



CALIFORNIA
MASSAGE THERAPY
COUNCIL

Board of Directors Meeting

AGENDA

November 10, 2016

Hilton San Francisco Airport Bayfront

Burlingame

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

Mark Dixon, Chairman, Appointed by American Massage Therapy Association, California Chapter

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

Michael Marylander, Treasurer, Appointed by Board

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

Ronald Bates, Appointed by League of California Cities

Michael Callagy, Appointed by Board

Shana Faber, Appointed by Board

Heather Forshey, Appointed by San Mateo County Department of Health

Minouche Kandel, Appointed by Department of Consumer Affairs

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

Dixie Wall, Appointed by American Massage Council

FUTURE BOARD MEETINGS*

Future dates to be determined.

Dates and locations are subject to change. Official meeting agendas are posted 10-days in advance of the meeting. Minutes are posted after approval at the following regular meeting.



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:

1. 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.
2. In this case, any resulting motion is debatable.
3. Moderator decides.



CALIFORNIA MASSAGE THERAPY COUNCIL

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

Sent and Posted: October 31, 2016

NOTICE OF PUBLIC MEETING

Thursday, November 10, 2016 – 9:00 a.m.

Hilton San Francisco Airport Bayfront

600 Airport Boulevard

Burlingame CA 94010

Meeting Room: Reflections III

AGENDA

1. Call to order, roll call, and establish quorum
2. Chair's Comments
 - Welcome/Introductions
 - Rules of Debate
3. Approval of minutes from September 28-29, 2016
4. Proposed amendments to Procedures for Denial of Certification or Discipline/Revocation
5. 2017 strategic priorities
6. Proposed amendments to Policies and Procedures for Approval of Schools
7. Proposed amendments to recertification policy
8. Introduction of preliminary budget for 2017
9. Closed session with CAMTC legal counsel pursuant to California Government Code section 11126(e) – lawsuits
10. Proposed amendments to staff travel reimbursement policy
11. New database system implementation and website presentation

12. Chief Executive Officer's report

- Operations
- Financials
- Outreach

13. Public comments regarding issues not in this agenda/suggested agenda items for future meetings

14. Director of Governmental Affairs and Special Projects' report

- Local Government
- Human Trafficking
- Feasibility Study

15. Treasurer's report

- Applications Received
- Financial Statements
- Conclusions
- Comments/Discussion on Financial Reports

16. Director of PSD's report

- Interaction with law enforcement agencies
- Training
- Media

17. Director of ESD's report

- ESD database CAMTC Approved Schools Officially Launches
- School Statuses
- CAMS Database Implementation

18. Schools committee

19. Closed Session regarding the appointment, employment, evaluation of performance, or dismissal of an employee pursuant to California Government Code Section 11126(a)

20. Return to open session and announce action taken in closed session, if any, under item 19

21. Federation of State Massage Therapy Boards (FSMTB) presentation

22. Schedule of Authority - review

23. FSMTB Annual Conference report

24. Policy regarding applicants/certificate holders who are active duty military personnel or military spouses

25. Outreach to cities to develop or update their massage ordinance
26. 2017 Board meetings schedule
27. Items/suggestions from Board members for future meeting agendas
28. Adjourn

All agenda items are subject to discussion and possible action. All interested parties are invited to attend the meeting. Time will be allowed for members of the public to make comments on each agenda item (up to 2 minutes). To make a request for more information, to submit comments to the Board, or to make a request regarding a disability-related modification or accommodations for the meeting, please contact Sheryl LaFlamme at (916) 669-5336 or One Capitol Mall, Suite 800 Sacramento CA 95814 or via email at camtc@amgroup.us. 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>



CALIFORNIA MASSAGE THERAPY COUNCIL

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

November 3, 2016

TO: BOARD OF DIRECTORS CALIFORNIA MASSAGE THERAPY COUNCIL

FROM: STAFF

RE: REASONS FOR PROPOSED AMENDMENTS TO CAMTC'S
PROCEDURES FOR DENIAL OF CERTIFICATION OR
DISCIPLINE/REVOCATION

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 Procedures for Denial of Certification or Discipline/Revocation (approved June 11, 2015) with proposed amendments in red.

A short description of why the policy should be changed.

The proposed changes are needed so that the Denial Procedures mirror the changes made to CAMTC's statute, which becomes operative on January 1, 2017.

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

None.

The fiscal impact the proposed change may have on CAMTC and certificate holders and applicants.

None.

Potential pro's and con's if the new policy is adopted.

Pros: The Denial Procedures need to mirror the language in CAMTC's statute related to

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denials and discipline.

Cons: None.

The impact on current certificate holders and applicants.

The changes will ensure that the Denial Procedures correspond to the changes in CAMTC's statute when it becomes operative.

A suggested date for the change to be implemented. January 1, 2017.



PROCEDURES FOR DENIAL OF CERTIFICATION OR DISCIPLINE/REVOCATION

Effective as of January 1, 2017

Pursuant to California Business and Professions Code sections 4600 et. seq., the California Massage Therapy Council (the "Council" or "CAMTC") hereby adopts the following procedures relative to the denial of certification or the discipline/revocation of a certificate issued pursuant to California Business and Professions Code sections 4600 et. seq. (hereinafter the "Law"):

1. Reasons for denial or discipline/revocation. Certification may be denied or revoked, or an existing certificate holder may be disciplined, for reasons reasonably related to protecting the public safety, including the following:
 - a. Failure to meet and/or maintain the criteria for certification listed in sections 4604, 4604.1, or 4604.2.
 - b. Failure to obtain a positive fitness determination after fingerprinting pursuant to section 4606.
 - c. Unprofessional conduct, including, but not limited to, any of the following:
 1. Engaging in sexually suggestive advertising related to massage services;
 2. Engaging in any form of sexual activity on the premises of a massage establishment where massage is provided for compensation, excluding a residence;
 3. Engaging in sexual activity while providing massage services for compensation;
 4. Practicing massage on a suspended CAMTC certificate or practicing outside of the conditions of a restricted CAMTC certificate;
 5. Providing massage of the genitals or anal region; or
 6. Providing massage of female breasts without the written consent of the person receiving the massage and a referral from a licensed California health care provider.
 - d. Procuring or attempting to procure a certificate by fraud misrepresentation, or mistake.

- e. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of the Massage Therapy Act or any rule or bylaw adopted by the Council.
- f. Conviction 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 certificate holder. A record of the conviction or other judgment or liability shall be conclusive evidence of the crime or liability.
- g. Impersonating an applicant or acting as a proxy for an applicant in any examination referred to in the Massage Therapy Act for the issuance of a certificate.
- h. Impersonating a certificate holder or permitting or allowing a non-certified person to use a certificate.
- i. Committing any fraudulent, dishonest, or corrupt act that is substantially related to the qualifications or duties of a certificate holder.
- j. Committing any act punishable as a sexually related crime or being 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 being required to register as a sex offender in another state.
- k. Failure to fully disclose all information requested on the application.
- l. Denial of licensure, revocation, suspension, restriction, citation, or any other disciplinary action against an applicant or certificate holder by another state or territory of the United States, by any other 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.
- m. Dressing, while engaged in the practice of massage for compensation, or while visible to clients in a massage establishment, in any of the following:
 - 1. Attire that is transparent, see-through, or substantially exposes the certificate holder's undergarments.
 - 2. Swim attire, if not providing a water-based massage modality approved by the Council.
 - 3. A manner that exposes the certificate holder's breasts, buttocks, or genitals.
 - 4. A manner that constitutes a violation of section 314 (indecent exposure) of the Penal Code.
 - 5. A manner that is otherwise deemed by the Council to constitute unprofessional attire based on the custom and practice of the profession in California.

- n. Failure to comply with Business and Professions Code section 4607, which provides that the Council may “discipline an owner or operator of a massage business or establishment who is certified pursuant to this chapter or is an applicant for certification pursuant to this chapter for the conduct of all individuals providing massage for compensation on the business premises.”
- o. Failure to meet the requirements in Business and Professions Code section 4608:
1. Failing to display an original CAMTC certificate wherever he or she provides massage for compensation.
 2. Failing to have his or her CAMTC identification card in his or her possession while providing massage services for compensation.
 3. Failing to provide his or her full name and certificate number upon the request of a member of the public, the Council, or a member of law enforcement or a local government agency that is responsible for regulating massage or massage establishments, at the location where he or she is providing massage services for compensation.
 4. Failing to include the name under which he or she is certified and certificate number in any and all advertising of massage for compensation.
 5. Failing to notify CAMTC within 30 days of any change in home address, address of massage establishment or other location where he or she provides massage for compensation (excluding those locations where massage is provided only on an out-call basis).
 6. Failing to notify CAMTC of primary email address, if any, or failure to notify CAMTC within 30 days of a change in primary email address.
- p. Engaging in an unfair business practice as defined in Business and Professions Code section 4611:
1. Holding oneself out or using 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 CAMTC certified when he or she does not currently hold an active and valid CAMTC certificate.
 2. Falsely stating, or advertising, or putting 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 practitioner.

2. Investigations. Section 4615 of the Business and Professions Code provides:

“(a) The council shall have the responsibility to determine whether the school from which an applicant has obtained the education required by this chapter meets the requirements of this chapter.

(1) If the council has any reason to question whether or not the applicant received the education that is required by this chapter from the school or schools that the applicant is claiming, the council shall investigate the facts to determine that the applicant received the required education prior to issuing a certificate.

(2) For purposes of this section and any other provision of this chapter that authorizes the council to receive factual information as a condition of taking any action, the council may conduct oral interviews of the applicant and others or conduct any investigation deemed necessary to establish that the information received is accurate and satisfies the criteria established by this chapter.”

If an applicant or certificate holder has been convicted of a felony, misdemeanor, infraction, or municipal code violation, whether expunged or not, CAMTC will conduct an investigation and review all convictions substantially related to the qualifications, functions or duties of a certified massage professional. Each application or certificate holder will be evaluated on a case-by-case basis. CAMTC will consider the factors identified in the Council's Criteria for Proof of Rehabilitation when making a certification or disciplinary determination. CAMTC will make the determination for approval or denial of certification or discipline of a certificate holder by evaluating the entire application, all supporting documentation, and all other evidence and information in its possession.

3. Actions relative to applicants for certification. The Council may:

- a. Deny an application for certification based on the reasons listed in paragraph 1 above or on any other grounds which are deemed reasonably necessary to protect the public safety.
- b. Issue an initial certificate on probation, with specific terms and conditions, including a period of suspension, based on the reasons listed in paragraph 1 above or on any other grounds that are deemed reasonably necessary to protect the public safety.

4. Actions relative to existing certificate holders. The Council may discipline a certificate holder by any, or a combination, of the following methods:

- a. Placing the certificate holder on probation, which may include limitations or conditions on practice.
- b. Suspending the certificate and the rights conferred by the Massage Therapy Act on a certificate holder for a period not to exceed one year.
- c. Revoking the certificate.
- d. Suspending or staying the disciplinary order, or portions of it, with or without conditions.

- e. Taking other action as the Council, or a person appointed by the Council, deems proper, as authorized by the Massage Therapy Act or policies, procedures, rules, or bylaws adopted by the Board.
- f. Notwithstanding any other law, if the Council receives notice that a certificate holder has been arrested and charges have been filed by the appropriate prosecuting agency against the certificate holder alleging a violation of subdivision (b) of section 647 of the Penal Code or any offense described in section 1.j. above, the Council shall take all of the following actions:
 - 1. Immediately suspend, on an interim basis, the certificate of that certificate holder.
 - 2. Notify the certificate holder within 10 business days, at the address last filed with the Council, that the certificate has been suspended and the reasons for the suspension.
 - 3. Notify by email or first-class mail any establishment or employer that the Council has in its records as employing the certificate holder, that the certificate has been suspended, within 10 business days.
 - 4. Notify by email the clerk or other designated contact of the city, county, or city and county in which the certificate holder lives or works, pursuant to the Council's records, that the certificate has been suspended, within 10 business days.

Upon notice to the Council that the charges described above in this subparagraph f. have resulted in a conviction, the Council shall permanently revoke the suspended certificate. The Council shall provide notice to the certificate holder, at the address last filed with the Council, by a method providing delivering confirmation, within 10 business days that it has evidence of a valid record of conviction and that the certificate will be revoked unless the certificate holder provides evidence within 15 days from the date of the Council's mailing of the letter that the conviction is either invalid or that the information is otherwise erroneous. If a certificate is permanently revoked pursuant to this provision, the certificate holder shall not be allowed to re-apply for certification.

Upon notice that the charges described above in this subparagraph f. have resulted in an acquittal, have otherwise been dismissed prior to conviction, or the certificate holder has been convicted of an offense other than 647(b) or an offense described in section 1.j. above, the certificate shall be immediately reinstated and the certificate holder and any establishment or employer that received notice pursuant to these procedures shall be notified of the reinstatement within 10 business days.

- g. Notwithstanding any other law, if the Council determines that a certificate holder has committed an act punishable as a sexually related crime or a felony that is substantially related to the qualifications, functions, or duties

of a certificate holder, the Council may immediately suspend the certificate of that certificate holder. A determination to immediately suspend a certificate pursuant to this subdivision shall be based on the preponderance of the evidence and the Council shall also consider any available credible mitigating evidence before making a decision. Written statements by any person shall not be considered by the Council when determining whether to immediately suspend a certificate unless made under penalty of perjury. If the Council suspends a certificate in accordance with this subdivision, the Council shall take all of the following additional actions:

1. Notify the certificate holder, at the address last filed with the Council, within 10 business days by a method providing delivery confirmation, that the certificate has been suspended, the reason for the suspension, and that the certificate holder has the right to request a hearing pursuant to paragraph 3 below.

2. Notify by electronic mail or any other means consistent with the notice requirements of this chapter, within 10 business days, any business or employer that the Council has in its records as employing or contracting with the certificate holder for massage services, and the California city or county that has jurisdiction over that establishment or employer, that the certificate has been suspended.

3. A certificate holder whose certificate is suspended pursuant to this provision shall have the right to request, in writing, an oral hearing or consideration of a written statement to challenge the factual basis for the suspension. If the holder of the suspended certificate requests an oral hearing or consideration of a written statement on the suspension, the oral hearing or consideration of a written statement shall be held within 30 days after receipt of the request. A certificate holder whose certificate is suspended based on this provision shall be subject to revocation or other discipline in accordance with paragraph 1 of these Denial Procedures.

5. Procedure for denial, suspension, revocation, or discipline of a certificate. Any denial or disciplinary decision shall be decided upon and imposed in good faith and in a fair and reasonable manner. Denial and disciplinary decisions shall be based on a preponderance of the evidence. In determining the basis for denial or discipline and making a final decision that denial or discipline shall be imposed, the Council may consider all written documents or statements as evidence, but shall weigh the reliability of those documents or statements. A final decision to deny or impose discipline may be based solely on a written statement or declaration made under penalty of perjury and the individual providing the written statement or declaration made under penalty of perjury shall not be required to appear at an oral hearing or provide additional documents or information beyond the written statement or declaration made under penalty of perjury that was already provided.

All denials, suspensions, revocations, and other discipline required or allowed by the Massage Therapy Act and these Procedures shall be carried out by an employee of the

Council known as the Division Director of the Professional Standards Division (hereinafter the "Division Director"). 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, along with any staff/employees under his/her supervision, shall be collectively known as the Professional Standards Division (the "PSD").

If Council staff determines that grounds appear to exist for denial of an application for certification or discipline of an existing certificate holder, staff shall forward the matter to the Division Director, or a PSD employee designated by the Division Director to receive such information, and the procedures set forth below shall be followed (except in cases where the specific procedures in section 4.f. above apply):

- a. The PSD shall be responsible for reviewing and making determinations regarding proposed denials and discipline, unless the Board acts in accordance with CAMTC's Procedures for Un-Approval of Schools, in which case the Board shall be responsible for making determinations regarding proposed denials. The PSD shall ensure that the PSD employees making denial and discipline decisions do not have a conflict of interest relative to the affected applicant or certificate holder subject to denial or discipline.
- b. If after reviewing the matter, the PSD, or the Board when authorized by the Procedures for Un-Approval of Schools, determines that action should be taken, the applicant or certificate holder shall be provided at least 15 days prior notice of the proposed denial or discipline and the reasons for the proposed denial or discipline. Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail must be given by first-class or certified mail sent to the last known address of the applicant or certificate holder shown on the Council's records.
- c. The applicant or certificate holder shall be given an opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed denial or discipline. The hearing shall be held, or the written statement considered, by the Division Director (or his or her designee) and at least one other PSD employee (Hearing Officers), who together are authorized to determine whether the denial of certification or proposed discipline should occur. The decision of the Division Director/PSD/Hearing Officers shall be final.
- d. Notice of the PSD's 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 or certified mail sent to the last known address of the applicant or certificate holder shown on the Council's records.
- e. Any action in superior court challenging a denial of certification or discipline of an existing certificate holder, including a claim alleging defective notice, shall be commenced within ~~one-year~~90 days after the effective date of the certificate denial or certificate holder discipline.
Certification issued by the Council is not a fundamental vested right and judicial review of denial and disciplinary decisions made by the Council

| shall be conducted using the substantial evidence standard of review. If the action is successful, the court may order any relief, including reinstatement, that it finds equitable under the circumstances.

- f. An applicant or certificate holder who is denied certification or whose certificate is revoked pursuant to these procedures, except for permanent revocations as described in section 4.f. above, shall not be allowed to re-apply for certification until two years after the effective date of the certificate denial or certificate revocation.



CALIFORNIA MASSAGE THERAPY COUNCIL

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2017 Strategic Goals and Objectives

Goal 1: Schools

Evaluate the accessibility of massage education in the state of California and review school-related policies.

- 1.1 By April 1, 2017, conduct a comprehensive study to identify population areas where no massage education for the purpose of CAMTC certification is available within a one hour drive.
- 1.2 By July 1, 2017, Examine CAMTC's potential role in mitigating the shortage of professional massage educational opportunities, if such exist.
- 1.3 Establish and support a fully functioning schools advisory committee and conduct its first meeting by March 1, 2017.
- 1.4 The schools advisory committee shall evaluate CAMTC's school-related policies and submit its recommendations to the Board by September 1, 2017.
- 1.5 Develop and implement an outreach plan by December 1, 2017, that informs prospective massage students about the ramifications of enrolling in massage programs which are not approved by CAMTC.
- 1.6 By October 1, 2017, develop and analyze data pertaining to correlation between individual schools and disciplinary actions against applicants and certificate holders.

