



CALIFORNIA
MASSAGE THERAPY
COUNCIL

Board of Directors Meeting

AGENDA

October 13, 2021

Newport Beach Marriott Hotel

Newport Beach, 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

Tracy Rhine, Appointed by the California Department of Consumer Affairs

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: October 3, 2021

NOTICE OF PUBLIC MEETING

Wednesday, October 13, 2021 – 9:00 a.m.
Newport Beach Marriott Hotel
900 Newport Center Dr.
Newport Beach, CA 92660

AGENDA

1. Call to order, roll call, and establish quorum
2. Chair's comments
 - a. Welcome/Introductions
 - b. Rules of Debate
3. Approval of minutes from June 16, 2021, and July 27, 2021 meetings
4. General Counsel - Bagley-Keene Open Meeting Act; Conflict of Interest Policy; Director Duties
5. CEO's Proposed Amendments to the Policies and Procedures for Approval of Schools
6. Audit Committee – report and recommendations
7. Treasurer's report
 - a. Applications received
 - b. Financial statements
 - c. Conclusions
 - d. Comments/discussion on financial reports
8. Pandemic-related loans/grants
9. Chief Executive Officer's report
 - a. Legislative update
 - b. Ratification of actions approved by the Chair and Vice Chair since June 16 ,2021 Board meeting
 - c. Covid-19 Response
 - d. Strategic Priorities
 - e. Operations
 - f. Finance
 - g. Outreach

10. Public comments regarding issues not on this agenda
11. CEO performance evaluation
12. Closed session regarding CEO performance evaluation pursuant to California Government Code Section 11126(a)
13. Return to open session and announce any action taken under item 12
14. 2022 Strategic Priorities
15. Proposed adoption of annual schedule of reports and documents
16. Employee benefits
17. FSMTB 2021 Annual Meeting
18. Director of Governmental Affairs, Human Trafficking and IT's report
 - a. Local regulation
 - b. State Legislation
 - c. Human Trafficking
19. Director of Educational Standards Division's report
 - a. School Status Updates
 - b. School Outreach
 - c. Looking Forward
20. Director of Law and Code Enforcement Relations' report
 - a. Interaction with law and code enforcement agencies
 - b. Training
21. Outreach Director's report
 - a. Upcoming Events
 - b. Schools Outreach
 - c. Law Enforcement Outreach
 - d. Governmental Affairs Outreach
22. Items/suggestions from Board members for future meeting agendas
23. 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 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 CAMTC 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>



POLICIES AND PROCEDURES FOR APPROVAL OF SCHOOLS

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 accepts online interactive distance learning hours as set forth herein but does not accept other distance learning hours, including but not limited to, externships, apprenticeships, 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 must 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 either the application for school approval or application for school re-approval packet entirely and submit all requested documents.

B. Fees.

- a. Approval Fees. Pay the initial application fee of \$3,000 and any required background check fees. ~~All fees are non-refundable.~~ If approved, the initial application fee provides for 2-two 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 two2-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~~

~~b. Re-Approval Fees. Pay the re-approval application fee shall be of either \$3,000 for two years, or \$6,000 for four years and any required background check fees. If re-approved, the re-approval application fee provides for two full years of CAMTC approval for \$3,000, or four full years of CAMTC approval for \$6,000, so long as the school maintains the requirements for approval set forth herein and is not in violation of these Procedures. for schools whose approval expires on or before December 31, 2019, and \$6,000 for schools whose approval expires on or after January 1, 2020, 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.~~

~~B.~~ c. All fees are non-refundable.

C. A school offering a professional massage therapy program that has not been approved by CAMTC, before enrolling a student in the school, shall notify the student in writing and obtain a signed confirmation from the student that the student has received written notification of the following:

a. That the school is not approved by CAMTC.

b. That the education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist or massage practitioner in California.

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. Approval Process

a. For Applications for School Approval received on or before December 31, 2019, the approval process for a school shall be consistent with the following timelines:

1) 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.

- 2) 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 or if a school fails to respond completely, accurately, and truthfully to a corrective action letter by the deadline stated in the letter, the application may be purged. Once two years have passed from the effective date of purging, 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.
- b. For Initial Applications for School Approval received on or after January 1, 2020, the approval process for a school shall be consistent with the following timelines:
 - 1) On or before 30 days from the date CAMTC receives an initial application for school approval, CAMTC shall notify the school whether or not, for the purpose of preliminary review, the application is complete.
 - A. A notice that an initial application is not complete for the purpose of preliminary review shall specify what additional documents or payment of fees the school is required to submit to CAMTC to make the application complete for the purpose of preliminary review.
 - B. Within 60 days from the date CAMTC notifies the school that the initial application is not complete for purposes of preliminary review, the school shall provide the missing information and pay the required fees. If a school fails to do so, CAMTC shall purge the application. CAMTC may, in its sole discretion, provide a school with an additional 30 days to make its application complete for purposes of preliminary review. A school with a purged application may submit a new application for school approval, including the required fees, without prejudice, after 180 days have passed from the effective date of purging. CAMTC shall post on its internet website the effective date of purging.
 - 2) On or before one year from the date CAMTC receives an initial application for approval as a school, CAMTC shall approve the school, propose to deny approval of the school, or notify the school that corrective action is required. CAMTC reserves the right to issue a one-time notice of corrective action on an initial application. If the school fails to adequately rectify the deficiencies, CAMTC may deny the application.
 - c. Provisional School Approval. For new schools or new massage programs, massage programs that have been on hiatus, or massage schools or programs for which students are not currently enrolled or have not completed enough of the program for CAMTC to adequately determine if the minimum requirements for training and curriculum have been met, CAMTC will follow the same application review process set forth in these procedures, except for those procedures applicable to the site visit and the timelines set forth above. 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 those items which cannot be completed due to the school having no students or only having students for a short period of time. These items may

include, but are not limited to, class observations, student interviews, and student file review. A follow-up site visit will be performed once students have started and completed enough of the program for CAMTC to adequately assess the remaining items. If granted, CAMTC provisional school approval is valid for only 180 days, unless otherwise extended by CAMTC in its sole discretion.

- d. 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, notwithstanding the limitations of section 2.E.b.2. above. CAMTC shall note on its internet website the date that a letter requesting corrective action has been sent to the school and the final outcome and date of that proposed action.
- e. For purposes of this section, the following terms have the following meanings:
 - 1) "Initial application" means a new application submitted by a school for school approval.
 - 2) "Complete application," for purposes of preliminary review, means an application that CAMTC, after preliminary review, has determined contains all the necessary documents for CAMTC to begin a more thorough review process that allows CAMTC to make a decision to approve or propose to deny the application for school approval or request corrective action. A complete application is not an approved application and a determination by CAMTC upon preliminary review that an application is complete shall not prejudice CAMTC's ability to later determine that the application is not complete.
 - 3) "Preliminary review" means an initial review conducted by CAMTC to determine if all fees have been paid and if all application and supporting documents have been submitted, so that CAMTC can move forward and begin a more thorough review process. The preliminary review process does not include completion of a site visit or completion of background checks for noncertified individuals.

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; and
 - 3) The applicant for CAMTC certification provides sufficient 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.
- 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 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, whichever 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.
- E. Once a school completes its portion of the application for school approval, the application may not be withdrawn.
- F. Interactive Distance Learning.
 - a. For students who completed education at approved schools from March 12, 2020, through September 13, 2021, CAMTC will accept interactive distance learning hours that comply with CAMTC's "Coronavirus (COVID-19) Contingency Plan for Schools" documents dated March 12, 2020, March 27, 2020, and May 11, 2020; CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours approved July 27, 2020, and revised December 10, 2020; and the Clarification of Temporary Policy to Accept Interactive Distance Learning Hours for Hands-on Practice dated February 23, 2021. Students completing education during this time have until September 13, 2022, or the completion of their program, whichever occurs first, to complete education under these temporary measures.
 - b. For students beginning their education at an approved school on or after September 14, 2021, CAMTC will accept interactive distance learning hours in accordance with the requirements for approval set forth herein. Approved schools that have offered distance learning hours for a minimum of 90 days prior to September 14, 2021, in compliance with CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours, may continue to offer interactive distance learning hours in accordance with the requirements for approval set forth herein without specific additional approval from CAMTC to do so as CAMTC has already approved these modifications; schools that have not offered distance learning hours for a minimum of 90 days prior to September 14, 2021, in compliance with CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours and that begin offering interactive distance learning hours on or after September 14, 2021, must seek specific approval from CAMTC to do so pursuant to section 5.A.g.
 - c. CAMTC will not accept any distance learning hours completed before March 12, 2020.

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 electronic pdf format on a flash drive:

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, including if and when the school was approved to offer distance learning.
- 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 or online through interactive distance learning; 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, address, and date of birth.
 - (4) Name of CAMTC approved program(s) attended by student.
 - (5) Date student started CAMTC approved program(s) and date student completed CAMTC approved program(s) or hours, for programs longer than 500 hours, completed CAMTC requirements, if applicable.
 - (6) Breakdown of courses completed with total number of supervised clock hours attended; total number of hours completed as in-person lecture, in-person lab, interactive distance learning lecture, and interactive distance learning lab; and passing grades for each course. Courses shall match those listed in the provided

syllabi and program hour requirement worksheet(s) (included with application).

- (7) Total number of supervised clock hours completed for CAMTC approved program(s).
 - (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, daily attendance rosters indicating if the hours were completed in-person or through interactive distance learning, daily proof of identity verification for each student completing interactive distance learning hours, 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 clock hours of education (or credit unit equivalent) required for CAMTC Certification must be provided under the active and direct supervision of qualified instructors, meet or exceed the minimum requirements for approval set forth herein, and be substantially related to the massage profession. CAMTC reserves the right, in its sole discretion, to determine whether curriculum is substantially related to massage or not. For programs in excess of 500 hours, the hours above and beyond 500 do not have to meet these requirements; however, hours that do not meet these requirements cannot be used towards CAMTC Certification.

- a. Provide a minimum of 310 in-person supervised clock hours (or credit unit equivalent) addressing the following subjects:
 - (1) A minimum of 250 hours of Hands-On Massage including, but not limited to, client assessment and interview, client draping, massage application, and planning and administering an individualized therapeutic massage. These 250 hours may include a maximum of 75 student clinic hours as set forth in section 5.E.c. California Business and Professions Code section 4601(e) defines massage as “the scientific manipulation of the soft tissues.”
 - (2) A minimum of 20 hours of Anatomy & Physiology Lab.
 - (3) A minimum of 10 hours of Ethics including, but not limited to, standards of ethical practice, California laws and rules, informed consent, therapeutic relationship, and confidentiality.
 - (4) A minimum of 30 hours of additional subject matter which may include, but is not limited to, any combination of:
 - A. Kinesiology Lab including, but not limited to, palpation, movement, range of motion, and end feel.
 - B. Additional Modalities.
 - (5) All Assessments, both physical and cognitive, required to demonstrate successful completion of the 500 hours required for CAMTC Certification must be in person.
- b. Provide a minimum of 190 in-person or synchronous distance learning supervised clock hours (or credit unit equivalent) addressing the following subjects:
 - (1) A minimum of 60 hours of Anatomy & Physiology Theory 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 35 hours of Contraindications including, but not limited to, pathology, endangerment areas, skin disorders, and medications and massage.
 - (3) A minimum of 20 hours of Health & Hygiene including, but not limited to, therapist hygiene, blood and airborne pathogens, infection control, and universal precautions.
 - (4) A minimum of 15 hours of Business including, but not limited to, professional development, obtaining and maintaining credentials, and adhering to laws and regulations.
 - (5) A minimum of 60 hours of additional subject matter which may include, but is not limited to, any combination of:
 - A. Massage Theory
 - B. Massage History
 - C. Medical Terminology

- D. Kinesiology Theory
- E. SOAP Notes and Charting
- F. Additional Core Hours

- (6) All distance learning hours must be synchronous, meaning instruction that occurs in real time, but not in person, through live stream with instructor and students visible to and interacting with one another via webcams, microphones, and chat or message boards. Schools must ensure that students participating remotely have all materials, supplies, and equipment necessary to receive all of the curriculum and instruction. Assessments for distance learning hours must be in person.
- 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 2023, 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 and scheduled class hours with or without notice at any time whatsoever and for any reason.
- b. Approved schools and schools applying for approval must provide and ensure that CAMTC has a current schedule of classes at all times including, but not limited to, class name, day/date, class start and end times, and whether the class is in-person or distance learning. For interactive distance learning classes, the school must provide login information for CAMTC in advance of the class.

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 \$1,800.00 and the fee for consideration of a written statement shall be \$1,400.00.
- (d) For Applications for School Approval received on or after January 1, 2020, within one year from the date that CAMTC notifies a school of its proposed decision to deny approval of an initial application for school approval, CAMTC shall notify the school of its final decision pursuant to any oral telephonic hearing or consideration of a written statement provided in opposition to the proposed decision to deny approval of the initial application for school approval.
- (e) CAMTC shall note on its internet website the date that a letter proposing to deny a school's application for approval or reapproval has been sent to the school and the final outcome and date of that proposed action.

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) An appeal of CAMTC's final decision to deny approval of a school shall be heard at the next board of directors meeting with a date, as posted on CAMTC's internet website, that is at least 120 days from the last date for the school to timely request an appeal, unless a timely request for a continuance of the hearing date is granted. CAMTC may, in its discretion, for good cause, continue the date an appeal may be heard, in which case the appeal shall be heard at a later board of directors meeting.

(3) 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 (in that it was not arbitrary or capricious) and supported by the evidence in the record.

(4) 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. 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) whose application(s) for CAMTC school approval have been received on or before December 31, 2018, but for whom a final decision has not been rendered as to school approval.
 - (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 cannot use education from the school for certification purposes.
 - (1) An additional grace period for acceptance of individual certification applications will be instituted from January 1, 2019 through March 31, 2019 for schools whose application(s) for school approval have been denied effective January 1, 2017 through December 31, 2018. During this additional grace period, the schools' students who apply for certification, and any applications that are currently being 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 additional 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 one of the schools in this category for certification purposes.
 - (c) Students with otherwise complete application packets and transcripts from schools that have submitted applications for CAMTC school approval and the application for CAMTC school approval has been pending for one and a half years or more and the school is listed on CAMTC's website, may

request, in writing, an education hearing to provide additional proof of adequate education (beyond merely a transcript from the subject school) in order to prove their education. The request shall be in a written form as determined by CAMTC. Students requesting an education hearing must acknowledge and agree to be bound by the terms of that request, including but not limited to the outcome of the hearing regardless of whether the school is ultimately granted CAMTC school approval. For those students that do not request an education hearing, the provisions of Procedures section 7.c.1.(a) and (b) apply.

2. All complete individual application packets for CAMTC certification submitted with transcripts from CAMTC 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.

3. For schools whose initial applications for CAMTC school approval are received on or after January 1, 2019, students may only use education from the school for certification purposes if the school is ultimately granted CAMTC school approval. Students who have attended schools whose initial applications for CAMTC school approval are received on or after January 1, 2019 and are denied CAMTC school approval may not use education from the school for certification purposes.



October 13, 2021

Addendum to Policies and Procedures for Approval of Schools
Temporary Policy to Extend School Re-Approval Period

CAMTC's Policies and Procedures for Approval of Schools ("Procedures"), paragraph 2(B), currently specifies a four-year re-approval time period, so long as the school maintains the requirements for approval set forth in the Procedures and is not in violation of the Procedures. Under the temporary policy described herein, for a limited time period, CAMTC approved schools can request one additional 182-days of school re-approval by paying an \$875 fee and completing a simple application form. This would allow CAMTC approved schools, if they so choose, to remain approved for an additional approximately six months without the need to complete the full re-approval application.

Terms of the Temporary Policy to Extend School Re-Approval Period

1. This policy amends, for a limited time period only, Procedures section 2(B) to allow schools to apply for and, if approved by CAMTC in its sole discretion, be granted one additional 182-days of massage program re-approval with the completion of a simple application form and payment of an \$875.00 fee.
2. Schools, at their own discretion, may request the 182-day massage program re-approval addressed herein, or may instead request re-approval in accordance with the standard time periods outlined in the Procedures.
3. This temporary policy does not amend the Procedures in any way other than that outlined herein. All other Procedures still apply to schools and CAMTC approved massage programs, including but not limited to the requirement to update CAMTC with changes in programs, staff, and other relevant information as outlined in the Procedures.
4. This policy applies to all schools with CAMTC approved massage programs at the time that CAMTC receives a complete application (including payment of the fee) for the 182-day massage program re-approval.

This policy does NOT apply to:

- Schools that do not currently have CAMTC massage program approval;
- Schools who previously had CAMTC approved massage programs whose approval has expired;
- Schools whose CAMTC approval for their massage program has expired prior to the date that they submit a complete application and pay the fee for the 182-day massage program re-approval; or
- Schools who have provisional CAMTC massage program approval.

5. Complete applications for 182-day massage program re-approval, including payment of the fee, MUST be RECEIVED on or before 5 p.m. on DECEMBER 30, 2021. If the application is not complete (missing requested information, for example) or the fee is not received by this date, the application will be considered incomplete, it will be purged, and the school will not be able to take advantage of this policy. Any fee paid is not refundable.

6. Only ONE 182-day time period of massage program re-approval will be granted per school.



CALIFORNIA MASSAGE THERAPY COUNCIL

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October 5, 2021

TO: Board of Directors, California Massage Therapy Council

FROM: Ahmos Netanel, CEO

RE: Reasons for: Amendments to Policies and Procedures for Approval of Schools; and Addendum to Policies and Procedures for Approval of Schools - Temporary Policy to Extend School Re-Approval Period

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 for Approval of Schools, Approved June 16, 2021, Effective September 7, 2021.

A short description of why the policy should be changed.

Two changes are being proposed:

1. Amendments to Policies and Procedures for Approval of Schools. The amendments would allow schools to decide if they would like to request CAMTC massage program re-approval for a period of either two years or four years, their choice. The current language of the Procedures only allows for four years of re-approval and requires that the fee for four years of re-approval be paid upfront at the time the application for re-approval is submitted. By allowing schools to choose either two years or four years of re-approval, schools will be provided with additional flexibility and can decide for themselves whether they would benefit more from paying less fees upfront for a shorter, two-year period of re-approval (though the total fee remains the same), or from having the added stability of four years of re-approval.

2. Addendum to Policies and Procedures for Approval of Schools - Temporary Policy to Extend School Re-Approval Period. These amendments would allow schools with CAMTC approved massage programs to receive an extension of their re-approval period for 182-days (approximately six months) by paying an \$875 fee and submitting a simple application form. The policy is for a limited time only (complete applications and fees must be received by 5pm on

December 30, 2021) and schools can only be granted one extension. Schools can choose to take advantage of this policy or not, their choice. This policy would help schools struggling with paying fees due to the COVID-19 pandemic to receive approximately six months of re-approval for a nominal fee, allowing them additional time to recover financially. Additionally, in accordance with Procedures section 1(E), re-approval applications are due six months before expiration of approval. Therefore, the practical impact of this policy is also to allow schools whose CAMTC approval will currently expire on or around July 1, 2022 (which is a majority of schools), and who would have to pay fees and submit full re-approval applications by the end of 2021, to move that date out by approximately six months to a time around the end of June, 2022.

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

None.

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

Unknown at this time. More staff work will be required to process applications with shorter timelines.

Potential pros and cons if the new policy is adopted:

Pros – Schools will potentially be able to pay smaller upfront fees as their approval is for a shorter time period than that currently specified in the Procedures.

Cons – Additional staff time required to process more applications.

The impact on current certificate holders and applicants.

Unknown at this time.

A suggested date for the change to be implemented.

Immediately.



POLICIES AND PROCEDURES FOR APPROVAL OF SCHOOLS

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 accepts online interactive distance learning hours as set forth herein but does not accept other distance learning hours, including but not limited to, externships, apprenticeships, 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 must 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 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 \$3,000 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 for schools whose approval expires on or before December 31, 2019, and \$6,000 for schools whose approval expires on or after January 1, 2020, 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. A school offering a professional massage therapy program that has not been approved by CAMTC, before enrolling a student in the school, shall notify the student in writing and obtain a signed confirmation from the student that the student has received written notification of the following:
 - a. That the school is not approved by CAMTC.
 - b. That the education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist or massage practitioner in California.
- 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. Approval Process
 - a. For Applications for School Approval received on or before December 31, 2019, the approval process for a school shall be consistent with the following timelines:
 - 1) 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.
 - 2) 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 or if a school fails to respond completely, accurately, and truthfully to a corrective action letter by the deadline stated in the letter, the application may be purged. Once two years have passed from the effective date of purging, 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.

- b. For Initial Applications for School Approval received on or after January 1, 2020, the approval process for a school shall be consistent with the following timelines:
- 1) On or before 30 days from the date CAMTC receives an initial application for school approval, CAMTC shall notify the school whether or not, for the purpose of preliminary review, the application is complete.
 - A. A notice that an initial application is not complete for the purpose of preliminary review shall specify what additional documents or payment of fees the school is required to submit to CAMTC to make the application complete for the purpose of preliminary review.
 - B. Within 60 days from the date CAMTC notifies the school that the initial application is not complete for purposes of preliminary review, the school shall provide the missing information and pay the required fees. If a school fails to do so, CAMTC shall purge the application. CAMTC may, in its sole discretion, provide a school with an additional 30 days to make its application complete for purposes of preliminary review. A school with a purged application may submit a new application for school approval, including the required fees, without prejudice, after 180 days have passed from the effective date of purging. CAMTC shall post on its internet website the effective date of purging.
 - 2) On or before one year from the date CAMTC receives an initial application for approval as a school, CAMTC shall approve the school, propose to deny approval of the school, or notify the school that corrective action is required. CAMTC reserves the right to issue a one-time notice of corrective action on an initial application. If the school fails to adequately rectify the deficiencies, CAMTC may deny the application.
- c. Provisional School Approval. For new schools or new massage programs, massage programs that have been on hiatus, or massage schools or programs for which students are not currently enrolled or have not completed enough of the program for CAMTC to adequately determine if the minimum requirements for training and curriculum have been met, CAMTC will follow the same application review process set forth in these procedures, except for those procedures applicable to the site visit and the timelines set forth above. 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 those items which cannot be completed due to the school having no students or only having students for a short period of time. These items may include, but are not limited to, class observations, student interviews, and student file review. A follow-up site visit will be performed once students have started and completed enough of the program for CAMTC to adequately assess the remaining items. If granted, CAMTC provisional school approval is valid for only 180 days, unless otherwise extended by CAMTC in its sole discretion.
- d. 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, notwithstanding the limitations of section 2.E.b.2. above. CAMTC shall note on its internet website the date that a letter requesting corrective action has been sent to the school and the final outcome and date of that proposed action.

e. For purposes of this section, the following terms have the following meanings:

- 1) "Initial application" means a new application submitted by a school for school approval.
- 2) "Complete application," for purposes of preliminary review, means an application that CAMTC, after preliminary review, has determined contains all the necessary documents for CAMTC to begin a more thorough review process that allows CAMTC to make a decision to approve or propose to deny the application for school approval or request corrective action. A complete application is not an approved application and a determination by CAMTC upon preliminary review that an application is complete shall not prejudice CAMTC's ability to later determine that the application is not complete.
- 3) "Preliminary review" means an initial review conducted by CAMTC to determine if all fees have been paid and if all application and supporting documents have been submitted, so that CAMTC can move forward and begin a more thorough review process. The preliminary review process does not include completion of a site visit or completion of background checks for noncertified individuals.

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; and
 - 3) The applicant for CAMTC certification provides sufficient 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.
- 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 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, whichever 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.

- E. Once a school completes its portion of the application for school approval, the application may not be withdrawn.
- F. Interactive Distance Learning.
 - a. For students who completed education at approved schools from March 12, 2020, through September 13, 2021, CAMTC will accept interactive distance learning hours that comply with CAMTC's "Coronavirus (COVID-19) Contingency Plan for Schools" documents dated March 12, 2020, March 27, 2020, and May 11, 2020; CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours approved July 27, 2020, and revised December 10, 2020; and the Clarification of Temporary Policy to Accept Interactive Distance Learning Hours for Hands-on Practice dated February 23, 2021. Students completing education during this time have until September 13, 2022, or the completion of their program, whichever occurs first, to complete education under these temporary measures.
 - b. For students beginning their education at an approved school on or after September 14, 2021, CAMTC will accept interactive distance learning hours in accordance with the requirements for approval set forth herein. Approved schools that have offered distance learning hours for a minimum of 90 days prior to September 14, 2021, in compliance with CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours, may continue to offer interactive distance learning hours in accordance with the requirements for approval set forth herein without specific additional approval from CAMTC to do so as CAMTC has already approved these modifications; schools that have not offered distance learning hours for a minimum of 90 days prior to September 14, 2021, in compliance with CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours and that begin offering interactive distance learning hours on or after September 14, 2021, must seek specific approval from CAMTC to do so pursuant to section 5.A.g.
 - c. CAMTC will not accept any distance learning hours completed before March 12, 2020.

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 electronic pdf format on a flash drive:

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, including if and when the school was approved to offer distance learning.
- 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 or online through interactive distance learning; 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, address, and date of birth.
 - (4) Name of CAMTC approved program(s) attended by student.
 - (5) Date student started CAMTC approved program(s) and date student completed CAMTC approved program(s) or hours, for programs longer than 500 hours, completed CAMTC requirements, if applicable.
 - (6) Breakdown of courses completed with total number of supervised clock hours attended; total number of hours completed as in-person lecture, in-person lab, interactive distance learning lecture, and interactive distance learning lab; and passing grades for each course. Courses shall match those listed in the provided syllabi and program hour requirement worksheet(s) (included with application).
 - (7) Total number of supervised clock hours completed for CAMTC approved program(s).

- (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, daily attendance rosters indicating if the hours were completed in-person or through interactive distance learning, daily proof of identity verification for each student completing interactive distance learning hours, 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 clock hours of education (or credit unit equivalent) required for CAMTC Certification must be provided under the active and direct supervision of qualified instructors, meet or exceed the minimum requirements for approval set forth herein, and be substantially related to the massage profession. CAMTC reserves the right, in its sole discretion, to determine whether curriculum is substantially related to massage or not. For programs in excess of 500 hours, the hours above and beyond 500 do not have to meet these requirements; however, hours that do not meet these requirements cannot be used towards CAMTC Certification.

- a. Provide a minimum of 310 in-person supervised clock hours (or credit unit equivalent) addressing the following subjects:
 - (1) A minimum of 250 hours of Hands-On Massage including, but not limited to, client assessment and interview, client draping, massage application, and planning and

administering an individualized therapeutic massage. These 250 hours may include a maximum of 75 student clinic hours as set forth in section 5.E.c. California Business and Professions Code section 4601(e) defines massage as “the scientific manipulation of the soft tissues.”

- (2) A minimum of 20 hours of Anatomy & Physiology Lab.
 - (3) A minimum of 10 hours of Ethics including, but not limited to, standards of ethical practice, California laws and rules, informed consent, therapeutic relationship, and confidentiality.
 - (4) A minimum of 30 hours of additional subject matter which may include, but is not limited to, any combination of:
 - A. Kinesiology Lab including, but not limited to, palpation, movement, range of motion, and end feel.
 - B. Additional Modalities.
 - (5) All Assessments, both physical and cognitive, required to demonstrate successful completion of the 500 hours required for CAMTC Certification must be in person.
- b. Provide a minimum of 190 in-person or synchronous distance learning supervised clock hours (or credit unit equivalent) addressing the following subjects:
- (1) A minimum of 60 hours of Anatomy & Physiology Theory 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 35 hours of Contraindications including, but not limited to, pathology, endangerment areas, skin disorders, and medications and massage.
 - (3) A minimum of 20 hours of Health & Hygiene including, but not limited to, therapist hygiene, blood and airborne pathogens, infection control, and universal precautions.
 - (4) A minimum of 15 hours of Business including, but not limited to, professional development, obtaining and maintaining credentials, and adhering to laws and regulations.
 - (5) A minimum of 60 hours of additional subject matter which may include, but is not limited to, any combination of:
 - A. Massage Theory
 - B. Massage History
 - C. Medical Terminology
 - D. Kinesiology Theory
 - E. SOAP Notes and Charting
 - F. Additional Core Hours
 - (6) All distance learning hours must be synchronous, meaning instruction that occurs in real time, but not in person, through live stream with instructor and students

visible to and interacting with one another via webcams, microphones, and chat or message boards. Schools must ensure that students participating remotely have all materials, supplies, and equipment necessary to receive all of the curriculum and instruction. Assessments for distance learning hours must be in person.

