



CALIFORNIA
MASSAGE THERAPY
COUNCIL

Schools Advisory Committee

AGENDA

May 30, 2018

Hyatt Regency Los Angeles International Airport

Los Angeles, CA

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

Schools Advisory Committee Members

Jeff Forman, Chair

Allison Budlong

Kat Damiano

Ben Drillings

Keith Grant

Katie Mickey

Madonna Polley



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 May 18, 2018

NOTICE OF PUBLIC MEETING

Schools Advisory Committee

Wednesday, May 30, 2018 – 12:45 p.m.
Hyatt Regency Los Angeles International Airport
6225 West Century Blvd.
Los Angeles, CA 90045
Meeting Room: Core 2-3

AGENDA

1. Call to order, roll call, and establish quorum
2. Chair's comments
 - Welcome/Introductions
 - Rules of Debate
3. CEO comments
4. Bagley-Keene Open Meeting Act Training - General Counsel
5. Approval of minutes from November 1, 2017 meeting
6. ESD Director's report
7. Proposed Policy for Purging School Applications for Approval and Instituting Grace Period for Students
8. BPPE and CAMTC policies regarding program enrollment and transfer students.
9. What happens to the students when a custodian of records for a closed school becomes un-approved
10. MBLEx update
11. Recommendation that "application pending" be written on CAMTC website adjacent to approved schools expiration date
12. School Survey
13. Proposed amendments to Policies and Procedures for Approval of Schools
14. Public comments regarding issues not in this agenda/suggested agenda items for future meetings
15. Items/suggestions from Committee members for future meeting agendas
16. 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 Committee, or to make a request regarding a disability-related modification or accommodations for the meeting, please contact Jon Walters at (916) 669-5336 or One Capitol Mall, Suite 800 Sacramento CA 95814 or via email at info@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>



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To: CAMTC Schools Advisory Committee
From: Joe Bob Smith, Director of Educational Standards Division
For: Committee Meeting – May 30, 2018

School Statuses

We have approved 1 school since the previous meeting for a total of 91 schools with CAMTC approved programs (94 total campuses including satellites; 84 campuses currently operational). 4 schools have been denied. 2 new school applications received since the previous Board meeting.

Re-Approval Update

Our initial school re-approval process is underway for the first group of approved schools expiring June 30, 2018. As of May 21, 2018, CAMTC has received 45 applications for re-approval. ESD expects to have decisions for all applications received through the end of April, so long as the school has no issues. ESD is working diligently to process any applications received after that to prevent lapses in school approval when it can be avoided. Re-approval will be for a period of four years.

Forty-one schools that have submitted applications for re-approval self-reported their graduate numbers for the last 3 years. 2015 was the year prior to CAMTC School Approval; 2016 saw School Approval begin on July 1st, and 2017 was the first full year of CAMTC School Approval.

On average, the number of graduates for this group of 41 CAMTC Approved Schools increased each year, with an almost 19% increase in total graduates from 2015 to 2017. Average number of graduates per approved school went from 33 in 2015 to 39 in 2017.

	2017	2016	2015
Total Graduates	1618	1467	1364
Average # of Graduates	39	36	33
% Increase	2015 to 2016	7.55%	
% Increase	2016 to 2017	10.29%	
% Increase	2015 to 2017	18.62%	

ESD Outreach

On March 10, 2018, ESD presented to and answered questions for over 100 school owners, administrators, and students at an event in Van Nuys, CA, hosted by the California Massage School Association (CAMSA).

A week later, ESD worked the CAMTC booth at the American Massage Therapy Association California Chapter (AMTA-CA) Conference in Irvine, CA, where we met with and answered questions for several school owners, administrators, and students.

ESD also attended the 41st Annual California Police Chiefs Association Training Symposium in Long Beach, CA, as part of CAMTC's leadership delegation. CAMTC was the premier sponsor of this event, providing ESD many opportunities to discuss the problem of fraudulent massage schools with top law enforcement from around the state.

Purging Incomplete Applications

On April 30, 2018, ESD provided an update on CAMTC's school approval process at an Informational Hearing of the Senate Business, Professions and Economic Development Committee, including information about pending schools eligible to be purged. CAMTC may purge applications for school approval if not completed after 1 year. However, CAMTC has been reluctant to purge these schools without having a Board approved process in place for addressing their students. A policy to address this issue has been proposed and will be considered by the Board at the May 31, 2018 meeting. With clear direction from the Board on this subject, ESD will proceed with purging applications that have long been incomplete, thus greatly reducing the number of pending schools.

BPPE Meeting

On May 1, 2018, ESD, our CEO, and our Director of Government Relations met with the new Bureau Chief for the Bureau for Private Postsecondary Education (BPPE). The purpose of the meeting was to introduce and educate the new Bureau Chief about CAMTC, our school approval process, and to discuss areas of overlap. Several schools have brought up the issue of enrolling students who complete only a portion of the CAMTC Approved Program possibly affecting their BPPE completion rates. This was discussed as well. While nothing definitive came out of the meeting, ESD looks forward to an even better working relationship with BPPE.