Goal 2: Accountability

Hold CAMTC accountable to the public by ensuring that all stakeholders can review CAMTC's progress in meeting its public protection mission.

2.1 Regularly track quarterly disciplinary performance measures and make them easily available by prominently posting that data on the website every 90 days.

Goal 3: Local Government

Promote collaboration with cities and counties and evaluate the implementation of Business and Professions Code section 4603.1

3.1 Develop and offer education to local government officials, especially to city attorneys, about CAMTC's certification, school approval program, and the use of revocable registration.

3.2 Continue with outreach initiatives to city and county managers and elected officials and law enforcement to offer support and encourage proactive improvements to local ordinances.

3.3 Continue to build a positive relationship with the League of California Cities and California State Association of Counties throughout 2017.

3.4 Track how well cities comply with their legal responsibility to impose and enforce only reasonable and necessary fees and regulations on massage businesses throughout 2017.

3.5 Submit a report to the Legislature by December 31, 2017, on how well local government keeps with the requirements of existing law to be mindful of the need to protect legitimate business owners and massage professionals, particularly sole providers.

3.6 Institutionalize information about CAMTC by developing MOU's with cities and counties that documents CAMTC's and local governments' respective protocols, obligations and duties.

3.7 To initiate, in cooperation with law enforcement, the development of proactive protocol, budget and staff to discipline certificate holders that may be engaged in sexually suggestive advertising.

Goal 4: Businesses

Establish communication channels with business owners.

4.1 Develop a comprehensive statewide database which will enable CAMTC to establish an ongoing communication with owners of establishments where massage professionals practice.

Goal 5: Certificate Holders

Help certificate holders better understand what constitutes a violation of CAMTC's statute.

5.1 Develop easy to understand summaries regarding violations of CAMTC's statute and widely disseminate this information to certificate holders, applicants and schools.



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November 3, 2016

TO: BOARD OF DIRECTORS CALIFORNIA MASSAGE THERAPY COUNCIL
FROM: JOE BOB SMITH, DIRECTOR, EDUCATIONAL STANDARDS DIVISION
RE: REASONS FOR PROPOSED AMENDMENTS TO CAMTC'S POLICIES
AND PROCEDURES FOR APPROVAL OF SCHOOLS

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

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

See attached Policies and Procedures for Approval of School (approved June 23, 2016) with proposed amendments in red.

A short description of why the policy should be changed.

The proposed changes affect two areas: 1) clarification of time period of approval for provisionally approved schools; and 2) fee increases for 2017.

1) The language has been clarified so that it is clear to schools that CAMTC school approval is only for a two year time period, regardless of provisional approval. If a school is initially provisionally approved and then later achieves full approved, the two year time period for CAMTC approval begins on the date of provisional approval.

2) Fees in 2017 for school applications and hearings have been increased in an effort to better reflect the actual costs associated with the services provided.

The language of related statutes that may have an impact on the decision. **None**

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

November 3, 2016

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Potential pro's and con's if the new policy is adopted.

Pros: Provides clarity to schools regarding the time period of approval for provisionally approved schools and fees in 2017 will better reflect the costs of providing services.

Cons: None

The impact on current certificate holders and applicants. None.

A suggested date for the change to be implemented. January 1, 2017.



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 locations, shall meet ALL of the following requirements:

- A. The school must offer at least one eligible program clearly identified as a professional massage program that grants students a certificate, diploma, or degree in massage. Other professional education programs that include massage as a component of their programs are not eligible.
- B. Massage program(s) provides an organized plan of study of massage and related subjects for a minimum of 500 supervised clock hours (or credit unit equivalent) containing, at minimum, 100 hours of instruction addressing subjects specified by the Law and CAMTC, including but not limited to: anatomy and physiology; contraindications; health and hygiene; and business and ethics. The massage program(s) shall also incorporate appropriate school assessment of student knowledge and skills. CAMTC does not accept online or distance learning hours, including but not limited to, externships, homework, and self-study or credits through challenge examinations, achievement tests, or experiential learning.
 - a. For programs qualifying as 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 this chapter and is recognized by the corresponding agency in another state or accredited by an agency recognized by the United States Department of Education.
- E. To prevent a possible lapse of CAMTC School Approval, CAMTC needs to receive an application for re-approval at least six months prior to the school's approval expiration date as stated in the letter of approval. While CAMTC may send a complimentary reminder, it is the school's responsibility to submit the application for re-approval on time.

2. Approval Process.

- A. Complete the application packet entirely and submit all requested documents.
- B. Pay the application fee of \$~~1,750~~0 and any required background check fees. All fees are non-refundable. If approved, the 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.
- C. 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.
- D. 180 days from the date an application is deemed complete by CAMTC, CAMTC will send a letter to the school notifying it of CAMTC's decision to approve the school, provisionally approve the school, propose to deny the school, propose to otherwise act against the

school in accordance with these Procedures, or notify the school that corrective action is needed in accordance with the procedures set forth herein.

- a. Provisional School Approval For New Schools and/or New Massage Programs. For new schools and new massage programs, or schools and programs currently without any enrolled students, CAMTC will follow the same application review process set forth in these procedures, except for those procedures applicable to the site visit. For schools seeking CAMTC provisional school approval, a minimum of two site visits will occur. The initial site visit will follow the guidelines of a regular site visit except for class observations, student interviews, and student file review. A follow-up site visit will be performed once students have started the program to complete these items. If granted, CAMTC provisional school approval is valid for only 180 days, unless otherwise extended by CAMTC in its sole discretion.
- b. Request for Corrective Action. CAMTC, in its sole discretion, may determine that specific corrective action is needed. If CAMTC determines that corrective action is needed, it will send a letter to the school notifying it of the specific corrective action requested and specify a time period for the school to take the requested corrective action and provide proof to CAMTC that the requested corrective action has been taken. Once CAMTC has reviewed submitted proof that the school has taken the specific corrective action requested pursuant to this section and made a determination as to whether the action taken satisfies the request for corrective action, CAMTC will send a letter to the school notifying it of CAMTC's decision to approve the school, provisionally approve the school, propose to deny the school, or propose to otherwise act against the school in accordance with these Procedures or notify the school that additional corrective action is needed.

3. Important Dates.

- A. July 1, 2016. As of this date, CAMTC will accept, for purposes of certifying individuals who received massage education in California, only those hours completed from CAMTC approved programs offered at CAMTC approved schools unless otherwise allowed pursuant to these procedures.
 - a. CAMTC will accept education for CAMTC certification purposes from schools 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 was approved or accredited by at least one of the organizations listed in California Business and Professions Code section 4601;
 - 2) The closed school is or was not subject to any disciplinary actions or pending investigations by any approval or accrediting agencies, Law Enforcement Agencies (LEA), government agencies, CAMTC or other massage or school related entities;
 - 3) The applicant for CAMTC certification provides verifiable proof that the education received at the closed school meets minimum standards for training and curriculum and the statutory education requirements for certification; and

- 4) The individual application for CAMTC CMT certification is received in the CAMTC office on or before December 30, 2016. Applications received after this date may not use education from closed schools described in this section 3.A.a. for CAMTC certification purposes.
 - b. CAMTC will accept education for CAMTC certification purposes from schools 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 was approved or accredited by at least one of the organizations listed in California Business and Professions Code section 4601;
 - 2) The closed school 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 massge 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) 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) 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 for CAMTC review.
 - c. CAMTC approved schools that are closed 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 or merger: Education will be accepted from the lawful custodian of records as long as the closed school 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 massge or school related entities.
 - d. CAMTC reserves the right to review and accept or deny all or part of any education submitted for individual CAMTC certification purposes from a closed, sold, or merged school described herein.
- 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 ~~of 2 years~~ 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 2 years approval starting on the date of approval or provisional approval. Approval (including the time period of provisional approval) shall be for a two year time period, unless the school is otherwise acted against in accordance with these Procedures.

4. Application Packet.

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

A. Application

- a. The application shall be completed in its entirety, typed, signed, dated, and accompanied by a non-refundable application fee of \$1,750.00. The application fee is waived 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. Additionally, employees of public colleges or universities of the California state higher education system, as defined in section 100850 of the Education Code, may use campus ID number in lieu of social security number, campus ID as a form of government issued photographic identification, and may omit home address.

B. Approvals

- a. Documented proof of current approval or accreditation by an agency listed in Business and Professions Code section 4601(a). Schools with more than one approval or accreditation shall submit proof of all.
- b. Schools shall submit the most recent 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) 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.
- (4) 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. Submit 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 evaluations), 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 program within the last 6 months.

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 campus and CAMTC approved satellite location addresses matching CAMTC records, which shall match the records of all other agencies that have approved or accredited the school pursuant to Business and Professions Code section 4601.
 - (1) Occasional, site-specific classes, including but not limited to First Aid/CPR Certification, cadaver labs, sports massage events, health and professional expos, career fairs, and spa tours accounting for no more than 50 total hours and specifically provided for in the curriculum, complete with detailed learning objectives, assignments, and assessments, may be taught at an appropriate off-site location under direct supervision of a qualified instructor. Instructors must sign off on appropriate documentation attesting to the total number of acceptable clock hours completed by each student and students shall only receive credit for the actual clock hours for which they engaged in massage activities and activities related to massage. Under no circumstances shall students receive credit for travel time, idle, non-educational, or unsupervised activity. CAMTC reserves the right, in its sole discretion, to not accept off-campus hours.
- g. Changes of owner(s) and/or ownership structure, operating under a different school name, teaching and/or conducting business at a different or additional address, and/or changes in program name or content may only occur after the school first obtains an approval letter from the appropriate agencies that have approved or accredited the school pursuant to Business and Professions Code section 4601, submits the appropriate application for change to CAMTC, and CAMTC approves such application. (Please note that BPPE currently only requires approval for a change of location if the move is more than 10 miles from the original location; however, CAMTC requires approval for any change of location.)
- h. The school is responsible for the conduct of all owners, full and part-time employees, independent contractors, volunteers, and any other individuals who participate in school operations, including but not limited to management, staff, faculty members, advisory boards, and administrative personnel. CAMTC may deny approval or take disciplinary action against a school if an owner, full or part-time employee, independent contractor, volunteer, or any other individual who participates in school operations, including but not limited to management, staff, faculty members, advisory boards, and administrative personnel, engages in unprofessional conduct while engaged in school activities.
- i. The school must report to CAMTC, within 15 days of receiving notice, all legal actions, arrests, police reports, and complaints against professional conduct, involving the school; school personnel including owners, full and part-time employees, independent contractors, volunteers, and any other individuals who participate in school operations, including but not limited to management, staff, faculty members, advisory boards, and administrative personnel; and/or students or graduates engaged in school or massage

related activities.

B. Transcripts

- a. Transcripts and massage program addendums, if any, from private post-secondary schools shall, at minimum, contain the following information:
 - (1) School name, address, telephone number, website, and CAMTC School Approval Code (once approved), which shall exactly match information on file at CAMTC.
 - (2) Heading entitled "Official Transcript."
 - (3) Student's full legal name and date of birth.
 - (4) Date student started program and date student graduated or, for programs longer than 500 hours, completed CAMTC requirements, if applicable.
 - (5) Breakdown of courses completed with total number of supervised clock hours attended and passing grades for each course. Courses shall match those listed in the provided syllabi and program hour requirement worksheet (included with application).
 - (6) Total number of supervised clock hours attended for massage program.
 - (7) At least one authorized signature with printed name, title, and date.
 - (8) Official school seal affixed, embossed, or otherwise attached to transcript.
 - (9) 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 in an envelope matching the sample submitted to CAMTC will be considered for certification purposes.
- d. CAMTC staff shall clearly be able to discern whether a student has completed the required hours without having to interpret any information.
- e. Clearly identify or DO NOT include unsupervised clock hours.
- f. Clearly identify or DO NOT include courses or hours considered incomplete by the school.

- g. Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification.
 - (1) CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school.
 - (2) CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours.
- h. Schools shall take necessary precautions to avoid the creation and/or reproduction of fraudulent transcripts. Fraudulent transcripts, whether from within or without the school, may lead to suspension or revocation of school approval, among other consequences.
- i. Any changes in transcript format, authorized signers, and/or security features may only occur after the corresponding application for change has been submitted to and approved by CAMTC.
- j. The school shall have clearly defined written policies that it follows for accurately and securely keeping and maintaining student files and transcript information, including but not limited to enrollment agreements, payment ledgers, attendance rosters, coursework, and grades.
- k. Transcript information shall be securely kept permanently. If a school closes, it shall designate a custodian of records for that school and notify CAMTC of the name, address, email address, and telephone number of its designated custodian of records 30 days before the date of the school's closure.

C. Student/Graduate Eligibility List

- a. Transmit the names of all CAMTC eligible students or graduates to CAMTC within 30 days of their eligibility, if applicable, using the Massage School Eligibility List template.
- b. Eligibility is defined as successfully completing a minimum of 500 hours of supervised massage instruction (with a minimum of 100 hours of instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics or as further specified by CAMTC) that satisfies the school's coursework and appropriate school assessment of student knowledge and skills.
- c. Applications and accompanying transcripts submitted for certification will be reviewed against these lists. Discrepancies or omissions may result in applicant delays, school

investigation, and/or disciplinary actions against the school.

- d. Students who do not achieve eligibility at a single CAMTC approved school may not be included on any school's list and may have to independently prove their own eligibility to CAMTC.

D. 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 320, 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.

E. 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 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337."

F. Curriculum

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

- a. Provide a minimum of at least 100 supervised clock hours (or credit unit equivalent) addressing the following subjects:
 - (1) A minimum of 64 hours of Anatomy & Physiology, including but not limited to orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.
 - (2) A minimum of 13 hours of Contraindications, including but not limited to endangerment areas, contraindications, and medications and massage.
 - (3) A minimum of 5 hours of Health & Hygiene, including but not limited to understanding disease, therapist hygiene, infection control, and standard precautions.

- (4) A minimum of 18 hours of Business & Ethics, including but not limited to obtaining and maintaining credentials, adhering to laws and regulations, ethical principles, standards of ethical practice, and compliance with the Law applicable to CAMTC certified massage professionals.
- b. Provide a minimum of 400 additional and appropriately weighted supervised clock hours in subjects substantially related to the massage profession, including but not limited to additional hours for topics required above, massage theory and principles, professional practices, therapeutic relationship, assessment and documentation, massage and bodywork application, palpation and movement, and career development. CAMTC reserves the right, in its sole discretion, to determine whether curriculum is substantially related to massage or not.
- c. Student clinic hours may count for no more than 75 of the required 500 supervised clock hours and shall demonstrate educational purpose by meeting the following conditions:
 - (1) Operate at all times under 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 policies for creating, reviewing, and updating curriculum.

G. 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 evaluations), 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.

H. 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.

I. Student/Graduate Passage Rates on CAMTC Approved Exams

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

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

J. Site Visits

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

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

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

- a. Failing to meet or maintain the requirements for approval set forth herein or in CAMTC's Procedures for Un-Approval of Schools, which includes 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 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 another state or territory of the United States, by any other 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.

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, or otherwise act against a school that has applied for CAMTC approval or is a CAMTC approved school, staff shall hold all students who have submitted transcripts from the school, 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 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 9 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/or 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 submitted by the school a minimum of 9 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 decision of the Hearing Officers shall be final unless appealed as provided herein. The fee for an oral telephone conference shall be \$~~450~~900.00 and the fee for consideration of a written statement shall be \$~~350~~700.00.

Appeals

- (1) Requests to appeal a denial or disciplinary decision must be: made in writing (email is sufficient) by sending the request to the address or email address noted in the proposed denial or disciplinary letter; made within 30 days of the effective date of the denial or imposition of discipline; must identify in writing the basis for the appeal; must specify whether an oral presentation before the Board (not to exceed 20 minutes) is requested or whether written consideration of a written statement is requested; and must include all documents to be considered.
- (2) Appeals shall be considered by the CAMTC Board. Oral presentations before the Board may not exceed 20 minutes. No new factual evidence may be submitted during an appeal. During an appeal the Board is limited to reviewing the existing evidentiary record upon which the decision to deny or impose discipline was previously made and to determining whether the decision was reasonable and supported by the evidence in the record.
- (3) After considering a timely appeal, the Board shall either: uphold the decision previously made; 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 the ESD's 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 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 applications from students who apply to CAMTC for certification on or after July 1, 2016 with education from school(s) that have applied for CAMTC approval, but for whom a final decision has not been rendered as to school approval on or before June 30, 2016. 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. If the school is ultimately denied CAMTC school approval, the applicants for certification will then be notified that they may not use education from that school for CAMTC certification purposes, and that they will have one year from the date of the notification to provide proof of education from a CAMTC approved school or schools.
2. All individual applications for CAMTC certification submitted with transcripts from a school that CAMTC has proposed to deny or discipline, and that cannot be otherwise certified, will be placed on hold until a final decision as to whether to deny or discipline the school is made. If the decision is ultimately made not to deny or discipline the school, the hold on the applications shall be lifted and the applications will be processed in accordance with CAMTC's standard procedures. If the school is ultimately denied CAMTC school approval or their CAMTC school approval is revoked, the applicants for certification will then be notified that they may not use education from that school for CAMTC certification purposes, and that they will have one year from the date of the notification to provide proof of education from a CAMTC approved school or schools.



CALIFORNIA MASSAGE THERAPY COUNCIL

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

November 3, 2016

TO: BOARD OF DIRECTORS CALIFORNIA MASSAGE THERAPY COUNCIL
FROM: AHMOS NETANEL, CEO
RE: EXTENSION OF LIMITED RECERTIFICATION POLICY

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.

On June 23, 2016, the Board adopted a limited recertification policy which allows previously certified CMPs and CMTs in good standing to apply for recertification more than six months after the expiration of their certificates by paying an additional late fee and meeting the requirements in the policy. That policy is currently scheduled to end on December 30, 2016.

A short description of why the policy should be changed.

Staff is proposing that this policy be extended for an additional six months, due to a request from the Thai massage and spa community asking for an extension so that the members of their community may be further educated on, and take advantage of, this policy.

The language of related statutes that may have an impact on the decision. **None**

The fiscal impact the proposed change may have on CAMTC and certificate holders and applicants.

Unknown, but to the extent that it allows more people to recertify, it will have a positive fiscal impact.

November 3, 2016

Page 2

Potential pro's and con's if the new policy is adopted.

