



Washington State Board of Massage

Business Meeting Agenda

Thursday, May 15, 2025 | 9:00 a.m.

Physical location

Department of Health
Town Center 2 – Room 153
111 Israel Rd. S.E.
Tumwater, WA 98501

Remote attendance

[Click here](#) to join the meeting.

Or call in (audio only) Phone number:
+12532158782,,87661742123# US OR
[+12532050468,,87661742123# US](#)

Webinar ID: 876 6174 2123

Board Members

Lynna Fuller, LMT, Vice Chair
Whitney Smith, LMT
Elizabeth Boyer, LMT
Esther Sanders, LMT

Program Contact

massage.therapy@doh.wa.gov

Open Public Meetings Act

This meeting is being held as a hybrid meeting in accordance with [RCW 42.30.030](#) in which the public has the option to observe and participate in the meetings of governing bodies through either real-time remote access or physical attendance at a set location.

Times and Order

The meeting will begin at 9:00 AM on Thursday, May 15, 2025. The meeting will continue until all agenda items are complete. This agenda schedule may change, and items may not be taken in order of the agenda.

Comments from the public in attendance may be solicited after each agenda item.

Accessibility

See the last page of the agenda for information on meeting accessibility for persons with disabilities.

Open Session – 9:00 A.M.

Board may elect to have public comments after each section.

1. Call to order – Lynna Fuller, LMT, Vice Chair

- 1.1. Introductions and Meeting Ground Rules.
- 1.2. Approval of the Agenda.
- 1.3. Approval of the March 14, 2025, Meeting Minutes.

2. Public Forum

The purpose of the open forum is to provide the public with an opportunity to address the board on issues of significance to or affecting massage and that are not related to topics for which a rules hearing was or will be scheduled.

Members of the public who indicate an interest in speaking may share comments at this time. The board may limit the speaker's time based on the number of people interested in speaking.

3. School Program Reviews – Lynna Fuller, LMT, Vice Chair

Reviewing board members will present school program approval requests for full board consideration.

- 3.1. Reviewing board members will present school program approval requests for full board consideration.

Program	RBMs
West by Northwest Hybrid Massage Program	Lynna Fuller, LMT

4. Review Board Participation

- 4.1. Review bylaws
- 4.2. Payroll presentation

5. Newsletter

- 5.1. The board will review and discuss the next issue.

6. School Review Workshop

- 6.1. Review and discuss a full program application and checklist
- 6.2. Review and discuss a transfer program application and checklist

7. Rule Discussion for [WAC 246-830-035: Licensing by endorsement](#)- Members of the board will review the drafted language for clarification to WAC 246-830-035 (1)(a)(i) to ensure applicants understand that endorsement is tied to the state's licensure requirements; not the program that the applicant completed.

- 7.1. Public Comment- Members of the public will be given the opportunity to address the committee members on this agenda item.
- 7.2. The board will review and discuss the memos from WSMTA
- 7.3. The board will make updates to the drafted proposed language.

8. Program Report – Program Staff

- 8.1. Budget.
- 8.2. Credential counts.
- 8.3. Disciplinary counts.
- 8.4. Expired training program report.
- 8.5. Future agenda items.

9. Adjournment of Public Meeting – Lynna Fuller, LMT, Vice Chair

Next Business Meeting: July 18, 2025 – DOH Tumwater, TC2 Room - 167

****Next agenda item is open to the public and committee members only.**

Accessibility

This meeting is accessible to persons with disabilities. Special aids and services can be made available upon request. Advance request for special aids and services must be made no later than one week prior to the meeting. If you need assistance with special needs and services, you may leave a message with that request at 800-525-0127 or, if calling from outside Washington State, call 360-236-4052. TDD may also be accessed by calling the TDD relay service at 1-800-833-6388. If you need assistance due to a speech disability, Speech-to-Speech provides human voicers for people with difficulty being understood. The Washington Speech-to-Speech toll free access number is 877-833-6341.



Washington State Board of Massage
Business Meeting Minutes
March 14, 2025 | 9:00 a.m.

On March 14, 2025, the Board of Massage held a hybrid business meeting at the Department of Health, 111 Israel Road Se, Tumwater, WA 98501, Town Center 2, Room 167 with access via Zoom. In accordance with the Open Public Meetings Act, notices were published on the DOH website and through GovDelivery.

Board Members

Chimere Figaire-Correa, LMT, Chair
Lynna Fuller, LMT, Vice-Chair
Whitney Smith, LMT
Esther Sanders, LMT
Elizabeth Boyer, LMT

Staff Present

James Chaney, Executive Director
Devin Brooks, Program Manager
Alyssa Brazil, Administrative Assistant
Jonathan Chamrad, Program Support
Kristi Knieps, Assistant Attorney General
Evan Shigaya, Policy Analyst
Catharine Roner-Rieter, Staff Attorney

Guest Presenter

Coreen Schnef, Pierce County Deputy Prosecuting Attorney

Guests

Marybeth Berney
Robbin Blake
Kay C
Chelsea DeSouza
Seth Dinkel
Leslie Emerick
Devin Gombosky
Michelle Hillesland
Jesse Jones

Michelle LeClair
Sylvia Liu
Christina M
Mara McGhee
Sean Miller
Anne Nutwell
Julie Onofrio
Laura Puryear
Alison Rostholder-Harris

Rachel Sun
Ching Sun
Amy Twigg
Jesica Vigil
Becky West
Denison Wiedman
Said Yaaqoubi

Open Session – 9:00 A.M.

1. Call to Order – Chimere Figaire-Correa, LMT, Chair

The board meeting was called to order by Chimere Figaire-Correa, LMT, chair, at 9:02 a.m, on March 14, 2025.

1.1. Introductions and Meeting Ground Rules.

The board, staff and guests were introduced. Ms. Figaire-Correa read the Meeting Ground Rules.

1.2. Approval of the Agenda.

The board reviewed the proposed agenda.

AMENDMENT: An amendment was requested to add a discussion for the Board of Massage to discuss the current school programs utilizing hybrid hours within a program that is less than 625 of in-person hours to item 6.1.

MOTION: A motion was made to approve the amended agenda with all changes. The motion was seconded and passed.

1.3. Approval of the January 30, 2025, Business Meeting Minutes.

2. Public Forum

Members of the public who indicated an interest in speaking provided comments to the board.

Comment shared included:

- A member of the Washington State Massage Therapy Association, (WSMTA), handed out a document regarding a suggested way to look at massage tools and to format the discussion surrounding tool use.
- A member of the Washington State Massage Therapy Association (WSMTA) encouraged the board to continue to try and clarify the language surrounding license by endorsement.
- A member of the public expressed concern over unsafe conditions and increasingly hostile work environments that could further criminalize immigrant massage therapists.
- A member of the public expressed concern over poor working conditions that make workers vulnerable to coercion, such as language barriers to licensing and police raids.
- A member of the public offered to help with the discussion of which education hours could be made online.