- 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 2023, 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 and scheduled class hours with or without notice at any time whatsoever and for any reason.
- b. Approved schools and schools applying for approval must provide and ensure that CAMTC has a current schedule of classes at all times including, but not limited to, class name, day/date, class start and end times, and whether the class is in-person or distance learning. For interactive distance learning classes, the school must provide login information for CAMTC in advance of the class.

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 \$1,800.00 and the fee for consideration of a written statement shall be \$1,400.00.

- (d) For Applications for School Approval received on or after January 1, 2020, within one year from the date that CAMTC notifies a school of its proposed decision to deny approval of an initial application for school approval, CAMTC shall notify the school of its final decision pursuant to any oral telephonic hearing or consideration of a written statement provided in opposition to the proposed decision to deny approval of the initial application for school approval.
- (e) CAMTC shall note on its internet website the date that a letter proposing to deny a school's application for approval or reapproval has been sent to the school and the final outcome and date of that proposed action.

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) An appeal of CAMTC's final decision to deny approval of a school shall be heard at the next board of directors meeting with a date, as posted on CAMTC's internet website, that is at least 120 days from the last date for the school to timely request an appeal, unless a timely request for a continuance of the hearing date is granted. CAMTC may, in its discretion, for good cause, continue the date an appeal may be heard,

in which case the appeal shall be heard at a later board of directors meeting.

(3) 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 (in that it was not arbitrary or capricious) and supported by the evidence in the record.

(4) 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. 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) whose application(s) for CAMTC school approval have been received on or before December 31, 2018, but for whom a final decision has not been rendered as to school approval.
 - (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 cannot use education from the school for certification purposes.
 - (1) An additional grace period for acceptance of individual certification applications will be instituted from January 1, 2019 through March 31, 2019 for schools whose application(s) for school approval have been denied effective January 1, 2017 through December 31, 2018. During this additional grace period, the schools' students who apply for certification, and any applications that are currently being 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 additional 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 one of the schools in this category for certification purposes.
 - (c) Students with otherwise complete application packets and transcripts from schools that have submitted applications for CAMTC school approval and the application for CAMTC school approval has been pending for one and a half years or more and the school is listed on CAMTC's website, may request, in writing, an education hearing to provide additional proof of adequate education (beyond merely a transcript from the subject school) in order to prove their education. The request shall be in a written form as determined by CAMTC. Students requesting an education hearing must acknowledge and agree to be bound by the terms of that request, including but not limited to the outcome of the hearing regardless of whether the school is ultimately granted CAMTC school approval. For those students

that do not request an education hearing, the provisions of Procedures section 7.c.1.(a) and (b) apply.

2. All complete individual application packets for CAMTC certification submitted with transcripts from CAMTC 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.
3. For schools whose initial applications for CAMTC school approval are received on or after January 1, 2019, students may only use education from the school for certification purposes if the school is ultimately granted CAMTC school approval. Students who have attended schools whose initial applications for CAMTC school approval are received on or after January 1, 2019 and are denied CAMTC school approval may not use education from the school for certification purposes.



Financial Statements and
Independent Auditor's Report

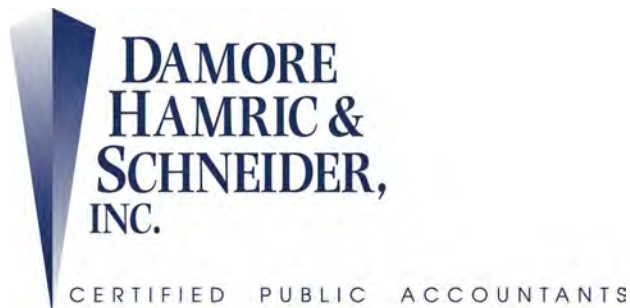
For the Year Ended December 31, 2020

California Massage Therapy Council

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
California Massage Therapy Council
Sacramento, California

We have audited the accompanying financial statements of the California Massage Therapy Council, which comprise the statement of financial position as of December 31, 2020, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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Sacramento, CA 95815-4606
Tel (916) 481-2856
Fax (916) 488-4428
<http://www.dhscpa.com>

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of California Massage Therapy Council as of December 31, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.



DAMORE, HAMRIC & SCHNEIDER, INC.
Certified Public Accountants

September 30, 2021

California Massage Therapy Council
STATEMENT OF FINANCIAL POSITION

December 31, 2020

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 1,550,089	
Certificates of Deposit - Mature Within 12 Months	275,239	
Prepaid Expenses	<u>51,198</u>	
Total Current Assets		\$ 1,876,526

Noncurrent Assets:

Certificates of Deposit - Mature After 12 Months	1,046,951	
Software and Equipment, Net	<u>281,813</u>	
Total Assets		<u>\$ 3,205,290</u>

LIABILITIES AND NET ASSETS

Current Liabilities:

Accounts Payable	\$ 252,657	
Accrued Payroll Liability	170,665	
Accrued Vacation	116,921	
Deferred Certification Fees - Current Portion	<u>476,591</u>	
Total Current Liabilities		\$ 1,016,834

Noncurrent Liabilities:

Deferred Certification Fees - Noncurrent Portion	<u>147,459</u>	
Total Liabilities		\$ 1,164,293

Net Assets:

Net Assets without Donor Restriction	<u>\$ 2,040,997</u>	
Total Net Assets		<u>2,040,997</u>
Total Liabilities and Net Assets		<u>\$ 3,205,290</u>

The accompanying notes are an integral part of the financial statements.

California Massage Therapy Council

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended December 31, 2020

Support and Revenue:

Individual - Recertification Fees	\$ 4,129,008
Individual - New Certification Fees	743,457
Late Fees, Hearing Fees, and Denied Application Fees	78,960
Other Processing Fees	180,010
Schools - New Application Fees	15,015
Schools - Reapplication Fees	17,040
Background Check Fees	5,084
Government Grant - Small Business Administration	469,200
Interest and Other Income	<u>28,749</u>
Total Support and Revenue	<u>\$ 5,666,523</u>

Expenses:

Program Services	\$ 3,189,500
General and Administrative	<u>2,256,321</u>
Total Expenses	<u>\$ 5,445,821</u>
Change in Net Assets	\$ 220,702
Net Assets without Donor Restriction, Beginning of Year	<u>1,820,295</u>
Net Assets without Donor Restriction, End of Year	<u><u>\$ 2,040,997</u></u>

The accompanying notes are an integral part of the financial statements.

California Massage Therapy Council

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended December 31, 2020

	Program Services						General and Administrative	Total
	Outreach and Marketing	Board of Directors and Committees	Professional Standards Division	Executive Staff	Educational Standards Division	Total Program Services		
Salaries	\$ 85,216	\$	\$ 1,035,330	\$ 529,985	\$ 270,413	\$ 1,920,944	\$	\$ 1,920,944
Employee Benefits	6,490		116,324	58,263	22,831	203,908		203,908
Payroll Taxes	5,114		85,975	24,461	15,748	131,298		131,298
	<u>\$ 96,820</u>	<u>\$</u>	<u>\$ 1,237,629</u>	<u>\$ 612,709</u>	<u>\$ 308,992</u>	<u>\$ 2,256,150</u>	<u>\$</u>	<u>\$ 2,256,150</u>
Application Processing	\$	\$	\$	\$	\$	\$	\$ 1,709,499	\$ 1,709,499
Communications and Outreach	173,061					173,061	3,250	176,311
Rent and Site Storage				27,883		27,883	4,627	32,510
Travel	4,543	7,412	7,261	8,355	355	27,926	1,583	29,509
Facility and Banquet		19,756				19,756		19,756
Printing, Supplies, and Postage	14,143	3,454	10,144	1,165	8,764	37,670	77,603	115,273
Telephone	4,459		18,991	4,367	5,345	33,162	11,653	44,815
Insurance							43,243	43,243
Banking/Credit Card Fees	165	75	592	240	240	1,312	114,215	115,527
Database Maintenance				125		125	24,357	24,482
Dues/Subscriptions/Licenses	12,445	47	1,237	5,475	640	19,844	20,671	40,515
Accounting/Tax/Audit							25,400	25,400
Court Record Fees			133			133	11	144
Staff Training	497		948			1,445	415	1,860
Legal Services		10,935	461,025		27,743	499,703	72,320	572,023
School Background Checks					3,634	3,634	141	3,775
Payroll Services	361		6,359	1,725	1,122	9,567		9,567
Workers Compensation						-	15,490	15,490
Retirement Plan Contributions				18,500		18,500	80,000	98,500
Miscellaneous	<u>58,669</u>	<u>960</u>				<u>59,629</u>	<u>9,311</u>	<u>68,940</u>
Total Expense Before Amortization and Depreciation	\$ 365,163	\$ 42,639	\$ 1,744,319	\$ 680,544	\$ 356,835	\$ 3,189,500	\$ 2,213,789	\$ 5,403,289
Amortization and Depreciation							<u>42,532</u>	<u>42,532</u>
Total Expenses	<u>\$ 365,163</u>	<u>\$ 42,639</u>	<u>\$ 1,744,319</u>	<u>\$ 680,544</u>	<u>\$ 356,835</u>	<u>\$ 3,189,500</u>	<u>\$ 2,256,321</u>	<u>\$ 5,445,821</u>

The accompanying notes are an integral part of the financial statements.

California Massage Therapy Council

STATEMENT OF CASH FLOWS

For the Year Ended December 31, 2020

Cash Flows from Operating Activities:

Change in Net Assets	\$ 220,702
Adjustments to Reconcile Net Cash Provided by Operating Activities:	
Amortization and Depreciation	42,532
(Increase) Decrease in:	
Prepaid Expenses	(5,314)
Increase (Decrease) in:	
Accounts Payable	79,839
Accrued Payroll Liability	164,065
Accrued Vacation	28,451
Deferred Certification Fees	(12,818)
Cash Provided by Operating Activities	<u>\$ 517,457</u>

Cash Flows from Investing Activities:

Purchases of Software and Equipment	(\$ 254,436)
Maturities of Certificates of Deposit	2,500,000
Purchases of Certificates of Deposit	(2,514,800)
Cash Used by Investing Activities	<u>(\$ 269,236)</u>
Net Increase in Cash and Cash Equivalents	\$ 248,221
Cash and Cash Equivalents, Beginning of Year	<u>1,301,868</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 1,550,089</u></u>

The accompanying notes are an integral part of the financial statements.

California Massage Therapy Council

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

California Massage Therapy Council's (Council) 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.

The Council's financial statements are prepared on the accrual basis of accounting. Net assets are reported based on the presence or absence of donor-imposed restrictions.

The Council utilized the following significant accounting policies in preparing the accompanying financial statements:

- A. Financial Statement Presentation - Net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Council and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions - Net assets that are not subject to donor-imposed stipulations. Net assets designated for purpose by the Board of Directors are classified as without donor restrictions.

Net Assets with Donor Restrictions - Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Council and/or the passage of time. The Council has no net assets with donor restrictions as of December 31, 2020.

- B. Cash and Cash Equivalents - For purposes of the statement of cash flows, the Council considers all temporary cash investments with an original maturity of three months or less to be cash equivalents.
- C. Certificates of Deposit - As of December 31, 2020, the Council held certificates of deposit with original maturity dates greater than a period of ninety days that are carried at amortized cost. Interest earned on certificates of deposit is included in the accompanying statement of activities. These certificates of deposit do not qualify as securities as defined in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 320, *Investments - Debt and Equity Securities*. Therefore, these investments are not included in the fair value disclosures required by ASC 820, *Fair Value Measurements and Disclosures*.

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- D. Software and Equipment - Software and equipment are stated at cost. The cost of the software and equipment purchased more than \$1,000 is capitalized. Depreciation and amortization are provided in amounts sufficient to amortize or depreciate the cost of the software and equipment over the estimated useful lives of the assets (ranging from 2-15 years) on a straight-line basis. Routine repairs and maintenance are expensed as incurred.
- E. Revenue Recognition and Deferred Certification Fees - Deferred revenue consists of the portion of certification fees to be earned on a straight-line basis over the two-year certification period as the costs of maintaining the certificates are realized. All other revenue received is recognized when earned. Non-current deferred certification fees are revenues to be recognized after the next 12 months. Revenues from grant contracts are deferred until satisfaction of performance obligations or upon completion of conditions specified by the funding source.
- F. Income Taxes - The Council is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701d(c)(1) under California Revenue and Taxation Code. Accordingly, no provision for income taxes is included in these statements.
- G. Functional Allocation of Expenses
The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Expenses directly attributable to a specific functional area are reported as expenses of those functional areas.
- H. Subsequent Events Review - Management has evaluated subsequent events through the date of the audit report, which is the date the financial statements were available to be issued. See Note 10 for detail of subsequent events.)
- I. Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

California Massage Therapy Council

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

J. Accounting Pronouncements that have been Implemented in the Current Financial Statements:

Financial Accounting Standards Board Accounting Standards Update 2020 - 05 – In June 2020, the FASB finalized ASU 2020-05 – *Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842)* with required implementation for the Council during the year ending December 31, 2022. The objective of this Update is to defer the effective dates of ASU 2014-09 and ASU 2016-02 to provide immediate, near-term relief for certain entities due to the adverse effects of the COVID-19 pandemic. Update amends the implementation dates from being required for periods beginning after December 15, 2019 to fiscal years beginning after December 15, 2021. The impact of the implementation of ASU 2014-09 and ASU 2016-02 to the Council's financial statements has not been assessed at this time.

K. Newly Issues Accounting Pronouncement, But Not Yet Effective – There are no newly issued accounting pronouncement identified that are significant to the Council.

L. Accounting Treatment Implemented in the Current Financial Statements for the Payroll Protection Program (PPP) Loan - In April 2020, the Council applied for and received a loan from the Small Business Administration's Paycheck Protection Program. A unique feature of the PPP loan is the ability of the recipient to request forgiveness of the debt upon expending the proceeds on qualified expenses including payroll and related benefits, rent, mortgage payments, and other occupancy costs. In accounting for the loan, the management of the Council has elected to follow its revenue recognition policy for conditional contributions as promulgated in ASU 958-605. Management identified this as the most appropriate treatment consistent with nonprofit reporting. See Note 9 for more information about the loan.

NOTE 2 CONCENTRATION OF CREDIT RISK:

The Council maintains cash accounts with seven financial institutions. The total balance of the cash accounts is insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank. While the Council may maintain cash balances which at times exceed the federally insured limits, The Council has not experienced any losses in such accounts and believes they are not exposed to

California Massage Therapy Council

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

NOTE 2 CONCENTRATION OF CREDIT RISK (Continued):

any significant credit risk regarding cash. At December 31, 2020, the Council's uninsured cash balance totaled \$118,395.

NOTE 3 SOFTWARE AND EQUIPMENT:

The following is a summary of software and equipment, less accumulated amortization and depreciation, at December 31, 2020:

Software	\$ 423,164
Equipment	<u>76,854</u>
	500,018
Accumulated Amortization and Depreciation	<u>(218,205)</u>
	<u>\$ 281,813</u>

During 2020, the Council capitalized software development costs of \$244,157 for use in its certification application process. When completed, the software will be amortized over management's estimate of its useful life.

NOTE 4 ACCRUED BENEFITS:

Management employees of the Council receive vacation benefits. Accumulated unpaid employee vacation benefits are recognized as liabilities of the Council. The amount of accumulated vacation benefits at December 31, 2020 was \$116,921.

The employees do not have a vested right to accumulated sick leave. For this reason, the Council does not accrue a liability for accumulated sick leave benefits. Sick leave benefits are recorded as expenditures in the period sick leave is taken.

NOTE 5 CONTINGENCIES:

As discussed in Note 1, the Council was created pursuant to California Senate Bill 731 and was reauthorized pursuant to California Assembly Bill 2194 during 2016. This legislation was to remain in effect until January 1, 2021. In 2020, new legislation was enacted to extend the review date for two years beyond the original

California Massage Therapy Council

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

NOTE 5 CONTINGENCIES (Continued):

review date. Therefore, this statute will be repealed if not renewed by January 1, 2023.

As a result of the spread of COVID-19, economic uncertainties continue into 2021, however, the potential financial impact is unknown at this time.

The Council is involved in certain legal matters which arise from the normal course of business. The ultimate outcome of these matters cannot presently be determined. The Council, in consultation with its legal counsel, believes that these matters will be resolved without a material impact on the Council's financial statements.

NOTE 6 FUNCTIONAL ALLOCATION OF EXPENSES:

The costs of providing the various programs and general and administrative services have been summarized on a functional basis in the statement of activities and changes in net assets. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and general and administrative services benefited. Cost identified with a specific program are charged as direct costs to the applicable program. Indirect costs of various programs or services have been allocated among the programs or services benefited based on personnel time.

NOTE 7 LIQUIDITY:

As of December 31, 2020, the Council has no legal or donor restrictions present on any financial assets and will use cash on hand and maturities from certificates of deposits to fund general expenditures within one year. The Council had an increase in net assets of \$220,702 for the year ended 2020. The Council forecasts increases in certification revenues in subsequent years because of approved increases in application and renewal fees effective January 1, 2020.

NOTE 8 EMPLOYEE BENEFIT PLANS:

The Council adopted a 403(b)-retirement plan effective January 1, 2020. To participate in the plan, employees must have attained the age of 18 years. In addition to Roth deferrals and salary reduction, the plan has a profit-sharing feature that requires 1,000 hours to participate.

California Massage Therapy Council

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

NOTE 8 EMPLOYEE BENEFIT PLANS (Continued):

Vesting is 0% in the first year and 20% each year thereafter. Total employer contributions to the plan were \$80,000 in 2020.

The Council also adopted a 457(b) Plan, that is an unfunded, nonqualified deferred compensation plan, effective December 29, 2020. Participants may elect to have W-2 compensation (as defined in Section 2.7 of the Plan Document) deferred within the annual limits described in Section 4.4 of the Plan. The employer may make discretionary credits to the Deferred Compensation Account of each participant in an amount determined in each plan year. Total employer contributions to the plan were \$18,500 in 2020.

NOTE 9 PAYROLL PROTECTION PROGRAM (PPP) LOAN:

In April 2020, the Council applied for and received a PPP loan from the Small Business Administration's Paycheck Protection Program (PPP). The total amount received was \$469,200. The note was due and payable in 2 years from the date of the initial disbursement, including interest of 1%. The CARES Act provides that up to the full principal amount plus interest accrued on loans guaranteed under the PPP may qualify for forgiveness if the borrower uses the loan proceeds for forgivable purposes. The Paycheck Protection Program Flexibility Act of 2020 (Flexibility Act) amended the CARES Act and certain provisions relating to loan terms and loan forgiveness. On July 30, 2021, the Council was notified by its bank that the full amount of the PPP loan had been forgiven, and the debt was canceled.

As further described in Note 1. L., the accounting policy with respect to the loan and subsequent forgiveness was to record the amount received as a conditional contribution. The contribution was recorded as income in 2020 as the conditions were substantially met by incurring qualified 2020 operating expenses.

NOTE 10 SUBSEQUENT EVENTS:

Paycheck Protection Program (PPP) Loan - On July 30, 2021, the Council was notified by its bank that the full amount of the 2020 PPP loan had been forgiven, and the debt was canceled.

Small Business Administration - In March 2021, the Council received a second draw PPP loan from the Small Business Administration's Paycheck Protection Program (PPP) in the amount of \$348,756. It also received an Economic Injury Disaster Loan (EIDL) in the amount of \$150,000 in April 2021.

California Massage Therapy Council

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

NOTE 10 SUBSEQUENT EVENTS (Continued):

Management's Assessment of the Ongoing Financial Effects from the COVID 19 Pandemic on the Council - As a result of the spread of COVID-19, economic uncertainties continue into 2021. Management was able to promptly respond to the numerous challenges the Council was faced with when the massage industry was practically shut down. A comparison of financial and operational data from August 2020 to July 2021 demonstrates the Council's fiscal viability:

1. Number of active certificate holders was kept at approximately 50,000.
2. Number of monthly new applications grew from 234 to 356.
3. The recertification rate was maintained above 81%.
4. As of August 1, 2021, the cash position was \$3,239,181 which is equal to seven months of the total operating budget.

Management believes it will be able to maintain a strong financial position into the foreseeable future.

Treasurer's Report, July 31, 2021

Board Meeting: October 13, 2021

Applications Received and Re-Certifications Billed

Data on therapist certifications through July 31, 2021, show an insignificant decline in the number in the number of Active Certificate Holders.

The Number of Certificate Holders

As the State was in the earlier stages of emergence from the Pandemic, and massage facilities were again operating, the number of Certificate Holders provides an important measure of how well the industry is able to serve its clients.

Prior to the COVID-19 shutdown one might have expected a decline in the number of Certificate Holders because the tight job market offered alternate opportunities. However, the figures indicate that was not the case. Further, through July of 2020, the early stages of the store shutdowns, the number of therapists was up somewhat from the previous year.

However, one year later, at the end of July 2021, the number of Certificate Holders is down 3% from the previous year to, in absolute numbers, the lowest level in the past five years.

This decline is consistent with reports by many massage business owners that they have been unable to obtain sufficient numbers of therapists to meet the demand. Among the possible explanations for this shortage of working therapists are concerns about health issues, school closures, and record high Covid unemployment benefits. In addition, some therapists may have found employment in other occupations during the lockdown. The number of Certificate Holders will be monitored as conditions return to normalcy.

The following table shows the number of Certificate Holders on July 31 for the last five years:

31-Jul	NUMBER OF CERTIFICATE HOLDERS
2021	49,773
2020	51,122
2019	50,659
2018	50,022
2017	52,607

New Applications and Re-Certifications

New Applications, as will be seen, account for a fairly small share of Certificate Holders. Nevertheless, they are an important segment of the therapist base since they are needed replace those therapists who leave the category.

Although New Applications were at low levels during January and February of this year, the levels picked up in the following months, so that the number of New Applications through July 2021 were greater than three of the past four years.

New Applications, 2021	
January	192
February	236
March	350
April	397
May	307
June	290
July	356
Total	2128

Recertifications Billed, at 14,686 was down 7% from last year. Although New Applications Received was up, that group accounts for a small share of total activity. As

a result, New Applications and Recertifications Billed, taken together, are down 6% from a year-ago and at the lowest level in the past four years.

Recertifications accounted for 87% of the total activity.

Through July 31	New Applications Received	Re- Certifications Billed	Total	Re- Certifications as a % of Total
2021	2,128	14,686	16,814	87%
2020	1,972	15,883	17,855	89%
2019	4,687	12,460	17,147	73%
2018	1,799	16,189	17,988	90%
2017	1,334	13,332	14,666	91%

Through July 2021, 88% of the Recertifications Billed were paid; again, not dissimilar from previous years. This suggests that many therapists are maintaining their eligibility to work in the category even though they may not be working at present.

Through July 31	Recertifications Billed	Recertifications Paid	% Billed That Are Paid
2021	14,686	12,883	88%
2020	15,883	13,664	86%
2019	12,460	11,929	96%
2018	16,189	14,182	88%
2017	13,332	10,703	80%

Processing Time

The average number of days required to process and approve documents (assuming no background or education issues) was 8 days in 2021, among the fastest times reported.

The 24 days required last year is explained by the disruptions in usual office procedures because of Covid.

What It All Might Mean

The number of Active Certificate Holders has declined. This decline is consistent with the reports by many businesses of a shortage of qualified therapists. A key question is whether this shortage is short-term -- reflecting Covid related factors that are keeping some therapists from reentering the market and exacerbated by a pent-up demand from clients who were not able to obtain massage therapy during the lockdown – or has longer term implications for the category.

Financial Statements

Statement of Functional Activities (Income Statement)

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

Revenue was up 12% from the comparable year-ago period while Expenses increased only 2%. The net effect was a greater than doubling of Net Income from a year-ago. This substantial increase, on the surface, seems inconsistent with the fact that there was a decline in Active Certificate Holders. However, two factors, unrelated to the number of Active Certificate Holders, appear to explain the Revenue increase:

- The SBA's Paycheck Protection Program (PPP) provided a payment equal to the entire to most of the gain in Revenue.
- New Applicants and Recertifications account for two-thirds of total revenue. The fee was increased to \$200 from \$150 in September of 2019. As a result, more of the revenue at the new fee amount was recognized in 2021 than in 2020.

Relative to Budget, actual revenue was 19% higher while actual expenses were 11% lower. The net effect is that Net Income, at \$654,457, was substantially above the budgeted loss of \$335,585 through July of 2021.

SUMMARY OF FUNCTIONAL ACTIVITIES

January 1 Through July 31

2021

2020

	Actual (\$)	Budget (\$)	Actual (\$)	Budget (\$)	Change in Actual from 2020
Total Revenue	3,743,434	3,134,321	3,344,470	3,937,162	12%
Total Expenses	3,088,977	3,469,906	3,028,210	3,495,112	2%
Net Income	654,457	(335,585)	316,260	442,050	107%

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

Revenue Detail

Total Revenue was, as noted, was 19% above Budget. Virtually all the difference is explained by the receipt of \$348,756 in PPP funds and a \$290,904 excess over Budget in Current Year Re-Certifications.

Re-Certifications – CY (Current Year) accounts for 66% of Total Revenue year-to-date, with *New Certification Fees* – CY adding an additional 10%. The PPP funds add another 9%. These three sources, together, comprise 85% of Revenue. *Past Year Re-Certification Fees*, accounts for an additional 6%.

REVENUE, THROUGH JULY 31, 2021

	Actual	% of Total	Actual as a % of Budget
CERTIFICATION FEES			
New Certification Fees - CY	\$389,665	10%	86%
New Certification Fees - PY	\$38,442	1%	100%
Re-Certifications - CY	\$2,486,260	66%	113%
Re-Certifications - PY	\$210,571	6%	119%
Recertification Late Fees	\$61,710	2%	110%
Limited Recertification Fees	\$3,240	0%	NA
Limited Recert Late Fees	\$360	0%	NA
TOTAL CERTIFICATION FEES - INDIVIDUAL	\$3,190,248	85%	109%
Hearing Fees - Individuals	\$22,451	1%	110%
School Application Fees -	\$19,215	1%	87%
School Background Check Fees	\$1,746	0%	46%
School Hearing Fees	\$0	0%	0%
Interest and Other Income	\$7,351	0%	33%
Name change	\$153,667	4%	107%
PPP Grant	\$ 348,756	9%	NA
TOTAL REVENUE	\$3,743,434	100%	119%

NA = not available

Expense Detail

Expenses were 11% below Budget.

CAMTC categorizes expenses into 37 accounts. Sixteen (16) of those 37 (including the Miscellaneous Contingencies account) make up 95% of the actual and 93% of budgeted expenses through July 31. These sixteen accounts are shown in the table below in the order they are listed in CAMTC's financial statements.