Pros – Allows past certificate holders in good standing who were previously certified under education/experience portals that no longer exist to recertify, which may be helpful to them in jurisdictions that now require certification.

Con – Increased work load for staff.

The impact on current certificate holders and applicants.

No impact on current certificate holders or applicants.

A suggested date for the change to be implemented.

Effective November 10, 2016.



CALIFORNIA MASSAGE THERAPY COUNCIL

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Approved 6/23/16
Proposed Amendments 11/10/16

SECOND-CHANCE LIMITED RECERTIFICATION POLICY

CAMTC'S current policy on recertification allows certified individuals to apply for recertification within six months of expiration of their certificate by paying a graduated late fee of up to \$90. This policy allows individuals who do not meet current educational requirements to recertify without having to meet those requirements (500 hours and passage of an exam). Under the current policy, those whose certificates have been expired for more than six months must reapply as a new applicant and must therefore meet all of the current requirements for certification.

Under the temporary policy described herein, for a limited time period, former CAMTC certificate holders whose CMP or CMT certificates expired on or after January 1 of 2013 will be allowed to apply for recertification even if it is more than six months after their certificates have expired, as long as they meet the requirements set forth in this document. This temporary "second-chance limited recertification" policy will expire at 11:59 p.m. (PST) on ~~December 30, 2016~~ June 30, 2017. During and after this temporary policy regarding the timing of a recertification application, all other criteria, rules and procedures regarding recertification continue to apply.

Who Does This Policy Apply to?

1. This policy only applies to those who were previously certified by CAMTC as a CMP or a CMT. It does not apply to those who were previously certified as a CCMP when their certificate expired.
2. This policy only applies to those whose certificates have been expired for more than six months and whose certificates expired on or after January 1 of 2013. It does not apply to former certificate holders whose certificates expired before January 1, 2013.
3. This policy only applies to certificate holders whose certificates were in good standing at the time of expiration. It does not apply to those who have had their CAMTC certificate revoked or nullified or to those whose certificates were suspended at the time of expiration. It does not apply to past certificate holders who have applied for

recertification or certification and had their application for recertification or certification denied.

How Long Will This ~~Second-Chance~~Limited Recertification Policy Be in Effect?

1. This policy will only be in effect for the limited time period of July 1, 2016 through ~~December 30, 2016~~June 30, 2017 at 11:59 p.m. (PST).

What Are the Requirements That Must Be Met In Order For This Policy to Apply?

1. Applicants must have been certified by CAMTC as a CMP or a CMT and had a certificate that was in good standing when it expired (not suspended, revoked, or nullified, or application denied).
2. CMP or CMT certificate must have been expired for more than six months and certificate must have expired on or after January 1 of 2013.
3. CAMTC must RECEIVE all of the following on or after July 1, 2016 and by or before 11:59 p.m. (PST) on ~~December 30, 2016~~June 30, 2017 (a postmark date will not suffice):
 - A completely filled out ~~Second-Chance~~Limited Recertification Application for Recertification and all supporting documents;
 - All fees have been paid; and
 - A new Livescan must be performed and submitted.

If all required items are not received by or before December 30, 2016, the requirements of this policy will not have been met and CAMTC will consider the application to be incomplete and the file will be purged, though the individual may still reapply as a new applicant. All fees, including the late fee, are non-refundable.

Please note, CAMTC recommends that the application and all supporting documents be mailed well in advance of the ~~December 30, 2016~~June 30, 2017 cut off date, as ~~December 30, 2016~~June 30, 2017 is the last date that documents must be received in order for this policy to apply, regardless of the date documents were post-marked or mailed.

4. The following fees apply to the ~~Second-Chance~~Limited Recertification Application for Recertification:
 - All regular application fees, including but not limited to the \$150 fee for the application; and
 - An additional \$125 late fee.
5. Applications received pursuant to this policy will be processed in accordance with CAMTC's standard operating procedures for applications for recertification. This policy

only allows for the late receipt of applications for recertification and has no bearing on whether the application received will be approved or denied.

CALIFORNIA MASSAGE THERAPY COUNCIL

(11/10/16)

PROPOSED PRELIMINARY BUDGET 2017**Presented by Ahmos Netanel, CEO****Overview****Approval process**

CAMTC is a young organization that has been constantly adjusting to perpetually changing legislation. In addition, CAMTC operates in a highly dynamic industry ecosystem. The Board has always been keenly aware of the impact these factors have on the organization's revenues and expenses and has chosen to take an agile approach to the development of the budget, consisting of a two-step protocol as follows:

1. Initial introduction and a preliminary budget approval at the November 10, 2016 Board meeting.
2. A final updated budget approval at the February 2017 Board meeting.

This approach has served the organization well and has played an important role in CAMTC's fiscal viability. I recommend that the Board deploy this protocol for the 2017 budget for the following reasons:

1. It is essential that the final budget reflect the Board's strategic priorities. The Board had an open and robust discussion at its September 2016 meeting but no formal set of objectives was adopted. While some of the ideas discussed have been integrated into this preliminary budget, the adaptation of additional objectives will likely alter the final budget.
2. As anticipated, CAMTC's new protocol of accepting applications only from CAMTC-approved programs has reduced the number of new applications. The long-term impact of this policy on the number of new applications in 2017 remains unclear.
3. Cash flow projections in a budget prepared in January 2017 will be based on actual 2017 starting cash, not a projected figure.
4. Staff expects that CAMTC's actual operating costs relative to the implementation of the new database system will be easier to measure.

5. Key assumptions will be more accurately recalibrated.
6. The Board will be better able to evaluate the 2017 budget in comparison to the actual financial results of 2016 and not just 2016 budgeted numbers.

Format

The **\$4,379,881** total operating expenditures for 2017 will be offset with **\$3,539,265** from 2017 operating revenues and **\$840,616** of other sources of financing, mainly prior years retained earnings. This format is a departure from the way the 2016 budget was balanced. In 2016 the Board set up several priority projects that were not financed from operations. Staff is in the process of evaluating additional format enhancements to the budget prior to presenting the final budget to the Board in February 2017.

Cash Reserves

The cash reserve at the end of 2017 is projected to be **\$2,191,050**, which is equal to six months of annual operating expenses. Based on CAMTC's business model and the opinion of staff, six months of operating cash reserve is more than adequate.

Revenues – key assumptions and significant changes

Fees

Individual applicants and certificate holders - No changes to the fee schedule associated with individual applicants and certificate holders is recommended.

Schools- Staff recommends that fees relating to school applications and hearings be increased by 100%. Even that increase will not be sufficient to cover the cost of operating the Educational Standards Division, which will need to be further subsidized by the general fund through 2017.

Revenues deferrals

The following revenue recognition module for 2017 is unchanged from 2016:

New applications - 37% when received, 39% when issued and 24% over 24 months.

Recertification - 46% when received, 42% when approved, and 12% over 24 months.

The same model has been applied to schools.

Revenue projections

Line 8 - based on a conservative approach, we assume an average of 300 new applications received per month (350 per month in 2016).

Lines 11, 12 - Recognized new certificates issued - a reeducation of \$54,054.

Lines 12, 13 - recognized renewals applied- a reduction of \$71,622.

CAMTC's largest source of revenue- recertification fees - are projected based on a conservative estimate that 75% of certificate holders eligible to recertify will actually apply. The 2016 budget was based on 70%. CAMTC's current average recertification rate is above 80%. However, the number of certificate holders eligible for recertification in 2017 is smaller than in 2016. This is due to the fact that CAMTC started issuing certifications in September 2009 and in 2010 certifications were issued throughout the year establishing a cycle in which the pool of certificate holders eligible for recertification is higher in even years.

Lines 14, 15 – recognized renewals approved - a reduction of \$ 256,550. This is due to two factors:

1. The reduction of certificate holders expected to apply for recertification in 2017.
2. A 2016 projection which took into account a significant number of certificate holders that applied at the end of 2015 and received their recertification early 2016.

Total projected operating revenues are decreased by \$442, 260 for 2017.

Expenses - key assumptions and significant changes:

As part of establishing conservative projections for 2017 expenses, actual results of the first three quarters in 2016 were taken into account.

Line 57: Establishes an initial budget of \$56,500 to establish a new position for Outreach Director.

Line 76: An increase of \$41,840 in database maintenance to assist with the implementation and oversight of the new database system.

Line 107: A reduction of \$37,921 in special counsel expense is due to shifting expenditure to provide legal support to ESD (see line 125)

Line 125: Establishing a new category to provide needed legal support to ESD - \$120,000

Line 141: Increase of \$61,514 in accounting and audit to allow for the establishment of a new position - part time CFO

Line 149: The \$72,000 of 2016 miscellaneous contingency was eliminated at this point and will be reevaluated for the final budget.

Line 161: The \$781,158 of 2016 priority projects was eliminated.

Total expenditures were increased by \$384,445 for the year.

	A	B	C	D	E	F	G
1	<p style="text-align: center;">CAMTC 2017 Proposed Budget (11/10/16)</p>						
2							
3							
4							
5							
6			Budgetted 2016		Proposed 2017		VARIANCE
7	OPERATING REVENUE						
8	Number of new applications deposited		4,200		3,600		(600)
9	New Application Fees Recognized (37% of \$150)		\$ 233,100		\$ 199,800		\$ (33,300.00)
10	Certificates Issued		3,696		2,772		(924)
11	Certificates Recognized (39% of \$150)		\$ 216,216		\$ 162,162		\$ (54,054.00)
12	Renewals-Applied		18,109		17,071		(1,038)
13	Renewals Recognized (46% of \$150)		\$ 1,249,521		\$ 1,177,899		\$ (71,622.00)
14	Renewals-Approved		18,837		14,765		(4,072)
15	Renewals Recognized (42% of \$150)		\$ 1,186,731		\$ 930,181		\$ (256,550.00)
16	Deferred Current / Prior Years						
17	Deferred Current Year (New Apps 24% of \$150 /24),(Renewals 12% of \$150/24)		\$ 113,987		\$ 97,993		\$ (15,994.00)
18	Deferred Prior Yrs (New Apps 24% of \$150 /24),(Renewals 12% of \$150/24)		\$ 526,474		\$ 585,158		\$ 58,684.00
19	Denied Applications		642		362		(280)
20	Denied Applications Recognized (63% of \$150)		\$ 60,669		\$ 34,209		\$ (26,460.00)
21	Purged/Revoked/Sus/Cancelled/Nullified		646		516		(130)
22	Purged Applications Recognized (63% of \$150)		\$ 61,047		\$ 48,762		\$ (12,285.00)
23	Number of School Applications		11		12		1
24	New School Application Fees recognized (37% of \$750 in 2016, \$1500 in 2017)		\$ 3,053		\$ 6,660		\$ 3,607.00
25	Schools Approved		110		7		(103)
26	School Approvals recognized (39% of Fee)		\$ 32,175		\$ 4,095		\$ (28,080.00)
27	Deferred Current/Prior Years						
28	Deferred Current Year (New Apps 24% of Fee/24),(Renewals 12% of Fee/24)		\$ 3,484		\$ 165		\$ (3,319.00)
29	Deferred Prior Yrs (New Apps 24% of Fee/24),(Renewals 12% of Fee/24)		\$ 14,175		\$ 14,175		\$ -
30	Denied School Applications		10		2		(8)
31	Denied Applicants Recognized (63% of Fee)		\$ 4,725		\$ 1,890		\$ (2,835.00)
32	School Background Checks		\$ 2,400		\$ 10,584		\$ 8,184.00
33	Hearing Fees - Schools		\$ -		\$ 19,800		\$ 19,800.00
34	Hearing Fees - Individuals		\$ 38,000		\$ 15,984		\$ (22,016.00)
35	Re-certification Late Fees		\$ 149,268		\$ 153,020		\$ 3,752.00
36	Returned Check/Miscellaneous Fees		\$ 86,500		\$ 71,928		\$ (14,572.00)
37	Employment Opportunities Mailings		\$ -		\$ 4,800		\$ 4,800.00
38	TOTAL OPERATING REVENUES		\$ 3,981,525		\$ 3,539,265		\$ (442,260.00)
39							
40	OTHER SOURCES OF FUNDING						
41	Interest		\$ 16,800		\$ 23,850		\$ 7,050.00
42	Net Assets		\$ -		\$ 816,766		\$ 816,766.00
43	TOTAL OTHER SOURCES OF FUNDING		\$ 16,800		\$ 840,616		\$ 823,816.00
44							
45	TOTAL OPERATING REVENUES & OTHER SOURCES OF FUNDING		\$ 3,998,325		\$ 4,379,881		\$ 381,556.00
46							
47	OPERATING EXPENSES						
48	Board & Committee Expenses						
49	Board Travel		\$ 22,032		\$ 14,623		\$ (7,409)
50	Facility/Banquet		\$ 32,208		\$ 27,680		\$ (4,528)
51	Printing /Supplies/Postage		\$ 1,380		\$ 750		\$ (630)
52	Miscellaneous		\$ -		\$ -		\$ -
53	Total Board & Committee Expenses		\$ 55,620		\$ 43,053		\$ (12,567)
54							
55	Outreach						
56	Communications & Outreach		\$ 48,000		\$ 48,000		\$ -
57	Public Relations		\$ 29,904		\$ 31,000		\$ 1,096
58	Director		\$ -		\$ 56,500		\$ 56,500
59	Communications Reserve		\$ -		\$ -		\$ -
60	Total Outreach		\$ 77,904		\$ 135,500		\$ 57,596
61							
62	General Administrative						
63	Office Supplies		\$ 6,000		\$ 5,000		\$ (1,000)
64	Office Rental - Sacramento		\$ 48,480		\$ 42,350		\$ (6,130)
65	Office Furniture/Equipment		\$ 2,544		\$ 11,000		\$ 8,456
66	Printing/Copying		\$ 21,444		\$ 17,186		\$ (4,258)
67	Records Shredding		\$ 1,200		\$ 500		\$ (700)
68	Postage/Mailing		\$ 21,072		\$ 16,330		\$ (4,742)
69	Telephone/Fax		\$ 720		\$ 540		\$ (180)

	A	B	C	D	E	F	G
1	<p style="text-align: center;">CAMTC 2017 Proposed Budget (11/10/16)</p>						
2							
3							
4							
5							
6			Budgetted 2016		Proposed 2017		VARIANCE
70	Dues/Subscriptions-Software/Licenses		9,951		15,250		\$ 5,299
71	Insurance-D&O/E&O/GL		38,711		40,000		\$ 1,289
72	Banking/credit card fees		62,000		65,000		\$ 3,000
73	Staff Travel		3,720		2,100		\$ (1,620)
74	On-Site Storage		2,940		3,300		\$ 360
75	Off-Site Storage		660		510		\$ (150)
76	Certification/Materials/Printing/Mailing		114,000		123,000		\$ 9,000
77	Database Maintenance		24,360		66,200		\$ 41,840
78	Database Development		-		-		\$ -
79	Miscellaneous		1,980		2,900		\$ 920
80	Total General Administrative		\$ 359,782		\$ 411,166		\$ 51,384
81							
82	Executive Staff						
83	Senior Management Team		\$ 337,908		\$ 351,559		\$ 13,651
84	Senior Staff-Contingency-Requires BOD Approval		-		-		\$ -
85	Benefit Allowance		77,353		80,448		\$ 3,095
86	Off Site - Office Rental		24,328		25,487		\$ 1,159
87	Vacation Expense		13,800		14,582		\$ 782
88	Travel & Meetings		28,560		14,000		\$ (14,560)
89	Cell Phone		1,680		1,890		\$ 210
90	Supplies		240		1,138		\$ 898
91	Equipment/Furniture		624		342		\$ (282)
92	Phones - Land Lines-DSL		3,560		3,545		\$ (15)
93	Miscellaneous		950		950		\$ -
94	Total Executive Staff		\$ 489,003		\$ 493,941		\$ 4,938
95							
96	Professional Standards Division						
97	Management		\$ 101,012		\$ 105,098		\$ 4,086
98	Paralegals		406,111		420,730		\$ 14,619
99	Field Investigators		233,725		242,779		\$ 9,054
100	Employee Benefits Allowance		53,056		54,590		\$ 1,534
101	PTO Expense		19,668		20,455		\$ 787
102	Supplies		3,240		2,400		\$ (840)
103	Cell Phones		22,200		24,200		\$ 2,000
104	Travel		26,112		9,540		\$ (16,572)
105	Conference Calls		7,800		6,248		\$ (1,552)
106	Dept Meetings		120		100		\$ (20)
107	Equipment		-		-		\$ -
108	Legal Attorneys - Denials/Litigation		260,000		222,079		\$ (37,921)
109	Legal - In - House (salary & benefit allowance)		392,532		433,125		\$ 40,593
110	Court Record Fees		720		538		\$ (182)
111	Proposed Denials Mailing/Supplies		8,400		2,800		\$ (5,600)
112	Miscellaneous		8,400		2,300		\$ (6,100)
113	Total Professional Standards Division		\$1,543,096		\$ 1,546,982		\$ 3,886
114							
115	Educational Standards Division / Schools Committee						
116	Management		\$ -		\$ 98,106		\$ 98,106
117	School Inspection		56,860		58,821		\$ 1,961
118	Hearing Officers		20,250		26,460		\$ 6,210
119	Employee Benefits Allowance		11,334		11,885		\$ 551
120	Supplies		312		324		\$ 12
121	Cell Phones/Landlines		2,000		2,604		\$ 604
122	Travel		9,300		17,400		\$ 8,100
123	Conference Calls		-		240		\$ 240
124	School Background Checks		1,800		10,584		\$ 8,784
125	Mailings		-		1,008		\$ 1,008
126	Legal Service - Denials		-		120,000		\$ 120,000
127	Committee Travel & Meetings		-		18,000		\$ 18,000
128	Committee Legal General		-		7,000		\$ 7,000
129	Research - Schools' Access		-		10,000		\$ 10,000
130	Miscellaneous		120		120		\$ -
131	Contingency		-		-		\$ -
132	Total Educational Standards Division / Schools Committee		\$ 101,976		\$ 382,552		\$ 280,576