- A member of the public expressed concern over a city ordinance that contradicts state laws regarding the massage profession.

3. Human Trafficking - Coreen Schnef, Pierce County Deputy Prosecuting Attorney, gave a discussion to the board on human trafficking cases.

4. Open Public Meeting Act Presentation - Kristi Knieps, AAG, gave a presentation on the Open Public Meetings Act (OPMA).

5. Robert's Rule of Order Presentation - Kristi Knieps, AAG, gave a presentation on Robert's Rules of Order.

6. School Program Reviews – Chimere Figaire-Correa, LMT Chair

6.1. The Board of Massage discussed the current school programs utilizing hybrid hours within a program that is less than 625 of in-person hours.

6.2. The Board of Massage had a discussion on approving hybrid programs on a case-by-case bases until [WAC 246-830-430](#): has been updated with Hybrid guidelines.

6.3. Reviewing board members presented school program approval requests for full board consideration.

- Clover Park Technical College
The RBMs recommended to approve the Clover Park Technical College.

MOTION: A motion was made to approve the Clover Park Technical College. The motion was seconded and passed.

- West by Northwest Hybrid Program
The RBMs recommended to approve the West by Northwest Hybrid Program.

MOTION: A motion was made to approve the West by Northwest Hybrid Program. The motion was seconded and passed.

7. Massage Tools

7.1. The board discussed tools that are used under the scope of practice.

- The board read a memo from the WSMTA regarding tools and the scope of practice surrounding their use.

7.2. The board discussed the sanitization of tools.

7.3. Public Comment - Members of the public will be given the opportunity to address the committee members on this agenda item

- There were no public comments at this time.

8. Rule Discussion for [WAC 246-830-035: Licensing by Endorsement-](#)

Members of the board reviewed the drafted language for clarification to WAC 246-830-035 (1)(a)(i) to ensure applicants understand that endorsement is tied to the state's licensure requirements; not the program that the applicant completed.

- Robbin Blake, WSMTA, provided information about clarifying the language of a WAC 246-830-035 (1)(a)(i).

8.1. Public Comment- Members of the public were given the opportunity to address the committee members on this agenda item.

- There were no public comments at this time.

9. Program Report – Devin Brooks, Program Manager

9.1. Budget

- Ms. Brooks, Program Manager, gave an update to the board regarding the current fund balance from last month.

9.2. Credential Counts.

- Ms. Brooks, Program Manager, gave an update to the board regarding the credentialing counts.

9.3. Disciplinary Counts.

- Ms. Brooks, Program Manager, gave an update to the board regarding the status of the disciplinary counts.

9.4. Expired training program report.

- Ms. Brooks, Program Manager, gave an update to the board regarding expired training programs.

9.5. Future Agenda Items.

- Apprenticeship program.
- Credentialing report from a credentialing supervisor.
- Setting an agenda for the training day of the upcoming retreat.

10. Adjournment of Meeting – Chimere Figaire-Correa, LMT, Chair

MOTION: A motion was made to adjourn the business meeting at 1:51 pm on Friday, March 14, 2025. The motion was seconded and passed.

11. Education and Training Committee Meeting- Chimere Figaire- Correa, LMT, Chair and Esther Sanders, LMT.

11.1. The committee discussed which subject matter could benefit from an increase in required hours.

11.2. The committee discussed which aspects of the subject matter should be in person and which should not.

11.3. Public comment- Members of the public will be given the opportunity to address the committee members on this agenda item.

- The committee will continue the discussion in the next meeting.

Next Business Meeting

Date: Thursday, May 15, 2025

Time: 9:00 a.m.

Location: Washington State Department of Health

111 Israel Rd SE

Tumwater, WA 98501

Submitted:

Approved:

Devin Brooks, Program Manager

Chimere Figaire-Correa, LMT, Chair



Washington State Board of Massage Bylaws

Adopted/Revised Effective: July 18, 2024

- Article I. [Name and Statutory Authority](#)
- Article II. [Mission and Purpose](#)
- Article III. [Membership](#)
- Article IV. [Officers](#)
- Article V. [Meetings](#)
- Article VI. [Meeting Procedures](#)
- Article VII. [Committees](#)
- Article VIII. [Administrative Responsibilities of Members](#)
- Article IX. [Adoption and Amendment of Bylaws](#)

Article I – Name and Statutory Authority

1. The full name of the Board is the Washington State Board of Massage. For brevity, these bylaws will refer to it as “Board.”
2. The Board derives its authority from the Washington State Legislature as codified in chapter [18.108 RCW](#).

Article II – Mission and Purpose

The mandate of the Board of Massage is to protect the public’s health and safety and to promote the welfare of the state by regulating the competency and quality of professional healthcare providers under its jurisdiction. Only individuals who meet and maintain prescribed standards of competence and conduct shall be allowed to engage in the practice of massage therapy as defined and authorized by chapter [18.108 RCW](#).

Article III - Membership

1. Board membership composition ([RCW 18.108.020](#)): The board shall consist of seven members who shall be appointed by the governor for a term of four years each. All members shall be residents of this state.
 - A. Five members shall be massage therapists licensed under this chapter with at least three years' experience in the practice of massage immediately preceding their appointment and shall at all times during their terms remain licensed massage therapists.

- B. One member shall be a consumer whose occupation does not include the administration of health activities or the provision of health services and who has no material financial interest in the provision of health care services.
 - C. One member shall be a massage educator or massage school owner with at least three years' experience in the teaching or administration of direct student learning of the practice of massage. The educator or school owner member is not required to be a licensed massage therapist. The member shall recuse themselves from any board deliberations or decision making involving the school or educational program with which the member is professionally affiliated.
2. Duration of Terms. All appointments shall be for terms of four years. A member whose term has expired but whose successor has not been appointed by the governor may continue to serve until a new member is appointed to fill the position. In the event that a member cannot complete their term of office, another appointment shall be made by the governor to fill the remainder of the term. No member may serve more than two successive full terms.
 3. Resignation. Any Board member may resign at any time by providing written notice to the Governor's Office, with a copy to the Board Chair and the Executive Director.
 4. Vacancies. As vacancies occur on the Board by resignation, death, incapacity, etc., the vacancy shall be filled by appointment by the governor for the remainder of the term.