Most of the accounts were at least a little below their budgeted amount, contributing to the total of Actual Expenses being below Budget. However, it is the 21 accounts not shown in the table, because in total they account for only 5% of the total expenses, that declined most in terms of percentages. They fell 24%. The reason that the large decline in these accounts (which in total account for a small share of total expenses) is that many of them reflect activities which were more directly impacted by COVID and the related decline in New Applications and Recertifications. Examples of the largest declines in these variable costs are:

- Printing and Copying, budgeted at \$25,667, was \$17,359.
- Travel, budgeted at \$15,750, was \$9,706.
- Accounting/Audit, budgeted at \$11,667, was \$5,895
- Postage and Mailing, budgeted at \$4,667, was \$1,929.

In terms of total Expenses, Application Processing accounted for 30% and is clearly the major expense category. It is followed by Senior Management, 10%; Outside Legal, at 8%; Paralegals, 8%; and Legal in House, 6%. Legal-related activity accounts for 22% of all expenses.

EXPENSES THROUGH JULY 31, 2021

Account	Amount	% of Total	Actual as a % of Budget
----------------	---------------	-----------------------	------------------------------------

Senior Management	\$319,875	10%	98%
Management	\$106,561	3%	85%
Outreach Director	\$47,947	2%	92%
Field Investigations	\$121,213	4%	77%
School Inspectors	\$77,306	3%	89%
Legal In-house	\$170,204	6%	93%
Paralegals	\$235,320	8%	78%
Payroll Taxes	\$44,481	1%	98%
Benefits	\$120,199	4%	75%
Communications & Outreach	\$84,447	3%	72%
Banking/credit Card Fees	\$73,924	2%	95%
Certification/Mats/Print/Mail	\$44,917	1%	100%
Database Maintenance	\$60,083	2%	100%
Legal	\$253,191	8%	81%
Application Processing	\$932,974	30%	100%
Misc. Contingencies	\$231,545	7%	100%
Total of Above Expenses	\$2,924,187	95%	91%
TOTAL EXPENSES	\$3,088,977	100%	89%

Statement of Financial Position (Balance Sheet)

Overview

CAMTC continues to be in a solid financial position despite the pandemic. The organization benefited from the receipt of PPP funds in both 2021 and, to a lesser extent, in 2020. In addition, as the organization recognizes deferred income from Certifications and Recertifications it is benefiting from the increased prices which are now charged. These revenue sources have offset the decline from the number of Active Certificate Holders.

- Assets are composed primarily of cash or cash equivalents. At \$3,707,206, on July 31, 2021, assets are essentially unchanged from the comparable period in 2020, and up 46% from 2019. Cash on hand, \$3,238,461, provides a strong

reserve for any unanticipated changes in the market; it is equal to over six months of budgeted expenses.

- Liabilities are \$1,011,750, down almost one-third from 2020, but well above 2019. However, these figures, without some explanation, do not provide a clear picture of CAMTC's obligations. Most of the Current Liabilities are deferred income and will be reflected in revenue over time:
 - Over 90% of the Current Liabilities are deferred income from therapists and schools.
 - 43% of the Long Term Liabilities consists of PPP funds. These do not need to be reimbursed, so will soon be treated as income.
 - Overall, 76% of Total Liabilities will, in the coming months, become revenue.
- Equity, at \$2,695,456, is strong; up 21% from what was already a strong position in the comparable period in 2020 and up 43% from 2019.

BALANCE SHEET, July 31				
	2021		2020	2019
Assets				
Checking/Savings	\$3,238,461		\$3,478,071	\$2,331,923
Fixed	\$340,617		\$164,467	\$148,400
Other Assets	\$128,128		\$63,447	\$65,474
Total Assets	\$3,707,206		\$3,705,985	\$2,545,797
Liabilities				
Current	\$662,199		\$898,455	\$567,603
Long term	\$349,551		\$586,694	\$94,863
Total Liabilities	\$1,011,750		\$1,485,149	\$662,466
Equity	\$2,695,456		\$2,220,836	\$1,883,331
Total Liabilities and Equity	\$3,707,206		\$3,705,985	\$2,545,797

Conclusions

- There has been a moderate decline in the number of Active Certificate Holders. This is consistent with what has been reported in the marketplace. Many consumers have found it difficult to obtain appointments at massage facilities because of the lack of available therapists.
- Despite the small decline in the number of Active Therapists, Revenue is up. This is primarily because of the receipt PPP funds. In addition, the deferred revenue that is now being recognized reflects the increase in Certification fees which began in 2019.
- CAMTC is in a strong financial position. PPP funds, which have not, yet been recognized as revenue, provides an additional financial cushion.

Respectfully submitted by
Michael Marylander,
Treasurer
October 6, 2021



October 7, 2021

To: CAMTC Board of Directors
From: Ahmos Netanel, CEO
Subject: CEO report

Legislative Update

AB 1537 (Low) - The California Massage Therapy Council

According to the Legislative Counsel's Digest this bill would extend the operation of the Massage Therapy Act to January 1, 2023 and make conforming changes relating to massage therapist certification requirements. The bill would state that it is the intent of the Legislature, in extending the operation of the act, that there be subsequent consideration of legislation to create a new state board and a new category of licensed professional, as specified.

July 12, 2021 - Heard and passed (unanimously) by Senate Committee on Business, Professions and Economic Development.

September 2, 2021 – Heard and passed (unanimously) by Senate.

September 16, 2021 - Signed by the Governor.

Letters of support for CAMTC - Attached on CEO Report Page 6

Senate floor analysis attached on CEO Report Page 45

SB 803 (Roth) - Barbering and Cosmetology

CAMTC engaged with and educated multiple stakeholders as soon as the bill addressed massage. See attached document on CEO Report page 51 with highlighted relevant sections. The following language was added to the bill before it went to a final vote:

“(b) Nothing in this chapter shall be interpreted to grant any privileges reserved for persons certified pursuant to Chapter 10.5 (commencing with Section 4600) of Division 2.”

Actions approved by the Chair and Vice Chair since June 16, 2021

Revised Policies and Procedures for Approval of Schools - On June 16, 2021 the Board passed the following motion:

MOTION 06162021:3 Budlong/Bates

Motion to adopt the Interactive Distance Learning Proposal as presented by staff, and direct staff, in conjunction with the Chair, Vice Chair, and CEO, to make any and all amendments to the Policies and Procedures for Approval of Schools that are necessary to implement this proposal as soon as possible. The Board shall ratify any and all amendments at the next Board meeting.

See attached revised Policies and Procedures for Approval of Schools with track changes on CEO Report Page 53.

Covid-19 response

Over the past three months, CAMTC continued to respond to a steady flow of COVID-19 inquiries from certificate holders. Most questions were related to masks and vaccination requirements. Since June 15, 2021, CAMTC issued an additional five COVID-19 related bulletins (attached on CEO Report Page 83), bringing the total number of bulletins since the start of the pandemic to 66.

Strategic priorities – 2021

Staff is on schedule to meet all the Board's 2021 strategic objectives by the end of the year. We will provide an update in the December Board meeting.

Operations

Application processing and customer service – Overview

CAMTC's median recertification processing time for applications without background issues was 21 days in August 2021. Recertification processing time is expected to be higher than that - more than 25 days - when September calculations have been completed. Initial October forecasts indicate that mitigating actions are currently turning things in the right direction, although this situation is in a constant state of flux, dependent on many factors, and the month has just begun at the time of writing and is still in progress at the time of this Board meeting.

New Applications & Certificates

In August 2021, the median number of days to process new applications with no background or education issues was 26.5 days (CEO Report Page 90; Board goal = 45 days or less).

Recertifications

The median number of days to approve eligible recertification applications with no background issues in August 2021 was 21 days (CEO Report Page 91; Board goal = 25 days or less).

Customer Service Phone Calls

The average wait time to answer by a live agent in August 2021 was 45 seconds (CEO Report Page 92; Board goal = 90 seconds or less).

Correspondence

In August 2021, the average response time for incoming customer service and application processing emails through CAMTC's info@camtc.org and cs@camtc.org accounts was 99 minutes (CEO Report Page 93; Board goal = 1 business day).

CAMTC Performance Measures

Attached (CEO Report Page 94) are CAMTC's Disciplinary Performance Metrics for the last four quarters.

Data Security

The following is an update regarding the potential data security incident experienced by CAMTC, including our discovery of the incident, the remedial measures we took in response, and the notification of potentially affected individuals and state regulators.

Background: A merchant identification number ("MID") is a number assigned to a merchant by a payment processor. An MID is used to identify merchants with transactions processed for their entities. Payment processors report to card companies which require processors and merchants to comply with the Payment Card Industry Data Security Standard ("PCI DSS") standards. Payment processors also report to issuing banks, who assist these processors with settling transactions.

Where a cyber incident gives rise to fraudulent transactions, card processors trace back fraudulent transactions to the so-called "common point of purchase" – the merchant whose MID is common to many fraudulent transactions. Card companies and banks send out common point of purchase notices ("CPPs") where an MID is implicated in cases of payment card fraud reported by consumers.

Discovery of the Incident: On February 22, 2021, CAMTC received a CPP notice from the bank that processes CAMTC's credit card transactions, informing us of potential credit card fraud between January 1, 2021, and February 16, 2021, in connection with CAMTC's MID.

Incident Response: In order to protect our certificate holders, applicants, schools and staff, we shut down our network and website as a precautionary measure. We also conducted a preliminary investigation but did not detect anything suspicious or nefarious. Nevertheless, out of an abundance of caution, we migrated our online payment page to a new platform with additional security measures to ensure it is safe and secure for all purchases.

On February 26, 2021, we engaged an independent forensic investigation firm to investigate the incident. That same day, we engaged specialized legal counsel to assist with our response to the incident.

Legal counsel and the forensic firm participated in regular calls with Wells Fargo and card brands during the forensic investigation to keep the card brands apprised of updates on the investigation. The lengthy and extensive investigation lasted until September 2021 and ultimately did not find any evidence of compromise of CAMTC's environment.

Notification Process: While the forensic investigation did not reveal any evidence of compromise of CAMTC's environment, out of an abundance of caution, CAMTC provided notice (CEO Report Page 99) on August 26, 2021 to 7,290 individuals who made payments through CAMTC's payment portal between November 4, 2020 and February 25, 2021. CAMTC also engaged a vendor to set up a call center to respond to inquiries from notification letter recipients. To date, the call center has received 47 calls.

CAMTC also provided notification of the incident to regulators in the following states:

- California;
- Connecticut;
- Indiana;
- Louisiana;
- Massachusetts;
- Maryland;
- Maine;
- North Carolina;
- Nebraska;
- New Jersey;
- New York;
- Puerto Rico;
- Virginia; and
- Vermont.

CAMTC also notified TransUnion, Equifax, and Experian of the potential incident.

Finance

As of July 31, 2021, year-to-date net income exceeded budget by \$990,042 (budgeted year to date income was a deficit of \$335,585, actual was \$654,457). These results were achieved by generating revenues that exceeded the budget and holding expenses below budget.

As of August 31, 2021, cash on hand was \$3,302,161 (budgeted was \$3,138,309), which is equal to 7.5 months of current level of operating expenses.

CAMTC's Bank Account Summary is attached (CEO Report Page 101).

Outreach

Some of my recent public engagements included:

- **Los Angeles County Department of Public Health** - Personal Care Services Telebriefing – Panelist - July 5, 2021
- **USA Today** - "Fake diplomas. Prostitution arrests. Forged documents. Massage schools accused of feeding illegal businesses in the US." – Interview – July 7, 2021
- **The China Press** - "California Massage Department: Questioning South Bay Massage School Director's Claims" – Interview - July 13, 2021

- **Los Angeles County Department of Public Health - Personal Care Services**
Telebriefing – Panelist - July 21, 2021
- **Online Global Summit of the Coalition to End Sexual Exploitation - “Illicit Massage – Innovative Successful Solutions for Combatting Exploitation in the Illicit Massage Industry” -**
Panelist – July 23, 2021
- **Women Leaders on Law Enforcement Symposium –** attendee - September 29, 2021 and September 30, 2021
- **Nuad Thai and Spa Association of America -** Farwell party to H.E. Mr. Mungkorn Pratoomkaew, The Royal Thai Consulate-General – Speaker - October 3, 2021



SUPPORTERS OF THE CONTINUATION OF THE CALIFORNIA MASSAGE THERAPY COUNCIL



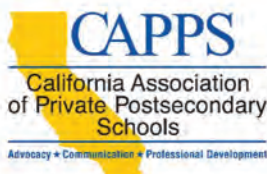
COUNTY OF SAN MATEO
BOARD OF SUPERVISORS



California State Sheriffs' Association



County of Santa Clara
Office of the Sheriff



California Professional Massage Therapy Coalition



County of Santa Clara

Office of the District Attorney

County Government Center, West Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-7400
www.santaclara-da.org



Jeffrey Rosen
District Attorney

April 15, 2021

The Honorable Richard Roth
Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low:

The California Massage Therapy Council's [CAMTC] commitment to the eradication of illicit massage parlors is instrumental in the fight against human trafficking. They have been partners with us in this endeavor.

Santa Clara County is often part of the California track-rotation for human trafficking victims. It is not uncommon that victims report being trafficked in other parts of the state before and after they are brought to Santa Clara County. This is not a problem that will go away or self-correct without consistent and pro-active measures.

CAMTC has been a key contributor to my county's efforts to combat human exploitation. CAMTC is an effective tool when confronting human trafficking and sexual assaults in massage establishments. They are collaborative, responsive, transparent, and they give local government much-needed dexterity.

Forcing licensure without a clear understanding of the implications will profoundly and negatively impact our longstanding fight against human trafficking.

Sincerely,

A handwritten signature in blue ink that reads "Jeffrey F. Rosen".

Jeffrey F. Rosen
District Attorney

JFR/dm

c: Sarah Mason, Staff Director, Senate Standing Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions

April 15, 2021

The Honorable Richard Roth
Chair, Senate Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Re: California Massage Therapy Council—SUPPORT

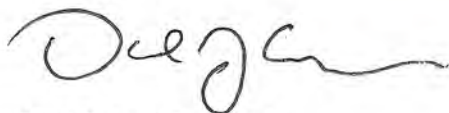
Dear Senator Roth and Assemblymember Low:

On behalf of the San Mateo County Board of Supervisors, we write in support and appreciation for all the work the California Massage Therapy Council (CAMTC) has done in California to reduce the use of massage storefronts as avenues for prostitution and human trafficking, as well as other illicit activities. The County of San Mateo supports efforts to enhance services to victims of human trafficking within the community and to foster greater collaborative efforts among all who fight modern-day slavery.

California has been well-served by the CAMTC. We see the effectiveness of CAMTC's model in combating human trafficking and their ability to provide quick and efficient support for our law enforcement officers across California. Therefore, we respectfully request a successful outcome for CAMTC's 2021 Sunset review; specifically, the continuation of CAMTC as a nonprofit organization implementing a statewide voluntary certification program for massage professionals and approving educational programs. Any attempt to make this a California State licensing agency would hurt the inroads we've made in combatting human trafficking. It is only through partnership with organizations such as the CAMTC that we can make real progress in the response to human trafficking within San Mateo County.

We look forward to a continued partnership with CAMTC as we work towards a safer future for our families and communities. Should you have any questions about our position, please contact Connie Juarez-Diroll, Legislative Officer (650-599-1341, cjuarez-diroll@smcgov.org).

Sincerely,



David Canepa, President
Board of Supervisors

cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Committee on Business, Professions and Economic Development
San Mateo County Delegation
San Mateo County Board of Supervisors
San Mateo County Manager





COUNTY OF SAN MATEO

OFFICE OF THE SHERIFF

A TRADITION OF SERVICE SINCE 1856

CARLOS G. BOLANOS, SHERIFF
MARK C. ROBBINS, UNDERSHERIFF

April 20, 2021

The Honorable Richard Roth
Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Standing Committee on Business and Professions
State Capitol, Room 4162
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low:

I offer my support of the California Massage Therapy Council (CAMTC) and encourage you to allow CAMTC to continue as a non-profit organization, implementing statewide voluntary certification of massage professionals and approval of schools.

CAMTC has assisted my office and other law enforcement agencies in San Mateo County for many years. Their work helps maintain and support professional massage therapy in our County, while assisting us in our investigations of Illicit Massage Businesses (IMBs).

In addition, CAMTC works closely with our County's Human Trafficking Program, located within my office. CAMTC's work is critical in our County's goal of zero tolerance for IMBs.

I strongly encourage you to allow the California Massage Therapy Council to continue their work under the existing structure.

Sincerely,

A handwritten signature in blue ink that reads "Carlos G. Bolanos".

Carlos G. Bolanos
Sheriff

cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions



California State Sheriffs' Association

Organization Founded by the Sheriffs in 1894

Officers

President
David Robinson
Sheriff, Kings County

1st Vice President
Dean Growdon
Sheriff, Lassen County

2nd Vice President
Kory Honea
Sheriff, Butte County

Secretary
Darren Thompson
Sheriff, San Benito County

Treasurer
Mike Boudreaux
Sheriff, Tulare County

Sergeant-at-Arms
Devon Bell
Sheriff, Placer County

Immediate Past President
David Livingston
Sheriff, Contra Costa County

Directors

Brandon Barnes
Sheriff, Sutter County

Don Barnes
Sheriff, Orange County

Tom Ferrara
Sheriff, Solano County

Billy Honsal
Sheriff, Humboldt County

John McMahon
Sheriff, San Bernardino County

Margaret Mims
Sheriff, Fresno County

Ian Parkinson
Sheriff, San Luis Obispo County

John Robertson
Sheriff, Napa County

Patrick Withrow
Sheriff, San Joaquin County

Presidents' Counsel

Gregory J. Ahern
Sheriff, Alameda County

Bill Brown
Sheriff, Santa Barbara County

Robert Doyle
Sheriff, Marin County

Martin Ryan
Sheriff, Amador County

Laurie Smith
Sheriff, Santa Clara County

Donny Youngblood
Sheriff, Kern County

M. Carmen Green
Executive Director

James R. Touchstone
General Counsel

Cory Salzillo
Legislative Director

Nick Warner
Policy Director

February 3, 2021

The Honorable Richard Roth
Chair, Senate Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low:

On behalf of the California State Sheriffs' Association (CSSA), which represents the 58 elected Sheriffs of California, I write to support the California Massage Therapy Council (CAMTC), and a successful outcome for its 2021 Sunset review; specifically, the continuation of CAMTC as a nonprofit organization implementing a statewide voluntary certification program for massage professionals and approval of educational programs.

We appreciate CAMTC's efforts and work with law enforcement to curtail the use of massage as a subterfuge for prostitution, human trafficking, and more. Its commitment to address these issues in partnership with law enforcement is making a positive difference in our communities.

Sincerely,

David Robinson, CSSA President
Sheriff, Kings County

cc: Chief Eric Nuñez, President, California Police Chiefs' Association
Carmen Green, CSSA Executive Director
Cory Salzillo, CSSA Legislative Director
California Sheriffs



California POLICE CHIEFS Association Inc.

P.O. Box 255745 Sacramento, California 95865-5745 Telephone (916) 804-3527 FAX (916) 481-8008
Email: cpca@californiapolicechiefs.org • Website: californiapolicechiefs.org

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Culver City

LESLIE MCGILL, CAE

Executive Director Ex-Officio

May 6, 2021

The Honorable Richard Roth

Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Even Low

Chair, Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

RE: Assembly Bill 1537 (OPPOSE)

Dear Senator Roth and Assemblymember Low:

On behalf of the California Police Chiefs Association and the 332 municipal police chiefs across the state, we want to express to you our appreciation for the work of the California Massage Therapy Council for all they have done to reduce human trafficking in California and express our opposition to AB 1537. We have worked diligently with CAMTC as a strategic partner for several years. Their assistance and structural support have helped our members identify illicit activity and take swift action. Our combined efforts have effectively reduced the use of massage as a front for prostitution, and more. The model currently in place works for law enforcement and improves public safety for all Californians. We are against ending CAMTC and creating a State Licensure Board for massage.

As part of CPCA's commitment to shut the gates on human trafficking in the state, CPCA's Board of Directors voted to support the successful outcome for CAMTC's 2021 Sunset review; specifically, the continuation of CAMTC as a nonprofit organization implementing a statewide voluntary certification program for massage professionals and approving educational programs. It has been continually proven that local law enforcement agencies are currently well served by voluntary certification of massage professionals.

As CPCA focuses more attention on addressing human trafficking, we look forward to continuing to partner with CAMTC in the years to come. Together, we can make a real impact on the safety and quality of life for residents in California.

Sincerely,

Abdul D. Pridgen
President

CC: Sarah Mason, Staff Director, Senate Standing Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions

County of Santa Clara

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4900



Laurie Smith
Sheriff

April 21, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

The Santa Clara County Sheriff's office appreciates the California Massage Therapy Council (CAMTC) for the diligent work and continued partnership toward the reduction of human trafficking in our community.

Our partnership with the CAMTC has been instrumental in numerous criminal investigations into human trafficking as well as being a training resource.

Santa Clara County has been identified as an enticing location for both sex and labor trafficking organizations by virtue of being located in the South Bay Area and situated along major transportation corridors for the western United States. The convenient location, large and diverse population, and high economic base have made it target destination for exploiters.

We look forward to continuing our partnership with CAMTC in an effort to eliminate the use of massage as front for prostitution and human exploitation. The Santa Clara County Sheriff's office joins other law enforcement agencies in supporting the successful outcome of CAMTC's sunset review.

Sincerely,

A handwritten signature in blue ink that reads "Laurie Smith".

LAURIE SMITH, Sheriff

cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Profession



February 2, 2021

The Honorable Richard Roth
Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

I write you today on behalf of the Peace Officers' Research Association of California (PORAC), representing 77,000 public safety members and 930 public safety associations. Our officers know first-hand the impact human trafficking and prostitution can have on an individual and a community. In our effort to fight trafficking, prostitution, and all forms of sexual exploitation, we want to express our support and appreciation for all the work California Massage Therapy Council (CAMTC) has done in California to reduce the use of massage storefronts as avenues for prostitution and trafficking, as well as other illicit activities.

As a statewide association, we see the effectiveness of CAMTC's model in combating human trafficking and their ability to provide quick and efficient support for our law enforcement officers across California. Therefore, we respectfully request a successful outcome for CAMTC's 2021 Sunset review; specifically, the continuation of CAMTC as a nonprofit organization implementing a statewide voluntary certification program for massage professionals and approving educational programs.

We look forward to a continued partnership with CAMTC as we work towards a safer future for our families and communities. Should you have any questions, please do not hesitate to call me at PORAC Headquarters (916) 928-3777 or contact our legislative advocates, Aaron Read at (916) 425-2260 or Randy Perry at (916) 716-3952.

Very Truly Yours,
BOARD OF DIRECTORS
Peace Officers Research Association of California

Brian R. Marvel
President

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions

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California Association of Code Enforcement Officers

Advancing the code enforcement profession through a unified, statewide voice

February 25, 2021

The Honorable Richard Roth
Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

On behalf of the over 1,500 professional members of the California Association of Code Enforcement Officers (CACEO), I am writing to express our appreciation for the work of the California Massage Therapy Council (CAMTC).

CAMTC's effective endeavors to eradicate illicit activities found occurring in massage establishments are making a difference in our battle to combat human trafficking. I also write to express our sincere hope that CAMTC continues to operate as a non-profit organization able to respond quickly and effectively.

In recent years, code enforcement officers' roles have continued to expand to include more traditional law enforcement investigations such as illicit massage establishments. In response to these expanding duties, CAMTC and CACEO have formed an effective partnership to train code enforcement officers on how to identify massage establishments being used for prostitution, human trafficking and a variety of other crimes adversely affecting our communities.

As a result of this valuable partnership, code enforcement officers have become another important team member in the fight against these types of activities. CACEO intends to continue this partnership and is offering our full support to the California Massage Therapy Council.

Respectfully,

A handwritten signature in dark ink, appearing to read "D. Revier", is written over a light blue horizontal line.

Darrell Revier CCEO
President

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions

California Association of Code Enforcement Officers

1800 J Street, Sacramento, CA

(916) 492-2223

info@caceo.us

CEO Report Page 14

SAN FRANCISCO COLLABORATIVE AGAINST HUMAN TRAFFICKING



April 12, 2021

Dr. Jeff Forman
Chairman
California Massage Therapy Council
One Capitol Mall, Suite 800
Sacramento, CA 95814

Dear Dr. Forman,

More than 10 years ago, San Francisco was grappling with the explosion of sex and labor trafficking in the shadows of private life and various industries, including massage business. Then-Mayor, now Governor, Gavin Newsom, then-District Attorney, now U.S. Senator Kamala Harris, and then-Board of Supervisors President, now Assemblymember, David Chiu, Congresswoman Jackie Speier, State Treasurer Fiona Ma, and past Assemblywoman Sally Lieber dared a solution by supporting the community convening toward establishing the San Francisco Collaborative Against Human Trafficking (SFOAHT) and launching of its first annual awareness campaign.

SFOAHT was created to help end human trafficking through collaboration, education, outreach, advocacy and supporting the survivors of human trafficking. The government agencies and non-profit organizations, members of SFOAHT, took a zero-tolerance stance on exploitation, violence and human trafficking by building a strong group of anti-trafficking advocates and experts in the Bay Area.

To ensure that the massage profession is not hijacked by traffickers and to protect survivors of human trafficking in San Francisco and beyond, SFOAHT and California Massage Therapy Council (CAMTC) have established a strong connection and meet regularly to discuss continued collaborative efforts. The specialized expertise and excellent professionalism that CAMTC brings to the equation have proven to be indispensable. Together, we have fought successfully to prevent and rescue victims from violence, exploitation and slavery.

In this critical mission, SFOAHT has been well served by the highly effective regulatory model of CAMTC. Furthermore, we believe that local communities and human trafficking victims are particularly well served by CAMTC's oversight and programming.

SFOAHT will be watching closely the 2021 Sunset Review. The success of our collaborative efforts in protecting and assisting those in need provides us with a very important reason to support the continuation of CAMTC. It has been clearly proven that California benefits from CAMTC's functioning as a non-profit organization that implements the statewide program for voluntary certification of massage professionals and approval of relevant educational programs.

We deeply value the highly beneficial relationship between SFOAHT and CAMTC and look forward to continuing the progress we have already made through our critically important collaboration toward eradicating the abhorrent phenomena of human trafficking.

Sincerely,

Antonia Lavine, SFOAHT Coordinator

June 10, 2021

The Honorable Richard Roth
Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080, Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Standing Committee on Business and Professions
State Capitol, Room 4126, Sacramento, CA 95814

RE: Opposition to AB1537

Dear Senator Roth and Assemblymember Low:

I am writing on behalf of the Bay Area Anti-Trafficking Coalition, a San Francisco Bay Area-based non-profit working with community partners to combat human trafficking happening in our region and beyond. We are writing in opposition to AB1537 and the establishment of a State Licensing Board. We support for the work of the California Massage Therapy Council (CAMTC), and the current model of regulating voluntary massage certifications and approving educational programs. We believe that this is an effective tool for fighting illicit activities in massage businesses. It allows the monitoring of massage therapy schools, and a partnership with law enforcement to encourage prosecution of traffickers and the empowerment of victims.

We have been involved first hand in operations that have investigated illicit massage operations and know the importance of identifying these businesses, supporting victims of trafficking with services, and prosecuting perpetrators.

We consider the CAMTC to be a key partner in our efforts to build a comprehensive and strategic response to trafficking throughout the Bay Area. Their work is an integral part of making the very visible massage industry a safe place for owners, therapists, and clients. We support the work of the CAMTC as an effective non-profit organization, able to curtail an important aspect of human trafficking in our state. Thank you for your attention to this important matter.