	A	B	C	D	E	F	G
1	CAMTC 2017 Proposed Budget (11/10/16)						
2							
3							
4							
5							
6			Budgetted 2016		Proposed 2017		VARIANCE
133							
134	Staff General Expenses						
135	Insurance (Workers' Comp)		\$ 23,714		\$ 27,400		\$ 3,686
136	Payroll Taxes (all staff)		125,160		150,192		\$ 25,032
137	Staff Training						
138	Payroll Services (all staff)		8,100		8,100		\$ -
139	Total Staff General Expenses		\$ 156,974		\$ 185,692		\$ 28,718
140							
141	Professional Services						
142	Accounting/Audit/CFO		\$ 10,485		\$ 71,999		\$ 61,514
143	Application Processing		1,035,996		1,035,996		\$ -
144	Consulting		-		-		\$ -
145	Legal general counsel & routine		92,000		73,000		\$ (19,000)
146	Total Professional Services		\$ 1,138,481		\$ 1,180,995		\$ 42,514
147							
148	Sub-total Operating Expenses		\$ 3,922,836		\$ 4,379,881		\$ 457,045
149							
150	Miscellaneous Contingency		72,000		\$ -		\$ (72,000)
151							
152	TOTAL OPERATING EXPENSES		\$ 3,994,836		\$ 4,379,881		\$ 385,045
153							
154	OPERATING SURPLUS / (DEFICIT)		\$ 3,489		\$ (840,616)		\$ (844,105)
155	TOTAL SURPLUS / (DEFICIT)				\$ -		\$ -
156	TOTAL SURPLUS / (DEFICIT) YTD		\$ 3,489		\$ -		\$ (3,489)
157							
158	PRIORITY PROJECTS/OBJECTIVES (Not funded by 2017 Operations)						
159	Database Development		335,980		-		\$ (335,980)
160	ESD Management		93,174		-		\$ (93,174)
161	Sunset Review/Feasibility Study		284,000		-		\$ (284,000)
162	Law Enforcement/Local Government Support		68,004		-		\$ (68,004)
163	Total Priority Projects		\$ 781,158		\$ -		\$ (781,158)
164							
165	CASH FLOW PROJECTIONS - 2017						
166	Cash Flow from Operations						
167	Cash Received		\$ 3,998,324		\$ 3,394,766		\$ (603,558)
168	Cash Expenses		\$ (3,994,836)		\$ (4,379,881)		\$ (385,045)
169	Total Cash Flow from Operations		\$ 3,488		\$ (985,115)		\$ (988,603)
170							
171	Cash Flow from Financing						
172	(Increase) Decrease in Other Receivables		\$ -				
173	(Increase) Decrease in Fixed Assets		\$ -				
174	(Increase) Decrease in Prepaid Expenses		\$ -				
175	(Increase) Decrease in Accounts Payable		\$ -				
176	(Increase) Decrease in Long Term Liabilities (Vacation/PTO accrual)		\$ -				
177	(Increase) Decrease in Other Liabilities (Deferred Fees)		\$ -				
178	Priority Projects - not funded by 2017 Operations		\$ 781,158		\$ -		\$ (781,158)
179	Other changes in cash flows		\$ -				
180							
181							
182	Total Cash Flow from Financing		\$ 781,158		\$ -		
183							
184							
185	Starting Cash		\$ 3,398,598		\$ 3,176,165		
186	Ending Cash		\$ 2,620,928		\$ 2,191,050		



CALIFORNIA MASSAGE THERAPY COUNCIL

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To: CAMTC Board of Directors

From: Ahmos Netanel, Chief Executive Officer

Date: November 11, 2016

Subject: Proposed amendments to Staff Expense Reimbursement Policy

Attached please find CAMTC's Staff Expense Reimbursement Policy (approved September 14, 2010), with proposed amendments *highlighted*.

The policy stipulates that CAMTC business requiring an overnight hotel stay will be reimbursed at the published GSA domestic per diem rates. In order to get the GSA rates, hotels require a guest to produce a government employee ID card, which CAMTC employees do not have since CAMTC is not a government entity. Staff attempted multiple times in the past to convince hotels to honor the GSA rates but the hotels refused to make any exceptions.

When this policy was adopted in 2010 the hospitality industry was grappling with the recession. Many hotels were offering their inventory through discounters. Staff were able to find hotel rooms that met the GSA rates by searching on various discount travel websites or by bidding on a hotel room through Priceline. As hotel occupancies improved in the past few years it has become exceedingly difficult to find bargains that matched the GSA rates, taking into account staff travel itineraries, and the proximity of a hotel to the required location. In order to comply with this policy, staff had to book hotels further away from the location of their destination.

We are seeing two unintended consequences to the September 2010 policy:

1. Staff is wasting precious time by having to stay in hotels further away from where they need to be.
2. CAMTC staff is highly conscious of the importance of keeping expenses to a minimum; however this policy is forcing them to incur unnecessary additional expenses related to transportation or needing to stay an extra night, making the entire trip more expensive.

The proposed amendments to the policy are based on research of other nonprofit organizations' policies.

There is no known language of related statutes that may have an impact on the decision to amend the policy.

Since the majority of staff travel does not involve an overnight stay, the proposed amendments to the policy result in no material fiscal impact (CAMTC may actually benefit from occasional savings on the total cost of some trips).

The main advantages of adopting the proposed amendments are saving staff time and saving CAMTC money. There are no foreseeable downsides to the proposed amendments.

Amendment of this policy has no impact on certificate holders and applicants.

The suggested effective date for the change is November 10, 2016.

CAMTC Staff Expense Reimbursement Policy

Approved 9-14-10

Proposed 11-10-16

The CAMTC Board recognizes that employees of CAMTC may be required to travel or incur other expenses from time to time to conduct CAMTC business. The purpose of this policy is to a) ensure that adequate cost controls are in place, b) ensure that travel and other expenditures are appropriate, and c) provide a consistent approach for the timely reimbursement of authorized expenses.

It is the policy of CAMTC to reimburse only reasonable and necessary expenses actually incurred by travelers. When incurring business expenses, CAMTC expects travelers to:

- Exercise discretion and good business judgment with respect to those expenses;
- Be cost conscious and spend CAMTC money carefully;
- Report expenses, supported by required documentation, as they were actually incurred.

Business Travel

At the conclusion of a CAMTC business trip (no more than 60 days after trip), travelers who have incurred business-related expenses should complete a signed/dated expense report explaining the business purpose of the trip in accordance with the following policies:

- Reimbursement on a per diem basis for the cost of ~~lodging~~, meals and incidental expenses at rates published by the U.S. General Services Administration (GSA) for the city or county in which Council business is being conducted.

- Council business requiring an overnight hotel stay ~~will permit reimbursement at the published GSA Domestic Per diem Rates,~~ *may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" (such as five stars) hotel rates will not be reimbursed.* Business that requires travel but which can be accomplished without an overnight hotel stay will permit reimbursement for Meals and Incidental Expenses (M&IE) only;
- For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that the trip was taken and the amount paid (for example: a combination of an itinerary, credit card receipt and boarding passes);
- Mileage shall be reimbursed at the standard federal rates currently in effect, as published by the IRS; Round trip mileage expenses will be reimbursed for travel to/from points of departure;
- Parking fees will be reimbursed; Receipt for parking must be provided;
- If traveler takes mass transit or taxi/car service to point of departure and/or to/from meeting site, fees will be reimbursed; Receipts for taxi/car service must be provided;
- When utilizing rental cars, travelers should rent midsize or smaller vehicles and should aim to share rental cars when traveling with others on Co business; Travelers are expected to refill the rental car with gas prior to drop-off; Cost of gas for rental cars will be reimbursed;
- For all meals and other business expenditures, the following must be identified:
 - Names, titles, organizations and business relationships of all persons entertained
 - Business purpose of the meal or event (topics discussed, etc.).

Special Rules Pertaining to Air Travel

The following additional rules apply to air travel:

- Air travel should be at coach class
- Travelers should carefully consider all available options and select the most efficient method in terms of cost, time in transit, and required arrival times at destination;
- Membership in airline flight clubs is not reimbursable;
- Cost of flight insurance is not reimbursable;
- Cost of same-day upgrade is not reimbursable unless there is an explanation (medical necessity, significant delays);
- Cost of canceling and rebooking flights is not reimbursable unless it can be shown that it was necessary or required for legitimate business reasons;
- CAMTC will not reimburse for segments of a trip that are for personal travel;
- Travelers who are involuntarily bumped from a flight may keep the travel voucher for personal use; Travelers may only elect to be bumped when traveling for business if there is no impact on the traveler's business schedule or expenses by taking an alternate flight



CALIFORNIA MASSAGE THERAPY COUNCIL

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To: CAMTC Board of Directors

From: Ahmos Netanel, Chief Executive Officer

Date: November 11, 2016

Subject: October update

Operations

Staff has been extremely busy. Key members of our team spent long hours and invested tremendous energy to assure the timely implementation of the first phase of CAMTC's new database and website. While things could have gone smoother, I feel that staff's hard work has resulted in an excellent system that will only get better from here. Please refer to Beverly May's report for more information.

We provided administrative support to Blue Sky Consulting in widely disseminating the stakeholders' survey for the feasibility study. Blue Sky is still sifting through the responses, and we hear that more are coming in every day. At this point they have several thousand responses with a lot of good feedback. They have also reached out to cities, police, sheriffs, counties, and professional associations, giving a wide variety of stakeholders the opportunity to provide input.

AMG has just submitted a new budget for staffing and a retainer proposal to

provide administrative support to CAMTC. We are in the process of studying the proposal, evaluating expenses related to specific staff and duties, and continuing our discussions.

As of September 2016, the average number of days to approve new applicants with no background or education issues (from time all documents received) was 28 days, and 54 days for new applicants with background or education issues.

Finance

As of September 30, 2016, CAMTC exceeded expectations on the balance sheet and the statement of functional activity.

Cash in the bank:

Budgeted - \$2,930,946

Actual - \$3,568,415

Excess revenues over expenses:

Budgeted - \$134,046

Actual - \$704,355

Out of the \$601,698 budgeted for the Board's Priority Projects (not funded from 2016 operations), CAMTC spent \$343,085 as of September 2016.

Outreach

On October 6, 2016, two of CAMTC's board members and two senior staff presented on a panel at the League's annual conference in Long Beach. The subject of this session was "Massage Establishments - Challenges and Solutions." The presentation went very well; however, it should be noted that out of the more than 1,900 attendees at the conference, only 44 chose to attend this session.

On October 18, 2016, I presented to the board of the newly formed Massage Envy California Franchisees Association. Members of this group employ more

than 11% of CAMTC's certificate holders. I provided an update on legislative changes, CAMTC's 2017 strategic priorities, and addressed numerous questions. Their number one concern and challenge is the critical shortage of massage providers.

Media

During October 2016, staff monitored eight news stories related to massage. Five of the stories covered municipal issues such as ordinances and crack downs on illicit establishments, two of the stories were about sexual assaults of clients during massage sessions, and one story was about the private practice of a massage therapist.



CALIFORNIA
MASSAGE THERAPY COUNCIL

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Memo: To CAMTC Board of Directors

From: Beverly May, Director of Governmental Affairs and Special Projects

RE: Report for Board Meeting November 10, 2016

Since the September 27/28th board meeting, four more cities have passed first reading of massage ordinances that will require certification. Santa Cruz, in recognition that it is their first ever massage ordinance, and that a number of the local massage community will not qualify for certification, provided for two means of “grandfathering” into city compliance, meaning that they can continue to work in Santa Cruz city without becoming CAMTC certified. Most of the ordinance is based on the ones in San Mateo County. Cloverdale had a second reading of a new ordinance but has left a dual system of certification or local police permits, which is a good solution for the city.

Yuba City plans a first reading in December of an ordinance also very similar to those in San Mateo, using revocable registrations. Although it is not their first ordinance, they will allow those who have been practicing for some time in the city in compliance with the current ordinance to continue to do so without certifying. Upon the request of the police I will be attending their public hearing a month before the ordinance goes to first reading.

Laguna Hills and Diamond Bar have introduced amended ordinances, both newly requiring certification. As their moratorium on new massage businesses reaches its maximum two years, Diamond Bar is making amendments to both the massage and zoning ordinances. Changes to zoning will limit massage to two commercial districts with conditional use permits only. Unfortunately, both of these cities propose to require live scan of certified owners which is clearly prohibited under AB 2194. Los Gatos also seems to be requiring live scan of owners. It appears from the ordinance that the owner must also be certified, although it is not clear from the language, as the text interchanges massage therapists and establishments.

Laguna Hills requires posting of services and fees in the reception room, as well as their own version of a Human Trafficking notice. It also requires that each massage room post a notice stating that the room is not private and law enforcement and other government officials can enter unannounced at any time. Diamond Bar has a similar

but less specific notice to clients. My concern with these notices is that it does not seem to prevent illicit acts, and more importantly, is likely to prevent private clients, including young athletes and young women, from obtaining massage. Not only would this be a deterrent to the shy new client, but parents and others may wonder why a massage is less private than taking their daughter to a doctor.

Culver City is raising fees – for a new massage establishment, the fee for the establishment only is \$675 plus \$300 for the annual business license. In September the city passed an ordinance to require certification. For a new solo massage therapist, this first year fee, in addition to any other fees that businesses may need to pay such as, inspections for building, fire and health, may prevent the practitioner from establishing a practice in the city.

Human trafficking – Rick and I attended the Central Valley Human Trafficking Coalition training in Fresno and made some good contacts with the police staff newly assigned to massage. They have not been receiving our emails nor known of the resources available to registered law enforcement. Rick will be providing training there soon.

I continue my involvement with Polaris Project and with the Stanislaus and SF Human Trafficking Taskforces, although I have had to miss the most recent meeting of each. Rick and I attended and spoke at a Heatwatch training for law enforcement in Alameda County focusing on illicit massage establishments. Heatwatch is one of the first District Attorney organized anti-trafficking projects.

I have just been invited to be on a panel discussion this December at the 2016 Conference of the San Francisco Collaborative Against Human Trafficking (SFCaHT) titled “The Economics of Human Trafficking: Crashing the Criminal Market. Other presenters include local, state and federal elected officials, attorneys, investigators and representatives of Homeland Security, US Dept of Labor.

Database and website – The new website is up and running, as well as the database. It came none too soon, as our previous vendor was attacked by the largest Distributed Denial of Service (DDoS) attack to date¹ that affected Amazon, Twitter, Time and other large company sites.

While no data was compromised, it did cause several days of outages. As our old vendor responded by moving to a new server, they took down our website with emergency notice, and were not able to restore it within the timeframe promised. It may have caused a mandatory postponement of the Board meeting had we not been able to load the new website in adequate time to post notice of the November 10th Board meeting under Bagley-Keene.

¹ According to Fortune.com, [October 22, 2016](#).

The user interfaces – applicants, certificate holders, consumers, law enforcement and local government are being loaded as I write, after plenty of testing and review. The final pieces – for schools to apply and update their information online, and for CAMTC's Professional Standard and legal divisions to access applicant and certificate holder data and generate the many reports we need, will be fully implemented in the next month. Chris Maneely, CAMTC's consultant and Project Manager on this project has been an incredible asset and will attend the Board meeting to demonstrate the new site. Chris, Sheryl and staff of our new vendor, inLumon, have been literally working around the clock to get this new system implemented.

Treasurer's Report through September 30, 2016

Board Meeting: November 10, 2016

Applications Received and Re-Certifications Billed

New Applications and Re-Certifications

Through September 30, 2016 CAMTC has received 83,427 New Paid Applications since the start of operations on July 27, 2009. However, only 3,986 (or 4.8%) were obtained thus far in 2016. This number is a little above the 3,124 received during the comparable year-ago period. However, the 2016 data suggest that the year-end number of Applications this year will fall far below the full-year annual average of 12,483 received during 2009 through 2014.

As of September 30, 2016 there are 49,906 active certificate holders, down from the 51,732 at the end of September, 2015 and similar to the 49,997 at the end of 2014.

The recertification process began in July, 2011. The modest level of New Applications through September of this year was accompanied by a substantial gain in Re-Certifications billed. The total of the two measures is up substantially from the comparable period last year and approaches the highest level, reached in 2014. However, so far in 2016 Recertifications account for 84% of the total activity compared to only 65% for the full-year in 2014.

Year	New Applications Received Per Week	Re-Certifications Billed Per Week	Total
2016 *	102	535	637
2015*	79	382	461
2015	80	409	489
2014	244	451	696
2013	219	248	467
2012	207	296	503
2011	264	54	318
2010	259	0	259
*Through Sept. 30			

YTD figures relative to **budget** are also available. Through September 30, 2016:

- Revenue from Applications Received exceeded the budget by 20%; while Certificates Issued was at the budgeted level. That Certificates Issued has not kept pace with Applications received has been the result of applications received way in advance to CAMTC receiving the test results; however, the backlog currently is smaller than in past periods.
- Renewals exceeded budget. Renewals Applied surpassed the budgeted amount by 28% and Renewals Approved were above the budget amount by 18%.

Through 2015 there has been a fairly consistent pattern of Renewals Billed that are paid. About three-quarters of those who are billed renew their certification. It was hypothesized that this figure may be a reasonable approximation of the churn in the industry; roughly 25% of therapists who have been certified are no longer active or no longer practice in California every 24 months.

However, earlier in 2016, a different pattern emerged. Through September, 2016, Paid Re-Certifications were 82% of Billed Re-Certifications. This high level is atypical and It was thought to be because many therapists who did not re-certify because they neglected to take advantage of a grandfather clause that allowed them to re-certify with only 250 hours instead of having to meet the newly required 500 hours of approved education. However, a change in Board policy was recently adopted allowing those who missed the deadline to take advantage of the 250 hour grandfather clause. This resulted in a short term spurt in Re-Certifications.

It appears that this explanation for the short term jump was correct. The percent of those who were billed has returned to the historical level of about 75%.

Year	Renewals Billed	Renewals Paid	% Billed That Are Paid
2012	15368	11687	76%
2013	12913	9871	76%
2014	23484	18618	79%
2015	21309	16136	76%
2015*	9946	6914	72%
2016*	20871	15665	75%
*Through Sept. 30			

The “Bottom Line”: How Many Certificate Holders There Are

The above data provide an indication of the amount of activity during the period and the distribution of that activity between New Applications and Re-Certifications. However, the most important measure is the total number of certificate holders and whether growth in that number is keeping pace with industry development.

As of September 30, 2016 there were 49,906 active certificate holders, down from the 51,732 at the end of September, 2015.