Article IV - Officers

1. Officer Positions. The Board designates the officer positions of Chair and Vice Chair to provide leadership to the Board. The duties of each officer are as follows:
 - A. Chair. The Chair of the Board provides overall leadership to the work of the Board. This may include, but is not limited to:
 - i. Presiding over business meetings.
 - ii. Regulating comments by members of the public at meetings.
 - iii. Representing the Board at public events, with the media as needed, etc.
 - iv. Assigning tasks to other members of the Board.
 - v. Counseling other members on proper attendance and participation in Board work.
 - B. Vice Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair may be delegated duties, on a standing basis, by the Chair.
2. Terms of office. The terms of office for all officer positions for the Board shall be one year in length. Allowances in the terms of office will be made to accommodate the differences in calendaring Board meetings from year to year.

3. Elections.

- A. Date(s) for Election. Election of Officers will be held at the last meeting each year. The new officers will function in their new roles following conclusion of this meeting.
- B. Procedure. As with other forms of action taken by the Board (See Article VI, Section 4), elections of officers shall be public. Secret ballots are not allowed.

4. Vacancies in Officer Positions.

- A. In the event that the office of Chair becomes vacant, the Vice-Chair shall assume the office of Chair in the interim until an election can be scheduled to permanently fill the position for the unexpired portion of the term.
- B. In the event that any other officer position becomes vacant, the Chair shall appoint an interim officer(s) to fill the vacant office until an election can be scheduled to permanently fill the position for the unexpired portion of the term.

5. Removal/replacement of Officer Positions.

- A. Any officer may be removed from an officer position by the Board whenever, in its judgment, the best interests of the Board will be served thereby.
- B. An officer of the Board may be removed by a simple majority vote of the Board at any regular or special meeting of the Board at which a quorum is present, and under rules or procedures approved by the Board.

Article V - Meetings

1. Type and frequency of meetings.

- A. The Board shall, at the third regular business meeting of the calendar year, set a schedule of regular meetings for the upcoming year. This schedule shall be filed in accordance with the Open Public Meetings Act (OPMA), [RCW 42.30.075](#). Changes to or cancellations of any regular meetings must also be done in accordance with the OPMA.
- B. Should the Board wish to change or add to its meeting schedule for the year, it may schedule special meetings. Notice of a special meeting shall be provided in accordance with the OPMA. Among other things, it shall specify the business to be transacted. The Board may not take final action on any item not listed in the notice.
- C. The Board will limit its use of executive session to the circumstances set forth in [RCW 42.30.110](#).
- D. The Board will afford members of the public with disabilities an equal opportunity to participate in meetings by holding meetings in facilities which are accessible to persons with disabilities.

- E. Use of conference calls, video conferencing and other media. The Board may make use of electronic media, such as conference calls, videoconferences, and webinars to conduct meetings. Such open public meetings will provide public access in at least one location as appropriate except during a declared emergency which prevents a meeting from being held in person with reasonable safety; in which case the Board will utilize videoconferencing or webinar to conduct such a meeting.
2. Quorum:
 - A. A quorum is the number of members that must be present to conduct official business. A majority of the board members appointed and serving constitutes a quorum for the transaction of board business. The affirmative vote of a majority of a quorum of the board is required to carry a motion or resolution, to adopt a rule, or to pass a measure. ([RCW 18.108.020](#))
 - B. At meetings where a quorum is not present, the only actions that may be legally taken by the Board members present are to fix a time for adjournment, adjourn, recess, or take measures to obtain a quorum (such as contacting absent members). If a quorum is not present, any official business conducted is null and void.

Article VI - Meeting Procedures

1. Leadership.
 - A. Meetings shall typically be led by the Chair. At any point during the meeting, the Chair may designate the Vice Chair or another Board member to lead the meeting on a pro-tem basis.
 - B. In the event that the Chair will not be present at a meeting, the Vice Chair shall lead the meeting in the Chair's absence.
 - C. If neither the Chair nor the Vice Chair is expected to be present at a meeting, the Chair may designate another Board member to lead the meeting on a pro-tem basis. If, due to unforeseen circumstances, neither the Chair nor the Vice Chair is present at the meeting, the remaining members shall elect a pro-tem leader for the meeting until either the Chair or Vice Chair is available.
2. Agenda/Order of Business. The first task of the Board at each meeting will be to approve an agenda or order of business. For regular meetings, the Board may amend or change the order of the agenda. For special meetings, the Board must adhere to the agenda as publicly posted.
3. Decisions by Consensus. Minor administrative or procedural decisions may be made by a consensus of the Board. One example of consensus decisions could be when the Board chooses to take breaks or lunch periods.
4. Actions Requiring Motion and Vote. Any Board transaction of official business is defined as

an action and requires a motion and vote. This includes taking action of any ordinance, resolution, rule, regulation, order, or directive.

5. Voting.

A. The Chair may vote on any action as would any other member. The chair has only one vote and may not vote both as a member and as a presiding officer (that is, for example, to break a tie or to attain a two-thirds majority).

B. Voting by secret ballot is prohibited by the OPMA.

6. Public Participation. The Chair will recognize members of the audience as appropriate. The Board may set policies on designated times in the meeting (such as by agenda item or through a public comment period) for the public to put matters before the Board. In the event that a meeting is held through videoconferencing or webinar, the Board will provide an option for the public to participate through remote access.

7. Disruptions. In the event that a Board meeting is interrupted by an individual or group of persons so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chair, Vice- Chair, or other pro-tem presiding member may:

A. Order the meeting room cleared and continue in session or

B. May adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda.

C. The Board shall allow individuals not responsible for disturbing the orderly conduct of the meeting to be readmitted to the reconvened meeting.

D. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to continue to attend the meeting.

8. Rules of Procedure. The rules of procedure at meetings of the Board shall be the rules contained in Robert's Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and not inconsistent with these Bylaws, statutory requirements, or with any other resolution governing Board meetings and protocols.

Article VII - Committees

1. Executive Committee. The Board may establish an executive committee to help execute its mission. An established executive committee consists of the elected officers, immediate past chair, other member(s) designated by the Chair and the chairs of the active standing committees. The executive committee, at the Board's discretion, may involve Department of Health staff (such as the Executive Director) and/or advising Assistant Attorneys General. The executive committee is not defined to include members of the general public.

2. Standing Committees.
 - A. The Board may establish Standing Committees to help execute its mission.
 - B. Standing Committees will be comprised of Board members and may include others designated by the Chair.
 - C. The Board Chair will designate a Board member to serve as the Standing Committee Chair.
3. Ad Hoc Committees. Temporary and created for a specific task.
 - A. The Board may establish Ad Hoc Committees to help execute its mission.
 - B. Ad Hoc Committees will be comprised of Board members and may include others designated by the chair.
 - C. The Board Chair will designate a Board member to serve as the Ad Hoc Committee Chair.
4. Committee meetings must conform to the requirements of the OPMA.