Sincerely,



Betty Ann Hagenau
Founder & Chief Strategy Officer
Bay Area Anti-Trafficking Coalition

cc: Sarah Mason, Chief Consultant, Senate Standing Committee on Business, Professions and Economic Development
Robbie Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions

April 14, 2021

The Honorable Richard Roth
Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Standing Committee on Business and Professions State Capitol
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low:

The Bay Area is vulnerable to human trafficking due to our major harbors and airports, a powerful economy with multiple industries, accelerating population, and large immigrant population. In 2003 several community-based organizations came together to address the unique needs of human trafficking survivors in the South Bay. The South Bay Coalition to End Human Trafficking emerged from these efforts. The Coalition is a victim-centered multidisciplinary collaborative that works together to identify victims and support them through their healing process. Over the years, Coalition agencies have coordinated resources, strengthened local capacity, responded to human trafficking, provided professional training and education, and built trust between non-governmental organizations, government agencies, and community members.

The South Bay Coalition to End Human Trafficking is the local effort responding to human trafficking in the counties of Santa Clara and San Benito. Utilizing a victim-centered approach, we are strengthening local capacity to respond to and identify human trafficking survivors. The mission of the South Bay Coalition to End Human Trafficking parallels the State Department's 4 "P's": the *protection* of trafficking victims, *prosecution* of traffickers, *prevention* of trafficking, through coordinated *partnership*. The Coalition goals are: to provide comprehensive services to victims of human trafficking, raise awareness of human trafficking through community education and outreach, and provide professional training to service providers.

The current model of regulating voluntary massage certifications in California provides the California Massage Therapy Council (CAMTC) with jurisdiction. It is a model that allows for due diligence in monitoring massage therapy schools, a prompt administrative process that can identify fraudulent transcripts, and proactive partnership with law enforcement agencies to encourage prosecution of traffickers.

In a recent report, published by the South Bay Coalition to End Human Trafficking, to the County of Santa Clara, one of ways that the illicit massage industry currently operates with little to no repercussions is because of government bureaucracy. It would not serve the interests of the state to have the massage industry regulated by a state body. CAMTC is a unique model in that it operates with jurisdiction provided by state law, but the flexibility to operate as a non-profit. This has resulted in over 80 massage schools

closing (the vast majority of which engaged in fraud), partnerships with law enforcement throughout the state, and support of local organizations serving survivors of trafficking.

The *agencies listed below* prioritize the identification of human trafficking survivors, which often requires a shift in traditional approaches to enforcement and regulation. CAMTC helps provide an administrative process for law enforcement to report potential trafficking and provide integrity to the Certification of California's massage therapists. We support their continued role and partnership throughout the State of California.

Respectfully,



4/12/21

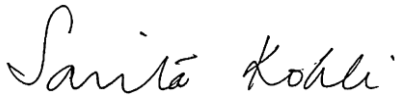
Sharan Dhanoa
Director Strategic Development
South Bay Coalition to End Human Trafficking*



CC: Sarah Mason, Staff Director, Senate Standing Committee on Business, Professions and Economic Development

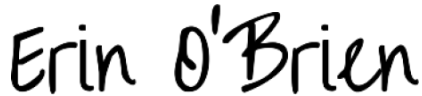
CC: Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions State Capitol

**The following South Bay Coalition to End Human Trafficking Member Agencies Support
the Mission of the California Massage Therapy Council:**



04 / 12 / 2021

Sarita Kohli, President & CEO
Asian Americans for Community Involvement



04/ 14 / 2021

Erin O'Brien, CEO & President
Community Solutions



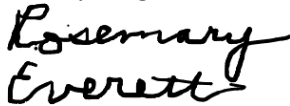
04 / 12 / 2021

Vanessa Russell, Executive Director
Love Never Fails Us



04 / 13 / 2021

Ruth Silver Taube, Coordinator
Santa Clara County Wage Theft Coalition



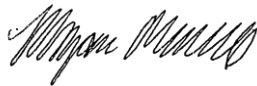
04 / 12/ 2021

Rosemary Everett, Representative
Sisters of Holy Names Jesus and Mary



04 / 12 / 2021

Marilyn Wilson
Sisters of the Blessed Virgin Mary



04 / 12 / 2021

Morgan Weibel, Esq., Executive Director
Tahirih Justice Center

* The South Bay Coalition to End Human Trafficking is a collaborative of over 30 agencies and not a formal legal entity. As such, the Coalition as a whole cannot endorse policies, but can encourage individual member agencies to do so, as is reflected above.



NATIONAL CENTER ON SEXUAL EXPLOITATION

April 15, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

We work every day to build a world free from sexual abuse and exploitation. The National Center on Sexual Exploitation (NCOSE) is dedicated to utilizing research, litigation, legislative and corporate advocacy, as well as coalescing an international Coalition to meet our goal. In this effort, NCOSE has distinguished itself as a global leader.

The inherent harm and oppression of sexual abuse and exploitation impacts people regardless of their age, nationality, race, sex, sexual orientation, or creed. We work relentlessly to build diverse partnerships with exemplary organizations such as the California Massage Therapy Council (CAMTC).

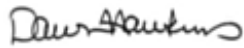
Since 2015, NCOSE's Director of Law Enforcement Training and Survivor Services, Dr. Stephany Powell, has served as the anti-human trafficking representative on CAMTC's Board. The California model demonstrates an effective and visionary way to combat sexual abuse and exploitation.

We are committed to educating policy makers in other states about the effective model represented by CAMTC. To that end, we have invited CAMTC's CEO to present to more than 25,000 attendees from 115 countries who are expected to attend our annual global summit this July.

The continuation of CAMTC as a nonprofit organization, implementing voluntary certification of massage professionals and approval of schools, continues to make a lasting difference in protecting the vulnerable and marginalized in our society.

If you have any questions, please do not hesitate to call me at our national headquarters 202.393.7245 or California-based Dr. Powell at 202.839.1778.

Very Truly Yours,



Dawn Hawkins

Chief Executive Officer
National Center on Sexual Exploitation

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development

Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions



National Council of Jewish Women San Francisco Section

2000 Van Ness Avenue, Suite 411

San Francisco, CA 94109

415-346-4600

info@ncjwsf.org

National Council of Jewish Women
San Francisco Section

President

Linda Kurtz

Vice Presidents:

Pat Greenstein

Linda Kurtz

Deborah Lopez

Teddi Silverman

Treasurer

Michael Gerber

Secretary

Teddi Silverman

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Rodriguez

Katherine Koyfman

Marlene Levenson

Ellyn Levinson

Sally Lieber

Beverly May

Lindsey Newman

Mizuho Takahashi

Roberta Wyn

Executive Director

Antonia Lavine

May 13, 2021

The Honorable Richard Roth

Chair, Senate Standing Committee on Business, Professions and Economic Development State Capitol, Room 2080

Sacramento, CA 95814

The Honorable Evan Low

Chair, Assembly Standing Committee on Business and Professions State Capitol, Room 4126 Sacramento, CA 95814

Re: Opposition to AB1537

Dear Senator Roth and Assemblymember Low:

The National Council of Jewish Women- San Francisco (NCJW-SF) is a 120-year old volunteer organization that is dedicated to research, education, advocacy and community service aimed at improving the quality of life for women, children and families, and ensuring individual rights and freedoms for all people. As such, NCJW-SF is on the forefront of efforts to fight human trafficking. In furtherance of this mission, we were instrumental in the founding of the San Francisco Collaborative Against Human Trafficking (SFCaHT) and work actively toward eradication of modern-day slavery through the Collaborative with organizations like the California Massage Therapy Council (CAMTC).

We are writing in support of CAMTC and in opposition to AB1537. We oppose limiting the extension of the Massage Therapy Act for only one year and the intent to establish a State Licensing Board for massage therapy. CAMTC is an important organization for many reasons. To ensure that the massage profession is not hijacked by traffickers and to protect survivors of human trafficking in San Francisco and beyond, NCJW-SF, through SFCaHT and with the California Massage Therapy Council (CAMTC) have established a strong connection and meet regularly to discuss continued collaborative efforts. The specialized expertise and excellent professionalism that CAMTC brings to the equation have proven to be indispensable. Together, we have fought successfully to prevent and rescue victims from violence, exploitation and slavery. CAMTC has co-sponsored and helped organize our conferences. As an active member in SFCaHT, CAMTC has demonstrated its focus on developing and implementing effective policy regarding human trafficking.

The success of our collaborative efforts in protecting and assisting those in need provides us with a very important reason to support the continuation of CAMTC. It has been clearly proven that California benefits from CAMTC's functioning as a non-profit organization that implements the statewide program for voluntary certification of massage professionals and approval of relevant educational programs.

Please feel free to contact us for any additional information.

Sincerely,

Antonia Lavine, Executive Director

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions



Formerly known as: Mary Magdalene Project

Board of Directors

December 19, 2019

Aayush Chandan,
Co-President
Director
Lateral Link

Dr. Jeff Forman, Chairman
California Massage Therapy Council
One Capitol Mall, Suite 800
Sacramento, CA 95814

Amanda Myers
Co-President
Partner, Hepner & Myers, LLP

Dear Dr. Forman,
For the past 40 years, Journey Out, a California-based nonprofit organization, has been in the vanguard of the fight for the freedom and survival of all those whose lives have been destroyed by sex trafficking or commercial sexual exploitation. Our mission is to help victims of commercial sexual exploitation and sex trafficking leave a life of abuse and violence, overcome their fears, and empower them to reach their full potential and achieve their goals.

Dr. Stephany Powell
Executive Director
Journey Out

Journey Out's effort to combat human trafficking extends into the illicit massage businesses where women are trapped into a life of uncertainty, despair and confinement. Our work would be difficult without the continuing leadership of the California Massage Therapy Council, a nonprofit organization responsible for implementing a statewide voluntary certification program for massage professionals. The CAMTC also brings security and credibility to the profession with their approval of educational programs.

Rebekah Bell
Immediate Past President,
Executive Committee

The current model so prudently established by the Legislature and implemented by CAMTC is working. Over the past 10 years CAMTC has been a leading effective partner in reducing the frequency of massage being used as subterfuge to prostitution, sex and labor trafficking.

Linda Peterson
Treasurer
Retired
Attorney Occidental Petroleum

Thank you and please feel free to contact me for any reason.

Courtney Guthridge
Secretary
Assistant Director, Savills

Crown Arbuckle
Network Administrator
Annenberg Petspace

Sincerely,

Journey Out
7136 Haskell Avenue, Suite 125
Van Nuys, CA 91406
818.988.4970
www.journeyout.org

Dr. Stephany Powell
Executive Director
Journey Out

Journey Out is a 501(c)(3) nonprofit
Federal ID 95-3817864

Karen Boulanger, PhD

Certified Massage Therapist

June 22, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126,
Sacramento, CA 95814

AB1537 (Low) - Oppose

Dear Senator Roth and Assemblymember Low,

I am writing as a constituent of Evan Low and as a certified massage therapist from San Jose. I have a long-standing commitment to moving the massage therapy profession forward in California. I worked as a massage therapist at Stanford's Children's Hospital for 11 years and was a self-employed massage therapist for 22 years. I was faculty for the Massage Therapy program at DeAnza College in Cupertino for five years and was part of team that applied for CAMTC approval of their program.

I have been a member of the AMTA for 20 years. However, I do not agree with their position calling for licensure, nor do I see evidence that the AMTA's position represents the views of massage therapists in California. I want to say as strongly as possible that they are wrong on this issue. CAMTC's model embraces professional behavior, is effective in combating human trafficking and provides effective support for our communities and law enforcement officers across California.

On a personal note, my teenage daughter was victimized by a massage therapist, David Leson. After San Jose's police officers arrested him, criminal charges were filed against Mr. Leson on June 2, 2020 in Santa Clara Superior Court for violation of Penal Code section 311.11(c)(2) – Possession or control of any matter depicting sexual conduct of a person under 18 years of age. While Mr. Leson still has not entered a criminal plea in the matter, CAMTC suspended his certificate nearly a year ago on June 10, 2020, the same day that they were notified that the criminal charges had been filed.

I fully support the continuation of CAMTC as a non-profit organization implementing voluntary certification for massage therapists and approval of educational programs.

If you have any questions, please call me at (408) 533-3644, I would be happy to consult with you.

Kind regards,



Karen Boulanger, PhD, CMT

Cc: Sarah Mason, Staff Director, Sen. Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Asm. Standing Committee on Business and Professions



April 21, 2021

The Honorable Richard Roth
Chair, Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Chairs and Committee Members,

RE: CAMTC

I write on behalf of the Federation of State Massage Therapy Boards and wish to express **support for the continuation of our member, the California Massage Therapy Council**, implementing a state-wide certification program for massage professionals, including the approval of educational programs, for the purpose of regulation in CA.

The role of the Federation is to support the 49 massage regulatory boards and agencies, including CAMTC, in their work to ensure that the practice of massage therapy is provided to the public in a safe and competent manner, always in the interest of the public protection mission and regulatory mandate.

We are confident that CAMTC will protect the citizens of California by validating competence through independent examination, allowing consumer recourse, creating oversight and sanctions, and ensuring that massage therapists are appropriately trained and following defined standards.

We are pleased that **CAMTC supports the use of the national Massage & Bodywork Licensing Examination (MBLEx) in California**, at no cost to the State. The content of the exam was created based on input predominantly from California massage therapists and the exam is a valued tool used by law enforcement across the nation in addressing illegal activities. The exam is designed specifically to assess entry-level safety and competence to practice and is a key factor in public safety as well as facilitating professional mobility and access to work for qualified individuals. The MBLEx pass rate for CA candidates is 77%, well above the national average.

The FSMTB also appreciates **CAMTC's efforts to address and eliminate fraudulent massage education** in the State of California as well as to address the issues of **human trafficking** as they negatively impact the massage profession nationwide.

We are pleased to assist in ensuring accurate information reaches key decision-makers in California as we support the work of the legislature in strengthening the public protection of your citizens. We look forward to continuing to support CAMTC moving forward and working for the public interest.

Thank you for the opportunity to bring this information to your attention. Should you have any questions about the Federation or any of the information above, please feel free to contact our executive director, Dr. Debra Persinger by phone at 913.681.0380 or by email at dpersinger@fsmmb.org.

Sincerely,

A handwritten signature in black ink, appearing to read "David A. Cox", with a stylized flourish at the end.

David A. Cox
FSMTB President
Maryland Board of Massage Therapy Examiners

CC: Sarah Mason, Staff Director, Senate Standing Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions
Dr. Debra Persinger, FSMTB Executive Director



July 8, 2021

Assembly Member Evan Low
Chair, Assembly Business and Professions Committee
1020 N Street, Rm. 379 of LOB
Sacramento, Ca. 95831

Senator Richard Roth
Chair, Business & Professions Committee
State Capitol, Rm 2053
Sacramento, Ca 95814

AB 1537 (Low) Oppose

Dear Chairs,

On behalf of the California Association of Private Postsecondary Schools (CAPPS), I write to express our concerns on the reauthorization of the California Massage Therapy Council (CAMTC) proposed extension of only one year.

We have learned through bitter experience that bringing a new or reconstituted Board or Bureau to full operational status, especially within the Department of Consumer Affairs, is a multi-year process. We watched as the Bureau for Private Postsecondary Education (BPPE) was reconstituted in 2010 after a two-year closure and can assure you that closing CAMTC and creating a new Board will take years not months.

The important issues outlined in the Legislative analysis including the advisability of creating a statewide license, moving from a non-profit to a Government Agency, CAMTC ties to local governments, creating workable regulations and applicable statutes on enforcement and greater transparency of operations are not easy decisions and the likelihood of passing coherent legislation and putting a new statewide agency in place in twelve short months is almost impossible.

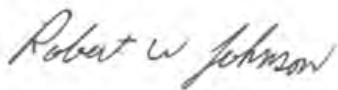
The California Massage Therapy Council (CAMTC) has done important work since its inception. Any transition must account for its past work and present relationships and not inadvertently create chaos in a transition. If the Legislature is determined to replace CAMTC, we recommend that a transition plan be created over a twelve-month time period to address transition issues and in the meantime extend CAMTC for another thirty-six months to ensure the least possible disruption. This extension gives the majority of CAMTC Schools that are up for re-approval in 2022 some certainty in operations and student management. Disrupting Student progress is something we should all want to avoid.

CAMTC has spent years building the infrastructure to combat fraudulent massage schools, including relationships with law enforcement, BPPE, and other massage agencies nationally. The Legislature must ensure that these relationships and working arrangements not be disrupted, especially in these times when human trafficking is on the rise. Massage is a skilled profession that requires education in that profession. Only legitimate, quality massage programs can provide that. While BPPE also approves these schools, its purpose is to mostly ensure protections for the student. BPPE does not have the curricular experts to determine whether a massage program is adequately training a student to safely perform massage on the public. We urge the Legislature to take time to decide if CAMTC or a new agency is better able to provide oversight to the massage sector by merging all approvals and oversight in an Agency that is devoted solely to the massage sector.

CAPPS was an active stakeholder in the creation of CAMTC and while it was compromise legislation it did create efficiencies of effort and reasonable cost effectiveness. The Legislative analysis points out the issues involved that need to be decided. We urge the legislature to arrive at decisions on those issues and then allow sufficient time for a transition plan. We hope that the mistakes in reauthorizing the BPPE will not be repeated.

Please feel free to reach out and discuss our recommended positions.

Sincerely,



Robert Johnson, CAPPS Executive Director

Cc: Matt Back, Matt Back Government Relations
Robert Sumner, Chief Consultant, Assembly Business & Professions Committee
Elissa Silva, Consultant, Senate Standing Committee on Business,
Professions and Economic Development



June 21, 2021

**The Honorable Evan Low
Member of the Assembly
State Capitol, Room 4126
Sacramento, CA 95814**

Re: AB 1537 (Low) – Support if Amended

Dear Assemblyman Low:

On behalf of the Massage Envy California Franchise Association (MECAFA), I am writing to express our “Support if Amended” position on your Assembly Bill 1537. Our Association is the leading *employer* of Massage Therapists in the state, numbering 140 locations and approximately 2800 Massage Therapists—prior to the pandemic. We feel uniquely qualified to provide our on the ground experience as owners and operators in this essential wellness industry. We support the extension of the California Massage Therapy Council (CAMTC) in this year’s Sunset Review, and request amendments that allow for a longer extension than 1 year.

The CAMTC started the process of curing many historic ills in the California Massage Industry and has created significant wins for its’ stakeholders.

- **Massage Therapists** no longer needed to endure burdensome and costly licensure processes in each individual state or county in which they wished to work granting them mobility and creating increased competitiveness for their skills.
- **Cities and Law Enforcement** gained a statewide partner to help facilitate greater visibility into the screening and oversight of Certification Applicants and Massage Schools.
- **Consumer and Employers** enjoyed the benefit of an easy to access mechanism for verifying certification and reporting inappropriate behavior.

These wins would continue with an extension of CAMTC and it is worth noting some of the most dogged opponents of the CAMTC, at inception, now support it in its’ current form. There is, of course, room for improvement, but it would be wiser to build on these successes than change course and pursue a new regime of state agency licensure.

The pandemic has decimated our industry over this period of time and what we need right now is predictability and time to recover. We would like to build on the CAMTCs success in elevating Massage Therapy as a profession and find common sense solutions to expand the workforce. Let’s exceed the projected 20% growth rate and let’s make massage more accessible and safer for the consumer. We ask for an extension of the CAMTC sunset for a reasonable time that will allow us to rebuild our workforce and give our locations time to recover from this historic pandemic.



Testing is once again a topic of discussion and there is interest in re-establishing some form of pre-certification testing. As business owners, we saw

- **Pre-Certification Testing** significantly and sometimes permanently delayed the entrance of school graduates into the workforce, often at crippling expense to the applicant
- **Eliminating Testing** immediately increased the flow and quantity of new applicants
- **Job Performance** was not observed to be better among tested applicants. In fact, some of our best performing team members either never passed or were never required to pass a test. We consistently observe On-the-Job Training to be a superior approach.

Massage Therapy is one of the few industries that is widely accessible to people of all backgrounds, not slated to be offshored or substantially mechanized, and readily able to provide incomes up to double the current median income. In fact, one of the best ways to elevate the profession would be to explore ways that CAMTC might promote employment standards that are consistent with AB5 and dovetail with the concept of apprenticeships that have been so successful in other professions.

Massage Therapy is a profession projected to grow as much as 20% by the US Department of Labor, building on the already explosive growth in access to and awareness of massage as an essential health benefit. In the past ten years, more than half of our first-time clients report that they are having their first massage ever. Those two pieces of information provide a great illustration of supply and demand. From the front lines, we can report there is certainly not a demand problem and our post pandemic appointment books validate that. We do, however, have a supply problem and that cannot be solved by building barriers to entry.

With that, we strongly advocate for a five-year extension of the current CAMTC and cannot be more opposed to instituting new testing requirements. We believe there are better solutions available and are happy to work with the legislature and our industry partners to bring those about. Thank you for your consideration in this matter.

Very Respectfully,

A handwritten signature in black ink, appearing to read "smk".

Stephen Karson
President, MECAFA

cc: *Robert Sumner, Consultant*
Assembly Business & Professions Committee

Burke Williams

beyond the spa

April 15, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126,
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

On behalf of Burke Williams Spas, one of the largest employers of Massage Therapists in the State of California, we want to express our continued support for the California Massage Therapy Council (CAMTC) and the tremendous accomplishments they have achieved through the implementation of the statewide massage therapist certification process.

Through the efforts of the CAMTC they have simultaneously elevated the standards of the massage profession in this state as well as positively impacted the ability of companies like ours to successfully employ hundreds of massage therapists across multiple municipalities. Their work has been integral in our ability to grow our overall business resulting in our employing over 1500 people statewide.

Prior to the formation of the CAMTC, the massage profession in this state was not only fragmented, but also labored under the impression of being a front for multiple illicit activities including human trafficking and prostitution. Companies like ours, wishing to bring professional massage therapy to urban settings, faced a continued uphill battle of perception.

The CAMTC played a crucial role by working with law enforcement and multiple municipalities to enact stringent standards to both certification of massage therapists as well as massage education. The result is an immensely improved perception and confidence the public now has in the massage profession and as a result our ability to grow and continue to hire professional massage therapists and supporting staff.

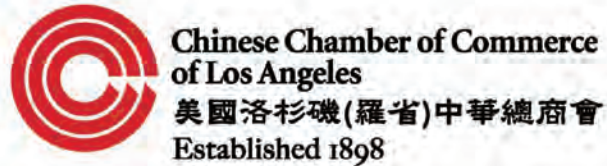
Burke Williams whole-heartedly supports the efforts of CAMTC.

Sincerely,



Bill Armour, President
Burke Williams, Inc.

Cc: Sarah Mason, Staff Director, Sen. Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Asm. Standing Committee on Business and Professions



April 28, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

The Chinese Chamber of Commerce of Los Angeles (CCCLA) supports the continuation of the California Massage Therapy Council (CAMTC) in its current structure and opposes State licensing for massage therapists. CCCLA is a politically independent, member based, non-profit organization that has been leading and serving the business community since 1898. Today there are more than 160,000 Chinese American owned businesses, bringing in more than \$70 billion in taxable revenues, and employing more than 500,000 people, in the Los Angeles area. We promote the interests of our members by encouraging trade, business growth, and new opportunities.

CAMTC has been a strong partner supporting the Chinese community and legitimate massage therapy businesses since it began in 2009. It has informed and lifted up Chinese American businesses in Los Angeles and the Asian community as a whole, including fighting against the trafficking of Asian immigrants in illicit massage establishments. Their work with local government has been an important component of helping legitimate Chinese American massage businesses to thrive in the Los Angeles area and be distinguished from a criminal element. We support its recent actions including:

- Translating its website, application, and other written materials into Chinese, providing more access to CAMTC certification by Chinese language speakers;

- Distributing brochures in English and Chinese to all massage schools in California alerting students about the consequences of attending a school that is not CAMTC approved;
- Working with Asian lawmakers on issues that affect the Asian community, including Assembly Member Ed Chau, who sponsored a bill that requires schools that are not CAMTC approved to notify students of this fact in writing, and get their written acknowledgement. CAMTC supported this bill and even named Ed Chau Legislator of the Year in 2019 for his work on this impressive effort;
- Working with Chinese American local elected officials since 2009; and
- Protecting vulnerable massage students, many of whom are recent Chinese immigrants, from unscrupulous schools by not accepting education from fraudulent schools. Instead of supporting fraudulent schools looking to make a quick buck – CAMTC is protecting the students harmed by these nefarious practices.

CCCLA supports the continuation of CAMTC as a non-profit organization implementing voluntary certification of massage professionals and approval of schools. Switching to State Licensure will harm our business members in their efforts to employ well qualified individuals without background issues.

Sincerely,

Kevin Chen

Kevin Chen
President
Chinese Chamber of Commerce of Los Angeles

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions

1129 E 5th Street, First Floor, Los Angeles, CA 90013
Tel: 213.617.0396 Fax: 213.617.2128 Email: Chamber@lachinesechamber.org
www.lachinesechamber.org www.misslachatown.com www.lagoldendragonparade.com



April 21, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

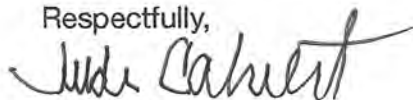
Dear Senator Roth and Assembly member Low,

My name is Judi Calvert, and I am the President of the Hands On Trade Association (HOTA), A national organization with more than 17,000 members. HOTA was established 21 years ago and represents thousands of certified therapeutic massage professionals in California that adhere to HOTA's strict code of Ethics. On a personal note, I have been practicing massage therapy for 36 years and have devoted a lot of my life to educating the public and the profession about the positive benefits of massage. I co-founded Massage Magazine in 1985 and the World Massage Museum in 2004, which is dedicated to the history of massage and have collected over 4,000 historic objects and images related to massage history.

It is HOTA's mission to elevate the massage profession in every state of the U.S. and in our experience, California is leading the country with its regulatory statewide certification of massage therapists. It comes as no surprise that the California Department of Public Health (CDPH) recently decreed that "Massage Therapists are considered Alternative Medical Practitioners."

The California Massage Therapy Council (CAMTC) greatly benefits the public with its high professional standards. CAMTC's certification makes it possible for massage therapists to freely practice anywhere in California without the imposition of local municipalities of individual massage permits. We fully support the continuation of a private, non-profit organization administering voluntary massage certification and school's approval.

Respectfully,



Judi Calvert
President

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions



California Professional Massage Therapy Coalition

1127 11th Street, Suite 550 Sacramento, CA 95814
916 448-7500

April 21, 2021

The Honorable Richard Roth
Chair, Senate Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low
Chair, Assembly Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

RE: California Massage Therapy Council (CAMTC) Sunset Review

Chair Roth and Chair Low,

The California Professional Massage Therapy Coalition (the Coalition) is a group of leading massage business owners throughout the state and includes well known national brands and their franchisees and leading California independent massage businesses. The Coalition also includes multiple massage school locations throughout the state.

The Coalition's members collectively have hundreds of years of experience in the massage profession as business owners and providers. Its members provide nearly 1.6 million massages to California residents throughout the state in an average year. We employ nearly 2000 certified massage therapists, as well as an additional 3200 employees. Through the pandemic, the Coalition and its members have been very active in working with state and local health officials to establish industry leading safety protocols to allow safe reopening of massage services.

We write in support of the California Massage Therapy Council (CAMTC) and the current model for ensuring safe, effective massage therapy in California. California is a large and diverse state. CAMTC has admirably navigated through some the difficult issues the state faces and continues to diligently perform its obligations while working towards improvement and solutions for the ongoing challenges the industry faces.