The following table shows the number of certificate holders at various points in time beginning in 2012:

DATE	NUMBER OF CERTIFICATE HOLDERS
September 30, 2016	49,906
December 31, 2015	51,499
September 30, 2015	51,732
December 31, 2014	49,997
March 28, 2014	45,228
April 27, 2013	38,825
December 31, 2012	35,214
June 9, 2012	31,595

The clear pattern of growth stopped sometime in 2015. While the reasons for that are not known, among the possibilities are these:

- The market for massage and, as a result, the numbers of therapists have leveled.
- The requirement went into effect 2015, that 500 hours of approved schooling for certification is required could be a factor. The data presented above suggests that the decline in New Applications (rather than Re-Certifications) is accounting for absence of growth in certificate holders.

Financial Statements

Statement of Functional Activities (Income Statement)

Overview

The revenue allocation procedure recognizes 37% of the \$150 initial application when the application is received, 39% when the certificate is issued and the balance, 24%, over 24 months. Renewals recognize 46% when received, 42% when approved and the balance over 24 months.

Revenues for the year through September 30 exceeded the budgeted amount by 12%, while expenses (including priority projects) were 13% below budget. The net effect is that revenues exceed expenses by \$204,110, compared to a budgeted loss of \$352,714.

Compared to the comparable period last year, revenues were up, but so were expenses. The result is that the, in terms of dollars, excesses of revenues over expenses this year and last were similar:

- For fiscal 2016 through September 30, revenues were up 11% over last year. The main drivers of the increase were Renewals, both Applied and Approved. Applications Received and Issued were down substantially.
- Expenses (including Priority Projects) were also up 11%, with "Priority Projects" being the main contributor to the increase.
- The excess of Revenue over Expenses in 2016, at \$361,270, was moderately above the \$326,899 achieved through September 2015.

SUMMARY OF FUNCTIONAL ACTIVITIES

Through September 30

	2016	2015	% Change in 2016
Total Revenue	\$3,579,417	\$3,229,685	10.8%
Total Expenses	\$3,218,147	\$2,902,786	10.9%
Net Revenue	\$361,270	\$326,889	10.5%

The following sections discuss the figures relative to budget, since the budget figures are the standards set by CAMTC. However, it might be kept in mind that those figures are judgments and the *actual* dollars and their trends over time also reflect performance.

Revenue Overview Relative to Budget

Except for Certificates Issued and Current Year Deferrals, most of the major revenue sources exceeded the budget, with overall revenues surpassing the budgeted amount by 6%.

Renewals, Applied and Approved, accounted for just over half, 53%, of revenues. Applications Received and Certificates Issued, together, accounted for 20%, and Current and Prior Year Deferrals explained 14%. These figures reinforce the obvious: Renewals will continue to be of growing importance.

Revenue Through September 30, 2016

Source	Revenue	% of Total Revenue	Actual as a % of Budget
Renewals - Applied	\$857,808	27%	116%
Renewals - Approved	\$825,489	26%	116%
Prior Year Deferrals	\$460,407	14%	100%
Certificates Issued	\$319,118	10%	73%
Applications Received	\$317,072	10%	111%
Recertification Late Fees	\$127,500	4%	122%
Current Year Deferrals	\$79,919	2%	75%
Returned Chicks/Misc. fees	\$75,175	2%	103%
Purged/Revoked Applications	\$51,785	2%	188%

New School Applications	\$25,253	1%	83%
Hearing Fees	\$24,120	1%	129%
Misc. Fees	\$22,052	1%	155%
Other School Fees	\$16,727	1%	
Denied Applications	\$16,160	1%	78%
Interest	\$11,100	0%	112%
		0%	#DIV/0!
Total	\$3,229,685	100%	106%

Performance Relative to Budget by Major Expense Categories.

Expenses were 11%% below budget

Listed below are the major expense categories, in the order shown on the Statement of Functional Activities and the variance from the budget for 2016 -through September 30. In most categories, Actual and Budgeted amounts were similar. The one major exception was in Priority Projects, which accounted for approximately two-thirds of the difference between the Actual and Budget amounts.

Two categories, Professional Standards and Professional Services, together account for 61% of all expenses:

Comparison of Expenses Through September 2016				
Actual and Budget				
Item	Actual	Budgeted	Actual as a % of Budget	% of Actual Expenses
Board & Committee	\$22,881	\$41,715	55%	1%
Outreach marketing	\$41,664	\$58,428	71%	1%
General Administrative	\$272,135	\$272,135	100%	8%
Executive Staff	\$344,515	\$366,653	94%	11%
Professional Standards	\$1,141,082	\$1,151,436	99%	35%
Educational Standards	\$74,603	\$79,014	94%	2%

General Staffing	\$119,963	\$116,092	103%	4%
Professional Services	\$835,487	\$856,336	98%	26%
Miscellaneous	\$22,732	\$54,000	42%	1%
Priority Projects (not funded by 2016 operations)	\$343,085	\$601,698	57%	11%
TOTAL	\$3,218,147	\$3,597,507	89%	100%

Statement of Financial Position (Balance Sheet)

Overview

As of September 30, 2016, CAMTC continues to be in a healthy financial position. Total equity exceeded the favorable year-ago position. At \$2,750,020 equity was up 10% from September 30, 2015.

The other components of the balance sheet are performing as follows:

- The asset position is strong. Assets, at \$3,770,703 are up by 10% from \$3,436,756 a year ago. Almost all the assets are in cash or cash equivalents. .
- Liabilities are down moderately from last year. Since liabilities in this case are composed entirely of deferred income, a high level of liabilities does not have the usual connotation of unpaid bills. Liabilities are \$1,020,684, down 7%% from the comparable year-ago period. The gain in Assets and the decline in Liabilities reflect, at least partially, the fact that revenue from Re Certifications is recognized more quickly than Applications.

Conclusions

It has been only three months since the last Treasurer's Report. While the numbers have changed, there has been no major difference in the conclusions. The primary issue raised by the data continues to be the leveling in the number of Active Certificate Holders. Some other issues which might be noted:

- Some investigation of the extent to which the new rule of 500 hours for certification may be affecting applications is warranted.

- While the lag time between Applications and Certificates issued continues, it appears to be less pronounced.

Respectfully submitted by
Michael Marylander,
Treasurer
November 1, 2016



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 Professional Standards Division
For: Board Meeting – November 10, 2016

PSD Interaction with Law Enforcement

PSD continues on pace with last year and has performed 1,943 reviews through October, 2016. This number has remained constant for the last 3 years. We continue to field more inquiries from cities and police departments regarding not only arrests, but citations, local permit revocations/suspensions as well as notifications concerning work locations where certified individuals are working (massage) while being suspended by CAMTC. We are also receiving many more requests for information on certificate holders who are applying for local permits.

PSD Outreach

PSD outreach efforts remain steady and we have training scheduled into January, 2017. On November 1, I gave a 45-minute presentation to H.E.A.T. Watch (Human Exploitation and Trafficking) that is housed out of the Alameda County District Attorney's Office. The meeting was attended by over 100 police officers, district attorneys as well as staffers from H.E.A.T. Watch organization. The presentation was well received and H.E.A.T. Watch will post CAMTC's contact information on their website for officers to refer to for training. Questions were fielded by Beverly May and myself regarding ordinances as well as disciplinary actions taken by CAMTC. Since many cities in the Oakland area are in the planning stages for writing new massage ordinances, the outlines of programs using revocable registrations were discussed. Beverly also presented a short update on our new website. Several agencies approached us for future CAMTC police training sessions.

Although no official media has occurred this period, we are seeing the effects of our training as cities are citing these training events as background information for their new massage ordinance updates.



Residential Brothel and Illicit Massage Business Training: Investigation, Prosecution and Financial Implications

- 8:00-8:30** **Registration and Continental Breakfast**
- 8:30-8:35** **Welcome**
Assistant I District Attorney Jennifer Madden, Alameda County
- 8:35-8:45** **Remarks**
District Attorney Nancy E. O'Malley, Alameda County
- 8:45-10:45** **Panel 1: The Making of a Residential Brothel Investigation**
Detective Nick Albert, Pleasanton Police Department
Assistant I District Attorney Casey Bates, Alameda County
Detective Alan Corpuz, Alameda County Sheriff's Department
Detective Richard Hamblin, Fremont Police Department
Deputy District Attorney Neil Layton, Alameda County
Detective Jason Swick, Sunnyvale Police Department
- 10:45-11:00** **Break**
- 11:00-11:45** **Panel 2: Disciplinary Authority Assisting Cities In Closing Illicit Massage Establishments**
Richard McElroy, California Massage Therapy Council Director of Professional Standards Division
- 11:45-12:30** **Lunch**
- 12:30-1:45** **Panel 3: Sex Buying As Organized Crime**
Senior Deputy Prosecuting Attorney Valiant Richey, King County (Seattle, WA)
- 1:45-2:30** **Panel 4: From Citizen Complaint to Prosecution: Making the Case for Illicit Massage Businesses and Residential Brothels**
Sergeant Antonio Flores, San Francisco Police Department
- 2:30-2:45** **Break**
- 2:45-3:30** **Panel 5: Facilitating Victim Participation and Alternatives**
Deputy District Attorney Dan Roisman, Alameda County
Deputy District Attorney Bill Murphy, Alameda County
- 3:30-4:45** **Panel 6: Asset Forfeiture-Disrupting Criminal Profiteering**
Deputy District Attorney Steven J. Corral, Alameda County
- 4:45-5:00** **Closing Remarks**
District Attorney Nancy E. O'Malley, Alameda County





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To: CAMTC Board of Directors
From: Joe Bob Smith, Director of Educational Standards Division
For: Board Meeting – November 10, 2016

Additional Schools Approved

Since the last Board meeting, CAMTC now has over 70 approved schools with no new applications received. ESD is working towards decisions on the approximately 53 actively pending schools, having made a total of 25 scheduled and unscheduled site visits in the 6 weeks since the previous board meeting.

Strategic Priority - Schools

With almost all new CAMTC certification applicants coming from CAMTC approved school programs, ESD is looking forward to schools being the top strategic priority for CAMTC in 2017. To that end, we have worked with newly appointed School Advisory Committee Chair Jeff Forman on developing that committee and will join him at the December meeting of the Independent Massage School Association of California (IMSAC). We look forward to developing a strong two-way exchange with CAMTC Approved Schools for mutual benefit.

Outreach

As word has spread about the CAMTC Approved School Program list being in effect, we have received additional inquiries from other states, FSMTB, BPPE, and local cities and law enforcement agencies. This growing dialogue helps minimize the effectiveness of fraudulent massage schools.

Additionally, Beverly May and I are continuing to work with the Thai Consulate and Thai Chamber of Commerce on massage education matters in the Thai community.

CAMS Database and New Website

ESD is excited to be a part of the new website launch. Now the plethora of available information can be more easily distilled for schools, students, and other stakeholders alike. This streamlined website will also provide the portal for schools to access their portion of the new CAMS database, which will be among the last pieces to become operational. Here schools will be able to, not only apply online but, update most of their school information online. Of course, it is the

September 28, 2016

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robust behind-the-scenes engine that will give ESD the ability to operate more efficiently while improving our efforts to scrutinize schools thoroughly.



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November 3, 2016

To: Board of Directors California Massage Therapy Council
From: Staff
Re: Resumes for non-members Schools Advisory Committee Members

Resumes received from the following individuals:

Deborah Reuss
Jan Noble
Katie Mickey
Keith Grant
Selena Lee

Deborah L. Reuss
9919 Via Debbie
Santee, California 92071
dreuss@pacificcollege.edu
619-804-0722

SUMMARY OF QUALIFICATIONS

- Experience in management, supervision and training of others
- Excellent verbal and written communication
- Strong interpersonal skills
- Dependable, reliable, hard working and conscientious in the completion of responsibilities

EDUCATION

M.A. Human Behavior, May 2013

National University, La Jolla, California

B.S. Holistic Nutrition, April 2009

Clayton College of Natural Health, Birmingham, Alabama

Diploma, Massage Therapy, April 1997

Florida College of Natural Health, Altamonte Springs, Florida

RELEVANT EXPERIENCE

Dean of Undergraduate Studies in Holistic Health and Massage

Pacific College of Oriental Medicine, San Diego, California, January 2012-present

- Assist the VP of academic affairs with reports required by BPPE, CAMTC and WASC
- Participate on the academic affairs, student success committees regarding policy and procedures
- Assist with hiring and promotion committee with interviewing of prospective faculty
- Mentors the faculty governance committee for New York, Chicago and San Diego campus
- Coordinate general faculty and departmental meetings for San Diego campus
- Counsel students on academic and personal concerns affecting academic performance.
- Provide proper ADA requirements for students and training for faculty
- Teach anatomy and physiology, business and ethics, kinesiology and practice management

Director of Education

Mueller College of Holistic Health, San Diego, California, May 2009-November 2011

- Responsible for ACCSC and COMTA compliance and curriculum development of multiple programs
- Monitored objectives and strategic goals for operations and budget
- Analyzed all fiscal requirement for campus and execute strategies
- Ensured adherence to all statutory and regulatory regulations
- Responsible for management of faculty including hiring, training and monitoring
- Coordinated with human resource departments to develop various succession plans for management

Allied Health Chairperson, San Diego, California, June 2005 – May 2009

Remington College, Massage Therapy and Medical Assisting Diploma Program

- Responsible for campus allied health program consisting of 6 adjunct faculty and over 100 students
- Assisted in evaluating instructors quarterly/annually and maintaining faculty files
- Evaluated classrooms for quality of instruction, faculty classroom management skills
- Responsible for student retention efforts by monitoring student attendance, progress and grades.
- Student advising
- Taught full curriculum for massage therapy and as needed for medical assisting programs.
- Facilitated National Certification Board review classes for NCMTMB and AMT
- Facilitated quarterly Program Advisory committee meetings
- Assisted with ACICS accreditation and curriculum development

Mission Valley Rehab, San Diego, California, September 2005 – May 2008

Independent Contractor, Massage Therapist

- Provided therapeutic massage including the use of deep tissue, neuromuscular and hydrotherapy applications.
- Assisted the Chiropractor in educating clients on self-care and prevention techniques

Academy of Professional Careers, La Mesa, California, June 2001 – June 2004

Massage Program Coordinator

- Responsible for campus holistic health auctioneer program consisting of 20 adjunct faculty
- Managed the operations of 2 satellite Massage Clinics
- Taught full curriculum of holistic health and massage therapy programs

United States Coast Guard, March 1988 – May 2001

Health Service Technician, First Class (E6)

- Surface Force Independent Duty Corpsman responsible for the health and wellness of service members
- Managed and supervised junior health services technicians
- Worked with diverse backgrounds under condition of stress and emotional tension

Committee Work and Appointments

- Published article “The Healing Touch of Oncology Massage” and “Massage for Osteoarthritis”. Massage Magazine, September 2012 and October 2013
- Attend service conferences for American Massage Therapy Association and Associated Bodywork of Massage Professionals
- Ethics faculty for American Massage Therapy Association, 2013

Memberships

- California Certified Massage Therapists, 2016

Name of Instructor

College or Work Qualifications

Jan Noble, ND, HHScED

B.A. Creative Writing and Journalism
Palmer Writer's School, Minn. 1969-1971
B.A. Nutripathic Sciences, Internship
American College of Nutripathy, Scottsdale, AZ,
1985-1989
B.S. Metaphysical Sciences
University of Metaphysical Sciences, Studio City,
CA, 1990-1994
Reiki Master / Instructor, 1994-1995
Center for Reiki Training, Springfield, MI
Science pre-requisites for acupuncture training,
1995-1997 California State University-Turlock, CA

**Jan Noble - Founder / Director
of the Holistic Life Institute**

Jan Noble, HHScEd, is the founder and director
of the Holistic Life Institute, School of Massage &
Natural Health.

Prior to opening the Institute, Jan trained in
medical, natural, and metaphysical sciences at
California State University-Stanislaus, the
American College of Natural Medicine in
Scottsdale, Arizona, and the University of



Metaphysical Sciences in
Studio City, California.

Jan has authored two books,
"FigureShaping - The
Completely Natural Weight-
loss Protocol" and "Home
with God - The Restoration of
Your Spiritual Self", both
available at
www.amazon.com.

[Back To Staff Directory](#)

Katie Mickey, H.H.P., C.M.T.
516 N. Quarantina Street
Santa Barbara, CA 93103
805-966-5802
katie@sbbti.com

Credentials

2011 Certified Massage Therapist, California Massage Therapy Council, Cert# 18289

Education

2010 Certified Tai Chi Easy Instructor training International Institute of Tai Chi (30hrs)
2009-present Completed Access Body Processes Facilitator, Access Consciousness (200hrs)
2008 Certified Medical Qigong Practitioner, International Institute of Medical Qigong (200hrs)
2005, 2006 Studied Compassionate Communication, Center for Nonviolent Communication (100hrs)
1999 Certified Holistic Health Practitioner, Santa Barbara Body Therapy Institute (1000hrs)
1994 Completed leadership training, Landmark Education (60hrs)
1993 Completed leadership training, Leadership Santa Barbara County (40hrs)
1993 Studied Myofascial Release with John Harris, former Director of Sports Massage Training Institute (20hrs)
1992 Certified Holodynamics Facilitator, International Academy of Holodynamics (200hrs)
1992 Completed CS I, Upledger Institute (60hrs)
1985 -1992 Studied Process Polarity Therapy with Alive Polarity Foundation, Ray Castellino, and Mary Sullivan (100hrs)
1987 Studied Full Body Reflex, Touch for Health, The Institute of Holistic Studies (50hrs)
1986 Certified Massage Technician, School of Intuitive Massage (200hrs)
1985 Certified Biointegration Therapist, Body Therapy Institute (200hrs)
1984 -1985 Studied Shiatsu, Traditional Chinese Medicine Theory, Point Location, Anatomy and Physiology, Clinical Pathology, College of Oriental Medicine, Santa Barbara (300hrs)
1983 Studied Reflexology, International Institute of Reflexology (12hrs)
1983 Bachelor of Arts. University of California, Santa Barbara

Clinical Experience

1985-present Private practice in Holistic Bodywork offering Swedish, Reflexology, Touch for Health, Shiatsu, Craniosacral Therapy, Polarity Therapy, Lymphatic Drainage
1985-1990 Independent contractor for Sheraton Health Spa, Biltmore Resorts and Spa, the El Encanto, the Doubletree Hotel and the San Ysidro Ranch.

