



SCHOOL ADVISORY COMMITTEE ANNOUNCED

CAMTC recognizes the importance of massage schools to the profession; and more specifically, to CAMTC itself and the certification process as a whole. For this reason, the CAMTC Board of Directors created a School Advisory Committee (“SAC”), which held its first meeting in March of this year. SAC has held two subsequent meetings in June and September.

SAC consists of 7 members representing massage programs of various types, sizes, and locations. This committee provides school perspective and knowledge on school-related issues. Dr. Jeffrey Forman is the SAC Chairman. The committee members are:

- **Dr. Jeffrey Forman** - CAMTC Vice Chair; Office of the Chancellor for the California Community Colleges; DeAnza College - retired
- **Allison Budlong** - CAMTC Board Secretary; California Association Private Postsecondary Schools; National Holistic Institute
- **Keith Grant** - Independent Massage School Association of California
- **Selena Lee** - Chair/Treasurer, Independent Massage School Association of California; Owner, McKinnon Body Therapy Center
- **Katie Mickey** - Director/Instructor, Santa Barbara Body Therapy Institute
- **Jan Noble** - Owner/Director, Holistic Life Institute
- **Deborah Reuss** - Dean of Holistic Health and Massage at Pacific College of Oriental Medicine

FIRST SCHOOL NEWSLETTER SEPTEMBER 2017

Welcome to CAMTC’s first school newsletter! You can expect these newsletters to arrive approximately once every quarter, a couple of weeks following the CAMTC Board Meeting. These newsletters will highlight recent changes, updates, and reminders regarding school policies and procedures. Additional communications may be sent as appropriate.

Please Note: Communications such as this newsletter are only intended to provide highlights and summaries of policies and requirements related to schools. Schools should refer to the Massage Therapy Act (<http://www.camtc.org/media/1317/massage-therapy-act-2017.pdf>) and the Policies and Procedures for Approval of Schools (<http://www.camtc.org/media/1395/schoolspolicies-and-procedures-for-approval-of-schools-final-9617clean.pdf>) for complete information.

SCHOOL ADVISORY COMMITTEE PROJECTS

At the committee’s recommendation, staff has created a map of active approved schools that is linked on CAMTC’s website. The map, in conjunction with the approved program list, should better help prospective massage school students find CAMTC approved programs near them.

To view individual CAMTC approved programs go to <http://www.camtc.org/schools/>, click the “Find a School” icon, then click on “Approved.” For the map of active CAMTC approved schools, go to: <https://www.google.com/maps/d/viewer?mid=1vC3uE3fya-Q12NUMZZBeYBOnp2a0&ll=36.86724699017827%2C-120.26010984999999&z=6>.

CAMTC staff, including the newly hired Outreach Director, will implement new communications to schools to inform them of the most important changes and updates affecting schools, per the committee’s recommendations.

The next SAC meeting will be held on November 1, 2017 and the next Board meeting will be held on November 2, 2017. The location for both is to-be-determined (expected to be in Northern California). The public is invited to attend and will be given an opportunity to make public comments to the Board.

Visit <https://www.camtc.org/information-about-camtc/> and click on the ‘Meetings’ icon for more information.



BOARD MEETING SCHOOL POLICY AND PROCEDURES SUMMARY

The CAMTC Board of Directors held its most recent quarterly meeting on September 6 & 7, 2017, in Redondo Beach. The Board took several actions affecting schools.

Summary of Amendments to the 'Policies and Procedures for Approval of Schools': (please refer to <http://www.camtc.org/media/1395/schoolspolicies-and-procedures-for-approval-of-schools-final-9617clean.pdf> for the relevant sections of the Policies and Procedures for exact language):

Section 2.B. – Changes the renewal period from 2 years to 4 years for schools that have completed the initial 2-year approval period with no disciplinary action taken against it by CAMTC and no break in the approval period. The fee remains unchanged at \$750/year. This means that programs applying for initial approval will pay an application fee of \$1500 and receive 2 years of approval, if approved. Schools applying for re-approval will pay a \$3000 application fee and receive 4 years of approval, if re-approved.