CAMTC sets high standards in both promoting and regulating quality massage therapy in the state. Law enforcement has testified in Committee to CAMTC's effectiveness as a partner in efforts to combat the use of massage as a subterfuge for illegal activity and has elevated the practice of professional massage therapy. In addition, CAMTC has played a key role in bringing continuity to what was once a fragmented industry. Through their efforts, massage businesses are now able to hire, with increased certainty and efficiency, certified massage therapists that have the training and experience necessary to professionally provide the quality of service needed by

businesses, consumers and communities. The massage industry in general, professional massage therapists, and the general public are better off because of the work of the CAMTC.

We believe the most productive approach at this time would be to focus our collective work on targeted, constructive efforts done within the current CAMTC structure to make any changes that are believed to help improve the industry and the work it does for the California public.

We also hope the committees will consider what the industry, both employers and therapists, have been through over the last 13 months. Massage businesses are overwhelmingly prototypical small businesses, and they are struggling. The massage industry was shut down twice for what amounts to the majority of the first 12 months of the Pandemic. It would be very beneficial to have extended time to try to get healthy again and re-staff their businesses. They do not need additional regulatory complexity or changes to manage.

We strongly urge maintaining the current approach with the CAMTC. However, we look forward to and would welcome opportunities to collaborate with you and others on ideas designed to continue improving how best to more fully provide the many benefits of massage to the millions of Californians who use and value the service.

Respectfully

California Professional Massage Therapy Coalition

CC: Members, Senate Committee on Business and Professions
Members, Assembly Committee on Business and Professions
Sarah Mason, Senate Committee on Business and Professions
Robert Sumner, Assembly Committee on Business and Professions



Nuad Thai and Spa Association of America (NTSAA)
Working together to achieve excellence in Nuad Thai and Spa

April 19, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

On Behalf of Nuad Thai and Spa Association of America (NTSAA) and 600 plus members, we are a non-profit organization established in 2016. Our Association represents the largest Thai massage therapists and massage establishments in United States.

Since our Association was established, the California Massage Therapy Council (CAMTA) and NTSAA have been working closely together to resolve many issues facing our members, especially during the COVID-19 pandemic. We strongly support the continued existence of CAMTC, with its mission and goals, in order to benefit both public safety as well as the therapists in California. We also support the discontinuation of the MBLEs Exam as a part of the requirements to obtain a therapist certificate. Thai massage therapists are able to perform the best massage techniques based on knowledge and experience from the 500-hours-plus requirement from CAMTC approved schools.

Nuad Thai and Spa Association of America (NTSAA) and CAMTC will work as a partnership to support our massage therapists and protect public safety as a whole.

Sincerely,

Saengthong Saengkaew
President

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions



NATIONAL
HOLISTIC
INSTITUTE

April 20, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assemblymember Low,

My name is Tim Veitzer and I am Co-Owner and President of National Holistic Institute (NHI). We were founded in 1979 and are the first accredited and largest massage therapy school in California. NHI has 10 locations throughout the state, including San Jose, Sacramento, and Los Angeles. We graduate approximately 1,000 massage therapists every year and have a reputation as a national leader in terms of high-quality education and professionalism in the field.

California Massage Therapy Council (CAMTC) has done important work since its inception and I am writing to express my strong support. CAMTC's attention to detail, excellent staff, and high standards have undoubtedly set a high bar regulating and promoting quality massage therapy education. The industry as a whole is far better off for their efforts.

NHI supports a successful outcome for CAMTC's 2021 Sunset review as a non-profit organization implementing statewide certification and approval of massage therapy schools.

If you would like to connect for any reason, please do not hesitate to call me at (510) 547-6442.

Sincerely,

Tim Veitzer
President
National Holistic Institute

Cc: Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions



June 29, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions, and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

AB 1537 (Low)-Oppose

Dear Senator Roth and Assemblymember Low,

On behalf of The California Massage School Association (CAMSA) and its 30 plus member schools, I want to share my deep concerns and opposition to AB 1537. This bill reauthorizes the California Massage Therapy Council (CAMTC) for only one year, creating an unstable environment at a critical time for small massage schools. The COVID-19 pandemic significantly impacted student enrollment in CAMSA member schools, bringing some to the brink of closure.

In 2022, most massage schools are due for their CAMTC school re-approval, which will be for 4 years approval term. It creates an undue hardship on schools to go through this rigorous process if CAMTC is only reauthorized for one year. Schools cannot properly function with this level of uncertainty. Member schools need to sign leases, enroll students, and plan for the future.

Reauthorizing CAMTC for only one year, or even two or three, puts massage schools in limbo. Such a level of regulatory uncertainty will damage small schools and massage students seeking education. We don't support licensure, but we can all agree to the discussion in an atmosphere where businesses and schools are not damaged to the point of closure. At the very least, please reauthorize CAMTC for four years.

Sincerely,

Dr. Ben Drillings
Director
California Massage Schools Association

CC: Sarah Mason, Staff Director, Senate Standing Committee on Business, Professions,
and Economic Development
Robby Sumner, Chief Consultant, Assembly Standing Committee on Business and Professions



1552 N Western Ave., Los Angeles CA 90027 <http://www.hollywoodcareercollege.com> Tel. (310)800-3069

April 19, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capital, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capital, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assembly member Low,

I am writing to express my support for the mechanisms which are currently in place for the regulation of massage education and practice in California.

I founded and currently manage and lead instruction at Hollywood Career College, which offers a 500 hour Massage Therapy program which is approved by the state's Bureau for Postsecondary Education. Our program has also been approved by the California Massage Therapy Council ("CAMTC").

I believe the current system in place, i.e., CAMTC, is working well and should continue. Their standards are recognized and well understood, and have increased the quality of massage training and practice throughout the State. As an organization, they have been strong advocates for the massage community, and have been helpful and responsive, especially during this unprecedented past year.

In contrast, I have previous finished and experience with MBLEx (Massage & Bodywork Licensing Exam), and recommend against its use as a requirement to practice. The exam has a peculiar focus on arcane technical details and historical trivia; there are large portions of the test which simply have no real relevance to the actual, practical details of massage work. It represents a needless impediment which proves nothing useful.

I feel what we have currently is effective and working well; implementing a new regulatory paradigm is unlikely to improve matters, but will certainly cause confusion and stress throughout the transition period for all stakeholders - massage professionals, students and educators, and business owners.

Sincerely,

A handwritten signature in black ink, appearing to read 'Umarin Wachter'.

Umarin Wachter ,CEO
Hollywood Career College

*Santa Barbara
Body Therapy Institute*
where lives change!



**516 North Quarantina Street
Santa Barbara CA 93103
(805) 966-5802
info@sbbti.com www.sbbti.com**

April 19, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assembly Member Low:

As Director of the Santa Barbara Body Therapy Institute, providing vocational training to over 3000 students during the last 31 years, I am writing to express my support of the successful continuation of the California Massage Therapy Council and continued suspension of the National Exam requirement.

Since CAMTC's inception, they have played an incredibly significant role in approving schools and disapproving over 70 "papermill schools" previously approved by the BPPE. Prior to CAMTC adopting the function of school approval, we had graduates being denied licensure in the states of Nevada and Arizona on the basis that their certificate of completion was from a California BPPE approved school.

CAMTC has been fulfilling its function in assuring that the therapists who are operating with CAMTC certification have been properly trained and vetted. The continued operation of unlicensed massage and human trafficking is best fought when CAMTC, local code enforcement, local law enforcement, and attorney generals work collaboratively implementing the law and shutting down these operations.

The National Exam requirement creates an unnecessary barrier to our profession for those with cognitive memory challenges and thus far has not stopped the operation of unlicensed massage and human trafficking. The exam is not an adequate measure of competency, nor does it improve public safety and shifts the curriculum focus within massage schools from skill building to memorization and drilling for multiple choice tests. A far better measure of competency would be a practical exam requirement, as is required for cosmetologists, chiropractors, and acupuncturists who also provide hands on skills to the general public.

I plan to attend and speak at the Legislative hearing on the 27th. Thank you for your consideration.

Sincerely,

Katie Mickey

Director of Santa Barbara Body Therapy Institute

Cc: Sarah, Mason, Staff Director, Elissa Silva, Consultant, Senate Committee on Business, Professions and Economic Development
Robby Summer, Chief Consultant, Assembly Standing Committee on Business and Professions



May 4, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assembly Member Low,

My name is Thanh Nguyen, Co-Owner and Chief Operation Officer of the American Institute of Massage Therapy (AIMT) in Santa Ana, CA. The school was found by Dr. Hungerford who had over 40 years of experience in physical and rehabilitation therapy, shiatsu and sports massage therapy. She was instrumental in getting sports massage accepted at the 1984 Olympics in Los Angeles. We became the owners when Dr. Hungerford retired in 2003. The school with a dynamic management team, advisory board members, and faculty, who have experience and established reputation in the industry, continues to strengthen its leadership in providing quality education designed to meet the needs of its students. AIMT is well known for its and quality educational programs and affordable costs. We've been recognized for our exceptional programs, low cost tuitions, as well as local community participation.

California Massage Therapy Council (CAMTC) has done excellent work to improve the quality of the educational programs that result in higher standard of massage therapy practice in California. We are writing this letter to express our full support for CAMTC and hope that you will allow CAMTC to continue as a non-profit organization, implementing statewide voluntary certification of massage professionals and approval of massage therapy schools.

Sincerely,

Thanh Nguyen, COO

- CC. 1. Sarah Mason, Staff Director, Senate Committee on Business, Professions and Economic Development
2. Robby Summer, Chief Consultant, Assembly Standing Committee on Business and Professions.



Bodhi Panya Institute

สถาบันสอนนวดไทยโพธิ์ปัญญา
www.bodhipanya.com

38 Bryant St. Suite 2
San Francisco, CA 94105
Tel: 415.644.0804
Email: info@bodhipanya.com

BBPE School Code: 63821591
CAMTC School Code: SCH0162

May 7, 2021

The Honorable Richard Roth, Chair
Senate Standing Committee on Business, Professions and Economic Development
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Evan Low, Chair
Assembly Standing Committee on Business and Professions
State Capitol, Room 4126
Sacramento, CA 95814

Dear Senator Roth and Assembly Member Low,

I am the President of Bodhi Panya Institute in San Francisco. We offer a 500-hour program in Traditional Thai Massage, approved by the Bureau for Private Postsecondary Education and the California Massage Therapy Council ("CAMTC").

I am writing to support the continuation of CAMTC as the entity approving and supervising massage schools in California.

CAMTC has done an excellent job in reviewing and approving massage schools and terminating approval for massage schools that do not meet CAMTC standards – this has very much improved the quality of massage education and training in California. The people at CAMTC are professional and responsive – when we have a question we can always expect a quick reply with helpful advice and information. CAMTC has really become the guiding light for massage education and practice in California – they have set, and actively promote, a high standard of professionalism for massage in California. We strongly recommend that CAMTC continue and that a new state board not be established to regulate massage in California.

Also, I would like to express my opposition to re-instating the exam requirement for becoming a certified massage therapist. The MBLEx (Massage & Bodywork Licensing Exam) does not do a very good job of determining an applicant's fitness to become a certified massage therapist. Many of the questions are unrelated to the actual practice of massage and are more of an English comprehension test than a practical knowledge test ("what is the difference between a law and a regulation?"). Because we train many people where English is their second language, an exam requirement would be a difficult hurdle for some of them to overcome to become a certified massage therapist. We believe that the training our students receive and the high standards set by the CAMTC are more than sufficient to assure that students who become certified massage therapists are professionally qualified. Adding an exam requirement would do nothing to improve the quality of massage practice in California.

The current system works very well – I cannot foresee that establishing a new state bureaucracy or re-instating the exam requirement would provide any improvement.

Sincerely,

Pratapjai Duangpatra, President
BODHI PANYA INSTITUTE

CEO Report Page 44

THIRD READING

Bill No: AB 1537
Author: Low (D), et al.
Amended: 4/26/21 in Assembly
Vote: 21

SENATE BUS., PROF. & ECON. DEV. COMMITTEE: 13-0, 7/12/21
AYES: Roth, Archuleta, Bates, Becker, Dodd, Eggman, Hurtado, Jones, Leyva,
Min, Newman, Ochoa Bogh, Pan
NO VOTE RECORDED: Melendez

ASSEMBLY FLOOR: 76-0, 5/6/21 - See last page for vote

SUBJECT: The California Massage Therapy Council

SOURCE: Author

DIGEST: This bill extends the operations of the California Massage Therapy Council (CAMTC) by one year, until January 1, 2023, and adds legislative intent specifying that there be subsequent consideration of legislation to create a new state board and a new category of licensed professionals.

ANALYSIS:

Existing law:

- 1) Establishes the CAMTC to administer a voluntary certification program for massage therapists and schools offering massage therapy curriculum for purposes of certification, and to enforce the provisions of the Massage Therapy Practice Act (Act), and sunsets the CAMTC and its authority to operate a voluntary certification program for massage therapists on January 1, 2022. (Business and Professions Code (BPC) § 4600 et seq.)
- 2) Permits the CAMTC to take any reasonable actions necessary to carry out the responsibilities and duties set forth in the Act, including but not limited to,

hiring staff, entering into contracts, and developing policies, procedures, rules, and bylaws to implement the Act. (BPC § 4602(b))

- 3) Specifies that the CAMTC is governed by a board of directors comprised of 13 members, appointed by various stakeholders. (BPC §4602(g))
- 4) Permits the CAMTC to discipline an owner or operator of a massage business or establishment who is certified, or is an applicant for certification, for the conduct of all individuals providing massage for compensation on the business premises. (BPC § 4607)

This bill:

- 1) Extends the operation of CAMTC by one year, until January 1, 2023, and postponement of the required examination, as specified.
- 2) States the intent of the Legislature in extending the operation of this chapter to January 1, 2023, that there be subsequent consideration of legislation to create a new state board and a new category of licensed professionals, as specified.

Background

The Sunset Review Process. The sunset review process provides a formal mechanism for the Department of Consumer Affairs; the Legislature; the regulatory boards, bureaus and committees; interested parties; and stakeholders to make recommendations for improvements to the authority of consumer protection boards and bureaus.

The California Massage Therapy Council. The CAMTC is a nonprofit organization responsible for the voluntary certification and recertification of massage therapists and the recertification of massage practitioners. Because certification is voluntary, non-certified individuals may provide massage services in accordance with local rules and regulations. Unlike other practice acts in the BPC, the Massage Therapy Act is administered by a private nonprofit organization. The provision authorizing the establishment of the nonprofit oversight body for administering the voluntary massage certification program is specified in BPC Section 4602. As a nonprofit public benefit organization, the CAMTC must abide by nonprofit corporations law, as specified in the Corporations Code. The CAMTC is authorized by statute to take any reasonable actions necessary to carry out its responsibilities and duties, as specified in BPC Section 4600 *et seq.*

CAMTC-certified professionals are recognized throughout California to provide massage services but may still be subject to local ordinances and business

regulations. The law also authorizes the CAMTC to deny applications and discipline certificate holders by denying an applicant or revoking, suspending, or placing probationary conditions on an individual's certificate.

Education and Examination. In order to obtain a voluntary certificate to practice massage therapy, an individual must complete a minimum of 500 hours of education from an approved school and pass a massage and bodywork competency assessment examination that is approved by the CAMTC. However, in recent years, there have been a number of issues where massage students completed their 500 hours in a massage school with an application for CAMTC approval pending, only to be rejected by MBLEx because the school was subsequently closed or denied CAMTC school approval. To ensure that students who completed their studies at a school with an application for CAMTC school approval pending, the Legislature suspended the examination requirement in 2018. This suspension was extended for an additional year through SB 1474 (Committee on Business, Professions, and Economic Development). This suspension will expire on January 1, 2022, unless extended or made permanent by the Legislature. This bill extends the suspension for an additional year, until January 1, 2023.

FISCAL EFFECT: Appropriation: No Fiscal Com.: No Local: No

SUPPORT: (Verified 7/14/21)

American Massage Therapy Association - California Chapter
Associated Bodywork and Massage Professionals
One individual

OPPOSITION: (Verified 8/13/21)

Bay Area Anti-Trafficking Coalition
Burke Williams
California Association of Private Postsecondary School
California Massage School Association
National Council of Jewish Women-San Francisco Chapter
Santa Barbara Body Therapy Institute
South Bay Coalition to End Human Trafficking
One individual

ARGUMENTS IN SUPPORT: The American Massage Therapy Association - California Chapter writes in support and notes, “Consequently, AMTA strongly favors the statewide licensure of massage therapists in California. AMTA supports the proposed amendments in AB 1537, which would extend the sunset of the

California Massage Therapy Council (CAMTC) sunset until 2023 as well as consider legislation creating a new state board overseeing massage therapy and requiring licensure for all massage therapists in California. As of this date, California is one of only five states without statewide licensure. The public has a right to expect that a massage therapist has the qualifications needed to practice effectively and safely. Legal recognition of the practice of massage therapy and clearly-stated licensing requirements to practice are essential to protect the health, safety and welfare of the public in every part of California, avoiding inconsistent regulation.”

The Associated Bodywork and Massage Professionals writes in support and notes, “ABMP supports the passage of Assembly Bill 1537 (Low). AB 1537 sets a sunset date of January 2023 for the current Massage Practice Act in order to provide a sunrise review for massage therapy licensure in the 2022 session. We are wholly in support of statewide licensure for massage therapists as opposed to voluntary certification because, among a list of other reasons, it would provide uniform public safety across California. We appreciate the opportunity to participate in a sunrise process for massage therapy licensure in 2022.”

ARGUMENTS IN OPPOSITION: National Council of Jewish Women-San Francisco Chapter, writes in opposition and notes, “The success of our collaborative efforts in protecting and assisting those in need provides us with a very important reason to support the continuation of CAMTC. It has been clearly proved that California benefits from CAMTC’s functioning as a non-profit organization that implements the statewide program for voluntary certification of massage professionals and approval of relevant educational programs.”

Burke Williams writes in opposition and notes, “CAMTC has played a significant role in elevating public safety for patrons who both need and want professional therapeutic massage treatments. Our policy of employing on certified CAMTC massage therapists gives both our guests, as well as, Burke Williams, the added assurance of a safe experience because of the stringent requirements necessary for a therapist to become CAMTC certified”

The Bay Area Anti-Trafficking Coalition, “We consider the CAMTC to be a key partner in our efforts to build a comprehensive and strategic response o trafficking throughout the Bay Area. Their work is an integral part of making the very visible massage industry a safe place for owners, therapists, and clients. We support the work of the CAMTC as an effective non-profit organization, able to curtail an important aspect of human trafficking in our state.”

The California Massage School Association writes in opposition, and notes “reauthorizing CAMTC for only one year, or even two or three, puts massage schools in limbo. Such a level of regulatory uncertainty will damage small schools and massage students seeking education. We don’t support licensure, but we can all agree to the discussion in an atmosphere where businesses and schools are not damaged to the point of closure. At the very least, please reauthorize CAMTC for four years.”

Santa Barbara Body Therapy Institute writes in opposition and notes, “The majority of CAMTC approved schools are up for renewal of their approval for another four years, after a huge downturn in enrollment due to COVID 19. The potential dissolution of CAMTC in one year adds another hard blow to our state’s small massage school sector.”

The South Bay Coalition to End Human Trafficking, writes in opposition and notes, “In a recent report, published by the South Bay Coalition to End Human Trafficking, to the County of Santa Clara, one of ways that the illicit massage industry currently operates with little to no repercussions is because of government bureaucracy. It would not serve the interests of the state to have the massage industry regulated by a state body. CAMTC is a unique model in that it operates with jurisdiction provided by state law, but the flexibility to operate as a nonprofit. This has resulted in over 80 massage schools closing (the vast majority of which engaged in fraud), partnerships with law enforcement throughout the state, and support of local organizations serving survivors of trafficking.”

The California Association of Private Postsecondary Schools writes in opposition to AB 1537 “Massage is a skilled profession that requires education in that profession. Only legitimate, quality massage programs can provide that. While BPPE also approves these schools, its purpose is to mostly ensure protections for the student. BPPE does not have the curricular experts to determine whether a massage program is adequately training a student to safely perform massage on the public. We urge the Legislature to take time to decide if CAMTC or a new agency is better able to provide oversight to the massage sector by merging all approvals and oversight in an Agency that is devoted solely to the massage sector.”

ASSEMBLY FLOOR: 76-0, 5/6/21

AYES: Aguiar-Curry, Arambula, Bauer-Kahan, Bennett, Berman, Bigelow, Bloom, Boerner Horvath, Burke, Calderon, Carrillo, Cervantes, Chau, Chen, Chiu, Choi, Cooley, Cooper, Cunningham, Megan Dahle, Daly, Davies, Flora, Fong, Frazier, Friedman, Gabriel, Cristina Garcia, Eduardo Garcia, Gipson,

Lorena Gonzalez, Gray, Grayson, Holden, Irwin, Jones-Sawyer, Kalra, Kiley, Lackey, Lee, Levine, Low, Maienschein, Mathis, Mayes, McCarty, Medina, Muratsuchi, Nazarian, Nguyen, O'Donnell, Patterson, Petrie-Norris, Quirk, Quirk-Silva, Ramos, Reyes, Luz Rivas, Robert Rivas, Rodriguez, Blanca Rubio, Salas, Santiago, Seyarto, Smith, Stone, Ting, Valladares, Villapudua, Voepel, Waldron, Ward, Akilah Weber, Wicks, Wood, Rendon
NO VOTE RECORDED: Gallagher, Mullin

Prepared by: Elissa Silva / B., P. & E.D. / 916-651-4104
8/13/21 16:18:11

**** **END** ****

7316.

(a) The practice of barbering is all or any combination of the following practices:

- (1) Shaving or trimming the beard or cutting the hair.
- (2) Giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances.
- (3) Singeing, shampooing, arranging, dressing, curling, waving, chemical waving, hair relaxing, or dyeing the hair or applying hair tonics.
- (4) Applying cosmetic preparations, antiseptics, powders, oils, clays, or lotions to scalp, face, or neck.
- (5) Hairstyling of all textures of hair by standard methods that are current at the time of the hairstyling.

(b) The practice of cosmetology is all or any combination of the following practices:

- (1) Arranging, dressing, curling, waving, machineless permanent waving, permanent waving, cleansing, cutting, shampooing, relaxing, singeing, bleaching, tinting, coloring, straightening, dyeing, applying hair tonics to, beautifying, or otherwise treating by any means the hair of any person.
- (2) Massaging, cleaning, or stimulating the scalp, face, neck, arms, or upper part of the human body, by means of the hands, devices, apparatus or appliances, with or without the use of cosmetic preparations, antiseptics, tonics, lotions, or creams.
- (3) Beautifying the face, neck, arms, or upper part of the human body, by use of cosmetic preparations, antiseptics, tonics, lotions, or creams.
- (4) Removing superfluous hair from the body of any person by the use of depilatories or by the use of tweezers, chemicals, or preparations or by the use of devices or appliances of any kind or description, except by the use of light waves, commonly known as rays.
- (5) Cutting, trimming, polishing, tinting, coloring, cleansing, or manicuring the nails of any person.
- (6) Massaging, cleansing, treating, or beautifying the hands or feet of any person.
- (7) Tinting and perming of the eyelashes and brows, or applying eyelashes to any person.

(c) The practice of skin care is all or any combination of the following practices:

- (1) Giving facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, hands, arms, feet, legs, or upper part of the human body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams for the purpose of improving the appearance or well-being of the skin that do not result in the ablation or destruction of the live tissue.
- (2) Tinting and perming of the eyelashes and brows, or applying eyelashes to any person.
- (3) Removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemical, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.
- (d) The practice of nail care is all or a combination of trimming, polishing, coloring, tinting, cleansing, manicuring, or pedicuring the nails of any person or massaging, cleansing, or beautifying from the elbow to the fingertips or the knee to the toes of any person.

(e) The practice of barbering and the practice of cosmetology do not include any of the following:

- (1) The mere sale, fitting, or styling of wigs or hairpieces.
- (2) Natural hair braiding. Natural hair braiding is a service that results in tension on hair strands or roots by twisting, wrapping, weaving, extending, locking, or braiding by hand or mechanical device, provided that the service does not include haircutting or the application of dyes, reactive chemicals, or other preparations to alter the color of the hair or to straighten, curl, or alter the structure of the hair.
- (3) Threading. Threading is a technique that results in removing hair by twisting thread around unwanted hair and pulling it from the skin and the incidental trimming of eyebrow hair.

(f) Notwithstanding paragraph (2) of subdivision (e), a person who engages in natural hairstyling, which is defined as the provision of natural hair braiding services together with any of the services

or procedures defined within the regulated practices of barbering or cosmetology, is subject to regulation pursuant to this chapter and shall obtain and maintain a barbering or cosmetology license as applicable to the services respectively offered or performed.

(g) (1) Electrolysis is the practice of removing hair from, or destroying hair on, the human body by the use of an electric needle only.

(2) "Electrolysis" as used in this chapter includes electrolysis or thermolysis.

(h) The practice of hairstyling is all or any combination of the following:

(1) Styling of all textures of hair by standard methods that are current at the time of the hairstyling.

(2) Arranging, blow drying, cleansing, curling, cutting, dressing, shampooing, waving, or nonchemically straightening the hair of any person using both electrical and nonelectrical devices.

(3) Massaging, cleaning, or stimulating the scalp, face, and neck by means of the hands, devices, apparatus, or appliances with or without the use of cosmetic preparations, antiseptics, lotions, or creams.

SEC. 7.

Section 7320 of the Business and Professions Code is amended to read:

7320.

(a) This chapter confers no authority to practice medicine or surgery. The practice of medicine shall not be performed by, or offered by, a licensee under this chapter without being authorized and licensed to perform that act pursuant to a license obtained in accordance with some other provision of law.

(b) Nothing in this chapter shall be interpreted to grant any privileges reserved for persons certified pursuant to Chapter 10.5 (commencing with Section 4600) of Division 2.



POLICIES AND PROCEDURES FOR APPROVAL OF SCHOOLS

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 accepts online interactive distance learning hours as set forth herein but does not accept ~~online or other~~ distance learning hours, including but not limited to, externships, apprenticeships, 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 must 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 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 \$3,000 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 for schools whose approval expires on or before December 31, 2019, and \$6,000 for schools whose approval expires on or after January 1, 2020, 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. A school offering a professional massage therapy program that has not been approved by CAMTC, before enrolling a student in the school, shall notify the student in writing and obtain a signed confirmation from the student that the student has received written notification of the following:
 - a. That the school is not approved by CAMTC.
 - b. That the education completed at the school cannot be used to satisfy any of the requirements for CAMTC certification as a massage therapist or massage practitioner in California.
- 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. Approval Process
 - a. For Applications for School Approval received on or before December 31, 2019, the approval process for a school shall be consistent with the following timelines:
 - 1) 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.
 - 2) 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 or if a school fails to respond completely, accurately, and truthfully to a corrective action letter by the deadline stated in the letter, the application may be purged. Once two years have passed from the effective date of purging, 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.