Teaching Experience

2016 Ojai Valley Spa, instructed spa therapists in a 21 hour training in Reflexology
2009 Hospice of Santa Barbara: instructed hospice nurse assistants (HAAs) aids in a Reflexology and Aromatherapy protocol appropriate for hospice patients.
2008 UCSB student association: instructed students in their dormitories in simple massage techniques for stress reduction and relaxation
2006, 2007 International Academy of Holodynamics: co-taught Holodynamics trainings for groups of 15-50, international and local students
2003-2012 Partners in Education, Santa Barbara, CA: instructed introduction to massage classes during Career day for Santa Barbara High School, San Marcos High School and Dos Pueblos High school students
2003 Camp Reach for the Stars sponsored by the American Cancer Society, Santa Barbara, CA: supervised student clinics for families and patients with cancer

- 2003 Pregnancy Massage Research Study in collaboration with faculty from the Fielding Institute, UCLA Medical School, and Saint Francis Hospital: taught fathers and professional massage therapists, pregnancy massage for two separate control groups within the study.
- 1989-present Santa Barbara Body Therapy Institute, lead instructor for 250, 550 and 1000 hour Programs in Holistic Bodywork Modalities (including Business Skills, Chi Gong, Ethics, Hatha Yoga, Kinesiology, Neuroendocrine Physiology & Pathology, Shiatsu, Swedish Massage, Pregnancy, Polarity, Reflexology), to classes of 8-22 students, courses ranging from twenty hours to two hundred hours, over 3200 students to date since 1989.
- 1986, 1987 Weight Watchers Resorts and Spas, Santa Barbara, Ca. Instructed a weekly gentle movement and guided - meditation class
- 1984-1987 Aerobics Fitness Center, Santa Barbara, Ca: instructed weekly hatha yoga class.

Administrative Experience

- 1989- present Santa Barbara Body Therapy Institute: owner/ director of vocational training and community clinic, providing Holistic Bodywork Education and Bodywork for the general public. Currently approved by the BPPE and the CAMTC. Administrative duties include:
- Oversee the education and training of over 3200 students, leading to employment in dozens of spas, and private practice self employment
 - Oversee faculty of up to a dozen instructors
 - Oversee staff of four office employees
 - Oversee \$350,000 budget, operating expenses and income.
 - Oversee compliance with the regulations of the BPPE and CAMTC
 - Develop curriculum for 250 hour Massage Practitioner program, 550 hour Massage Therapist Program and 1000 hour Holistic Health Practitioner Program, in preparation for employment, private practice, CAMTC certification and sitting for the MBLEx exam, with current pass rate amongst graduates of 96%
 - Oversee a professional Massage Center and Student Massage Clinic.
 - Develop a Community Outreach Program involving onsite seated massage for community organizations, institutes and nonprofits including: American Lung Association, American Cancer Society, Earth Day, City Repair, Cottage Hospital, Hillside House, Multiple Sclerosis Society, Saint Francis Hospital, Planned Parenthood, Santa Barbara City College, Santa Barbara Independent, University of California, Santa Barbara.
 - Write and produce a weekly educational newsletters sent to a data base of 4000 clients and students
 - Work closely with staff in a variety of daily operations (including enrollment, and marketing)

Additional Professional Experience

- 2012 Alan Templeton, Esquire: Expert Witness for a massage related injury
- 2011 Santa Barbara Independent: authored an online column "Bodywise", providing articles on massage and bodywork
- 2006 Four Season Biltmore : consultant, giving input on their new Spa Décor
- 2006,2007 International Academy of Holodynamics: coordinator for over twenty trainings in consciousness and unfolding potential. Enrolling over 250 students, locally and internationally
- 2003 Dennis Kucinich for President: West Ventura County Coordinator

Katie Mickey
 Santa Barbara Body Therapy Institute
 516 N Quarantina St., Santa Barbara, CA, 93103
 805-966-5802
 katie@sbbti.com

Curricula Vitae

Keith Eric Grant — *The Ramblemuse*SM

keg@ramblemuse.com

1814 Harvest Road, Pleasanton, CA 94566-5417

<http://www.ramblemuse.com/>

(925) 846-6524 (Home)

(925) 998-9756 (Cell)

Massage and Bodywork Objectives:

My primary objectives in massage are directed toward using and teaching orthopedic techniques that facilitate the movement required by physically active clients. My interest in these venues has been motivated by my ongoing active lifestyle and from a desire to know how to relieve pain and improve other's abilities to move effectively.

I am also deeply aware of the need for massage in our society as a form of communication and centering. I combine my explicit training in massage with more general training in conscious and unconscious communication processes and with extensive training in dance and movement. In addition to formal workshops and course work, my learning, teaching, and writing, have made extensive use of information research and organizational skills honed by my training and experience as a research scientist. Since the early 1990's, I have been active in Internet based discussions of massage education and governance. These discussions have propelled me into learning about the educational psychology of multiple intelligences and diversity in learning styles. I have published articles on orthopedic considerations for dancers and on Internet usage for massage therapists and have authored and created articles and Web resources for the McKinnon Institute

Education:

B.S., Physics, California State University, San Jose, 1972.

M.S., Engineering/ Applied Science, University of California, Davis, 1974.

PhD., Engineering/ Applied Science, University of California, Davis, 1981.

Professional Memberships:

Nationally Certified in Therapeutic Massage and Bodywork, November 1993 to 2005 (#002975-00).

ABMP – Professional Member.

Professional Experience:

- Grant, K., Balletto, J., Gowan-Moody, D., Healey, D., Kincaid, D., Lowe, W., Travillian, R.. Steps toward Massage Therapy Guidelines: A First Report to the Profession. **International Journal of Therapeutic Massage & Bodywork: Research, Education, & Practice**, North America, 1, aug. 2008. Available at: <http://www.ijtmb.org/index.php/ijtmb/article/view/5>. Date accessed: 21 Apr. 2015.
- Grant, KE, 2003. Massage safety: injuries reported in Medline relating to the practice of therapeutic massage—1965–2003. *Journal of Bodywork and Movement Therapies*, 7(4),

October 2003, Pages 207-212.

- Author of articles published in the *Journal of Soft Tissue Manipulation, Massage Therapy Journal*, and the *Newsletter of Scottish Country Dance Teachers Association of Canada*.
- The McKinnon Institute of Professional Massage and Body Work, 1992-present
 - Instructor of Sports Massage, Deep Tissue Massage, Clinical Deep Tissue, and Structural Kinesiology
- Lawrence Livermore National Laboratory, 1972-2008
 - Physicist, Center for Applied Scientific Computing (CASC), 1998-2008
 - Physicist, Atmospheric Sciences Division, 1984-2008
 - Computer Scientist/Math Programmer, User Systems Division, 1981-1984. (Consultant/problem solver for users of a large supercomputer center).
- Student Employee/atmospheric physicist, Atmospheric and Geophysical Sciences Division, 1972-1981.

Interests and Activities:

Dancing (Scottish Country, Scandinavian), running, hiking, backpacking, skiing, music, martial arts, and calligraphy. My experiences while actively participating in martial arts included co-teaching of a women's self-defense course offered through the local parks and recreation department. I have taken many individual dance classes as well as a numerous of weeklong and extended weekend dance intensives taught by internationally recognized Scandinavian and Scottish dance instructors. I have performed with an informal Scottish dance group at numerous local civic events. I have also performed on the kantele, a simple 5-string Finnish lap-dulcimer, at several Scandinavian cultural events.

Massage and Bodywork Training:

- Thai Medical Massage, Richard Gold, Esalen Institute, Big Sur, CA, 12-17 May, 2002
- Lymphatic Drainage Technique II, Upledger Institute at Esalen Institute, Big Sur, CA, October 2001, 24 hours
- Lymphatic Drainage Technique I, Upledger Institute at Esalen Institute, Big Sur, CA, April 2000, 24 hours
- ONSSEN Training (the treatment of pain), Rich Phaigh, Molokai, HI, May 16-29, 1999, 80 hours
- Clinical Sports Massage, Benny Vaughn, Heartwood Institute, Oct 3-9, 1998, 42 hours.
- Orthopedic Massage, Institute of Orthopedic Massage, Kensington, CA, 1995-1996, 200 hours.
- Trigger Point: Upper Extremities, McKinnon Institute, October 9, 1994, 8 hours.
- Bodywork Intensive: Strategies for Healing Post-Trauma Stress, Carolyn Braddock, Esalen Institute, March 13-18, 1994, 30 hours.
- Creative Bodywork: An Advanced Workshop, Esalen Institute, January 3-15, 1993, 75 hours.
- Barefoot Shiatsu, McKinnon Institute, January 21, 1992, 3.25 hours.
- Sidelying/Pregnant Women Massage, McKinnon Institute, November, 20, 1991, 3.25 hours.
- Deep Tissue Massage, McKinnon Institute, 1991-92, 24 hours.
- Sports Massage McKinnon Institute, Fall 1991, 21 hours.
- Advanced Massage Workshop, Esalen Institute, July 5-7, 1991, 10 hours.
- Advanced Massage: Sculpting of the Conscious Medium, Esalen Institute, January 1991, 30 hours.
- Trigger Point Massage, Esalen Institute, October 14-19, 1990, 30 hours.
- Sports Massage, Esalen Institute, September 17-22, 1989, 30 hours.
- Hypnosis and Body Work, Esalen Institute, April 16-21, 1989, 30 hours.
- State of California approved 100 hour massage course, The Massage Institute, December 2, 1985.

Training in Mind/Body Healing and Communication:

- The Art of Leadership: Communication, Creativity, Vision; Ronald Alexander, Esalen Institute, July 28-30, 2000
- Movement from the Martial Arts, Esalen Institute, July 9-11, 1993, 10 hours.
- Language of the Drums: African Percussion, Chanting, and Dance, Esalen Institute, June 30 -July 2, 1989
- Ericksonian Hypnosis and Communication, Paul, Carter, Esalen Institute, April 24-29 1988.
- Ericksonian Hypnosis and Communication, Paul Carter, Esalen Institute, June 2-7, 1985.
- Stories (from the traditions), James Fadiman, Esalen Institute, May 11-13, 1984.
- Tutorial Program in Shamanism and Shamanic Healing, Michael Harner, Esalen Institute, January 20 - February 17, 1984.
- The Further Reaches of Human Energy, George Leonard, Esalen Institute, June 24-26, 1983.
- Leonard Energy Training: The State of the Art, George Leonard, Esalen Institute, May 6-8, 1983
- Shamanic Healing, Journeying, and the Afterlife Experience: Basic and Intermediate Shamanic Practice, Michael Harner, Esalen Institute, January 23-30, 1983.

Descriptions of Training Specific to Massage and Bodywork

Orthopedic Massage, Institute of Orthopedic Massage, Kensington, CA, September 1995 - April 1996, 200 hours.

Tom Hendrickson, D.C. and staff.

Orthopedic Massage training consists of 200 hours of instruction taught by Dr. Hendrickson and his staff over a nine-month period. Each class consists of lecture, demonstration, and practice, and each procedure is methodically outlined and illustrated in Dr. Hendrickson's 400 page manual. To receive certification in Orthopedic Massage students must demonstrate proficiency in both written and practical exams.

The Institute of Orthopedic Massage was established in 1982 to teach massage therapists how to assess and treat acute and chronic soft tissue injuries. The institute's goal is to train highly skilled massage therapists to work in cooperation with other health care providers in delivering the most effective care for the rehabilitation of these injuries. Dr. Hendrickson completed a one-year apprenticeship and four-year training under the legendary Lauren Berry, R.P.T., the mechanical engineer and physical therapist who revolutionized soft tissue therapy. Techniques included in the Orthopedic massage training include: the specific positional concepts of Lauren Berry, R.P.T., the fascial release of connective tissue massage, transverse friction massage from the work of James Cyriax, M.D., and muscle energy techniques.

Along with the technical skills they acquire, students learn to use what the Chinese call internal energy to minimize muscular effort. By adopting essential Tai Chi principles the orthopedic massage therapist learns to stay relaxed and focused, drawing energy from the entire body rather than limiting effort to fingers and arms. These techniques can be applied to any other massage method and help solve one of the massage profession's greatest problems -- burnout from work related injuries and overexertion.

Trigger Point: Upper Extremities, McKinnon Institute, Richard Hume, D.C., October 9, 1994, 8 hours.

A Trigger Point Myotherapy Workshop to learn techniques for relieving pain and increasing flexibility. Learn to relieve acute-chronic Trigger Point syndromes by direct pressure and passive muscle stretch techniques. Basic knowledge of the musculoskeletal system is helpful.

Bodywork Intensive: Strategies for Healing Post-Trauma Stress, Esalen Institute, March 13-18, 1994, 30 hours.

Carolyn Braddock and Char Pias Brenner

Awareness of the effects of post-trauma stress and sexual trauma is growing among massage practitioners, bodyworkers, and other professionals. In the case of sexual trauma, the body was

the scene of the crime. For that reason, survivors often utilize massage and other forms of bodywork as part of their healing process. When a worker places his or her hands on a survivor, memories can begin to flood in, or body sensations may be blocked.

The focus of this workshop will be to explore specific strategies for working with post-trauma stress, and particularly sexual trauma survivors. It will be oriented toward massage practitioners, bodyworkers, medical professionals, and anyone interested in learning more about specific body-oriented intervention methods.

In working with sexual trauma survivors, sensitivity to the many dimensions of communication is critical; communication must be clear, with an awareness of the power and effect of words. Boundary issues, intuitive knowing and seeing, being present, and a special sensitivity to the risks the client feels when being touched are also important. Emphasis will be placed on establishing safety, choice, control, and trust in the practitioner/client relationship. Focus will also be on the survivor's breath patterns, responses of dissociation, flashbacks, body sensations, energy blocks, and difficulty accepting the positive. Much of the work is experiential.

Creative Bodywork: An Advanced Workshop, Esalen Institute, January 3-15, 1993, 75 hours.

Vicki Topp and Esalen Massage Staff

No one is ever competent enough, nor is any technique ever effective enough. It is only the continuing growth of the practitioner that can guarantee competence and effectiveness.

Thomas Hanna....

This is an opportunity for certified massage practitioners to improve their skills, stimulate their creativity, and experience current trends in massage and body work. Some anatomy, movement, and meditation will be included. This workshop offers 75 hours of advanced massage training credit where applicable.

Deep Tissue #3: Lower body, McKinnon Institute, February 16, 1992, 8 hours.

Art Riggs

Barefoot Shiatsu, McKinnon Institute, January 21, 1992, 3.25 hours.

Kerry Loeb

Deep Tissue #2: Upper body, McKinnon Institute, January 19, 1992, 8 hours.

Art Riggs

Sports Massage Part III: Joints, Shiatsu, and the athlete, McKinnon Institute, November 24, 1991, 7 hours.

14 December 2000

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Kerry Loeb

Sidelying/Pregnant Women Massage, McKinnon Institute, November, 20, 1991, 3.25 hours.

Peggy Dey

Sports Massage Part II: Lower Body, McKinnon Institute, October 26 1991, 7 hours (instructor assistant).

Art Riggs

Deep Tissue #1: Foundations of Deep Tissue, McKinnon Institute, September 22, 1991, 8 hours.

Art Riggs

Deep Tissue skills are necessary to release myofascial holdings. Emphasis on proper body mechanics for practitioners. Supplementary techniques utilizing knuckles, forearms, elbows.

Sports Massage Part II: Lower Body, McKinnon Institute, August, 25, 1991, 7 hours.

Art Riggs

Sports Massage Part I: Upper Body, McKinnon Institute, July 14, 1991, 7 hours.

Agi Ban, D.C.

Advanced Massage Workshop, Esalen Institute, July 5-7, 1991, 10 hours.

Vicki Topp and Rita Thangaraj

This workshop is for certified massage practitioners who want to become acquainted with current directions in Esalen-style body work. There will be time for demonstrations, discussion, and exchange of sessions between participants.

Advanced Massage: Sculpting of the Conscious Medium, Esalen Institute, January 6-11, 1991, 30 hours.

Vicki Topp and Dick Stratman

The goal of this workshop is for participants to develop their understanding of touch and hands-on skills in releasing the body from dysfunction and facilitating fluidity and balance. It is designed for those who have experience in massage and moderate knowledge of anatomy and physiology. The instructors will work from a deep tissue/structural integration orientation, with the primary focus on the pelvis (sacrum, ilium, femur relationship) to improve balance of the spine and thorax.

Through demonstration, practice, and discussion, participants will study the plastic nature and changeability of the body's connective tissue, and explore the delicate edge of sculpting with the human form.

Trigger Point Massage, Esalen Institute, October 14-19, 1990, 30 hours.

Arthur Munyer and Chuck Bradbury

The human body is a rich source of information and intelligence. Trigger point, the movement of myofascial tissue through soft, deep contact with pressure points, and Esalen massage are methods of working with the body that can help the practitioner communicate with stressed, blocked, and chronically troubled areas. This workshop will combine these modalities, along with joint release, movement, and studies in anatomy. It will also address concerns of burnout, depression, creativity, and peer support for those who have chosen a demanding profession. It is especially suggested for body workers, physicians, physical therapists, chiropractors, and other health care practitioners who want to expand their hands-on skills.

Sports Massage, Esalen Institute, September 17-22, 1989, 30 hours.

David Streeter and Arthur Munyer.

This introductory workshop, designed for the established massage practitioner or serious student, will present many aspects of contemporary sports massage. Subjects to be covered include deep transverse friction, training massage, anatomy, muscle origin and insertion points, injury care and evaluation, and body dynamics (efficient use of the practitioner's body and preventing fatigue). Participants will be introduced to neuro-muscular methodology, which, until the advent of sports massage, had been limited to osteopathic medicine.

Sports massage is currently revolutionizing mainstream therapeutic massage and offers new and powerful tools to the health care practitioner.

Hypnosis and Body Work, Esalen Institute, April 16-21, 1989, 30 hours.

Lila Daniels Klapman & David Robinette

The mind has profound effects on the organization of the body. Actively engaging the conscious and unconscious mind through the combined use of hypnosis and body work enables a more complete reorganization of the sensory motor mechanism. This workshop may interest those people in the helping professions who are looking to access the unconscious

mental/emotional processes in their clients while making contact with the physical manifestations of those processes. Participants will explore the basic principles of trance induction, Ericksonian hypnosis, and the creative use of suggestion and metaphor. These will be combined with simple body work methods for opening energy centers and working with specific physical symptoms. The focus of this workshop will be to move intimately with a person's process, accessing and releasing unconscious patterns for growth and integration. The work will be done in an atmosphere of gentle caring and playfulness, incorporating music, dance, and games.