Article VIII – Administrative Responsibilities for Board Members

1. Attendance. All Board members shall attend and participate in meetings and other official business events of the Board. If any member fails to attend two or more consecutive meetings, whether in-person or remotely, without a good and valid cause, he or she may be subject to counseling by the Board Chair and/or Executive Director. Additional attendance problems may be cause for the Board to notify the Governor’s Office in writing about concerns of malfeasance and request that appropriate action(s) be taken.

Commitment to Participation in the Full Range of Board Activities. All Board members, in volunteering to serve, must commit to actively participating in the full range of Board activities, including business meetings, case deliberations in closed session, conference calls, and administrative hearings. This may also include attending professional organization meetings, interacting with schools and training programs, and other forms of outreach.

2. Conflict of Interest and Ethics.
 - A. All Board members are responsible to uphold a high ethical standard and to avoid conflicts of interest or even the appearance of conflicts of interest. Using a public position for private gain is improper and illegal, as is taking or facilitating actions that benefit friends or close relatives.
 - B. Examples of conflicts of interest include:
 - i. Directing state contracts to a business in which a member has a financial interest.

- ii. Using confidential information for private investments.
- iii. Accepting gifts or favors in exchange for certain regulatory rulings.
- iv. Accepting gifts or favors in exchange for making certain purchases.
- v. Obtaining personal favors from employees.
- vi. Accepting favors for disclosure of confidential information.
- vii. Engaging in outside employment which assists non-governmental entities in their quests for state business.

C. All members are responsible for knowing and must adhere to the Ethics in Public Service Act, chapter [42.52 RCW](#) while serving on the Board. Board members may incur penalties for violations of state ethics statutes.

3. Lobbying and Political Activity.

A. Board members are in a unique position that allows them to provide information and recommendations on issues. However, a Board member becomes a lobbyist when he or she attempts to influence the passage or defeat of any legislation by the Legislature, or the adoption or rejection of any rule, standard, rate or other legislative enactment or any state agency action under the Administrative Procedure Act, chapter [34.05 RCW](#).

B. Any Board member that undertakes lobbying must submit quarterly reports through their executive director that detail all lobbying expenditures, regardless of source, made or incurred by the Board member during the calendar quarter. Lobbying that must be reported includes in-person contacts with legislators or staff to influence action or inaction on legislation.

C. Providing legislative testimony is not a form of lobbying if it is done on behalf of the Board and at the request of the committee. However, testimony provided by individuals outside of their official Board activities and for personal interest may be considered lobbying.

D. As Board members, it is inappropriate to use their position on the board to assist in a campaign or election of any person to any office or the promotion or opposition to any ballot proposition, per chapter [42.17A RCW](#).

4. Preserving Confidentiality. All Board members are required to safeguard information provided to them in their roles on the Board. Especially important is that they preserve the confidentiality of protected information, such as patient records, obtained as part of the disciplinary process or privileged communications, such as attorney-client opinions from the Board's advising assistant attorney general.

5. Proper Communication and Ex-parte Contact. As representatives of the Board and, by extension, the Department of Health, all members should refrain from inappropriate communications, including e-mail communications, including those that may represent ex-parte contact. This may include, but is not limited to, communication with respondents during the disciplinary process, particularly in administrative hearings, or unauthorized communication with the media on behalf of the Board.

6. Public Disclosure. All Board members are responsible for knowing and must adhere to state requirements for public disclosure of documents. These requirements are set forth in chapter [42.56 RCW](#). Records relating to the conduct of official business of the Board, including e-mail, are subject to disclosure, even if they are the personal computer of the Board member.

Article IX - Adoption and Amendment of Bylaws

1. These bylaws will be initially adopted by the Board by a quorum majority vote of the entire Board. The bylaws will take effect immediately upon adoption.
 - A. These bylaws may be altered, amended or repealed by a majority of the Board members at any Board meeting. A simple two-thirds majority vote of the entire Board is required for approval.
 - B. Amendments to these bylaws may be proposed from any Board member at a Board meeting or by the executive committee of the Board itself.
 - C. Proposed amendments to these bylaws will be circulated to the entire Board between meetings and voted upon at a future Board meeting (as agreed to by the membership) as stipulated in **Article VI - Meeting Procedures**.

These bylaws adopted on the above date and signed/attested to below, hereby nullify and replace any prior Board bylaws.

APPROVED
Washington State Board of Massage

By: /s/
Chimere Figgire-Correa , LMT, Chair

Attest: _____
Devin Brooks, Program Manager

PAYROLL & TRAVEL

Alyssa Brazil – Administrative Assistant

Compensation

1. OHP compensates BCC members for a variety of duties performed. Boards and Committees are compensated differently than Commissions. Please see RCW 43.03 for applicable laws.
2. In accordance with statute, maximum compensation per day regardless of the length of time involved for that day, including travel time is:
 - Class 3 Boards and Committees is \$50
 - Class 5 Boards and Commissions is \$250

Timesheets

- Board, Commission and Committee (BCC) members are responsible to track their own time and submit completed time sheet at minimum after each board meeting.
- Public Service Act (chapter 42.52 RCW) applies to Board, Commission and Committee members when you are engaging in BCC business. It is important to accurately report your time and expenses.
- Activities that will be compensated include but not limited to:
 - Attendance at Board, Commission, or Committee business meetings
 - Preparing for BCC meetings to include reading packets
 - Telephone calls to and from staff & participation in conferences
 - New member orientation
 - Reviewing case files and preparing for presentations of case

Timesheets Continued...

- Payment goes out on the 10th and 25th of every month, depending on when you get the payment processed.
- Payroll has a cutoff of 4 days prior to payday.
- Payroll must be submitted the 10th of the following month after the board meeting occurs.

Hotel & Meals

- Hotel: For hotels, I will need the itemized receipt that is emailed to you upon checkout showing a zero-balance due. We will reimburse at the Per Diem Rate too
- Meals: You are allotted a per diem of \$18 for breakfast, \$20 for lunch, and \$36 for dinner. If a meal is being offered at the venue, you will not receive reimbursement, but there are exceptions for dietary needs or other reasons. No receipts are needed for your meals.

Flight & Rental Car

- **Travel/Mileage reimbursement:** For mileage, you can be reimbursed at the Per Diem Rate to and from the travel locations. That rate changed by county you are traveling.
- **Airfare:** For airfare, Once I provide authorization, I will reach out with the travel agent info to book your flight (the state will be billed directly). You can upgrade your seat if you wish, but you will need to pay the additional cost. We have a state contract with Alaska Air.
- **Receipts:** For transportation to and from each airport, you may take a shuttle, taxi, Uber or other transportation service. If it is over \$25, you will need to provide the receipt. For baggage fees, you will need a receipt no matter the amount.



