinance. We met with Detective Nick Odemath, Detective Kathryn Torres and April Depretis who heads an anti-human trafficking non-profit entitled “Youth with a Mission.” The purpose of the meeting was to support the county’s efforts to design a county ordinance that was effective but fair for all the cities in Ventura county.

Currently, it's a patchwork quilt of different massage ordinances for each city, some more effective than others. Detective Odemath would like to see all the cities operating under one ordinance. Beverly will be taking the lead on this project as I have recently provided training in jurisdiction.

January 24, 2020, South Bay Coalition to End Human Trafficking Symposium in Santa Clara

I, along with Ahmos, Beverly, Jeff Forman, Joe Bob, Roberta, and Kellie attended this symposium entitled: "Changing the Narrative; Media Impact on the Human Trafficking Movement." As always, these meetings encourage networking as well as the great information received. We made many contacts and learned a lot about media challenges when covering Human Trafficking stories. I met Special Agent Ted Leyson (DHS) who is interested in our training program to combat the Human Trafficking issue with illicit massage in the Bay area.

January 30, 2020, Little Hoover Commission Meeting

Beverly and I attended this meeting at Los Angeles City Hall. Michael Feuer opened the meeting and I was able to secure a short meeting with him afterward. My purpose was to set up a meeting to discuss the issue of LAPD officers not signing our declarations of conduct, which has recently come up again. I am now waiting for a date to have a meeting with City Attorney Feuer, myself and CAMTC Special Counsel Alison Siegel to discuss a solution to this matter.

February 13, 2020, Attended Los Angeles Regional Human Trafficking Task Force (LARHTTF)

Beverly and I will be attending this meeting for the first time in Compton.



Outreach Report

Upcoming & Recent Events

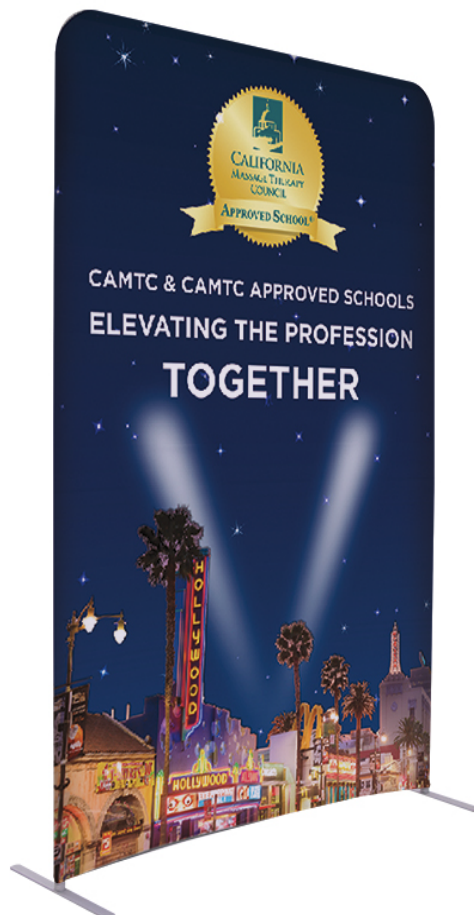
- January was Human Trafficking Awareness month. CAMTC Co-Hosted with the South Bay Coalition to End Human Trafficking (SBCEHT) a one- day symposium in Santa Clara on January 24th, titled: Changing the Narrative: Media Impact of the Human Trafficking Movement.
- The AMTA 2020 Schools Summit held their national event in Hollywood, CA on February 13th to 14th. CAMTC was the event's Education Sponsor, had a Premium Table Exhibit and provided a tote bag insert.
- CAMTC will present the 2019 Legislator of The Year Award to California Assemblymember Ed Chau at our February 2020 Board Meeting.

- Upcoming events will be the AMTA-CA 2020 Annual Conference March 13th-14th in Orange County and the CPCA 2020 Annual Training Symposium in Palm Springs.

Governmental Affairs & Anti-Human Trafficking

Outreach support for Beverly May has been a focus in the city and county of San Diego, with meetings and an upcoming one-day human trafficking event: HT-RADAR 2020 Human Trafficking Research Conference in San Diego.