State of California approved 100 hour massage course, The Massage Institute, December 2, 1985, Certificate #527.

Don Spencer

This program of study included basic techniques for a whole body Esalen style massage, concepts of practitioner and client communications and centering, anatomy, use of massage techniques to increase range of motion, and effective and safe use of the practitioner's body.

Descriptions of Training in Healing Modalities and Body/Mind Connections

Movement from the Martial Arts, Esalen Institute, July 9-11, 1993, 10 hours.

Yoshi Sakuyama and David Streeter

This weekend workshop will offer participants a wonderful opportunity to absorb the spirit of Shorinji Kempo, a Japanese martial art that is rooted in Zen Buddhism. Yoshi Sakuyama, a sixth-dan master from Japan, will introduce a basic exercise system that is the foundation for many martial arts strategies.

These powerful yet simple katas or dance-like movements amplify vital intrinsic energies that flow from the center of the body. The energy itself is called ki or chi in China, and prana in India. This ki power can be released through specific exercises to strengthen one's every expression. Easy to understand and fun to practice, this teaching can be applied to everyday life.

Language of the Drums: African Percussion, Chanting, and Dance, Esalen Institute, June 30 - July 2, 1989

Babatunde Olatunji with Ijalu Akanbe, Yao Tamakloe & Gordy Ryan

Nigerian musician Babatunde Olatunji has been bridging the gap between American and African culture for thirty years. In this workshop he will show how drum sounds and rhythms communicate, stimulate, and pace the activities of traditional African life. He will teach the consonants of the Yoruba language, reproducing its sounds on drums and through chants, body percussion, and dance.

This workshop is for dancers, percussionists, musicians, and anyone who wants to speak the language of the drums. Drummers can experience the dance and dancers can experience the drums. Bring a drum if you have one.

Ericksonian Hypnosis and Communication, Esalen Institute, April 24-29 1988.

Paul Carter

(See description above for June 2-7, 1985)

Ericksonian Hypnosis and Communication, Esalen Institute, June 2-7, 1985.

Paul Carter & Marianne Paschke-Carter

"*Wisdom is the intelligence of the system as a whole.*" - Gregory Bateson

"*Your conscious mind is very intelligent, and your unconscious mind is a hell of a lot smarter.*" - M.H. Erickson

Paul Writes: "We have an intelligence obtained from our wholeness that is far greater than we are ordinarily conscious of. Erickson called it the "unconscious mind." Accessing and integrating this intelligence formed the basis of his hypnotic work."

"This workshop is designed for people who work with people and would like experience with Ericksonian hypnosis, communication, and problem-solving. The emphasis will be on developing a practical understanding of the principles of this approach including trance as a natural and necessary part of health and the idea that people are paradoxical and so too must their communication and problem-solving be paradoxical."

"Through guided exercises and demonstrations, participants will be taught the hypnotic use of metaphor in movement, sound, image, and story, as well as the hypnotic realities of age-regression, age-progression (traveling into futures), lucid dreaming, dissociation, and deep-trance identification (a process of deepening self-awareness through identification with different persona in and out of trance)."

"Additional exploration will include the recognition and use of spontaneous trance states that commonly occur in the course of body work, acupuncture, movement and dance, sports, counseling, and everyday stress situations, the art of using all of the system, including the "bad, sick crazy, and resistant parts"; the value of humor, confusion, pattern interruption, and paradox in accessing unconscious creativity and resources; and an integrative approach to problem-solving and self-healing as described in my soon-to-be-published book, *The Parts Model*."

"Course prerequisites: a sense of humor, a warm heart, a little skepticism, a little trust, and an unconscious mind."

Suggested readings: *Uncommon Therapy*, Jay Haley (W.W. Norton & Co.); *Ericksonian Approaches to Hypnosis and Psychotherapy*, Jeffrey Zeig, Editor (Brunner & Mazel).

Stories, Esalen Institute, May 11-13, 1984.

James Fadiman

Every tradition from the shamans of Australia to Jesus to Zen masters to the Sufis use teaching stories to open us up to alternative realities, to break down preconceptions, and to develop our inner resources. Stories are non-invasive and encourage non-righteous personal growth. We

will use stories from the traditions to unlock our own doors and work with the story material, using the full range of transpersonal methods to touch our own core.

Tutorial Program in Shamanism and Shamanic Healing, Esalen Institute, January 20 - February 17, 1984.

Michael Harner

This four week program is the first time Michael Harner will teach the practice of shamanism and shamanic healing to a small group of people for such an extended period of time. The program has four phases approximately corresponding to the four weeks: participation and assistance in an intensive seven day workshop in basic and intermediate shamanic healing and practice (see description above); individual practice and further development of the methods of intermediate shamanic work; new developments in research on shamanism; and focus on the mastery of individual shamanic skills.

The Further Reaches of Human Energy, Esalen Institute, June 24-26, 1983.

George Leonard & the Leonard Energy Training Staff

In addition to its practical applications, Leonard Energy Training offers the possibility of extraordinary powers of intuition and sensing. This workshop will present a basic grounding in Leonard Energy Training. the move into experiments that push the limits of what we carelessly term "normal" human capacities. To quote *The Ultimate Athlete*, "Simply by considering possibilities commonly ignored by our culture, we find ourselves in a far more fascinating universe. We discover adventures that do not require the burning of fuel or the rape of the planet, sensing the energy field of a friend or a tree, making connections that defy conventional space and time ... We realize, with the sorcerer, don Juan, that our world is awesome, mysterious, and unfathomable, and that our life is filled to the brim an altogether too short."

Recommended reading: *The Transformation*, *The Ultimate Athlete*, and *The Silent Pulse*, George Leonard.

Leonard Energy Training: The State of the Art, Esalen Institute, May 6-8, 1983

George Leonard & the Leonard Energy Training Staff

In the world of Leonard Energy Training, problems become opportunities. Stress and pain become gifts of energy. Personal and social options are multiplied. The flow of vital energy is enhanced. Leonard Energy Training is derived from the Eastern art of aikido as well as from Western psychology and physical theory. It is a comprehensive body of work that teaches practical, alternative ways of dealing with life situations. It is not physically demanding. It does not aim at emotional catharsis. Most of the training involves simple movement exercises in which the body itself becomes a learning facility. Participants will practice such things as centering, relaxing under pressure, blending, and alternative ways of being. There will also be

discussions of applications to education, sports, management, relationships, social transformations, and personal growth.

Recommended reading: *The Ultimate Athlete*, and *The Silent Pulse*, George Leonard.

Shamanic Healing, Journeying, and the Afterlife Experience: Basic and Intermediate Shamanic Practice, Esalen Institute, January 23-30, 1983.

Michael Harner, assisted by Sandra Harner

Shamanism is an ancient human strategy for personal learning and acting on that learning, especially for well-being and healing. In this experiential workshop the participants will practice the methods of the shaman (a type of medicine man or woman), to see and to activate power to resist illness and maintain personal health. With the aid of traditional sonic-driving and dancing methods, the group will engage in archetypal exercises and rituals practiced by North and South American Indian shamans to awaken dormant human capabilities and forgotten connections with the powers of nature. Training will include shamanic journeys to both the Lower- and Upperworlds for knowledge and power, work with animal and plant powers, divination, clairvoyance, and shamanic methods of healing, including the extraction of spiritual pain and illness. There will be an introduction to the Ghost Dance method and to shamanic ways of exploring the afterlife experience. Participants will be taught shamanic methods of helping the terminally ill and their families, and the work of the shaman as psychopomp or conductor of souls.

This rare seven day workshop is both for beginners and for those who have previously taken a workshop with Michael Harner.

It is recommended that participants read beforehand Michael Harner's book, *The Way of the Shaman: a Guide to Power and Healing* (Bantam; also Harper & Row), and bring a notebook and pen. They are also invited to bring drums and rattles.

Training Providers and Sources

Esalen Institute
Big Sur, CA 93920
(408) 667-3000

Esalen Institute is a center to explore work in the humanities and sciences that promotes human values and potentials. Its activities consist of public seminars, residential work-study programs, invitational conferences, research, and semi-autonomous projects.

Institute of Orthopedic Massage
406 Berkeley Park Blvd.
Kensington, CA, 94706
(510) 524-8256

The Institute of Orthopedic Massage was established in 1982 to teach massage therapists how to assess and treat acute and chronic soft tissue injuries. The institute's goal is to train highly skilled massage therapists to work in cooperation with other health care providers in delivering the most effective care for the rehabilitation of these injuries.

The McKinnon Institute
3798 Grand Avenue
Oakland, Ca 94610-1594
(510) 465-3488

The Massage Institute
6622 Tremont Street
Oakland, CA
Don Spencer, owner and manager.

Selena Lee, MA
selena@mckinnonbtc.com

EXPERIENCE:

2005–Present *Owner/Director, McKinnon BTC*

Oversee all operations for school. Manage on-site bookkeeping, payroll, teacher and student relations. Manage all BPPE and CAMTC regulations and requirements.

2003-2012 *Program Manager, Touch Health Association*

Managed non-profit THA - providing infant massage training to Oakland teen mothers in four different high schools. Offered education on safe touch for self, and loved ones to young mothers as well as infant/child massage with their children. Visited each school weekly, for 6 weeks, two times per year. Worked with caregivers, mothers, and teachers. Extended childbirth preparation education to those teens still pregnant.

2001-2005 *Associate Director - McKinnon BTC*

Oversaw daily operations for McKinnon BTC. All teacher and student relations. All internal financial and regulatory requirements. Worked with Judith McKinnon and the California Massage and Bodywork Schools Association (CAMBS) on regulation and cohesion within the small schools.

2011 – Present *Spokesperson/Chair for Independent Massage School Association of California (IMSAC)*

Regularly consult with school owners on regulations, laws, and the ever changing world of politics as it relates to small massage schools in California. Work with CAMTC and BPPE to ensure schools are accurately informed and respected.

EDUCATION

1998-2000 BA, Fairhaven College
Communicating A Holistic View of Health

2000-2003 MA, John F. Kennedy University
Holistic Health Education

OTHER

Regularly attend forums and conferences put on by state and national organizations.
CAPPS, ABMP, AMTA, BPPE, CAMTC

Served on the CAMTC Credentialing Committee during the CAMTC inception.

CAMTC Schedule of Authority- 5/9/13

	Board of Directors	Executive Committee	Chair	Treasurer	CEO
Organizational Issues					
Bylaw changes	A				B
Board agenda	B	B	A		B
Engagement of consultants, attorneys & vendors	A	B	B		A
Employment of auditing firm	A	B	B	B	B
Serious stakeholders complaints	A		E		A
Taking official positions	A		A		B
Programs, Products & Services					
New programs, products or services	A		D		B
Change in strategic alliances	A		B		E
Meetings sites	A		B		B
Budget and Fiscal Control					
Annual budget	A		F	F	F
Overspend budget line items, but not to exceed a category	A		B	F	A
Overspend (IN A CATEGORY) overall budget	A		B	F	F
Check signing authority under \$10,000				A	A
Check signing authority over \$10,000, two must co-sign			G	G	G
Personnel Issues					
Salary ranges of staff, hiring and firing decisions, adding staff within budget	A		E		A
Changes in staff benefits within budget	A		B		A
Changes in personnel manual	A		B		B
Establishing new employee positions within budget	A		B		A
CEO Compensation and Responsibilities					
Hiring and firing CEO	A				
Evaluation of performance	A	C			C
Establishing CEO compensation	A		B	B	C
Approval of vacation schedule (FOR STAFF)					A
Governmental and Legal Issues					
Commits organization to law suit	A		E		B
Testify at public hearings	D		A		A
Legislative Policies	A		A		B
Taking urgent official positions	C		A		A
<i>A = Decision maker</i>					
<i>B = Makes recommendations to decision maker</i>					
<i>C = Must be advised</i>					
<i>D = May be consulted</i>					
<i>E = Must be consulted</i>					
F= MAKES RECOMMENDATIONS TO BOARD					
G= MUST CO-SIGN					

DATE: November 10, 2016

TO: CAMTC Board of Directors

FROM: Mark W. Dixon, CMT, BCTMB, Chair

SUBJECT: Annual Meeting of the Federation of State Massage Therapy Boards (FSMTB)
October 6-8

96 Registered Attendees, including 39 Member Board Delegates (8 first-timers), met in Cleveland, OH. Use of audio or video recording is prohibited; the meeting will be video recorded, but will not be available to State Boards. Guests will not be allowed public comment or questions during the meeting.

In opening remarks, President Karen Armstrong stated that the primary focus of the FSMTB is the integrity of the Massage and Bodywork Licensing Examination (MBLEx), with the intention of reducing fraud by examinees. Toward that end, effective July 1, 2017 the FSMTB will require proof of education from *bona fide* massage schools (See GA Resolution later in this report). By early 2017, the FSMTB will complete the Approved School List and the Review of Candidate Discrepancy Process.

LICENSE RENEWAL COMMITTEE (LRC)

The LRC, which includes CAMTC Vice Chairman Jeff Forman, has reviewed Distance Learning, Audit and Course Category Policy. It reviewed all course content currently approved by NCBTMB, and developed its own list. The LRC is in the final stages of beta testing.

FEDERATION AUTHENTIC INFORMATION REVIEW (FAIR) TASK FORCE

FAIR has set the following goals:

- Identify types of application fraud Member Boards have experienced and/or are experiencing
- Develop tools to help Member Boards identify fraudulent documents used for licensure
- Develop best practices for dealing with fraudulent documents
- Develop best practices to eliminate potentially fraudulent documents
- Develop tools for state boards to prosecute licensees in cases of obtaining licensure by use of fraudulent documents
- Develop model rule language for Member boards to eliminate fraudulent documents

HUMAN TRAFFICKING (HT) TASK FORCE PROGRESS REPORT

At the 2015 FSMTB Annual Meeting, the Delegates approved a Tennessee Resolution directing the Federation to form a Task Force to:

- "... Address HT in the Massage Profession. . .
- . . .to determine the prevalence and impact of human trafficking on the massage profession and identify areas within the jurisdiction of the Federation of State Massage Therapy Boards to combat it. . .

- . . .identify measures that could be pursued by individual member boards to curtail or eliminate human trafficking in the massage profession. . .
- . . .report its findings to the Delegate Assembly at the 2016 annual meeting. . . "

The Task Force looked at diploma mills, school approvals, MBLEx security, establishment oversight, background checks, security and threats to safety and HT training opportunities.

The TF sent a 9-question survey to the five state boards that reported regulating establishments and all responded. Tennessee was cited as an example of excellent establishment licensing.

The TF surveyed the Massage Therapy Coalition ((American Massage Therapy Association (AMTA), Associated Massage and Bodywork Professionals (ABMP), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), Commission on Massage Training Accreditation (COMTA), FSMTB, Massage Therapy Foundation)) and State Massage Boards, and consulted with FAIR. The Survey showed the importance of prevention and awareness of HT, indicating its importance as a serious social justice issue. The Surveys reflect a paradox in the industry: Professionals don't like being associated with HT, so avoid any reference, and at the same time criminal infiltration is the outcome.

Three General themes were identified:

1. Human Trafficking has a negative impact on the profession;
2. Not much data exists or goes very deep;
3. Education is the key

Only the FSMTB has a Position Statement or Task Force on HT.

The MT Coalition wants to determine:

What impact is HT having on the Massage Therapy profession;

a. Continuing assessment of HT and the profession; resulting overreaching laws to combat HT in massage;

b. Negative Impacts:

Solicitation

Image of the profession

Quality of schools used to train perpetrators

HUMAN TRAFFICKING PANEL

ORIEN SHIN, POLARIS REPORT: Title: "END TRAFFICKING IN ILLICIT MASSAGE BUSINESSES"

INITIATIVE PRINCIPLES

Eliminate criminal networks

Utilize a wide range of investigative and prosecutorial tools to target criminal networks

Engage the professional community for their expertise and partnership

HUMAN TRAFFICKING PANEL

TOBY JOSEVITCH, DIRECTOR OF INVESTIGATIONS, FL DEPT. OF HEALTH

Florida's massage regulation is under the Department of Health. Has 200 personnel for investigation and inspection. The State has an Unlicensed Activity Authority which collects \$5.00 from each applicant/renewal - for all licensed professionals (every profession) and currently has \$12mm in the bank.

Practicing without a license is a huge problem in FL massage. A Cease & Desist goes from a misdemeanor to a felony after three citations. The three top professions in FL practicing without a license are Medicine, Dentistry and Massage.

HUMAN TRAFFICKING PANEL

BILL SCHMIDT Ohio Department of Health Director, Human Trafficking Task Force

Governor Kasich is very strong behind HT abatement. In the U.S., it is officially defined as "Must include elements of force, fraud or coercion in regards to trafficking of adults".

Asian Massage Parlors are primarily pretenses for prostitution. Toledo's Interstate 75 is a pipeline for drugs and HT. State and Federal laws apply to crimes not previously viewed as trafficking.

Ohio's response context:

- Grass roots advocacy and victim services
- Advertising illicit massage is a misdemeanor
- Dept. of Veteran Affairs accepts MBLEx for Military Spouse Licensing to cross state lines (when relocated to another state)

The FSMTB HTTF studied the issue with input from myriad sources and dutifully reported its findings, but did not present evidence showing a significant presence of HT as a subterfuge for massage. No data was presented from city, county or state governments linking the massage profession to HT.

MASSAGE THERAPY LICENSING DATABASE (MTLD - "MATILDA")

DEG is developing it, and it may be launched by the next annual meeting.

NCBTMB's withdrawal has changed the direction the FSMTB will head.

CE's - Will show complete provider profile, listing the Instructor and total hours, MBLEx status.

RESOLUTIONS

The Resolutions are at the end of this report. The FSMTB Board and Policy Committee recommended voting for the GA Resolution and against the remaining four.

Your Delegate voted against all the Resolutions; my Opposition Statement is included herein.

CLOSING COMMENTS BY PRESIDENT KAREN ARMSTRONG

The FSMTB found it extremely disturbing that AMTA would send a controversial email concerning NCBTMB to State Boards on the eve of this meeting without first consulting with the FSMTB. It is recognized that trade associations may have agendas different from that of the FSMTB, but it is disappointing that the ill-informed correspondence was sent out.

There was no response to a call for comments or questions from the Delegates.

NB: Procedural restrictions by FSMTB prevented representatives from NCBTMB from attending the meeting.

