



BOARD MEETING UPDATES

Ratification of the Policies and Procedures for Approval of Schools (“Procedures”)

The Board ratified the amendments to the Procedures made by staff and effective as of September 7, 2021. These amendments allowed for the implementation of the new curriculum and instructional delivery policies adopted by the Board at its June 2021 meeting.

Limited-Time Approval Extension and Re-Approval Periods

The Board also adopted new policies to help CAMTC Approved Schools transition out of the COVID-19 pandemic. CAMTC heard from several schools facing financial and logistical difficulties, particularly schools whose approval expires in 2022 and need to apply for re-approval soon. Thus, CAMTC created “small, medium, and large” options from which schools may choose depending on what suits each individual school best.

- **182-day Extension** – All current CAMTC Approved Schools, regardless of approval expiration date, may apply for a one-time 182-day extension of their school approval by completing a one-page application and paying the \$875 application fee. This allows schools additional time to complete their applications for re-approval. To be considered, CAMTC must receive complete approval extension applications, including the application fee, by 5:00 PM on

December 30, 2021. [Click the link below](#) for the one-page application and additional details or go to:

<https://www.camtc.org/media/2136/application-for-school-approval-extension20211102v10-ff.pdf>

- **2-year or 4-year Re-Approval Periods** – Until now, schools had only one option – to apply for a four-year re-approval period. The Policies and Procedures for Approval of Schools (“Procedures”) have been amended to include a two-year option as well. This means that schools applying for re-approval with CAMTC may choose to pay an application fee of \$3000 for a two-year re-approval period, if approved, or pay an application fee for \$6000 for a four-year re-approval period, if approved. [Click the link below](#) for the current Procedures or go to:

<https://www.camtc.org/media/2100/camtc-policies-and-procedures-for-approval-of-schools-adopted-6162021-implemented-9721-final.pdf>

Applying for the 182-day approval extension does not impact a school’s ability to later choose the two- or four-year re-approval period. While the 182-day approval extension is only offered for a limited time, the choice of re-approval periods is written into the Procedures and available for the foreseeable future.

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BOARD MEETING UPDATES CONT.

Complete applications for re-approval, including the application fee, must be received by CAMTC at least six months prior to the school's approval expiration. So, for example, if a school's current approval expires on June 30, 2022, then CAMTC must receive a complete application for re-approval (either for the 2- or 4-year re-approval period), including the application fee, by December 30, 2021. If that school applies for and receives the 182-day approval extension, then the school's new approval expiration date would be December 29, 2022. That school's complete application for re-approval (either for the 2- or 4-year re-approval period), including the application fee, would now be due by June 29, 2022.

The application for re-approval is currently being amended to reflect the new option of a 2- or 4-year re-approval period. However, it is otherwise the same application. Therefore, if your school is already in the process of completing the current application or does not want to wait for the revised version, no problem. Simply inform us of which re-approval period for which you are applying, and we will invoice you accordingly. As a reminder, application fees are non-refundable regardless of the outcome of your application.



OF THE MONTH

We are considering to expand our massage school program to some multi-lingual students. Would our school administrator be able to communicate with CAMTC to assist students with CAMTC applications and/or certifications?

Yes, but only if each student applicant completes, signs, and submits the correct form in advance. Each student may personally authorize another individual to communicate on their behalf with CAMTC.

The **CAMTC Representative Authorization Form** therefore can be submitted to authorize an individual, such as the School Owner or School Administrator, to communicate with CAMTC.

One form cannot be used to authorize more than one individual. However, a school may have multiple completed authorization forms, each to assist one individual student. More details about the **CAMTC Representative Authorization Form** are available in English and Chinese at:

www.camtc.org/media/1767/representative-authorization-form-2020.pdf

www.camtc.org/media/1763/camtc-authorization-form.pdf



MONTHLY SCHOOLS CONFERENCE CALL



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

jbsmith@camtc.org

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

Phone number: 877-366-0711

Passcode: 82373574 #

KEEP UP-TO-DATE



Digital versions of all previous CAMTC School Newsletters can be found at:

www.camtc.org/information-about-camtc/publications/ and scroll down.

Online information about past and future CAMTC Board Meetings can be found at:

www.camtc.org/information-about-camtc/meetings/#2021

and scroll down.

WE'RE HERE TO HELP

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

jbsmith@camtc.org