



## KNOW YOUR SCHOOL ADVISORY COMMITTEE

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”).

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 Chair. The committee members are:

**DR. JEFFREY FORMAN** - CAMTC Vice Chair, Appointed by the California Community Colleges Chancellors Office; De Anza College - Instructor and Massage Program Coordinator- 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** - Owner/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

## COMING SOON



## CAMTC APPLICATION FOR MESSAGE SCHOOL RE-APPROVAL

Yes we've been getting the news out in various forms, in order to be sure that each and every CAMTC Approved Massage School receives this critical update about their re-approval process. Since the initial program approvals are for 2 years, the first schools that received approval will expire on June 30, 2018. **To prevent a possible lapse of CAMTC School Program Approval, we recommend schools apply for re-approval a minimum of 6 months prior to their school's approval expiration date.**

CAMTC sent an email reminder on November 3rd as a courtesy. However, whether a school receives a reminder from CAMTC or not, it is the school's responsibility to submit the application for re-approval on time. Starting now and going through most of next year, Educational Standards Division (“ESD”) will be working with the majority of approved schools on their re-approval process.

The *CAMTC Application for Massage School Re-Approval* is expected to be available for you to download from CAMTC's website by the end of November 2017 at:

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

When the application becomes available, you will need to click the “School Login” icon even though no login information is required at this time. ESD is working to simplify the re-approval process as much as reasonably possible for these approved schools.

Please prepare now. The application for massage school re-approval and the accompanying materials must be submitted in a three-ring binder labeled with dividers in the order as specified on the *Application Checklist*. Also a copy of the entire application and accompanying materials must be provided in electronic PDF format on a flash drive, which is labeled and organized to match the hard copy application.

Each application will need to be accompanied by the re-approval application fee of \$3,000 per campus (good for 4 years of approval, if re-approved). Additionally, you must submit the \$41 fee for each background check, which is required for each massage program staff and faculty persons who are not currently CAMTC certified. Please note that this fee must be provided even if a background check was performed with the previous school application.

Please also review the September 6, 2017 *Policies and Procedures for Approval of Schools* on CAMTC's website to ensure that your school remains in compliance. That PDF document is at:

<http://camtc.org/media/1395/schoolspolicies-and-procedures-for-approval-of-schools-final-9617clean.pdf>



## CAMTC's Booth "WE'RE HERE TO HELP"

The AMTA 2017 National Convention was in Pasadena, CA September 14 -16. The Educational Standards Division enjoyed meeting school owners, administrators, instructors, and students at CAMTC's booth, which was well attended. Questions were answered for numerous approved, pending and prospective schools.

Among school topics discussed were foreign education, starting a school, buying a school, timelines for schools on the pending list, qualifications for teaching massage in California, and receiving investigative information about school fraud.



CAMTC booth with staff helping attendees.

Students and massage professionals had questions about applications, recertification, types of education, transcripts, background issues, PSD status updates, and some attendees just wanted to check their status or to actually start the application process (online and paper) for CAMTC Certification.



CAMTC's staff, leadership and board members... we're here to help!



## SCHOOL ADVISORY COMMITTEE IN 2018

The CAMTC Board approved the Schools Advisory Committee to continue its valued input to the Board through at least 2018. In fact the Board approved the following 2018 Strategic Priorities and Objectives that relate to CAMTC approved schools and school programs as follows:

- Continue the Schools Advisory Committee
- Continue close relationship with schools by enhancing communication and the accessibility of relevant information.
- Actively seek feedback from schools

All CAMTC meetings are open to the public. Dates and locations are listed on CAMTC's website at

<https://www.camtc.org/information-about-camtc/>

and then click on the 'Meetings' icon. The next meetings are as follows:

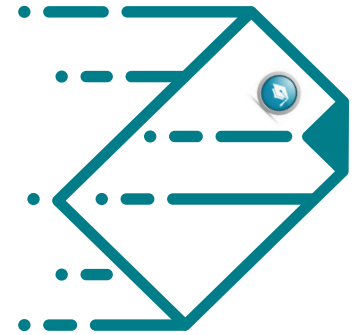
- CAMTC Board Meeting February 22, 2018 - Location TBD (likely Los Angeles)
- CAMTC Schools Advisory Committee May 30, 2018 - Location TBD
- CAMTC Board Meeting May 31, 2018 - Location TBD

Any schools that have suggestions for committee topics may direct their inquiries to the Schools Advisory Committee Chairman, Dr. Jeffrey Forman at:

[jforman@camtc.org](mailto:jforman@camtc.org)

Be sure to email your request at least 2 weeks prior to the meeting, in order for it to be considered as a possibility for the meeting's agenda.

## TIPS FOR FASTER CERTIFICATION APPLICATION PROCESSING



A frequent question from schools is about application processing times for their students. Applicants for CAMTC certification undergo extensive education and background checks once their applications are complete. However, applicants should keep in mind that their application is not complete just because they submitted their portions of the application. We must also receive an official transcript from their school, passing exam results, and background information from the Department of Justice (DOJ) and Federal Bureau of Investigations (FBI). For the background check, it can take several weeks for the results to arrive once the Live Scan is completed.

Many applications get held up due to missing or incorrect information. This causes a lot of back and forth communication between the applicant and our office, which can add weeks and sometimes months to the processing time. To help prevent these delays, CAMTC has put together a list of the most common application mistakes so that schools can better help their students get certified more quickly and efficiently.

**PLEASE SEE NEXT PAGE...**

**We'd appreciate your sending an email to CAMTC's Outreach Director Roberta Rolnick at [rrolnick@camtc.org](mailto:rrolnick@camtc.org) with the following info:**

- Please reply to let us know if your school received the CAMTC School Newsletter.
- If you have any other school staff that should receive the CAMTC School Newsletter, send the school name and email address to be added to our school contact list.

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.

[www.camtc.org](http://www.camtc.org)



# Tips for Faster CAMTC Application Processing

## FOR APPLICANTS:

- All questions answered, to the best of your ability (if the question does not apply, write "N/A" or "NONE", rather than leave it blank).
- Use your legal name that is on your government issued ID. (If anything other than your legal name is provided and documents showing the name change is not, it will cause a delay.)
- Have all requirements met before submitting your application including, but not limited to:
  1. Live Scan
  2. 500-hours of education from a CAMTC approved massage program, including a minimum of 100 hours of core subjects (e.g., anatomy & physiology, contraindications, health & hygiene, and business & ethics)
  3. Exam passed and results electronically sent to CAMTC (and if you have not passed the exam, update CAMTC by email, mail, phone, or fax when you do pass)
- Provide any additional information needed, as applicable (e.g., non-expired government photo ID; non-expired EA/PR, if not a citizen; name change documents; explanation for any background questions where you answered 'yes'; etc.).
- Passport photos must meet US government standards (professional quality photos only; refer to: <https://travel.state.gov/content/passports/en/passports/photos.html>).
- If you are submitting the application online and having difficulty uploading documents, email, fax, or mail the documents to CAMTC with your Member ID# on each document.

## FOR SCHOOLS:

### When Mailing Transcripts

- Transcripts must be signed by an approved signer from the school as previously registered with CAMTC.
- Double-check that student information on each transcript is accurate (e.g., legal name, date of birth, social security number, etc.).
- If a student has had a legal name change since completing the program, please identify the current legal name on that student's transcript.
- Transcripts must be mailed directly from the school to CAMTC (students may not mail their own transcripts).

### Education

- Advise students that, if they attended more than one school, CAMTC will require an official transcript to be sent from each school. (If the school is closed, then students may send copies of the transcripts themselves; these will be evaluated on a case-by-case basis.)
- Advise students that CAMTC will only accept hours from CAMTC approved massage programs. If students take courses outside of the program (e.g., continuing education, advanced courses, courses in non-approved programs, etc.), they will not be applied toward the 500-hour requirement.