Future Projects

In addition to continuing the re-approval process and purging incomplete applications, ESD will help schools with incomplete applications finish the process; complete open investigations; monitor approved schools; and process applications for changes and new schools as received.



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May 25, 2018

TO: BOARD OF DIRECTORS, CALIFORNIA MASSAGE THERAPY COUNCIL
FROM: JOE BOB SMITH, DIRECTOR, EDUCATIONAL STANDARDS DIVISION
RE: PROPOSED POLICY FOR PURGING SCHOOL APPLICATIONS FOR APPROVAL AND INSTITUTING GRACE PERIOD FOR STUDENTS

CAMTC began accepting applications for school program approval on April 1, 2015. While the policy since this date has been to purge incomplete applications after one year, ESD has not imposed this policy as it does not address what happens to students who have attended a pending school. If a school is approved, students can use the education for certification purposes. If a school is denied, students can also use the education for certification purposes as long as their applications are received before or during the grace period (they must also pass an education hearing). For students who have attended a pending school, under current policy if their school is purged they are suddenly in a situation where they can't use the education because the school is not approved, and they can't come to an education hearing because their school has not been denied. This proposed policy seeks to rectify this situation on a one-time basis for only those students currently in this situation.

CAMTC is also mindful of the fact that unscrupulous schools could intentionally use a long-term pending status as a way to entice students to their school with the promise of eventual approval when they have no incentive to actually complete their application for school approval. In an effort to combat such a misuse of the school approval process, staff is recommending that this policy be a one-time only policy that is applied only to those schools whose applications are currently eligible for purging and who fail to make them complete within 30 days of a letter notifying them of this policy.

CAMTC ESD staff therefore proposes that the Board adopt the following policy:

1. CAMTC ESD staff shall create a list of all pending schools with incomplete applications that have been pending for one year or longer;
2. For all schools on this list, staff shall send a letter notifying them that their applications will be purged if the school does not complete its application within

30 days; and

3. Staff will purge incomplete school approval applications 30 days after the notice has been sent.
4. For students who have attended one of the purged schools on the list, a 90-day grace period from the effective date of purging will be provided for acceptance of individual certification applications. During this 90-day grace period, the school's students who apply for certification, and all of those whose applications were previously held, will be required to provide additional proof of adequate education (beyond merely a transcript from the subject school) by passing an education hearing in order to prove their education. Students whose applications are received after the 90-day grace period has expired will be notified that, unless they have also supplied evidence of completion of required hours of massage education from one or more CAMTC approved schools, their applications are incomplete and that they have one year to complete their education and provide an acceptable transcript to CAMTC before their applications are purged.

This grace period for acceptance of education from a purged school and the opportunity for applicants to come to an education hearing is a one-time only policy that CAMTC is instituting to assist both schools and students through this final phase of the initial CAMTC School Approval process.

For schools that are not on the list created pursuant to this policy, CAMTC will purge school applications that are not completed within one year of receipt, and students will NOT be able to use education from these purged schools for certification purposes and will not be given the opportunity to come to an education hearing.



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May 25, 2018

TO: BOARD OF DIRECTORS, CALIFORNIA MASSAGE THERAPY COUNCIL
FROM: JOE BOB SMITH, DIRECTOR, EDUCATIONAL STANDARDS DIVISION
RE: REASONS FOR PROPOSED POLICY FOR PURGING SCHOOL APPLICATIONS FOR APPROVAL AND INSTITUTING GRACE PERIOD FOR STUDENTS

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:

The current purge policy specifies that if an application for school approval is not completed within one year of submission of the application, it will be purged. Schools are notified of this policy and agree to it when they submit their applications for school approval. However, this policy does not address what happens to students when a school's application is purged. This policy has been in place since the beginning of the school approval process.

A short description of why the policy should be changed.

Currently, if CAMTC purges these school applications, students who may have been on hold with CAMTC for a significant period of time cannot use education from these schools for certification purposes.

In the rush to make sure they applied on time for this new CAMTC School Approval, many schools applied while their massage programs were on hiatus, in the formative stages, or being taught out. Ultimately, for whatever reason, these schools never completed their applications. Meanwhile, students with potentially legitimate education have been in certification limbo. These schools have had enough of a grace period. It is time to purge these long-dormant applications and allow these students to prove their education.

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

Not applicable.

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

While revenue may be generated from additional applications submitted by students of purged schools, these amounts will be more than offset by the additional expenses incurred for education hearings. Therefore overall, this policy will result in an increase in operating expenses. It is unknown how many additional education hearings will be required, but it is estimated that the number will not be too significant.

Potential pros and cons if the new policy is adopted:

Pros – Allows students from these schools to move forward with their applications for certification. Reduces CAMTC's "pending schools" list which lessens staff workload and diminishes perception that a backlog of applications exists.

Cons – Increase in operating expenses.

The impact on current certificate holders and applicants.

Current applicants being held due to their school's pending status will get to move forward in the application process.

A suggested date for the change to be implemented.

Effective immediately.



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