AMTA 2020 Schools Summit – CAMTC Display as the Education Sponsor



*SOUTH BAY COALITION TO
END HUMAN TRAFFICKING &
CALIFORNIA MASSAGE
THERAPY COUNCIL*
Present



CHANGING THE NARRATIVE



Media Impact on the Human Trafficking Movement

Register at
bit.ly/mediasymposium

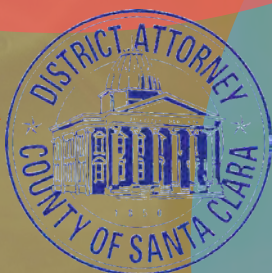
JANUARY 24

9:00-4:30

70 W Hedding
San Jose



County of Santa Clara
Office of Women's Policy



DAUGHTERS of CHARITY
OF ST. VINCENT DE PAUL
Province of the West



DEPARTMENT OF COMMUNICATION
UNIVERSITY of WASHINGTON



NAPIPA

National Asian Pacific Islander
Prosecutors Association

8:30-9:00 *Registration*

9:00-9:45 **Welcome & Introductions**

with Protima Pandey (Office of Women's Policy)

Santa Clara County District Attorney Jeff Rosen

Ahmos Netanel (California Massage Therapy Council)

Sharan Dhanoa (South Bay Coalition to End Human Trafficking)

9:45-10:20 **Keynote Speaker EleSondra "El" DeRomano***

**This presentation includes explicit language and discusses issues that may be triggering for individuals. Advocates are available & audience members are encouraged to prioritize self-care.*

10:20-10:30 *Break*

10:30-11:30 **Current Media Narratives on Human Trafficking:
Exploring the Impact on Survivors & the
Human Trafficking Movement**

11:30-12:20 *Lunch*

12:20-12:30 **Afternoon Address by Supervisor Cindy Chavez**

Santa Clara County Board of Supervisors, District 2

12:30-1:30 **Flipping the Reporting Frame:
Applying Hope-Based Journalism**

1:30-1:35 *Break*

1:35-1:45 **Afternoon Address by Assemblymember Ash Kalra**

California Assembly District 27

1:45-2:45 **The Impact of Investigative Journalism and
Documentary Films on the Human Trafficking Movement**

2:45-3:00 *Break*

3:00-4:00 **Messages about Human Trafficking in
Community Specific Media**

4:00-4:30 **Next Steps for Changing the Narrative**



Joe Bob and Jeff at CAMTC table exhibit – SBCEHT



Ahmos gave a presentation – SBCEHT





CAMTC SCHOOLS ADVISORY COMMITTEE CHAIR WAS ELECTED AS THE NEW CHAIR OF THE CAMTC BOARD



At the November 6, 2019 Board Meeting, CAMTC's Board of Directors elected **Jeffrey Forman, PhD**, as Chair. He was appointed to CAMTC's Board by the Chancellor's Office for the California Community College

system, and he is a CAMTC Certified Massage Therapist. Dr. Forman is a retired professor and massage program coordinator from De Anza College, where he developed the first Community College massage therapy degree and programs in California. He continues his massage career as a speaker, author, consultant, researcher, and continuing education provider. The AMTA California Chapter named him its 2017 Educator of the Year. He previously served as Vice Chair of CAMTC's Board, and he has served as Chair of CAMTC's Schools Advisory Committee since its inception in 2017.

The Board also elected **Ron Bates, PhD**, as Vice Chair; he was appointed to the Board by the League of California Cities. **Michael Marylander**, appointed by the Board to represent a Massage Business Entity, was re-elected as Treasurer. **Allison Budlong** was

re-elected as Secretary. Ms. Budlong was appointed to the Board by the California Association of Private Postsecondary Schools. Having two school representatives as part of the Executive Committee demonstrates the Board's recognition of the importance and their commitment to schools.

Additional CAMTC Board Members:

Michael Callagy - Appointed by the California State Association of Counties

Mark Dixon - Appointed by the CAMTC Board of Directors to fill a statutorily-mandated seat

Shana Faber - Appointed by the CAMTC Board of Directors to fill a statutorily-mandated seat

Heather Forshey, MS, REHS - Appointed by the San Mateo County Health System

John Lambert - Appointed by the American Massage Therapy Association, California Chapter

Bernadette Murray - Appointed by the Associated Bodywork & Massage Professionals

Stephany Powell, PhD - Appointed by Journey Out

Chief Sean Thuilliez - Appointed by the California Police Chiefs Association



AMENDMENTS TO THE POLICIES AND PROCEDURES FOR APPROVAL OF SCHOOLS



The Board voted to make several amendments to the Policies and Procedures for Approval of Schools (“Procedures”). Most of the changes align the language of the Procedures with the language of AB 775, which goes into effect on January 1, 2020. Likewise, the revised Procedures will go into effect on January 1, 2020. You can find a red-line copy of all changes in the November 6th Board Packet under the Meeting section at www.camtc.org/information-about-camtc/meetings/#2019.