Massage School Program Approval, Re-Approval, or Apprenticeship Application Packet

Contents:

1. 676-124 Contents List and Mailing Information.....1 page
2. 676-125 Application Instructions3 pages
3. 676-126 Massage School Program/Apprenticeship Standards.....5 pages
4. 676-127 Massage School Program Approval, Re-Approval,
or Apprenticeship Application2 pages
5. 676-117 Table of Contents3 pages
6. 676-128 Massage Program Courses Offered Form1 page
7. 676-138 Instructor/Trainer Resume1 page
8. 676-139 Massage Program Course Syllabus.....2 pages
9. RCW/WAC and Online Website Links.....1 page

Mail your completed application with documents to:

Board of Massage Training Program
P.O. Box 47852
Olympia, WA 98504-7852

Notify us by email when you mail in your binder at:

Massage.therapy@doh.wa.gov

Contact us:

360-236-4700

Before you start: Watch the 30-minute video "[How to Submit a Massage School Program Application for Washington State Approval](#)" for helpful instructions on completing and submitting this application.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

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Application Instructions Checklist

To expedite the review process, thoroughly review the following information and use the checklist to make sure all the required documents are submitted:

- Only hard copy applications and documents will be accepted. Applications must be submitted in a single 3-ring binder and organized in the order listed on the Table of Contents provided. Electronic applications will not be accepted.
- All pages must be numbered and printed single sided only.
- Unless otherwise stated, templates that are included in this application must be used. Documentation not provided on the templates will not be reviewed, and the application packet will be considered deficient.
- Only **one binder** needs to be submitted.
- In order to have ample review time, binders must be received no later than five weeks prior to a board meeting.
- All information must be typed or printed clearly in blue or black ink. You will be notified in writing of any outstanding documentation needed to complete the process.
- For helpful instructions on completing and submitting this application Watch the 30-minute video, "[How to Submit a Massage School Program Application for Washington State Approval.](#)"

Use the following checklist to help guide you through the application:

Select the type of application you are applying for on the first page of the application:

- First time approval of Massage School/Program
- Re-approval of Massage School/Program
- First time approval of Massage Apprenticeship Program
- Re-approval of Massage Apprenticeship Program

Legal Entity Type: check your legal owner/operator business structure type according to your Washington State Master Business License. Additional information is on the [Department of Revenue website](#).

1. Demographic Information:

Uniform Business Identifier Number (UBI number): Enter your Washington state UBI number. All Washington State businesses must have UBI numbers. City, county, and state government departments also have UBI numbers.

Federal ID Number (FEIN number): Enter your Federal ID Number, if the business has been issued one.

Legal Owner/Operator Name: Enter the owner's name as it appears on the UBI/Master Business License.

Mailing Address: Enter the owner's complete mailing address.

Phone, Fax and Cell Numbers: Enter the owner's phone, cell, and fax numbers.

Email and Web Address: Enter the owner's email and facility Web addresses, if applicable.

Facility/Agency Name: Enter the facility's name as advertised on signs, brochures, or Web site.

Physical Address: Enter the facility's physical street location including city, state, ZIP code, and county.

Phone, Fax and Cell Numbers: Enter the facility's phone, cell, and fax numbers.

Mailing Address: Enter the facility's mailing address, if different from the physical address.

Authorized Representative Name: Enter the facility's authorized representative's name.

Authorized Representative Phone and Email: Enter the authorized representatives email and phone.

2. Accreditation Information:

List if your school or program is accredited and provide attachments.

3. Program Information:

Provide the requested information about the program offered.

4. Program Representative Attestation:

The authorized program representative must sign and date this application.

Additional Information

The principal responsibility of the Board of Massage is to safeguard the public's health and safety by ensuring that licensed massage therapists are qualified to perform therapeutic massage, and that the schools or apprenticeship programs where they study will provide the education they need to do so. The board comprises five licensed massage therapists, one massage educator, and one consumer member of the public.

The process for considering your application is as follows:

- The application and documents are pre-reviewed by program staff. The pre-reviewer will contact the school if there are any minor deficiencies that can be easily corrected.
- The application is assigned and sent to two reviewing board members (RBMs) for their review and evaluation.
- At an upcoming board meeting, the RBMs will make a recommendation based on their review. The Board then votes to either approve, or send a deficiency letter, or deny program approval.
- Approval means that applicants for a massage therapy license who graduate from the school during the school's approval period will be eligible to take the massage licensing examination.
- A deficiency letter means the Board requires additional information from the school prior to program approval.
- When an applicant sends additional information, the Board reconsiders the application at a future Board meeting.

All completed massage school program or apprenticeship program application packets must be single sided with numbered pages and submitted in a single three-ring binder. To be considered complete, the application packet must contain the following:

- Completed massage school program/apprenticeship program application.
- Completed Table of Contents
- Supporting documents for each standard listed in the Table of Contents. The Table of Contents must list the page numbers and each standard must be separated and tabbed as follows:

- Standard One: Curriculum
- Standard Two: Academic Standards
- Standard Three: Faculty
- Standard Four: Student Clinic and/or Externships
- Standard Five: Health, Sanitation and Facilities
- Standard Six: Professional Conduct
- Standard Seven: Records
- Standard Eight: Eligibility

Schools accredited by the Commission on Massage Therapy Accreditation (COMTA) are not required to submit standards 2, 5, 6, 7, or 8.

The Board may conduct a site review. To ensure continued compliance, periodic follow-up site reviews may be conducted by the Board.

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Massage School Program/Apprenticeship Standards

To expedite the application process, read the instructions **carefully**. Applications must be complete and easy to review. Application packets that are not submitted as outlined below will be considered deficient and not be forwarded to the reviewing board members until they are complete.

Use the following checklist to ensure that all documents are submitted and in order:

- Completed [Application form](#)
- Completed [Table of Contents form](#)

Standard One—Curriculum

The curriculum shall be designed and presented to meet or exceed the minimum requirements in [WAC 246-830-430](#).