- b. For Initial Applications for School Approval received on or after January 1, 2020, the approval process for a school shall be consistent with the following timelines:
- 1) On or before 30 days from the date CAMTC receives an initial application for school approval, CAMTC shall notify the school whether or not, for the purpose of preliminary review, the application is complete.
 - A. A notice that an initial application is not complete for the purpose of preliminary review shall specify what additional documents or payment of fees the school is required to submit to CAMTC to make the application complete for the purpose of preliminary review.
 - B. Within 60 days from the date CAMTC notifies the school that the initial application is not complete for purposes of preliminary review, the school shall provide the missing information and pay the required fees. If a school fails to do so, CAMTC shall purge the application. CAMTC may, in its sole discretion, provide a school with an additional 30 days to make its application complete for purposes of preliminary review. A school with a purged application may submit a new application for school approval, including the required fees, without prejudice, after 180 days have passed from the effective date of purging. CAMTC shall post on its internet website the effective date of purging.
 - 2) On or before one year from the date CAMTC receives an initial application for approval as a school, CAMTC shall approve the school, propose to deny approval of the school, or notify the school that corrective action is required. CAMTC reserves the right to issue a one-time notice of corrective action on an initial application. If the school fails to adequately rectify the deficiencies, CAMTC may deny the application.
- c. Provisional School Approval. For new schools or new massage programs, massage programs that have been on hiatus, or massage schools or programs for which students are not currently enrolled or have not completed enough of the program for CAMTC to adequately determine if the minimum requirements for training and curriculum have been met, CAMTC will follow the same application review process set forth in these procedures, except for those procedures applicable to the site visit and the timelines set forth above. 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 those items which cannot be completed due to the school having no students or only having students for a short period of time. These items may include, but are not limited to, class observations, student interviews, and student file review. A follow-up site visit will be performed once students have started and completed enough of the program for CAMTC to adequately assess the remaining items. If granted, CAMTC provisional school approval is valid for only 180 days, unless otherwise extended by CAMTC in its sole discretion.
- d. 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, notwithstanding the limitations of section 2.E.b.2. above. CAMTC shall note on its internet website the date that a letter requesting corrective action has been sent to the school and the final outcome and date of that proposed action.

e. For purposes of this section, the following terms have the following meanings:

- 1) "Initial application" means a new application submitted by a school for school approval.
- 2) "Complete application," for purposes of preliminary review, means an application that CAMTC, after preliminary review, has determined contains all the necessary documents for CAMTC to begin a more thorough review process that allows CAMTC to make a decision to approve or propose to deny the application for school approval or request corrective action. A complete application is not an approved application and a determination by CAMTC upon preliminary review that an application is complete shall not prejudice CAMTC's ability to later determine that the application is not complete.
- 3) "Preliminary review" means an initial review conducted by CAMTC to determine if all fees have been paid and if all application and supporting documents have been submitted, so that CAMTC can move forward and begin a more thorough review process. The preliminary review process does not include completion of a site visit or completion of background checks for noncertified individuals.

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; and
 - 3) The applicant for CAMTC certification provides sufficient 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.
- 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 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, whichever 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.

E. Once a school completes its portion of the application for school approval, the application may not be withdrawn.

F. Interactive Distance Learning.

a. For students who completed education at approved schools from March 12, 2020, through September 13, 2021, CAMTC will accept interactive distance learning hours that comply with CAMTC's "Coronavirus (COVID-19) Contingency Plan for Schools" documents dated March 12, 2020, March 27, 2020, and May 11, 2020; CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours approved July 27, 2020, and revised December 10, 2020; and the Clarification of Temporary Policy to Accept Interactive Distance Learning Hours for Hands-on Practice dated February 23, 2021. Students completing education during this time have until September 13, 2022, or the completion of their program, whichever occurs first, to complete education under these temporary measures.

b. For students beginning their education at an approved school on or after September 14, 2021, CAMTC will accept interactive distance learning hours in accordance with the requirements for approval set forth herein. Approved schools that have offered distance learning hours for a minimum of 90 days prior to September 14, 2021, in compliance with CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours, may continue to offer interactive distance learning hours in accordance with the requirements for approval set forth herein without specific additional approval from CAMTC to do so as CAMTC has already approved these modifications; schools that have not offered distance learning hours for a minimum of 90 days prior to September 14, 2021, in compliance with CAMTC's Temporary Policy to Accept Interactive Distance Learning Hours and that begin offering interactive distance learning hours on or after September 14, 2021, must seek specific approval from CAMTC to do so pursuant to section 5.A.g.

E.c. CAMTC will not accept any distance learning hours completed before March 12, 2020.

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 electronic pdf format on a flash drive:

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, including if and when the school was approved to offer distance learning.
- 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 or online through interactive distance learning; 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, address, and date of birth.
 - (4) Name of CAMTC approved program(s) attended by student.
 - (5) Date student started CAMTC approved program(s) and date student completed CAMTC approved program(s) or hours, for programs longer than 500 hours, completed CAMTC requirements, if applicable.
 - (6) Breakdown of courses completed with total number of supervised clock hours attended; total number of hours completed as in-person lecture, in-person lab, interactive distance learning lecture, and interactive distance learning lab; and passing grades for each course. Courses shall match those listed in the provided syllabi and program hour requirement worksheet(s) (included with application).
 - (7) Total number of supervised clock hours completed for CAMTC approved program(s).

- (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, daily attendance rosters indicating if the hours were completed in-person or through interactive distance learning, daily proof of identity verification for each student completing interactive distance learning hours, 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 clock hours of education (or credit unit equivalent) required for CAMTC Certification must be provided under the active and direct supervision of qualified instructors, meet or exceed the minimum requirements for approval set forth herein, and be substantially related to the massage profession. CAMTC reserves the right, in its sole discretion, to determine whether curriculum is substantially related to massage or not. For programs in excess of 500 hours, the hours above and beyond 500 do not have to meet these requirements; however, hours that do not meet these requirements cannot be used towards CAMTC Certification.

- a. Provide a minimum of at least 100310 in-person supervised clock hours (or credit unit equivalent) addressing the following subjects:

(1) A minimum of 250 hours of Hands-On Massage including, but not limited to, client assessment and interview, client draping, massage application, and planning and

administering an individualized therapeutic massage. These 250 hours may include a maximum of 75 student clinic hours as set forth in section 5.E.c. California Business and Professions Code section 4601(e) defines massage as "the scientific manipulation of the soft tissues."

~~(1)(2) A minimum of 2064 hours of Anatomy & Physiology Lab, including but not limited to orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.~~

~~(3) A minimum of 13-10 hours of Ethics including, but not limited to, standards of ethical practice, California laws and rules, informed consent, therapeutic relationship, and confidentiality.~~

~~(4) A minimum of 30 hours of additional subject matter which may include, but is not limited to, any combination of:~~

~~A. Kinesiology Lab including, but not limited to, palpation, movement, range of motion, and end feel.~~

~~B. Additional Modalities.~~

~~(5) All Assessments, both physical and cognitive, required to demonstrate successful completion of the 500 hours required for CAMTC Certification must be in person.~~

~~(2) 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 400-190 in-person or synchronous distance learning additional and appropriately weighted supervised clock hours (or credit unit equivalent) addressing the following subjects:

(1) A minimum of 60 hours of Anatomy & Physiology Theory 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 35 hours of Contraindications including, but not limited to, pathology, endangerment areas, skin disorders, and medications and massage.

(3) A minimum of 20 hours of Health & Hygiene including, but not limited to, therapist hygiene, blood and airborne pathogens, infection control, and universal precautions.

(4) A minimum of 15 hours of Business including, but not limited to, professional development, obtaining and maintaining credentials, and adhering to laws and regulations.

(5) A minimum of 60 hours of additional subject matter which may include, but is not limited to, any combination of:

A. Massage Theory

B. Massage History

C. Medical Terminology

D. Kinesiology Theory

E. SOAP Notes and Charting

F. Additional Core Hours

(6) All distance learning hours must be synchronous, meaning instruction that occurs in real time, but not in person, through live stream with instructor and students visible to and interacting with one another via webcams, microphones, and chat or message boards. Schools must ensure that students participating remotely have all materials, supplies, and equipment necessary to receive all of the curriculum and instruction. Assessments for distance learning hours must be in person.

~~b. 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. A minimum of 250 hours shall be in the supervised instruction of hands-on massage; California Business and Professions Code section 4601(e) defines massage as "the scientific manipulation of the soft tissues." 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 2023~~4~~, 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 and scheduled class hours with or without notice at any

time whatsoever and for any reason.

- a.b. Approved schools and schools applying for approval must provide and ensure that CAMTC has a current schedule of classes at all times including, but not limited to, class name, day/date, class start and end times, and whether the class is in-person or distance learning. For interactive distance learning classes, the school must provide login information for CAMTC in advance of the class.

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 \$1,800.00 and the fee for consideration of a written statement shall be \$1,400.00.
- (d) For Applications for School Approval received on or after January 1, 2020, within one year from the date that CAMTC notifies a school of its proposed decision to deny approval of an initial application for school approval, CAMTC shall notify the school of its final decision pursuant to any oral

telephonic hearing or consideration of a written statement provided in opposition to the proposed decision to deny approval of the initial application for school approval.

- (e) CAMTC shall note on its internet website the date that a letter proposing to deny a school's application for approval or reapproval has been sent to the school and the final outcome and date of that proposed action.

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) An appeal of CAMTC's final decision to deny approval of a school shall be heard at the next board of directors meeting with a date, as posted on CAMTC's internet website, that is at least 120 days from the last date for the school to timely request an appeal, unless a timely request for a continuance of the hearing date is granted. CAMTC may, in its discretion, for good cause, continue the date an appeal may be heard, in which case the appeal shall be heard at a later board of directors meeting.
 - (3) 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 (in that it was not arbitrary or capricious) and supported by the evidence in the record.
 - (4) 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. 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) whose application(s) for CAMTC school approval have been received on or before December 31, 2018, but for whom a final decision has not been rendered as to school approval.
 - (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 cannot use education from the school for certification purposes.

(1) An additional grace period for acceptance of individual certification applications will be instituted from January 1, 2019 through March 31, 2019 for schools whose application(s) for school approval have been denied effective January 1, 2017 through December 31, 2018. During this additional grace period, the schools' students who apply for certification, and any applications that are currently being 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 additional 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 one of the schools in this category for certification purposes.

(c) Students with otherwise complete application packets and transcripts from schools that have submitted applications for CAMTC school approval and the application for CAMTC school approval has been pending for one and a half years or more and the school is listed on CAMTC's website, may request, in writing, an education hearing to provide additional proof of adequate education (beyond merely a transcript from the subject school) in order to prove their education. The request shall be in a written form as determined by CAMTC. Students requesting an education hearing must acknowledge and agree to be bound by the terms of that request, including but not limited to the outcome of the hearing regardless of whether the school is ultimately granted CAMTC school approval. For those students that do not request an education hearing, the provisions of Procedures section 7.c.1.(a) and (b) apply.

2. All complete individual application packets for CAMTC certification submitted with transcripts from CAMTC 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.
3. For schools whose initial applications for CAMTC school approval are received on or after January 1, 2019, students may only use education from the school for certification purposes if the school is ultimately granted CAMTC school approval. Students who have attended schools whose initial applications for CAMTC school approval are received on or after January 1, 2019 and are denied CAMTC school approval may not use education from the school for certification purposes.

COVID-19 Bulletins 62-66

09/27/2021 **CA Relief Grant**

CAMTC COVID-19 Bulletin #66

Dear Certificate Holders, School Owners, and Other Interested Parties:

CAMTC has been made aware of an opportunity for small businesses to apply for COVID-19 grants. Please note that CAMTC does not endorse this program, is not affiliated with this program, and has no relationship with this program, in any way, shape, or form, but is merely passing this information along to you in case you might find it beneficial.

The FINAL round of funding for the California Small Business COVID-19 Relief Grant is happening NOW!

This is your **last chance** to join the millions of other small businesses that received between

\$5,000 and \$25,000 to help their businesses get back on track!

The application window is open NOW!

The grant is to support small businesses impacted by COVID-19 and does not need to be paid back.

The application process is online and takes a few simple steps.

This last round of grants ends on **September 30th**. DO NOT MISS OUT! APPLY TODAY

@ <https://careliefgrant.com/>

Take Care and Stay Healthy!

Team CAMTC

07/20/2021 **LA Coronavirus Update Telebriefing: Wednesday, July 21, 2021, 9:00 - 10:00 am**

CAMTC COVID-19 Bulletin #65

Dear CAMTC Certificate Holders,

The Los Angeles County Department of Public Health has just informed CAMTC that they are having a telebriefing for Personal Care Services this Wednesday, July 21, 2021 at 9:00 a.m. to 10:00 a.m. CAMTC's CEO, Ahmos Netanel, was asked to be on this call to answer questions as a subject matter expert.

You don't have to live or work in Los Angeles County in order to join this call.

BRIEFING INVITATION



313 North Figueroa Street, Room 806 • Los Angeles, CA 90012 • (213) 240-8144 • media@ph.lacounty.gov
PublicHealth.LACounty.gov • Facebook.com/LAPublicHealth • Twitter.com/LAPublicHealth

INVITE ONLY

Coronavirus Update: Telebriefing for Personal Care Public Health Officials Provide Update on Novel Coronavirus (COVID-19)

Due to the alarming increase of COVID-19 infection and hospitalizations the very real health risks to the almost 4 million people in L.A. County who have not been or are not eligible to be vaccinated, including 1.3 million children under 12 years of age, the Los Angeles County Health Officer Order was modified to require masking for everyone while indoors, regardless of vaccination status to prevent increased COVID-19 spread.

Since Saturday, July 17, 2021, at 11:59 PM, masks are required in all indoor public places, venues, gatherings, and businesses (including offices, retail, restaurants, theaters, family entertainment centers, meetings, and state and local government offices serving the public). Some exceptions will apply, similar to the exceptions in masking requirements that were in place prior to the June 15 reopening.

Public Health will conduct a telebriefing to update you on the latest COVID-19 response, discuss current safety requirements for customers and workers, answer your questions and listen to your feedback.

WHEN: **Wednesday, July 21, 2021**
 Time: 9:00 a.m. – 10:00 a.m. (PDT)

WHERE: Telephone Call-in: 877-226-8216
 Access Code: 1870974

*Participants are strongly urged to **call in 15 minutes prior** to the start time of the call to check-in. Participants will need to provide their name and organization. Call starts promptly.*

WHO: Muntu Davis, MD, MPH, Health Officer
 Los Angeles County Department of Public Health

 Liza Frias, Environmental Health Director
 Los Angeles County Department of Public Health

 Ahmos Netanel, Chief Executive Officer - California Massage Therapy Council

CONTACT: LA County Department of Public Health | (213) 240-8144 | media@ph.lacounty.gov

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Take Care and Stay Healthy!

Team CAMTC

07/05/2021 **Coronavirus Update Telebriefing: Thursday, July 8, 2021, 3:30 - 4:30 pm**

CAMTC COVID-19 Bulletin #64

Dear CAMTC Certificate Holders,

The Los Angeles County Department of Public Health has just informed CAMTC that they are having a telebriefing for Personal Care Services this Thursday, July 8, 2021 at 3:30 p.m. to 4:30 p.m. CAMTC's CEO, Ahmos Netanel, was asked to be on this call to answer questions as a subject matter expert. You are invited to be on the call.

INVITE ONLY

Coronavirus Update:

Telebriefing for Personal Care Services

Public Health Officials Provide Update on Novel Coronavirus (COVID-19)

On June 15, the day the County fully reopened, we saw 210 new cases and the test positivity rate was around 0.5%. Two weeks after the June 15 reopening we are reporting both new cases and the test positivity rate has doubled. This is a signal that the virus is still with us and that even now we need to be careful to mask and maintain a distance from people outside our households, especially those of us who are not yet vaccinated. Our recovery is best supported by continuing to take sensible safety precautions that prevent increases in community transmission. Public Health will conduct a telebriefing to update you on the latest COVID-19 response, discuss current masking requirements for customers and workers, and we will also answer your questions and listen to your feedback.

WHEN: **Thursday, July 8, 2021**
Time: 3:30 – 4:30 p.m. (PDT)

WHERE: Telephone Call-in: 844-291-6355
Access Code: 6783594

*Participants are strongly urged to **call in 15 minutes prior** to the start time of the call to check-in. Participants will need to provide their name and organization. Call starts promptly.*

WHO: Muntu Davis, MD, MPH, Health Officer
Los Angeles County Department of Public Health

Rob Ragland, Chief Compliance Officer
Los Angeles County Department of Public Health

Kristy Underwood, Executive Officer - California State Board of Barbering and Cosmetology

Ahmos Netanel, Chief Executive Officer - California Massage Therapy Council

CONTACT: LA County Department of Public Health | (213) 240-8144
| media@ph.lacounty.gov

Los Angeles County Department of Public Health works to protect health, prevent disease, and promote health and well-being.

Take Care and Stay Healthy!

Team CAMTC

07/03/2021 **LA County DPH Mask Guidance & Telebriefing**

CAMTC COVID-19 Bulletin #63

Dear CAMTC Certificate Holders,

The LA County Department of Public Health recently updated its mask guidance to recommend that fully vaccinated individuals wear a mask in indoor public settings and businesses as an extra precaution. That updated guidance can be found here:

<http://www.publichealth.lacounty.gov/acd/ncorona2019/masks/>

While this is merely a recommendation, made by one County Public Health Department, CAMTC believes that this advice is relevant for the entire State.

CAMTC would also like to alert our Certificate Holders that LA County Department of Public Health is planning to host another **Telebriefing for Personal Care Services** and asked CAMTC CEO Ahmos Netanel to join as a subject matter expert.

WHEN: Thursday, July 8, 2021

Time: 3:30 – 4:30 p.m. (PDT)

CAMTC will email you the actual invitation as soon as we get it.

Take Care and Stay Healthy!

Team CAMTC

06/15/2021 Lifting of Regional Stay At Home Order Today

CAMTC COVID-19 Bulletin #62

Dear CAMTC Certificate Holders,

Here is the most recent information from the State on the lifting of the Stay at Home Order, which can be found here: <https://covid19.ca.gov/safely-reopening/>

"As of June 15, 2021, the Governor terminated the executive orders that put into place the **Stay Home Order** and the **Blueprint for a Safer Economy**. He also phased out the vast majority of executive actions put in place since March 2020 as part of the pandemic response, leaving a subset of provisions that facilitate the ongoing recovery.

The new [public health order](#) effective June 15 supersedes all prior health orders. The order has limited restrictions, only related to masking and mega-events, as well as settings serving children and youth pending an expected update to the K-12 schools guidance by the Centers for Disease Control and Prevention.

Restrictions that ended on June 15 include:

- Physical distancing
- Capacity limits on businesses
- County tier system

Read the Governor's orders: [N-07-21PDF](#) and [N-08-21PDF](#). Find details in the California Department of Public Health's [Beyond the Blueprint for Industry and Business Sectors](#) and the [Questions & Answers](#)."

CDPH has also issued a new health order, which can be found here: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Beyond-Blueprint.aspx>

CDPH has also issued new guidance for face coverings, effective on June 15,

2021, which supersedes and replaces all previous masking guidance requirements. Following is some relevant information from the new masking guidance, which can be found here:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx#June15guidance>

"Additionally, masks are **required** for unvaccinated individuals** in indoor public settings and businesses (examples: retail, restaurants, theaters, family entertainment centers, meetings, state and local government offices serving the public). For additional information, individuals should refer to [CDC Recommendations for Safer Activities](#) (see CDPH Masking Guidance Frequently Asked Questions for more information).

****Guidance for Businesses, Venue Operators or Hosts**

In settings where masks are required only for unvaccinated individuals, businesses, venue operators or hosts may choose to:

- Provide information to all patrons, guests and attendees regarding vaccination requirements and allow vaccinated individuals to self-attest that they are in compliance prior to entry.
- Implement vaccine verification to determine whether individuals are required to wear a mask.
- Require all patrons to wear masks.

No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a business.

Exemptions to masks requirements

The following **individuals** are exempt from wearing masks at all times:

- Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines."

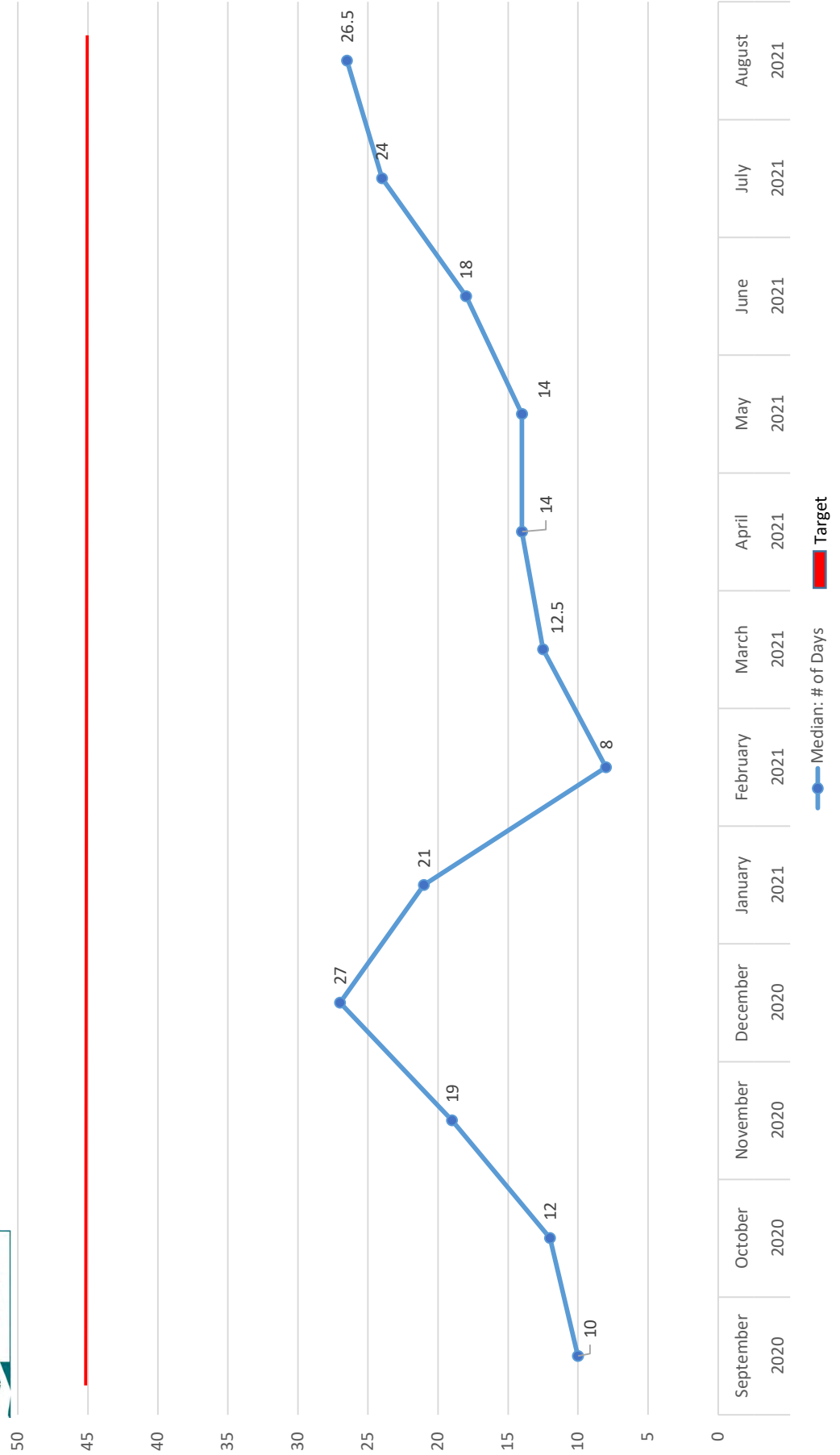
As always, local cities and counties are authorized to impose more stringent requirements than the State, so please check with your local county for their requirements. <https://www.camtc.org/county-massage-reopening-map/>

Take Care and Stay Healthy!

Team CAMTC



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



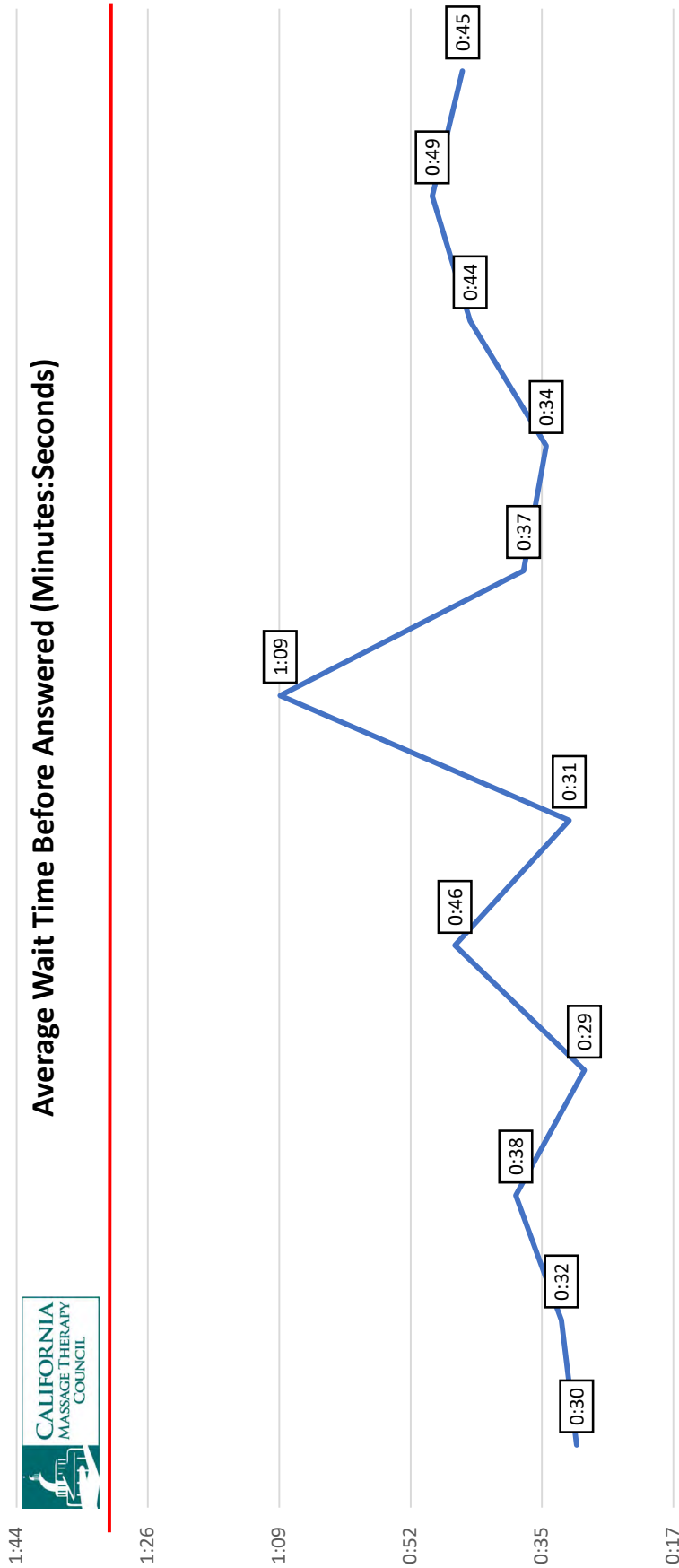


CAMTC Median Processing Time - Recertification Applications with No Background Issues





Average Wait Time Before Answered (Minutes:Seconds)



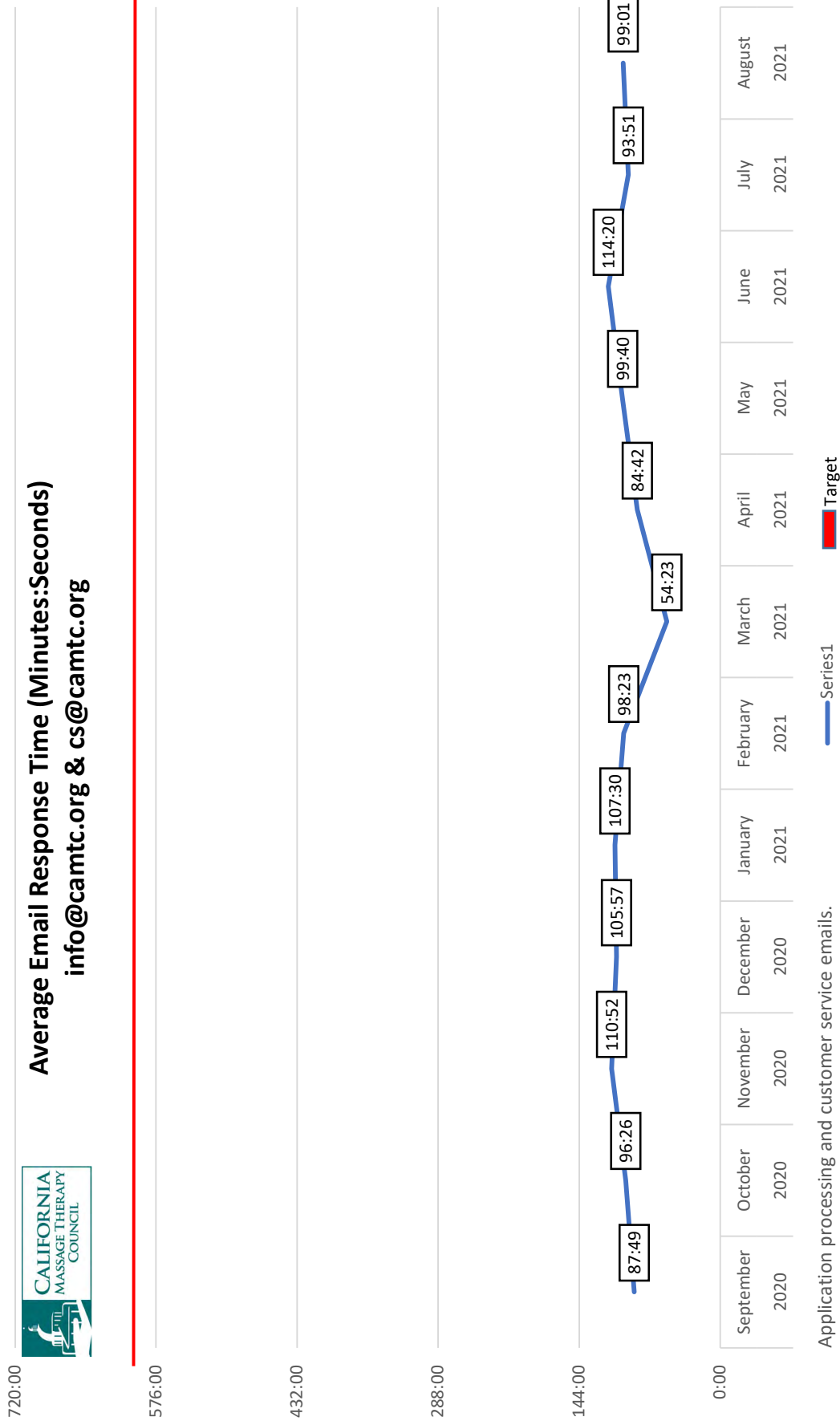
September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021
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Series1 Target



Average Email Response Time (Minutes:Seconds)

info@camtc.org & cs@camtc.org



PERFORMANCE METRICS – 3rd and 4th Quarters 2020; 1st and 2nd Quarters 2021

PM1 – VOLUME

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

THIRD QUARTER 2020: 30 complaints received on average per month.