FINAL COMMENTS BY FSMTB BOARD MEMBERS -- OPEN FORUM

CONTINUING EDUCATION (CE) FOR LICENSE RENEWAL -

Two FSMTB Resolutions have passed mandating a CE approval program. AMTA, ABMP and American Federation of Massage Therapy Educators recommend limiting FSMTB's licensing oversight; NCBTMB will continue to handle Certification and Continuing Education.

FSMTB is interested in removal of barriers to nationwide portability, blending Continuing Education and Public Protection, addressing the interests of regulators, consumers, CE providers and Member Boards.

Addressed concerns about duplications - MESSAGE: FSMTB should not be involved in license renewal.

In the March 2016 NCBTMB Board Meeting RE partnering: the Massage Therapy Licensing Database (MTLD, or Matilda) must be used, and all courses must be vetted.

The NCBTMB will not be negotiable - was asked to clarify and has not done so. The FSMTB will proceed with a CE program that does not duplicate the NCBTMB's.

State Boards have legal authority to approve CE for renewal

The Alabama Delegate called for more education for Delegates and State Board members RE the form and function of the FSMTB. A DVD or YouTube video could meet this need.

Q: Why are MBLEx takers not allowed to go back to previously answered questions?

A: Partly to prevent fraud, mostly because it would interfere with Computer Adaptive Testing.



Resolution Form

Title of Resolution: Eligibility Criteria for Access to MBLEx: Substantiating Documentation

Member Board/Committee Proposing Resolution: Georgia Board of Massage Therapy

WHEREAS the Georgia Board of Massage Therapy (Board) requires applicants for licensure as massage therapists to verify graduation from an education program as one criterion for licensure eligibility; and

WHEREAS the Board requires applicants for licensure to successfully complete the Massage and Bodywork Licensing Examination (MBLEx) owned and administered by the Federation of State Boards of Massage Therapy (FSMTB) as one criterion for licensure eligibility; and

WHEREAS current FSMTB policies allow candidates to register for, receive an Authorization to Test letter (ATT), and sit for the MBLEx by attesting to having obtained the education and training in all subject areas of the *MBLEx Content Outline*; and

WHEREAS, current FSMTB registration policies require candidates seeking access to the MBLEx to self-identify without verification the education program currently attending or having completed; and

WHEREAS the Board has identified an increased number of applicants for licensure that indicate a different education program than that identified when registering with FSMTB for the MBLEx, and

WHEREAS FSMTB may, under certain circumstances where there are identified discrepancies in education programs, impose adverse actions against such candidates including invalidation of MBLEx scores; and

WHEREAS FSMTB adverse actions against such candidates may have an effect on the licensure process administered by the Board, and

WHEREAS allowing candidates who have registered for the MBLEx under an inaccurate education program may adversely or undeservingly affect the pass/fail and retest rates attributable to the identified education program, and

WHEREAS accurate identification of education programs will decrease the number of adverse actions that may have to be taken by FSMTB, and

THEREFORE, BE IT RESOLVED that the FSMTB Board of Directors amend its MBLEx registration policies to include, as a prerequisite to access to the MBLEx, a

requirement that candidates shall cause their education program(s) to submit directly to FSMTB verification of having obtained the education and training in all subject areas of the *MBLEx Content Outline* and/or substantiation of graduation from an FSMTB member board approved or State approved massage therapy education program.

THEREFORE, BE IT FURTHER RESOLVED that such new policies have an effective date as soon as reasonably possible but, under any circumstances, no later than July 1, 2017.

IMPLEMENTATION PLAN

FSMTB will make changes in policy and take necessary actions to implement the Georgia Board of Massage Therapy Resolution for MBLEx Eligibility for any candidate that will sit for the MBLEX exam on or after July 1, 2017.

Board Members

Craig Knowles, LMT
Chair

Jennifer Clay, LMT
Vice Chair

Pam Nichols, LMT

Trisha Butler, LMT

Board Director

Adrienne Price
Executive Director

Board Attorney

Betsy Cohen, Esq.
Assistant Attorney General



Resolution Form

Title of Resolution: Amendment to Re-testing/Re-examination Policy to Limit the Number of Attempts to Pass the MBLEx Before Additional Education and Training is Required

Member Board/Committee Proposing Resolution: Georgia Board of Massage Therapy

WHEREAS the Georgia Board of Massage Therapy proposes that the FSMTB Board of Directors amend the re-testing/re-examination policy to state that after a failed fifth (5th) attempt at passing the examination, the candidate must provide FSMTB with verification of having taken additional education and training in all content subject areas from a board approved massage therapy education program before being allowed to retake the examination.

WHEREAS allowing the same students or individuals to retake the examination as many times as they wish allows for greater opportunity to commit test fraud through the memorization of the test questions and the sharing of that information with other test candidates.

WHEREAS the Georgia Board of Massage Therapy reasons that statistics regarding the probability of an individual passing an exam after more than two attempts diminishes with each additional attempt as a result of a loss in confidence, little time to study between attempts or little time to complete a remediation plan to increase professional insight.

WHEREAS the Georgia Board of Massage Therapy reasons that FSMTB has invalidated scores for individuals who have passed the MBLEx with high scores after multiple attempts upon discovering that the candidate participated in exam fraud.

THEREFORE BE IT RESOLVED that the statements noted above are hereby approved, ratified and adopted by the members of the Georgia Board of Massage Therapy.

RESOLVED, that implementation of these measures may further reduce the incidences of test fraud.

RESOLVED, that passage rate for second time test takers will improve and positively affect the pass/fail rates for the appropriate schools as candidates will focus more on studying when they know that the number of attempts to pass the exam is limited.

IMPLEMENTATION PLAN – Should the policy be amended, it will be incorporated in the MBLEx Candidate Handbook in the *‘Application and Documentation Requirements,’ ‘Authenticity and Adequacy,’ ‘Fraud, Cheating and Forfeiture,’ ‘How Many Times Can I Take The MBLEx?’* and the *‘Retaking an Examination’* sections.

EFFECTIVE DATE – The Georgia Board of Massage Therapy would like to see the proposed

amendment effective as soon as possible and no later than the calendar year 2017.
Upon motion duly made by Pam Nichols, LMT, seconded by Jennifer Clay, LMT and
Unanimously carried, said resolution is to be forwarded to FSMTB for consideration.

Board Members

Craig Knowles, LMT

Chair

Jennifer Clay, LMT

Vice Chair

Pam Nichols, LMT

Trisha Butler, LMT

Board Director

Adrienne Price

Executive Director

Board Attorney

Betsy Cohen, Esq.

Assistant Attorney General



Resolution Form

Title of Resolution: MBLEx Eligibility Resolution A. ISMTB

Member Board/Committee Proposing Resolution: Indiana State Massage Therapy Board

WHEREAS, massage therapy or massage and bodywork therapy education and the skills that are developed in the training is what prepares a person to work safely and competently on the public; and

WHEREAS, developing a knowledgeable, skilled and competent professional strengthens their career and ensures a safer and more satisfactory experience for the public and the massage therapist; and

WHEREAS, requiring the completion of an individual's education to sit for the MBLEx exam will help state board members and staff that review state licensing applications and attached supporting documents, to decipher what school was attended, how many hours of education was completed, and whether each individual state law requirements are met, making the whole validating process as clear as possible; and

WHEREAS, implementation of this resolution will help to address the increasing problem of fraudulent documents slipping through the vetting process at all levels; and

WHEREAS, each level of the journey that an individual goes through to become a state licensed/certified massage therapist, including the school they attend, the tests they take and the state they apply to for credentials should do their part to protect the public from harm and ensure an individual is a trained professional in the massage therapy and bodywork field; and

WHEREAS, portability for a massage therapist could prove to be more acceptable from state to state when the completion of their education requirement is met; and

WHEREAS, this resolution is in alignment with the mission of the FSMTB, which is "The mission of the Federation is to support its Member *Boards* in their work to ensure that the practice of massage therapy is provided to the public in a safe and effective manner."

THEREFORE BE IT RESOLVED, that candidates applying for the MBLEx exam complete and pass course work required for graduation from an approved / accredited massage therapy or massage and bodywork therapy education program that meet their state requirements to be eligible to sit for the MBLEx exam.

IMPLEMENTATION PLAN

- FSMTB make changes in policy and take necessary actions to implement the Indiana State Board of Massage Therapy Resolution for MBLEx Eligibility•
- Candidates approved to sit for the MBLEx exam, prior to the effective date, would not experience a change to their “Authorization to Test (ATT)” date to test, which is 90 days from their approval date.

Fiscal Note Attached, if necessary

Indiana State Board of Massage Therapy is unable to estimate the minimal fiscal impact.

EFFECTIVE DATE

As of January 1, 2017, all candidates applying to sit for the MBLEx exam will be required to complete a massage therapy or massage and bodywork therapy education program prior to taking the exam.



Resolution Form

Title of Resolution: MBLEx Eligibility Resolution B. ISBMT

Member Board/Committee Proposing Resolution: Indiana State Board of Massage Therapy

WHEREAS, state boards and staff process applications for individuals seeking state licensing/certification for the massage profession. They attempt to decipher whether the person attended massage school, what is the name and location of the school, is it a creditable school, how many hours was the program, what dates are listed for starting and completion of the program, did they finish the program, when did they take the MBLEx exam and do the dates make any sense.

Challenges include, the name of the school on the application isn't the same name listed on the MBLEx Jurisdictional Score Report and Transfer Grade Roster. The report shows the applicant failed the exam 10/30/13, retake 12/17/15 passed. Different school name and dates on the report, but passed the MBLEx before completions of the finish date and the school on the report is no longer open for business. With a personal appearance the applicant brings in a school diploma and other supporting documents. Documents and dates don't match up, school names don't match up, papers are notarized but they passed MBLEx. How did they get this far into the process of becoming a massage therapist with this much confusion? This is a frequently seen scenario that state boards deal with; and

WHEREAS, sorting through the levels of the vetting process to validate an applicant should not be done at the end of the journey. Determining if documents have been tampered with or if mistakes have been made should be done throughout the process at every level; and

WHEREAS, state boards are most concerned about the public's safety and granting a license/certification to someone who has rightfully earned that privilege; and

WHEREAS, requiring proof from a candidate by submitting supporting documentation that they completed a massage therapy or massage and bodywork therapy program to validate that accomplishment is the most sensible way to fight against confusion, mistakes that slip through the process, fraudulent documents being accepted, and meeting our ethical obligations and responsibility of a state board, under their authority, in issuing a license; and

WHEREAS, this resolution is in alignment with the mission of the FSMTB and carrying it out, which is, "The mission of the Federation is to support its Member Boards in their work to ensure that the practice of massage therapy is provided to the public in a safe and effective manner."

THEREFORE BE IT RESOLVED, that candidates applying for the MBLEx exam must submit documentation supporting proof of completion and passing course work required for graduation from an approved / accredited massage therapy or massage and bodywork therapy

education program, that meet their state requirements, to the FSMTB in the manner necessary for verification prior to being eligible to sit for the MBLEx exam, in addition to all other requirements outlined in the candidate handbook.

IMPLEMENTATION PLAN

- FSMTB make changes in policy and take necessary actions to implement the Indiana State Board of Massage Therapy Resolution for MBLEx Eligibility.
- Candidates approved to sit for the MBLEx exam, prior to the effective date, would not experience a change to their “Authorization to Test (ATT)” date to test, which is 90 days from their approval date.

Fiscal Note Attached, if necessary

Indiana State Board of Massage Therapy is unable to estimate the fiscal impact.

EFFECTIVE DATE

As of **January 1, 2017**, all candidates applying to sit for the MBLEx exam will be required to submit supporting documentation of their completion of a massage therapy or massage and bodywork therapy education program before being approved to sit for the MBLEx exam.



Resolution Form

Title of Resolution: MBLex Eligibility

Member Board/Committee Proposing Resolution:
NJ State Board Massage and Bodywork Therapy

WHEREAS

- Candidates who apply for the exam are required to declare the massage school of attendance, including the dates of attendance and the graduation date of that program.
- In signing the application, the candidate is required to verify that they have read the Examination Content Outline and that they have education and training in the content subject areas.
- Currently there is no mechanism attached to the application process that requires evidence of completion of a massage training program.
- Although in the “STATEMENT OF ACKNOWLEDGEMENT: *I hereby certify that the information I provided on this application and in any supporting documents is accurate, true, and correct to the best of my knowledge and belief.*”, there is no requirement to submit supporting documents of attendance and graduation of a massage therapy program.
- That not all states require completion of an approved training program ***and*** a passing score of an approved exam.
- There are documented cases in which candidates have taken and passed the MBLex only to be determined at a much later date that the test scores were found to be invalid. These determinations have occurred after these candidates have been granted licenses based on passing scores, which in turn, gives them the opportunity to apply for a license in other States by endorsement. This ultimately compromises Consumer Protection and Public Safety.

THEREFORE BE IT RESOLVED:

That candidates for the MBLex, be required to submit evidence of completion of a massage training program before being permitted to sit for the MBLex.

FISCAL CONSIDERATION:

This resolution would require extra time from staff to:

- amend the application
- review evidence for accuracy

IMPLEMENTATION PLAN:

- a change in the application to sit for the MBLex is needed to reflect the need for supporting documents in evidence of a massage training program
- a change in job tasks for the staff member charged with this responsibility is also needed

Fiscal Note Attached, if necessary:

- A fiscal analysis would be required to define an outline for this aspect of this proposed resolution.

EFFECTIVE DATE:

- Within 180 days from the approval of this resolution.



2016 Resolution Recommendations from the FSMTB Policy Committee

1. **Title of Resolution:** Eligibility Criteria for Access to MBLEx: Substantiating Documentation

Member Board/Committee Proposing Resolution: Georgia Board of Massage Therapy

Policy Committee Recommendation: Pass

2. **Title of Resolution:** Amendment to Re-testing/Re-examination Policy to Limit the Number of Attempts to Pass the MBLEx Before Additional Education and Training is Required.

Member Board/Committee Proposing Resolution: Georgia Board of Massage Therapy

Policy Committee Recommendation: Do Not Pass

3. **Title of Resolution:** MBLEx Eligibility Resolution A. ISBMT

Member Board/Committee Proposing Resolution: Indiana State Massage Therapy Board

Policy Committee Recommendation: Do Not Pass

4. **Title of Resolution:** MBLEx Eligibility Resolution B. ISBMT

Member Board/Committee Proposing Resolution: Indiana State Board of Massage Therapy

Policy Committee Recommendation: Do Not Pass

5. **Title of Resolution:** MBLEx[sic] Eligibility New Jersey (tabled 2015)

Proposed in 2015 by former FSMTB Member: New Jersey Board of Massage and Bodywork Therapy

Policy Committee Recommendation: Do Not Pass



CALIFORNIA MASSAGE THERAPY COUNCIL

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Proposed 11/10/16

Policy for Recertification of Active Duty Military Personnel and Their Spouses

CAMTC'S regular policy on recertification allows certified individuals to apply for recertification within six months of expiration by paying a graduated late fee of up to \$90. This policy allows individuals who do not meet current educational and exam requirements to recertify without having to meet those requirements (500 hours and passage of an exam). Under the current policy, those whose certificates have been expired for more than six months must reapply as a new applicant and must therefore meet all of the current requirements for certification. CAMTC is also currently running a temporary "Limited Recertification" policy that generally allows previous certificate holders in good standing, who expired on or after January 1 of 2013, to apply for recertification by paying an additional \$125 late fee.

The policy proposed herein would apply only to active duty military personnel and their spouses. This new proposed policy would waive the late fee normally assessed for applications for recertification (both the up to \$90 late fee and \$125 late fee) and would allow for recertification more than six months after the date of expiration for active duty military personnel and their spouses. This policy would extend beyond the limited time period for the Limited Recertification policy and require proof that an individual or their spouse is an active duty military member. It would generally allow active duty military personnel and their spouses to recertify if their complete applications were received before or within one year of the end of their or their spouse's active duty status.

What Are The Benefits of This New Policy to Expired Certificate Holders?

1. For active duty military personnel and their spouses, this policy would waive the up to \$90 late fee imposed on expired certificate holders who apply within six months of expiration, and for those applying under the Limited Recertification program, it would also waive the \$125 late fee associated with that program.
2. This policy would allow expired certificate holders who are active duty military personnel and their spouses to apply for recertification after the regular six-month grace

period and Limited Recertification program has ended, as long as the conditions described below are met.

Who Does This Policy Apply to?

1. This policy only applies to certificate holders if they or their spouses currently are, or have recently been, active duty military personnel.
2. This policy only applies to those who were previously certified by CAMTC as a CMP or a CMT. It does not apply to those who were previously certified as a CCMP when their certificate expired.
3. This policy only applies to certificate holders whose certificates were in good standing at the time of expiration. It does not apply to those who have had their CAMTC certificate revoked or nullified or to those whose certificates were suspended at the time of expiration. It does not apply to past certificate holders who have applied for recertification or certification and had their application for recertification or certification denied.

What Are the Requirements That Must Be Met In Order For This Policy to Apply?

1. Applicants must have been previously certified by CAMTC as a CMP or a CMT and had a certificate that was in good standing when it expired (not suspended, revoked, or nullified, or application denied).
2. Applicant or their spouse must be a current active duty military personnel or someone whose active military duty has ended within one year of submission of their complete application for recertification.
3. CAMTC must RECEIVE all of the following within one year of the active military duty ending (a postmark date will not suffice):
 - A completely filled out Active Duty Military Application for Recertification and all supporting documents;
 - Documents proving that the applicant is currently (or in the last one year has been) an active duty military personnel; OR
 - Documents proving that the applicant's spouse is currently (or in the last one year has been) an active duty military personnel and that the applicant is the legal spouse of such an individual;
 - All regular application fees, including but not limited to the \$150 fee for the application have been paid; and
 - A new Livescan must be performed and submitted.

If all required items are not received within this timeframe, the requirements of this policy will not have been met and CAMTC will consider the application to be incomplete

and the file will be purged after one year, though the individual may still reapply as a new applicant.

4. Applications received pursuant to this policy will be processed in accordance with CAMTC's standard operating procedures for applications for recertification. This policy only allows for the late receipt of applications for recertification and waiver of the late fee(s) and has no bearing on whether the application received will be approved or denied.



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November 3, 2016

To: Board of Directors California Massage Therapy Council
From : Staff
Re: Proposed 2017 Board of Directors Meeting Schedule

Proposed 2017 Schedule:

February 23, 2017
June 8, 2017
September 13 & 14, 2017
November 7, 2017