Standard One – Required Documentation:

- A. [Massage Program Courses Offered form](#): The applicant must list all courses taught in the program and not just those that satisfy Washington’s minimum subject hour requirements. The total hours of all courses offered must be the same as the total number of hours listed on Page 2 of the Massage School Program Application form.
- B. [Course syllabi](#). Each course must have an individual syllabus. A template and a fillable template have been included. You may use the fillable template or submit one using the same outline of the fillable template.
- C. Sample or samples of mid-term, final, or other equivalent exams for each of the following subjects:
 - Anatomy and physiology
 - Pathology
 - Kinesiology
 - Practicum criteria
 - Ethics and professionalism
 - Laws and rules pertaining to massage
- D. Statement regarding how a student will obtain first aid and CPR training
- E. Institutional philosophy or mission statement

Standard One Checklist – Curriculum

- [Massage Program Courses Offered form](#)
- [Course syllabi](#) which must be submitted using the fillable template or a document using the same outline. Any other format will not be accepted. Each course must have an individual syllabus.
- Sample or samples of mid-term, final, or other equivalent exams. Each exam must be clearly labeled indicating what subject(s) are included on the exam. Each of the following subjects must be covered in the exams:
 - Anatomy and physiology
 - Pathology
 - Kinesiology
 - Practicum criteria
 - Ethics and professionalism
 - Laws and rules pertaining to massage
- Statement on how a student will obtain first aid and CPR training
- Institutional philosophy or mission statement

Standard Two – Academic Standards

School catalogs will not be accepted as proof of the required policies. Each policy must be clearly titled and submitted individually.

Standard Two – Required Documentation

- A. A statement or policy on minimum standards for measuring student progress
- B. Policies and procedures for the following:
 - Admission
 - Progression
 - Graduation
 - Withdrawal
 - Dismissal
 - Nondiscrimination

Standard Two Checklist – Academic Standards

- A statement or policy on minimum standards for measuring student progress
- Policies and procedures for the following:
 - Admission
 - Progression
 - Graduation
 - Withdrawal
 - Dismissal
 - Nondiscrimination

Standard Three—Faculty:

Massage school program instructors or, an apprenticeship program trainer are required to be qualified by training and experience to provide effective instruction in the subjects they are teaching.

Standard Three – Required Documentation:

- A. A policy for ensuring minimum competency standards for instructors and a statement that all massage school, massage program or apprenticeship program instructors meet those standards (not necessary for apprenticeship programs)
- B. A statement or policy describing faculty members' participation in curriculum development and evaluation (not necessary for apprenticeship programs)
- C. A **resumé** for each instructor or trainer. Resumes must be submitted on the template provided in this packet. Personal resumes will not be accepted
- D. A listing of all instructors and the course(s) each instructor plans to teach.

Standard Three Checklist—Faculty

- Policy on minimum competency standards for instructors
- Statement or policy on faculty members' participation in curriculum development and evaluation
- Resumés** for each instructor or trainer. Resumes must be submitted on the template provided in this packet. Personal resumes will not be accepted.
- A listing of all instructors and the course(s) each instructor plans to teach.

Standard Four—Student Clinic

All clinical facilities are required to be adequate in size and resources for students to practice massage on the general public. All rooms used for consultations, massage therapy or treatment are required to be properly equipped with the resources needed to practice clinical hygiene procedures.

A faculty member who is a massage therapist with at least three-years of experience in massage therapy must provide direct supervision as a clinical supervisor and makes final decisions on the massage therapy that is rendered to a client by a student. A faculty member in the role of a clinical supervisor must ensure a ratio of no less than one faculty member to no more than six students who are actively performing massage.

Standard Four—Required Documentation:

- A. A statement that the student clinic is supervised by a faculty member who is a licensed massage therapist with at least three years of practical experience in massage therapy
- B. A statement that the faculty to student ratio in the student clinic is no less than one faculty member to no more than six students who are actively performing massage
- C. Policy or policies pertaining to the clinical supervisor's:
 - review of the health history of the student's client
 - review and approval of the student's massage plan
 - observation of a reasonable portion of each massage session based on the competency of the student
- D. Disclosure statement form provided to clients
- E. Client intake and screening form
- F. Client feedback form
- G. Supervisor feedback form

Standard Four Checklist—Student Clinic

- A statement that the student clinic is supervised by a faculty member who is a licensed massage therapist with at least three years of practical experience in massage therapy
- A statement that the faculty-to-student ratio in the student clinic is no less than one faculty member to no more than six students who are actively performing massage
- Policies pertaining to the clinical supervisor's:
 - review of the health history of the student's client
 - review and approval of the student's massage plan
 - observation of a reasonable portion of each massage session based on the competency of the student
- Disclosure statement form provided to clients
- Client intake and screening form
- Client feedback form
- Supervisor feedback form

Standard Five -- Health, Sanitation, and Facilities

All programs will have adequate facilities and equipment available for students learning massage therapy. All facility equipment will be maintained according to local rules and ordinances governing health and sanitation.

Standard Five—Required Documentation:

- A. A statement that facilities are maintained in accordance with state and local ordinances and rules governing health and sanitation
- B. Detailed floor plan of the facility. This includes dimensions of the floor plan and labeled photographs of the interior and exterior of the facility
- C. Detailed floor plan of student clinic. This includes dimensions of student clinic and labeled photographs
- D. List of equipment available to students in the classroom
- E. List of equipment available to students in the clinic
- F. List of library contents and computer or online resources

Standard Five Checklist—Health, Sanitation, and Facilities:

- A statement that facilities are maintained in accordance with state and local ordinances and rules governing health and sanitation
- Detailed floor plan of the facility including the following:
 - dimensions of the floor plan
 - labeled photographs of the interior of the facility
 - labeled photographs of the exterior of the facility
- Detailed floor plan of student clinic including the following:
 - dimensions of student clinic
 - labeled photographs of student clinic

- List of equipment available to students in the classroom
- List of equipment available to students in student clinic
- List of library contents and computer or online resources

Standard Six—Professional Conduct

Approved educational programs will follow professional standards. Students will be taught and will consistently practice professional draping techniques.

Standard Six—Required Documentation

Policies that outline faculty and student conduct

Standard Six Checklist—Professional Conduct

- Policies that outline faculty and student conduct

Standard Seven—Records

Records must be stored in a secured location and be made available upon a student's written request. The program transcript must provide adequate information to conclude that the student has successfully completed the approved educational program.

Standard Seven—Required Documentation

- A. Sample transcript
- B. Policy on release of student records consistent with applicable laws

Standard Seven Checklist—Records (not required if COMTA approved)

- Sample transcript
- Policy on release of student records consistent with applicable laws

Standard Eight—Eligibility

Washington massage schools must be eligible to operate under one of the following options:

- Is approved to operate in the state of Washington by the workforce training and education coordinating board, or
- Is licensed by private vocational education, or
- Is part of a college or university that is nationally or regionally accredited.

Standard Eight—Required Documentation

- Copy of the certificate of approval to operate this program.