FOURTH QUARTER 2020: 30 complaints received on average per month.

FIRST QUARTER 2021: 34 complaints received on average per month.

SECOND QUARTER 2021: 27 complaints received on average per month.

PM1.1 – VOLUME – CERTIFICATE HOLDERS

TOTAL NUMBER OF COMPLAINTS RECEIVED AGAINST CERTIFICATE HOLDERS

THIRD QUARTER 2020: 9 complaints against certificate holders received on average per month.

FOURTH QUARTER 2020: 14 complaints against certificate holders received on average per month.

FIRST QUARTER 2021: 16 complaints against certificate holders received on average per month.

SECOND QUARTER 2021: 15 complaints against certificate holders received on average per month.

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

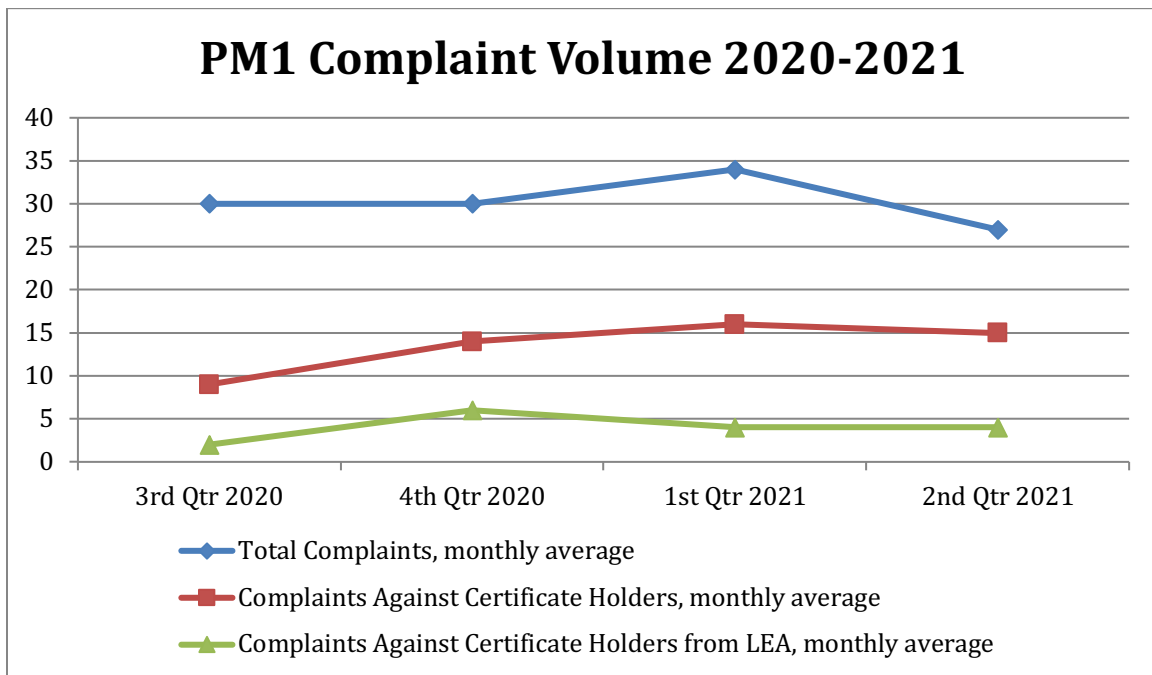
Total number of complaints received against certificate holders from law enforcement agencies or government agencies with the responsibility to regulate massage. Does not include complaints against those who are not certified.

THIRD QUARTER 2020: 2 complaints from LEA received against certificate holders on average per month.

FOURTH QUARTER 2020: 6 complaints from LEA received against certificate holders on average per month.

FIRST QUARTER 2021: 4 complaints from LEA received against certificate holders on average per month.

SECOND QUARTER 2021: 4 complaints from LEA received against certificate holders on average per month.



PM2 – INTAKE – ALL COMPLAINTS

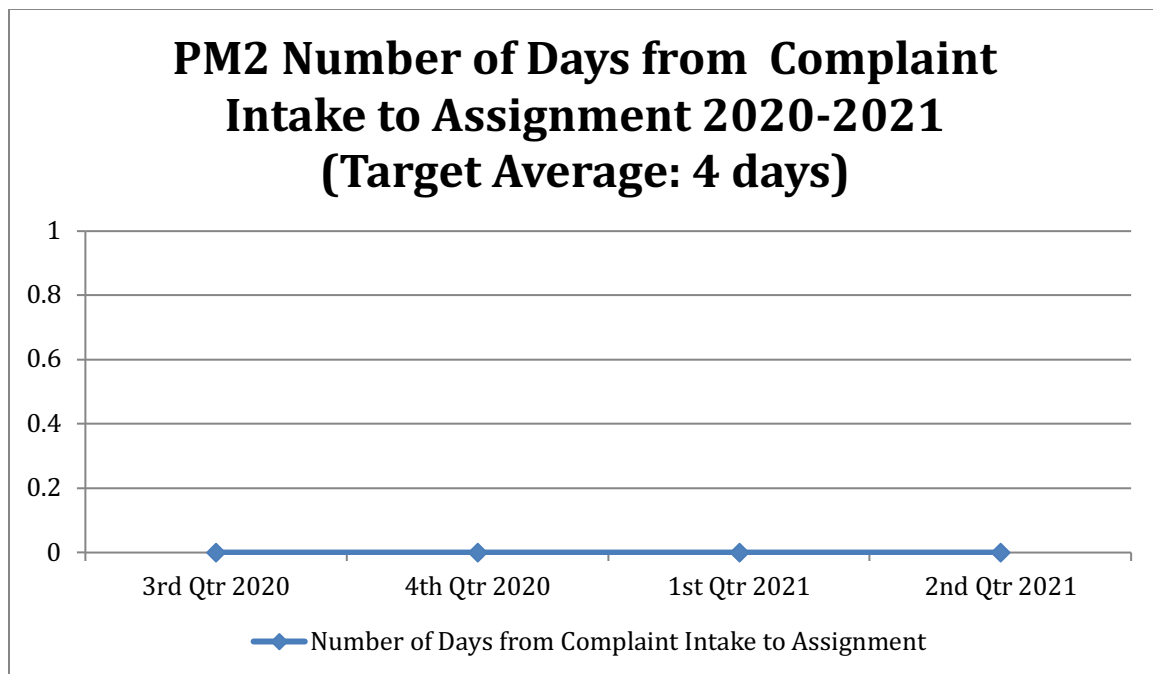
Number of days from when a complaint is received to when it is sent to an investigator. All complaints received are immediately forwarded to an investigator.

THIRD QUARTER 2020: 0 days to assignment.

FOURTH QUARTER 2020: 0 days to assignment.

FIRST QUARTER 2021: 0 days to assignment.

SECOND QUARTER 2021: 0 days to assignment.



PM3 – INTAKE AND INVESTIGATION

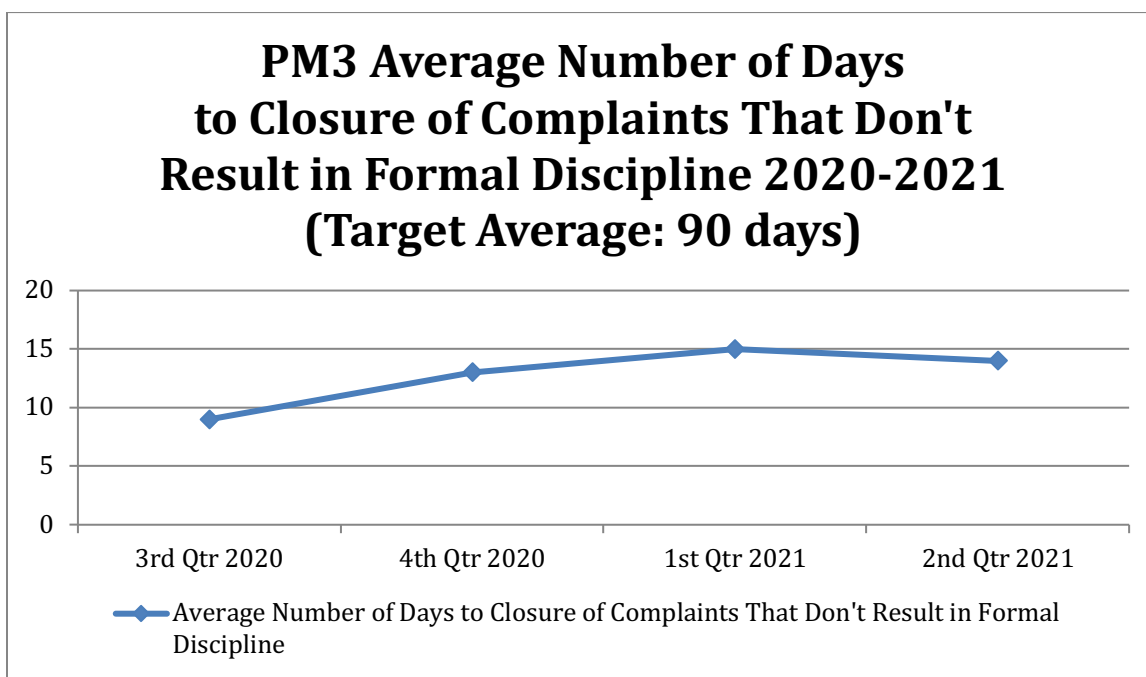
Average time in days from date complaint was received to date complaint was resolved/closure of the investigation process. This number includes ALL complaints, not just those against Certificate Holders, which are resolved prior to being referred to Legal for formal discipline. It does NOT include cases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

THIRD QUARTER 2020 (90 complaints resolved): 9 days is the average number of days to closure.

FOURTH QUARTER 2020 (34 complaints resolved): 13 days is the average number of days to closure.

FIRST QUARTER 2021 (54 complaints resolved): 15 days is the average number of days to closure.

SECOND QUARTER 2021 (40 complaints resolved): 14 days is the average number of days to closure.



PM4 – FORMAL DISCIPLINE AGAINST CERTIFICATE HOLDERS

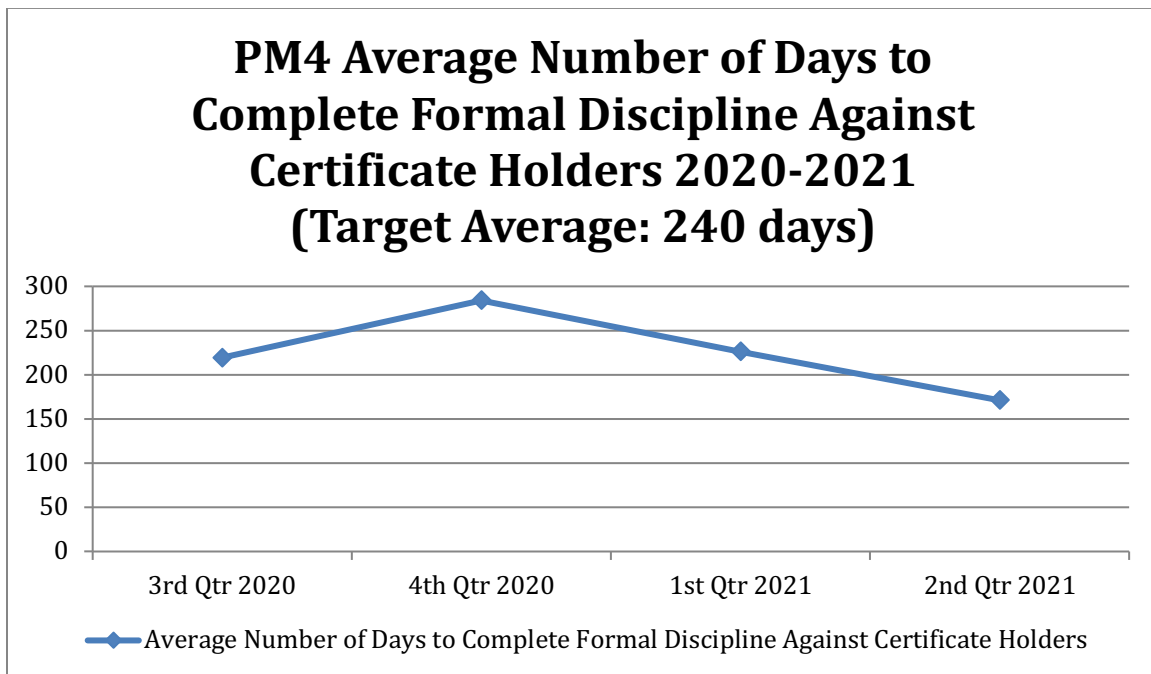
Average number of days to complete the entire disciplinary process against certificate holders for cases resulting in formal discipline by CAMTC. Formal discipline includes permanent revocation, revocation, suspension, and imposition of probationary conditions. Average number of days is calculated from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

THIRD QUARTER 2020 (103 actions): 219 days is the average number of days from intake to final date of formal discipline.

FOURTH QUARTER 2020 (67 actions): 284 days is the average number of days from intake to final date of formal discipline.

FIRST QUARTER 2021 (70 actions): 226 days is the average number of days from intake to final date of formal discipline.

SECOND QUARTER 2021 (52 actions): 171 days is the average number of days from intake to final date of formal discipline.





CALIFORNIA
MASSAGE THERAPY
COUNCIL

P.O. Box 1907
Suwanee, GA 30024

<<FirstName>> <<LastName>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<Zip Code>>

August 26, 2021

Re: Notice of Data Breach

Dear <<FirstName>> <<LastName>>,

This is to provide you with information about a recent potential data security incident that may have impacted your personal information. The privacy and security of your personal information is extremely important to us. We are sending you this letter to notify you of this incident and to inform you about steps you can take to help protect your personal information.

What Happened: On February 22, 2021, CAMTC learned about a potential data security incident. We immediately began an investigation and took our website payment page offline. We engaged an independent computer forensics firm to determine what happened and to confirm whether any personal information was impacted by the incident. The lengthy and extensive investigation did not find any evidence of compromise of CAMTC's environment. However, out of an abundance of caution, we are providing you with notification about this possible incident.

What Information Was Involved: While there is no indication that CAMTC's environment was compromised, the potential incident may have impacted the following information: your name, address, payment card number, expiration date, and payment card security code.

What We Are Doing: As soon as we discovered that there may have been an incident, we took the steps described above. Also, out of an abundance of caution, we have migrated our online payment page to a new platform with additional security measures and have taken steps to ensure it is safe and secure for all purchases. We are also providing you with this notice and information about steps you can take to help protect your personal information.

What You Can Do: We recommend that you review the guidance included with this letter about how to protect your personal information and remain vigilant by reviewing account statements and monitoring free credit reports.

For More Information: If you have questions or need assistance, please call (833) 599-2441, Monday through Friday from 9 a.m. to 9 p.m. Pacific Time.

Sincerely,

California Massage Therapy Council

Steps You Can Take to Further Protect Your Information

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity: As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

Copy of Credit Report: You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact one of the following three national credit reporting agencies:

TransUnion	Experian	Equifax	Free Annual Report
P.O. Box 1000	P.O. Box 9532	P.O. Box 105851	P.O. Box 105281
Chester, PA19016	Allen, TX 75013	Atlanta, GA 30348	Atlanta, GA 30348
1-800-909-8872	1-888-397-3742	1-800-685-1111	1-877-322-8228
www.transunion.com	www.experian.com	www.equifax.com	www.annualcreditreport.com

Fraud Alert: You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

Security Freeze: Under U.S. law, you have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

Additional Free Resources: You can obtain information from the consumer reporting agencies, the FTC or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state. Contact information for the FTC is: **Federal Trade Commission**, 600 Pennsylvania Ave, NW, Washington, DC 20580, www.consumer.ftc.gov and www.ftc.gov/idtheft, 1-877-438-4338. Residents of New York, Maryland, North Carolina, and Rhode Island can obtain more information from their Attorneys General using the contact information below.

New York Attorney General Bureau of Internet and Technology Resources	Maryland Attorney General	North Carolina Attorney General	Rhode Island Attorney General
28 Liberty Street New York, NY 10005 ifraud@ag.ny.gov 1-212-416-8433	200 St. Paul Place Baltimore, MD 21202 www.oag.state.md.us 1-888-743-0023	9001 Mail Service Center Raleigh, NC 27699 www.ncdoj.gov 1-877-566-7226	150 South Main Street Providence, RI 02903 www.riag.ri.gov 401-274-4400

You also have certain rights under the Fair Credit Reporting Act (FCRA): These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information, as well as others. For more information about the FCRA, and your rights pursuant to the FCRA, please visit http://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf

CAMTC Bank Account Summary
As of 8/31/2021

	Bank	Type	Term	Maturity Date	Rate	Value	% of Portfolio	Valuation Date
1	Umpqua Bank	Checking	NA	NA	0.000%	724,753.46	21.9%	8/31/2021
2	Synchrony	CD	12 Mos	11/10/2021	1.487%	275,293.26	8.3%	8/31/2021
3	State Farm Bank/US Bank	CD	36 Mos	11/26/2023	1.440%	273,353.40	8.3%	8/31/2021
4	Centennial Bank/Giant Bank	CD	36 Mos	11/26/2023	1.550%	250,000.00	7.6%	12/31/2020
5	EH National Bank	CD	24 Mos	12/5/2022	1.120%	273,795.42	8.3%	12/31/2020
6	First Internet Bank of Indiana	CD	24 Mos	12/7/2022	1.900%	250,148.64	7.6%	8/31/2021
7	Golden State Bank	MM	NA	NA	1.500%	3,161.42	0.1%	8/31/2021
8	CDARS 01-032620 - American National Bank	CDARS	1 mo	9/2/2021	0.010%	4,586.41	0.1%	8/5/2021
9	CDARS 01-032620 - Arvest Bank	CDARS	1 mo	9/2/2021	0.010%	248,500.00	7.5%	8/5/2021
10	CDARS 01-032620 - Fidelity Bank	CDARS	1 mo	9/2/2021	0.010%	248,500.00	7.5%	8/5/2021
11	CDARS 02-061120 - Flushing Bank	CDARS	1 mo	9/2/2021	0.010%	248,500.00	7.5%	8/5/2021
12	CDARS 02-061120 - Bank of America, N.A.	CDARS	1 mo	9/9/2021	0.010%	248,500.00	7.5%	8/12/2021
13	CDARS 02-061120 - TIB The Independent BankersBank NA	CDARS	1 mo	9/10/2021	0.010%	248,500.00	7.5%	8/12/2021
14	CDARS 02-061120 - United Community Bank	CDARS	1 mo	9/11/2021	0.010%	4,569.31	0.1%	8/12/2021
						<u>3,302,161.32</u>		



Strategic Priorities 2022

Proposed 10/13/2020 for discussion

2022 Legislative session - In preparation for the 2022 legislative session, prioritize all organizational functions for a successful outcome for the 2022 legislative session. Specifically, the continuation of CAMTC as a nonprofit organization, implementing a state-wide voluntary certification program for massage professionals and approval of educational programs. The 2022 legislative session shall be the highest priority for CAMTC in 2022. Whenever the 2022 legislative session is inconsistent with other interests sought to be promoted, 2022 legislative session shall be paramount.

Proposed adoption of annual schedule of reports and documents

New Policy *First Reading*: Adoption of Annual Schedule of Reports and Documents that shall (must) be submitted to each and all CAMTC Directors no later than the date specified in the Schedule.

Brief further explanation: The proposed policy language would include WHO, WHAT and WHEN as well as WHY. The policy would enhance Directors' ability to ensure full diligence in discharging our Duty of Care along with documentation of our appropriate oversight.

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 October 13, 2021 Board meeting.

RESOLVED, that the Employer shall allocate no more than a total of \$80,000.00 (divided among all eligible employees except the CEO) as an employer contribution for the Plan year 2021.

RESOLVED FURTHER, that the Chairman and Vice Chairman of the Board (in consultation with the CEO and legal 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, Board Chairman



To: CAMTC Board of Directors

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

RE: Board Meeting October 13, 2021

State legislation:

The big news for CAMTC is that the 2020 Sunset process was postponed until 2021. The result was that this year the legislature had to conduct sunset reviews that typically would have been spread out over two years. This was complicated by legislators and staff working remotely most of this time, and hearings being conducted virtually. One of the outcomes is that sunset extensions were staggered. I am disappointed that the legislature did not include any amendments to the current law, other than waiving the requirement to pass an exam by one more year. Meanwhile, there are many foreign educated massage therapists, a large percentage that trained in Canada, who cannot certify. The current law requires education that is out of state to be accredited by an agency recognized by the US Department of Education. CAMTC is only aware of one school, in Costa Rico, that meets that qualification.

One other entity extended by only one year is the Bureau for Private Post-Secondary Education (BPPE). BPPE has requested an additional special fund allocation in the millions of dollars to cover a deficit, and ongoing fee increases between \$5,600 and \$11,300 annually to continue to fund BPPE in the future.

There are many bills that I have tracked that may affect CAMTC in one way or another, but one category may impact future meetings. An Executive Order issued during the onset of the pandemic suspended specific requirements of the Bagley-Keene Open Meeting Act. to provide flexibility so meetings of state bodies can be conducted remotely. Suspension of these meeting requirements will end on January 31, 2022 unless extended by future legislation.

Human Trafficking:

San Diego's two Human Trafficking committees are hosted by the District Attorneys' office. It is one of the counties that is consistently focused on illicit massage. In June, Ahmos and I attended an awards luncheon of the Bilateral Safety Corridor Coalition at which we were surprised to be honored with an award to CAMTC presented by Master of Ceremony DA Summer Stephen.

I have been participating in the messaging committee of the South Bay Coalition to End Human Trafficking (SBCEHT). There are numerous terms that are trying to be phased out from media – in regard to massage, terms that make many massage professionals cringe are “massage parlor” and “masseuse”. I also have participated in two of four virtual planning “retreats” and expect to join the next one. We have a strong partnership with Santa Clara County and their anti-trafficking efforts.

The San Francisco Coalition Against Human Trafficking (SFCaHT) had their annual conference in September, which we again co-sponsored. Although I usually participate in the planning, I did not this year as the focus was on trafficking of children, not within massage. Rick and I each watched some of the conference for information on data collection and analysis.

Heyrick is a national organization formed several years ago by some former FBI and CIA agents. Their current Executive Director came from Rescue, NYC, an Asian advocacy group focused on the women in illicit massage establishments. Heyrick hosted a 2019 conference in Washington DC that was organized by Polaris, that I attended. Recently Polaris has shifted their focus from massage, while other national groups focus on various forms of human trafficking. Heyrick, like CAMTC, has one focus – massage. We have been engaging in some good dialogue with them.

Local Ordinances:

In a recent report Heyrick discussed some effective provisions in local massage ordinances in cities in Colorado, Georgia and Iowa, all in addition to state licenses of the massage therapists. They have also reported on effective prosecutions. This is something that both Rick and I stress in our interactions with local officials- success is only as effective as a good ordinance and ongoing enforcement. One of the reasons that a number of states are implementing local regulation of massage businesses is because it has not always been addressed well in the states where regulation is by the state board of massage.

I advised a contract city planner in Oroville on a new ordinance that has now been sent to the city attorney. Rick will be training city staff. After recent presentations to law enforcement and code enforcement officers, I expect more follow up from cities interested in ordinance reviews and updates.

Burlingame recently passed an ordinance amendment to allow outcalls (off-premises massage). The city lifted the ban to help the profession recover from pandemic impacts on business.

The city of Sacramento, while not yet passing a new ordinance has passed an amendment to the existing ordinance permitting mobile massage based out of a home office, again in response to pandemic concerns. Previously the massage therapist needed to work out of a city massage establishment.

One of my ongoing activities is helping certified massage therapists navigate local regulations and helping local officials understand the state law. An example was a certified business owner whose city suddenly required him to list all massage therapists renting space as employees on his business license, something he was reluctant to do

since it seems to indicate that they may be mis-classified. In another instance, I helped a certificate holder avoid obtaining a costly conditional use permit. I also frequently hear from city or county staff, in particular the business license office, with questions about people asking for business licenses and stating that the services are not massage. For example, questions like “is wood therapy”, “lymphatic drainage”, or “Reiki” massage. I refer them to the definition of massage in statute and to the definition (that is typically a detailed scope of practice) in their own municipal or county code, and often explain the technique.

For decades many massage ordinances have required a copy of a signed lease or a notarized letter from the landlord acknowledging that the tenant is providing massage. This makes it easier, should the city or county need to contact the landlord of a business in which there are illegal activities. Most if not all leases are in breach if laws are broken by the tenants. The landlord may cooperate in evicting the business and if not, the city or county will use nuisance abatement to force them out, a costly process that also locks the doors to any tenant for a year.

In recent years, a several cities and counties have been educating landlords as to their responsibility in these situations. I have been concerned about some landlords that have refused to rent to any massage business, especially to those owned by a sole Asian woman. Just this week a certified massage therapist working alone was told that she needs to get a signed letter from her landlord, after 5 years in practice with no complaints. The landlord refused to sign and she may need to move as a result.