Section 4. – Specifies that the electronic pdf version of the application submitted by schools should be organized in the same manner as the hard copy application submitted by schools. This corrects the occasions where some schools have submitted a confusing jumble of generically named pdf files.

Section 4.A.a. – Removes the application fee exemption for community colleges and other public schools. Now all schools must pay the same application fees.

Section 4.B. – Schools must now submit all site visit reports, compliance inspections reports, disciplinary actions and other related documents issued to the school by all other agencies approving and accrediting the school, not just the most recent.

Section 4.C.a.(3) – Improves consistency by listing the Administrator Qualification form, which has always been a requirement of the application, even though the form was not previously listed in this document.

Sections 4.E.c. and 5.G.b. – Clarifies that both students and management should be evaluating faculty on a regular basis.

Section 4.G.a. – Provides that schools should submit all online and print advertisements and marketing materials related to the massage programs submitted for approval.

Section 5.A.f. – Clarifies that all classes must be taught and all business must be conducted at only CAMTC approved locations.

Section 5.C. (old) – Removes the Student/Graduate Eligibility List requirement.

Sections 5.C.a.(9) and 5.D.I. – Updates the CAMTC mailing address Suite number to 800. **Please make sure your school uses this updated address for CAMTC:**

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

Sections 5.E. and 5.E.c.(1) – Clarifies that all 500 hours of education submitted for CAMTC certification must be under the active and direct supervision of qualified instructors.

Section 5.E.f. – Adds specifics to the requirement of daily lesson plans. At a minimum, included in those specifics are educational objectives; instructor resources; required or suggested readings; required or suggested assignments; and assessments with assessment criteria, if any, for each class.

Additional language changes do not have a major impact on policies and procedures.



SCHOOL ADVISORY COMMITTEE – ACTION SUMMARY

SAC provides school perspectives and knowledge on school-related issues. Some of the recommendations made by SAC include:

- Recommend extending the deadline for applicants with education from closed schools to apply. The Board passed such a motion.
- Recommend changing the re-approval period from 2 years to 4 years. The Board passed such a motion.
- Recommend an email blast approximately 2 weeks after Board meetings and whenever urgent communication is necessary. This newsletter is part of increased efforts to communicate more frequently with schools.
- Recommend adding a map of approved schools on the website. Such a map was created and a link to it sits near the top of the approved schools list on CAMTC's website. The direct link is listed in this newsletter, near the top of page 2.
- Recommend removing the Student/Graduate Eligibility List requirement. The Board passed such a motion.
- Recommend reviewing application fees paid by schools. The Board voted to not raise the current application fee and will consider SAC's recommendations in the future as budgets are revised.

While the Board did not consider or pass a motion on every SAC recommendation, this committee has proven itself an important and reliable voice of schools when it comes to making decisions that affect massage therapy schools.

RE-APPROVAL PROCESS



Hard to believe that in 2018 the CAMTC massage program re-approval process begins. Seems like only yesterday (actually 2016) that we all went through the initial approval process together.

According to the Policies and Procedures for Approval of Schools (the "Procedures") section 1.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."

While it is not an absolute deadline for CAMTC to receive a school's application for re-approval six months prior to the expiration of the school's approval (applications received later will be processed accordingly), it is strongly recommended. Applications will be processed on a first-come, first-served basis. None of us want to see a lapse in a school's approval period, as that could wreak havoc on processing individual applications for certification.

Around the first of November, CAMTC will inform schools regarding the details of the re-approval application process. This will give the first round of schools approximately 2 months to turn in the application so that CAMTC receives the application at least 6 months in advance of the expiration date.

Please check for your school's approval expiration date on the approval letter or certificate you were sent. You may also check for the approval expiration date on CAMTC's website at <https://www.camtc.org/schools/> under the "Find a School" icon.

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.