Standard Eight Checklist—Eligibility

- Copy of Washington State Workforce Training Education Coordinating Board Certificate, or
- Verification that the school is licensed by private vocational education (see chapter 28C.10 RCW or Title 28B RCW), or
- Verification that the program is part of a college or university that is nationally or regionally accredited.

Date
Stamp
Here

Massage School Program or Apprenticeship Application

Application for: New Massage School/Program New Apprenticeship Program
 Re-approval Massage School/Program Re-approval of Apprenticeship Program

Legal Entity Type

- | | | |
|--|---|---|
| <input type="checkbox"/> Association | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Municipality (City) | <input type="checkbox"/> State Government Agency |
| <input type="checkbox"/> Federal Government Agency | <input type="checkbox"/> Municipality (County) | <input type="checkbox"/> Tribal Government Agency |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership | |

1. Demographic Information

UBI number	Federal Tax ID (FEIN) number
------------	------------------------------

Legal Owner/Operator Name

Mailing Address

City	State	ZIP Code	County
------	-------	----------	--------

School or Program Name (Business name as advertised on signs or Web site)

Physical Address

City	State	ZIP Code	County
------	-------	----------	--------

Phone (enter 10-digit number)	Cell (enter 10-digit number)	Fax (enter 10-digit number)
-------------------------------	------------------------------	-----------------------------

Mailing Address

City	State	ZIP Code	County
------	-------	----------	--------

Contact Email	Program/apprenticeship Web Address
---------------	------------------------------------

Authorized Representative Name

Authorized Representative Email	Authorized Representative Phone
---------------------------------	---------------------------------

2. Accreditation Information

Is your school approved by the Commission on Massage Therapy Accreditation (COMTA) or does your school hold any other federally approved accreditations?

Yes No

If yes, please list them. Attach copies of documentation verifying accreditation, including the agency's name, address and date accreditation was issued.

3. Program Information:

Provide the following information about the program offered.

Program Title

Length of Program

Hours

Weeks

Name of Certificate offered

Maximum faculty to student ratio

In classroom

In student clinic or externship

4. Program Representative Attestation:

I attest that I am the authorized representative of the above-named school or program, and that I am submitting this application for approval by the Washington State Board of Massage in that capacity. I have become familiar with the laws relating to Massage Therapists in [chapter 18.108 RCW](#) and [chapter 246-830 WAC](#).

I have reviewed the board's standards for approval and understand that this application will not be considered by the board if it is incomplete. I understand that a future site visit may be required. Once approved, any modification(s) to the program must be reported to the board within 30 days of the modification per [WAC 246-830-420\(5\)\(c\)](#).

Name of Authorized Representative

Title

Signature of Authorized Representative

Date (mm/dd/yyyy)



Washington State Department of
HEALTH
 Massage Credentialing
 P.O. Box 47877
 Olympia, WA 98504-7877
 360-236-4700

Massage School Program or Apprenticeship Application Table of Contents

Massage School Program or Apprenticeship Application	Page
Table of Contents	Pages
Standard 1: Curriculum	Tab 1
A. Massage Program Courses Offered spreadsheet	Page(s)
B. Course syllabi using either the fillable template provided in this application packet or following the same outline of the template.	Pages
C. Sample or samples of mid-term, final, or other equivalent exams for each of the following: <ul style="list-style-type: none"> • Anatomy and physiology • Pathology • Kinesiology • Practicum criteria • Ethics and professionalism • Laws and rules pertaining to massage 	Pages
D. A statement regarding how a student will obtain First Aid and CPR certification	Page
E. Institutional philosophy or mission statement	Page
Standard 2: Academic Standards	Tab 2
A. A statement or policy defining the minimum standards for measuring student progress	Page
B. Copies of policies and procedures for: <ul style="list-style-type: none"> • Admission • Progression • Graduation • Withdrawal • Dismissal • Nondiscrimination 	Page
Standard 3: Faculty	Tab 3
A. Policy on minimum competency standards for instructors and a statement that all massage school, massage program or apprenticeship program instructors meet those standards	Page

B. A statement or policy on faculty members' participation in curriculum development and evaluation	Page
C. A résumé for each instructor or trainer using the template provided in the application packet	Pages
D. A list of all instructors and the course(s) each instructor plans to teach	Page(s)
Standard 4: Student Clinic	Tab 4
A. A statement that the student clinic is supervised by a faculty member who is a licensed massage therapist with at least three-years of practical experience in massage therapy	Page
B. A statement that the faculty to student ratio in the student clinic is no less than one faculty member to no more than six students who are actively performing massage	Page
C. Policy or policies pertaining to the clinical supervisor's: <ul style="list-style-type: none"> • review of the health history of the student's client • review and approval of the student's massage plan • observation of a reasonable portion of each massage session based on the competency of the student 	Pages
D. Disclosure statement form provided to clients	Page
E. Client intake and screening form	Page
F. Client feedback form	Page
G. Supervisor feedback form	Page
Standard 5: Health, Sanitation and Facilities	Tab 5
A. A statement that facilities are maintained in accordance with state and local ordinances and rules governing health and sanitation	Page
B. Detailed floor plan of the facility that includes the following: <ul style="list-style-type: none"> • dimensions of the facility's floor plan • labeled photographs of the interior of the facility • labeled photographs of the exterior of the facility 	Pages
C. Detailed floor plan of student clinic that includes the following; <ul style="list-style-type: none"> • dimensions of the student clinic • labeled photographs of the student clinic 	Pages
D. List of equipment available to students in the classroom	Page
E. List of equipment available in the student clinic	Page
F. List of library contents and computer or online resources	Page
Standard 6: Professional Conduct	Tab 6
A. Policies on faculty and student conduct	Page(s)

Standard 7: Records	Tab 7
A. Sample transcript	Page
B. Policy on release of student records consistent with applicable law(s)	Page
Standard 8: Eligibility	Tab 8
<ul style="list-style-type: none"> - Copy of Washington State Workforce Training and Education Coordinating Board Certificate, or - Verification that the school is licensed by private vocational education, or - Verification that the program is part of a college or university that is nationally or regionally accredited 	Page

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Board of Massage
 PO Box 47852
 Olympia, WA 98504-7852
 360-236-4700

Massage Program Courses Offered

Attach additional sheets if necessary

Name of school/program							Total Program Hours			
Subject Area WAC 246-830-430										
		Anatomy & Physiology (90 Hours)	Kinesiology (60 Hours)	Pathology (70 Hours)	Theory & Practice (260 Hours)	Student Clinic (50 min to 75 max)	Clinical/ Business Practices (55 Hours)	Professional Ethics (40 Hours)	All other courses	COURSE TOTAL (must match syllabus)
Course Title	Page Number	Course Hours	Course Hours	Course Hours	Course Hours	Course Hours	Course Hours	Course Hours	Course Hours	
Subject Area Total										

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Massage Credentialing
 PO Box 47877
 Olympia, WA 98504-7877
 360-236-4700

Instructor/Trainer Resume

A separate resume must be submitted for each instructor/trainer.