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: Joe Bob Smith, Director, Educational Standards Division

RE: Board Meeting – October 13, 2021

School Statutes Update

Many CAMTC Approved Schools continue to struggle financially due to the COVID-19 pandemic. At this point, we estimate that 5-10 currently approved schools will not seek re-approval. Several have informed us that they are teaching out the remainder of their programs and, barring a miracle, will cease operating. That said, the three schools with expiration dates this October have all submitted re-approval applications; some of our provisionally approved schools have begun continuing with the approval process; and several new schools have requested initial applications. Next year's major re-approval cycle will be telling.

On June 16, 2021, the Board passed a permanent distance learning policy. As instructed, staff made the appropriate changes to the Policies and Procedures for Approval of Schools and this new policy went into effect on September 7, 2021. It has only been a few weeks, but the implementation of the new distance learning policy has gone relatively smoothly with only a few schools submitting curriculum changes, as expected.

School Outreach

Monthly Schools Conference Calls: November will mark the three-year anniversary of our monthly school conference calls. They continue to be a valuable communication tool and maintain strong attendance with half to two-thirds of schools attending most calls. CAMTC's CEO made a guest appearance on September's call to discuss recent legislative changes affecting massage therapists.

Alliance for Massage Therapy Education (AFMTE) Educational Congress: On July 17th, I presented a virtual breakout session entitled "How Schools Can Help Stop Sex and Labor Trafficking" at the AFMTE's Educational Congress. The presentation was well received and attended by several massage profession luminaries. The National Certification Board for Therapeutic Massage and Bodywork ("NCBTMB") recently changed its policy to allow continuing education credit for Human Trafficking topics (in part due to this presentation). This means that attendees of my presentation were eligible to receive CE credit.

I have submitted presentations on this topic to several national massage organizations over the past few years and continually been denied. I applaud AFMTE for including this important, if

unsavory, topic as part of their sessions this year. I also appreciate the attendance by several important individuals in our profession who not only showed support by attending but were genuinely interested in learning more about this topic. None of us can stop human trafficking, but together we can all make a difference.

Schools Newsletter: On July 30, 2021, CAMTC published School Newsletter Vol. 5, Issue 1 (attached). This is our fifth year of publishing these regular newsletters a few weeks after each board meeting. Along with the Monthly Schools Calls, these newsletters are an important communication tool for CAMTC Approved Schools. They are archived on the CAMTC website for convenient reference.

BPPE: CAMTC has continued to increase its working relationship with the Bureau for Private Postsecondary Education. I had the pleasure of meeting virtually with BPPE's new bureau chief to introduce CAMTC and discuss how the two organizations can continue to work together to help stop fraudulent schools. I then had a follow-up video conference with BPPE's Quality Education Unit. I was able to clarify CAMTC's new distance learning policy so that BPPE could help ensure massage programs they are approving meet our requirements (or are complying with the law to inform students of such, if not).

FSMTB/Other States: As mentioned in my last report, CAMTC has experienced a surge of transcripts submitted with fraudulent, out-of-state, education. Much of this is a result of the loopholes created by jumping state lines. I attended a recent video conference along with many other states hosted by the Federation for State Massage Therapy Boards. States shared similar problems and offered suggestions to help the problem. I have since had follow-up communications with individual states. This is the beginning of the conversations on this topic and I look forward to further communications with FSMTB and individual states to reduce the flow of fraudulent education around the country.

Looking Forward

In 2022, almost 75% of CAMTC Approved Schools have their approvals expiring. The vast majority of these were the initial schools approved for 2 years back in 2016 and re-approved for an additional 4 years in 2018. Once all of the applications for re-approval have been received, CAMTC will have a clearer picture of the toll that the pandemic has taken on the number of approved schools. Many of these schools have requested some sort of financial relief or extension regarding their re-approval applications.

In addition to being a busy year for re-approvals, I expect 2022 to be the year of collaboration. We will continue working with BPPE, FSMTB, fellow states, and others to ensure quality education for the massage therapy profession.

From: California Massage Therapy Council <DoNotReply@camtc.org>
Sent: Monday, July 12, 2021 4:46 PM
Subject: CAMTC Virtual Presentation by Joe Bob Smith — July 16 & 17 by Alliance For
Massage Therapy Education (AFMTE)



Dear CAMTC Approved School Owners,

Please join me for an important virtual presentation on:

How Schools Can Help Stop Sex & Labor Trafficking

Saturday, July 17, 2021

2:30 PM – 3:30 PM Pacific Time

This is a national event; times may be published in a different time zone.

This **CAMTC Presentation by Joe Bob Smith** is part of the **Alliance for Massage Therapy Education (AFMTE) Educational Congress**. Please visit the AFMTE website at:

<https://www.afmte.org/2021-educational-congress/>

2021
EDUCATIONAL CONGRESS
JULY 16 & 17, 2021
VIRTUAL CONFERENCE

EVENT THEME:
*promoting ideas
& strategies*
in the evolving world of
massage therapy education



hosted by



AFMTE.ORG

**REGISTER
NOW!**

Joe Bob Smith

Director, Educational Standards Division

California Massage Therapy Council

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You are receiving this email because you opted in at our website.



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: Rick McElroy, Director of Law and Code Enforcement Relations
Re: Board Meeting – October 13, 2021

Zoom Meetings

In an effort to reduce redundant information already reported on in Beverly's more detailed report, I am merely listing the zoom calls I attended during this reporting period and the number of times attended in parenthesis. If there was a significant outcome of the meetings, I will report it separately.

- Heyrick Research (5)
- San Diego Coalition against Human Trafficking (5)
- HT Radar (2)
- Little Hoover Commission (1)
- San Mateo Coalition against Human Trafficking (2)
- South Bay Coalition against Human Trafficking (4)
- Long Beach Coalition against Human Trafficking (1)
- San Francisco Collaborative against Human Trafficking (1)
- Women Leaders in Law Enforcement (1)

San Diego District Attorney's Office First Responders Training - January, 2022

I have been invited to present my 2-hour POST certified training to over 200 first responders in San Diego this upcoming January. This is a one-day event and is being hosted by the San Diego District Attorney's office. Beverly will attend as she was instrumental in setting up the training.

Meeting with Riverside Police Chief

On June 7, Ahmos and I had a virtual conference call with Chief Larry Gonzales and operation Deputy Chief Frank Assumma for the city of Riverside. The meeting focused on partnering with them to assist with eradication of the illicit massage businesses (IMB's) in their city. The city updated their massage ordinance in 2018, and looks to be fairly strong in their commitment to eliminate IMB's. We also talked about training for

their cops and we are now coordinating a time in the next month for an in-person training session with them and some neighboring cities as well. I am hopeful this meeting will open more doors for other chief's meetings as well as sheriffs.

Riverside County Sheriff's POST certified training 9-7-21

Resulting from the Riverside Chiefs conference call, was an invitation for me to go to the city of Thermal (S/E of Palm Springs) to conduct my 2-hour training. I had 11 deputies and 2 code enforcement officers that attended, and the information was well received. I expect more trainings for this area in the near future.

Women Leaders in Law Enforcement (WLLE) Annual Conference 9/28/- 9/30

CAMTC Board Director Stephany Powell, Kellie Rodriguez (Supervisor of BRD), Beverly May (Director of Governmental Affairs and anti-human trafficking), Stacy Morrison (BRD Liaison) Roberta Rolnick (Director of Outreach) and I attended this conference as a premier sponsor for the first time. During the breaks, we were deluged with women at our booth asking the important questions about combatting human trafficking in massage. See attached photos. Also, Steffanie, Kellie, and Beverly hosted a 1-hour presentation to the attendees on who CAMTC is and what we do. This event was well attended and many women that we spoke with said our booth was the best at the conference.

California Association of Code Enforcement Officers Annual Conference

CAMTC is a premier sponsor for this event each year, and this will be our 3rd year attending. It is being held in Olympic Valley (near to Lake Tahoe) and runs for 3 days starting October 5-7th. We will again have a booth that is hosted by Beverly, Kellie, Roberta, and I. I will be delivering our opening remarks to the delegation the first morning and that afternoon, Kellie and I will be presenting a one-hour class to the attendees entitled "Leading the Fight Against Trafficking in Massage." This will include what CAMTC can do to assist them in closing down IMBs in their respective cities. Code Enforcement has become such an integral partner with CAMTC, Ahmos has allowed me to change my title to "Director of Law and Code Enforcement Relations" by merely adding the word "Code."



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: Roberta Rolnick, Outreach Director For: Board Meeting - October 13, 2021

Upcoming & Recent Events

October 28, 2021 - **iConnection**, Uniting the Spa + Wellness Industry - San Diego, CA

February 7 -10, 2022 - **WLLE** - Sacramento, CA

October 24-26, 2022 – **CACEO**, Orange County, CA

CACEO Annual Seminar at the Hyatt Regency

2021 - **HT-RADAR Research Advisory**, virtual event

Women Leaders In Law Enforcement Annual Symposium, September 28-30, 2021

CAMTC's was totally women centric. Where Ahmos typically gives the opening remarks at the start of Cal Chiefs Annual Symposium, our Board Member Dr. Stephany Powell gave powerful opening remarks at WLLE this year. Also Dr. Stephany Powell, Beverly May, and Kellie Rodriguez gave a stimulating presentation with many attendees with questions stayed afterwards to continue the conversations, with Ahmos present too.

California Association of Code Enforcement Officers, October 4-7, 2021

In contrast to WLLE, CAMTC Outreach at the CACEO Annual Seminar included Rick McElroy giving strong Opening Remarks And a great presentation was given by both Rick and Kellie Rodriguez. Kellie is the Supervisor of the Background Review Department, BRD, and a rising star within CAMTC presentations and events.

Schools Outreach

The video presentation titled How Schools Can Help Stop Sex & Labor Trafficking was an excellent success. Joe Bob Smith will provide that info. Rick and Kellie used info from the video for their recent PowerPoint presentation at CACEO.

Outreach Graphics

The rest of this report is visual, to try a new style.

CEO Ahmos Netanel Interviewed September 17, 2021
By The Asian Pacific News TV Network and Thai TV
About the Impact of AB1537





[Contact Us](#)[Terms and Conditions](#)

CALIFORNIA POLICE CHIEFS ASSOCIATION

*Serving as the voice of and resource of choice
for California's municipal Police Chiefs*



RE: Welcome!

By: Katie Nelson , 4
months ago

Posted in: Communications
Committee

Hello Sara! Thank you for
setting this up. Looking
forward to the good work
we're going to do here. ...



Becoming a Police Chief: Developing a Mindset for Success and Service

Sep 27 - 30, (PT)

CAMTC was the Premier Sponsor of the 2021 WLE Symposium



Leading The Fight Against Trafficking in Massage

CAMTC Outreach Campagins

- ◇ Dr. Stephany Powell – Opening Remarks
- ◇ CAMTC Presentation
 - Dr. Stephany Powell
 - Beverly May
 - Kellie Rodriguez
- ◇ Groups of Q&A
- ◇ Booth Display 20' x 20' Booth
- ◇ Print and Digital Campagins



CAMTC's Booth – Women Leaders In Law Enforcement Symposium



CAMTC Bi-Fold Brochure for Women Leaders In Law Enforcement Symposium



Is your community
overwhelmed
with IMBs?

Is human
trafficking
on the rise?

CAMTC CAN HELP



CAMTC provides critical support to law enforcement and local government agencies to greatly assist you in curtailing illicit massage establishments (IMBs) in your community.

CAMTC is working on the front lines in combating human trafficking.

As women, moms, wives, community members, leaders, law enforcement and so much more, we need to work in partnership to clean-up our communities by eliminating IMBs, where victims of human trafficking are being forced to work and pressured into performing sex acts for money. These are the communities where we live and work!

CONTACT US!

Kellie Rodriguez is the CAMTC Supervisor of the Background Review Department (BRD), which conducts background investigations of CAMTC Applicants and Certificate Holders. She works closely with agencies throughout California (and beyond!).



Prior to CAMTC, she was a Detective with LAPD. She worked a number of vice assignments and participated in numerous undercover prostitution and massage operations (including reverse sting operations). She also conducted massage establishment inspections. Kellie is your liaison and wants to help you make important and necessary changes in your city.

Kellie Rodriguez: krodriguez@camtc.org | 661.618.7872

Contact Kellie to learn how to effectively work with CAMTC. Let her help you understand how to best utilize your law enforcement regulations and maximize your local authority to weed out these problem IMBs.

Ask Kellie how you can attend the **POST Certified Training**, which offers valuable insight into collaborating with CAMTC to accomplish our shared goal of eradicating human trafficking and illicit conduct in massage establishments.

Stand out and get noticed within your organization by collaborating with CAMTC. Inquire about what you need to know, and what you need to do, to make a difference in your community.



ELEVATE THE PROFESSION



CAMTC
One Capitol Mall
Suite 800
Sacramento, CA 95814

www.camtc.org/law-enforcement-government-agencies/



Leading The Fight Against Trafficking In Massage



PARTNERS TO PROTECT THE PUBLIC
FOURTH YEAR OF OUR SUCCESSFUL STRATEGIC PARTNERSHIP

We invite you, WLE,
to our California
Massage Therapy
Council's Exhibit
407 To Talk Shop
With CAMTC's
Leadership Team



We are CPCA Strategic
Partners to Collaborate
and Lead The Fight
Against Trafficking
in Massage



Plan for a Free Professional
Chair Massage too!
5pm - 7pm Tuesday and
11am - 3pm Wednesday
Visit CAMTC's Booth 407

- Presentation by the California Massage Therapy Council -

LEADING THE FIGHT AGAINST TRAFFICKING IN MASSAGE

Thursday, September 30th at 8:00 am - 8:45 am
Bright & Early!

Grab & Go with your morning cup and pastry and bring it with
you to join us:

Three Women Leaders Sharing New Perspectives
on Trafficking in Massage with a Q&A Too



SPEAKERS

- **Dr. Stephany Powell**
Director of Law Enforcement Training and
Survivor Services, National Center on Sexual
Exploitation (NCOSE)



- **Kellie Rodriguez**
CAMTC Supervisor of the Background
Review Department
<https://www.camtc.org/cpca-strategic-partners>



- **Beverly May**
CAMTC Director of Governmental Affairs
& Human Trafficking

DESCRIPTION

Dr. Stephany Powell will discuss the role that law enforcement plays in the fight against human trafficking. Policing massage businesses that operate as a subterfuge for prostitution can be challenging. **Beverly May** will inform how CAMTC provides critical support to law enforcement and local government agencies. **Kellie Rodriguez** will instruct about when inspections or undercover investigations at a massage establishment occur and a CAMTC Certificate Holder is arrested, cited, or found to be in violation, we want that information. We will review all information for consideration of discipline, revocation, or denial of a CAMTC Certification.



PARTNERS TO PROTECT THE PUBLIC
FOURTH YEAR OF OUR SUCCESSFUL STRATEGIC PARTNERSHIP




Celebrating 15 Years of Excellence

2021 CACEO Virtual Annual Seminar

October 18-31, 2021

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Celebrating 15 Years of Excellence

Mark your calendars, the 2021 CACEO Virtual Seminar will be held October 18-31. All videos will be released on October 18 and viewable until October 31. The CACEO Virtual Seminar allows attendees to watch sessions virtually at their leisure.

To register for the conference, [click here](#).

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2021 CACEO Annual Seminar

Celebrating 15 Years of Excellence

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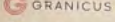
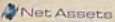
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CACEO Annual Seminar Outreach

CAMTC Outreach

- ◇ CAMTC Presentation
- ◇ Rick McElroy's Opening Remarks
- ◇ Kellie Rodriguez at Booth
- ◇ Kellie & Beverly at Booth
- ◇ Chair Massage at Booth



CAMTC Bi-Fold Brochure at the Women Leaders In Law Enforcement Symposium

Is your community
overwhelmed
with IMBs?

Is human
trafficking
on the rise?



CAMTC CAN HELP



CAMTC provides critical support to code and law enforcement, as well as local government agencies, to curtail illicit massage establishments (IMBs) in your community.

CAMTC offers up-to-date training at no cost. CAMTC comes to your local community to teach about tell-tale signs of IMBs, and how to effectively collaborate with CAMTC to accomplish our shared goal of eliminating IMBs in your community.

CAMTC provides access to relevant information about applicants and CAMTC Certificate Holders for registered individuals who work in Code or Law Enforcement. CAMTC updates this information on a daily basis.

Contact Us!

Rick McElroy serves as the CAMTC Director of Law Enforcement Relations (LER). He is a Detective III Retired, and 32-year veteran with LAPD, including 28 years assigned to citywide vice enforcement. He is available in person or by phone to collaborate with you and your team regarding IMBs.



Kellie Rodriguez is the CAMTC Supervisor of the Background Review Department (BRD), which conducts background investigations of CAMTC Massage Applicants and Certificate Holders. Contact Kellie to learn how to effectively work with CAMTC. Let her help you understand how to best utilize your code enforcement regulations and maximize your local authority to weed out problem IMBs.

Rick McElroy: rmcelroy@camtc.org | 805.390.0397

Kellie Rodriguez: krodriguez@camtc.org | 661.618.7872

Inquire about what you need to know, and what you need to do, to make a difference in your community.



ELEVATE THE PROFESSION



CAMTC
One Capitol Mall
Suite 800
Sacramento, CA 95814

www.camtc.org/law-enforcement-government-agencies/



Leading The Fight Against Trafficking In Massage



PROTECTING THE PUBLIC

CAMTC Flyer eBlast to 400+ Attendees at the CACEO Annual Seminar

We invite you, to our
California Massage
Therapy Council's
(CAMTC) Presentation on
Tuesday, October 5th
4:15pm to 5:15pm



PROTECTING THE PUBLIC

We are the California
Association of Code
Enforcement Officers'
Diamond Sponsor To
Collaborate and Lead
The Fight Against
Trafficking in Massage

CAMTC



ELEVATE THE PROFESSION

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**July 16-17, 2021 - Alliance for Massage Therapy Education, at
Tucson, AZ and Virtual**



"How Schools Can Help Stop Sex & Labor Trafficking" by Joe Bob Smith, Director of Educational Standards Division (ESD) Massage & Human Trafficking – What do you need to know as an educator and why? This CAMTC Video is an eye-opening and engaging presentation about sex and labor trafficking's negative impact on the massage profession and how massage schools can help stop it. This course will educate viewers with up-to-date information, real-world scenarios, and the tools they need to make a difference.

Session Description: Sex and labor trafficking, in addition to the toll it takes on its victims, undermines the massage profession, devalues the costs of legitimate massage treatments, and compromises the safety of genuine therapists. Regulators have found that sex and labor trafficking in illicit massage businesses starts with fraudulent massage schools. Learn how your legitimate massage school can stop these fraudulent schools, promote the safety and success of your students, and work with regulators to help end sex and labor trafficking in massage.

Presenter Bio: Joe Bob Smith, CMT, Director of Educational Standards Division for the California Massage Therapy Council, is a former small massage school owner, large massage school administrator, and massage therapist. Joe Bob Smith now oversees the approval process for over 130 massage schools, providing him a unique bird's eye view of the trends and effective practices most impacting massage schools today.



BOARD MEETING UPDATES

The CAMTC Board held a virtual meeting on June 16, 2021. Among the items discussed, the Board took action on a few school-related issues.



Amendments to the Policies and Procedures for Approval of Schools ("Procedures")

The following amendments were adopted regarding the Procedures:

- **1.B.** - Adds "apprenticeships" to the types of education CAMTC will not accept.
- **2.E.a.(2)** - Creates a two-year waiting period to re-apply for schools whose applications are purged.
- **3.A.a.(3)** - Allows CAMTC to accept "sufficient" proof of education from applicants with education from closed schools.
- **5.C.a.(3)** - Adds student's "address" to the list of required items on an Official Transcript.



EXAM REQUIREMENT NEWS

AB-1537, CAMTC's Sunset Bill, includes language that will extend the suspension of the exam requirement for CAMTC Certification until January 1, 2023. Under current law, the exam

requirement is scheduled to return as of January 1, 2022. **We will have to wait until September to see if this bill and its current language passes without changes.**



WELCOME NEWEST APPROVED SCHOOL

Congratulations to our newest approved school - **Chico Massage School** in Chico!



DISTANCE LEARNING POLICY



With the State re-opening as of June 15, 2021, CAMTC's **Temporary Policy to Accept Interactive Distance Learning (IDL) Hours** ("Temporary IDL Policy") is set to expire on September 13, 2021. What this means for schools:

- Students who begin school on or before September 13, 2021, may complete education under the "Temporary IDL Policy", until the end of their program or for twelve months, whichever is earlier.
- New students who begin school on or after September 14, 2021, must complete education under the Board's new policy (see below).

At its June 16, 2021, meeting, the Board adopted a permanent distance learning policy. The specifics of this policy still need to be defined and reflected in the Procedures.

However, a brief overview of the new policy is as follows:

310 Hours shall be in-person and must include:

- **250 Hours minimum:**
 - Hands-on instruction in client assessment & interview, client draping, massage application, and planning and administering an individualized therapeutic massage
 - 250 hours may include a maximum 75 hours of Student Clinic
- **20 Hours** – Anatomy & Physiology Lab (Core hours)
- **10 Hours** – Ethics, California Laws and Rules, Informed Consent, Confidentiality (Core hours)
- **Remaining 30 Hours may include a combination of:**
 - Kinesiology Lab, Palpation, Range of Motion and End Feel
 - Additional Modalities
 - ALL Assessments - Physical and Cognitive

190 Hours may be in-person or synchronous distance learning and shall include:

- **60 Hours** – Anatomy & Physiology Theory (Core hours)
- **35 Hours** – Contraindications, Pathology, Skin Disorders (Core hours)
- **20 Hours** – Health & Hygiene, Universal Precautions, Blood and Airborne Pathogens (Core hours)
- **15 Hours** – Business, Professional Development (Core hours)
- **Remaining 60 Hours may include a combination of:**
 - Massage Theory
 - Massage History
 - Medical Terminology
 - Kinesiology Theory
 - SOAP Notes, Charting
 - Additional Core Hours

Be on the lookout for updated Procedures reflecting this new policy to be published in the next few weeks.



OF THE MONTH

I heard that you were giving a presentation about sex and labor trafficking. What does that have to do with schools, And what can we do?

Sex and labor trafficking, in addition to the toll it takes on its victims, undermines the massage profession by causing the public to equate massage with sex work, artificially devalues tuition rates and hourly rates for therapeutic massage, robs students of actual education, and puts eventual massage clients

in harm's way. Regulators have found that sex and labor trafficking in illicit massage businesses starts with fraudulent massage schools.

- Report suspicious behavior if you suspect something.
- Hand out **CAMTC School Brochures** in both English and Chinese to applicants and students. Request these FREE brochure packets by email to jbsmith@camtc.org anytime:
 - <https://www.camtc.org/media/1775/attention-massage-students-english.pdf>
 - <https://www.camtc.org/media/1776/attention-massage-students-chinese.pdf>
- Help stop fraudulent schools that steal students from legitimate massage schools.

MONTHLY SCHOOLS CONFERENCE CALL



The monthly CAMTC Schools Call occurs the 1st Wednesday of every month at 2pm. The next call is August 4, 2021. Calls are open to the public, but participation is prioritized for school owners and administrators. Please email your school-related questions in advance to:

jbsmith@camtc.org

To participate in the upcoming conference call, simply call the phone number below and, when prompted, enter the passcode below followed by the # sign:

Phone number: 877-366-0711

Passcode: 82373574 #

THE ALLIANCE FOR MASSAGE THERAPY EDUCATION (AFMTE) “HOW SCHOOLS CAN HELP STOP SEX AND LABOR TRAFFICKING”

The 2021 AFMTE was virtual this year. I am proud to have presented a breakout session entitled, **How Schools Can Help Stop Sex and Labor Trafficking**. This is an important but unsavory topic that many massage organizations avoid. Since schools play a foundational role in all things massage, I, Joe Bob Smith, appreciate that AFMTE acknowledged this critical topic, and I am honored that they invited me to speak about it. The AFMTE regularly hosts an **Educational Congress** specific

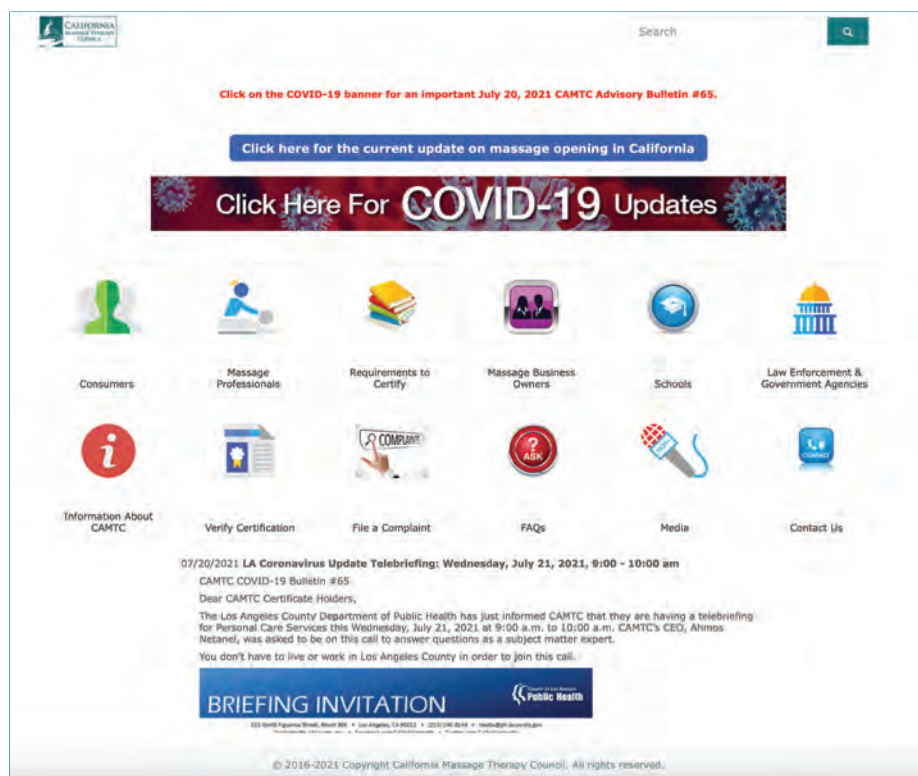
to massage therapy education, the only one of its kind on a national level.

If you missed the CAMTC video, **How Schools Can Help Stop Sex and Labor Trafficking**, we are pleased for you to view that CAMTC video presented by Joe Bob Smith. Feel free to share this ground-breaking information with staff and students at:

<https://vimeo.com/580357932/b921c58b49>



CAMTC COVID-19 ADVISORY BULLETINS



Looking for resources to navigate concerns such as whether indoor massage is reopening, and should students and staff wear masks? Now might be a good time to notice the **CAMTC COVID-19 Advisory Bulletins** on the homepage at www.camtc.org.

For instance, Los Angeles County Department of Public Health Telebriefings for Personal Care Services have been helpful to school owners, students, and massage professionals alike. The Los Angeles County Department of Public Health answers questions and listens to feedback. You don't have to live or work in Los Angeles County in order to join those calls.

As always, local cities and counties are authorized to impose more stringent requirements than the State, so please check with your local county for their requirements. Also check the CAMTC County Massage Reopening Map at:

<https://www.camtc.org/county-massage-reopening-map/>

WE'RE HERE TO HELP

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

jbsmith@camtc.org

Missed a CAMTC School Newsletter?

Digital versions of all previous CAMTC School Newsletters can always be found here:
www.camtc.org/information-about-camtc/publications/ and scroll down.



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

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