Below is a summary of changes:

- **1.E.** – Requires approved schools applying for re-approval to submit an application at least six months in advance. (Note: CAMTC accepts applications for re-approval up to twelve months in advance.)
- **2.B.** – Aligns the Procedures with the Fee Schedule previously adopted by the Board for schools whose approval expires on or after January 1, 2020.
- **2.C.** – Requires all massage programs not approved by CAMTC to notify students of this fact and to obtain a signed confirmation of receipt of this information from the students.
- **2.E.** – Updates the application processing language for new applications to align with AB 775.
- **2.E.c.** – Clarifies provisional approval.
- **5.E.b.** – For the sake of new programs and individuals who may have attended multiple schools, clarifies that to be considered a massage therapy program, a minimum of 250 of the 500 hours required for CAMTC Certification shall be in the supervised instruction of hands-on massage. (Note: currently approved programs have already been deemed to have met this threshold in order to be approved.)
- **7.a.** – Updates the procedures for imposing discipline, suspending, denying, or revoking CAMTC school approval to align with AB 775.

WHERE TO FIND SCHOOL APPLICATIONS



Find Applications for School Re-Approval and Change of Staff on our website at:

<https://www.camtc.org/schools/school-owners-administrators>

Applications for Massage School Approval of new schools or other change applications can be requested; please email Joe Bob Smith at jbsmith@camtc.org.

As a reminder, schools must inform CAMTC of all changes affecting their massage program including, but not limited to, changes to ownership, officers, school name, school address, BPPE approval, curriculum, instructors, and administrators.



QUESTION OF THE MONTH



A prospective student with 495 hours of previous education came to us needing 5 more hours. Our school does not have any 5-hour courses. Can the student just take 5 hours of a longer course?

A. As a requirement for certification, California Business and Professions Code section 4604(a)(2) states: "The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, **that incorporates appropriate school assessment of student knowledge and skills.**" Whether a student attends 500 hours or 2 hours at an approved school, the school must substantiate that the

student has achieved, and the school has assessed, the appropriate knowledge and skills. A student should not automatically receive education credit for hours for simply being present. Approved schools are required to ensure that students have received the knowledge and skills contained in the educational objectives of each school's curriculum before giving students credit for those hours and submitting those hours to CAMTC.



ATTEND A MEETING

The next CAMTC Board Meeting is scheduled for Thursday, February 20th, 2020 in the Los Angeles area. All meetings are open to the public. Schedules are subject to change.

You can find all current meeting information, as well as minutes and audio for past meetings at:

www.camtc.org/information-about-camtc/meetings/#2019

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



MONTHLY SCHOOLS CONFERENCE CALL



The Monthly Schools Call usually occurs the 1st Wednesday of every month at 2pm. However, **the next call is January 8th 2020.**

Note that the January 2020 call will be on the 2nd Wednesday - January 8th - at 2pm due to the New Year's Day holiday.

Simply call the phone number 877-366-0711 and then when prompted, enter the passcode below followed by the # sign: 82373574 #.

Calls are open to the public, but participation is prioritized for school owners and administrators. Please have your school-related questions ready for the call or email in advance to jbsmith@camtc.org.

AMTA 2020 SCHOOLS SUMMIT SEE YOU AT THE LARGEST MESSAGE SCHOOL EVENT

We look forward to attending the AMTA 2020 Schools Summit on February 13th & 14th in Los Angeles (Hollywood). CAMTC is the Education Sponsor for this event and will be an exhibitor in the primary meeting room. We hope to see many of our CAMTC Approved Schools there! Interested in applying to have a CAMTC Approved School Program?

Stop by our table or make an appointment with Joe Bob Smith, CAMTC Director of

Educational Standards Division to get answers in person:

- Help schools through the approval process
- Update schools about new policies
- Ask about schools and student certification

Of course, you can always email Joe Bob anytime at jbsmith@camtc.org for a quick response.

Missed a CAMTC School Newsletter?

Digital versions of all previous CAMTC School Newsletters can always be found here:

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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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