Name	
-------------	--

Professional License Information	
License Number	
Original Issuance Date	
Expiration Date	
License Status	

Professional Education	
List in date order all your educational preparation and post-graduate training. Attach additional pages if necessary.	
School Program Name	Date Degree or Certificate Issued

Employment/Experience	
List in date order all your employment and experience relevant to what you will be teaching in the program. Attach additional pages if necessary.	
Employer and Type of Experience	Dates Worked (mm/yy – mm/yy)

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RCW/WAC and Online Website Links

RCW/WAC Links

[Chapter 18.108 RCW, Massage Therapists](#)

[Chapter 246-830 WAC, Massage Therapists](#)

[Chapter 18.130 RCW, Uniform Disciplinary Act](#)

[Chapter 34.05 RCW, Administrative Procedure Act](#)

[Chapter 246-12 WAC, Administrative Procedures and Requirements for Credentialed Health Care Providers](#)

Online

[Board of Massage webpage](#)

[Washington Workforce Training & Education Coordinating Board](#)



Washington State Board of Massage

School Approval Application Checklist

School Name..... _____
 Program Name..... _____
 Program Weeks and Hours _____
 Student Clinic Ratio..... _____
 Reviewing Board Members _____

	Yes	No
Application form		
Signed Attestation		
Table of Contents form		
Student Clinic teacher to student ratio of no less than 1 teacher to 6 students		
Table of Courses Offered spreadsheet		

RBM comments:

Table of Courses Offered Spreadsheet	Number of hours listed	Min. required hours
• Anatomy and Physiology		90
• Kinesiology		60
• Pathology		70
• Theory, Principles, and Practice of Massage		260
• Student Clinic		50-75
• Clinical/Business Practices		55
• Professional Ethics		40
• Other		0
<i>Total (must match program hours)</i>		

RBM comments:



Washington State Board of Massage

Standard One – Curriculum

A curriculum designed to meet or exceed the requirements listed in WAC 246-830-430.

Evidence of Standard One	Yes	No	Page
Is there a syllabus for each course on the Table of Courses Offered spreadsheet?			
Does each syllabus include the following information? <ul style="list-style-type: none"> • course title • subject matter • course hours • all instructor(s) name(s) • measurable course objectives • methods of evaluation • course schedule • textbooks or other instructional materials 			
Do the hours listed on syllabi match the program’s hours?			
Sample or samples of mid-term, final, or other equivalent exams for the following:			
<ul style="list-style-type: none"> • Anatomy and Physiology 			
<ul style="list-style-type: none"> • Pathology 			
<ul style="list-style-type: none"> • Kinesiology 			
<ul style="list-style-type: none"> • Practicum criteria 			
<ul style="list-style-type: none"> • Ethics and professionalism 			
<ul style="list-style-type: none"> • Laws and rules pertaining to massage 			
Statement on First Aid and CPR training			
Institutional philosophy OR mission statement			

RBM comments:



Washington State Board of Massage

Standard Two – Academic Standards

The school program instructors or apprenticeship trainer will regularly evaluate the quality of the instruction and provide students with expected competence and progress standards.

Evidence of Standard Two	Yes	No	Page
Copies of policies and procedures for the following:			
• Minimum standards for measuring student progress			
• Admission			
• Progression			
• Graduation			
• Withdrawal			
• Dismissal			
• Nondiscrimination including, but not limited to sex, gender, race, age, color, religion, sexual orientation, gender expression, physical handicap, national or ethnic origin, or other basis prohibited by law			

RBM comments:



Washington State Board of Massage

Standard Three – Faculty

Massage school, massage program, or an apprenticeship program faculty must be qualified by training and experience to provide effective instruction in the subjects they are teaching. Faculty members who teach hands on courses must have a minimum of three years’ experience in the subject matter being taught.

Evidence of Standard Three	Yes	No	Page
A policy for ensuring minimum qualification and competency standards for instructors and a statement that all massage school, massage program or apprenticeship program faculty meet those standards			
A statement or policy on faculty members’ participation in curriculum development and evaluation			
A résumé for each instructor			
A listing of all instructors and the courses each instructor plans to teach			

RBM comments:



Standard Four – Student Clinic

A student clinic must be supervised by a faculty member who is a licensed massage therapist with at least three-years of experience in massage therapy. A faculty member in the role of a clinical supervisor must ensure a ratio of no less than one faculty member to no more than six students who are actively performing massage treatment.

Evidence of Standard Four	Yes	No	Page
A statement that the student clinic is supervised by a massage therapist with at least three-years of experience in massage therapy.			
A statement that the faculty to student ratio is no less than one instructor to no more than six students who are actively performing massage			
Policy or policies pertaining to the following roles of the clinic supervisor:			
• Review of the health history of the student's client			
• Review and approval of the student's massage plan			
• Observation of a reasonable portion of each massage session based on the competency of the student			
Disclosure statement form provided to clients			
Client intake and screening form			
Client feedback form			
Supervisor feedback form			

RBM comments:



Washington State Board of Massage

Standard Five – Health, Sanitation, and Facilities

All programs will have adequate facilities and equipment available for students learning massage therapy. All facility equipment will be maintained according to state and local ordinances and these rules governing health and sanitation. An adequate reference library, appropriate to the subjects being taught is required.

Evidence of Standard Five	Yes	No	Page
A statement that facilities are maintained in accordance with state and local ordinances and these rules governing health and sanitation			
A floor plan of the facility			
A floor plan of the student clinic			
A list of equipment in the classroom			
A list of equipment in the student clinic			
A list of the library contents and computer or online resources available to students			

RBM comments:

Standard Six – Professional Conduct

Approved educational programs will follow professional standards. Students will be taught and will consistently practice professional draping techniques. Students will be taught to professionally respond to client requests.

Evidence of Standard Six	Yes	No	Page
A copy of policies on faculty and student conduct			

RBM comments:



Washington State Board of Massage

Standard Seven – Records

Records must be stored in a secured location and be made available upon a student's written request.

Evidence of Standard Seven	Yes	No	Page
A copy of a sample transcript			
A policy on release of student records consistent with applicable law(s)			

RBM comments:

Standard Eight – Eligibility

Must be eligible to operate under one of the following entities.

Evidence of Standard Five	Yes	No	Page
Meets one of the following options:			
<ul style="list-style-type: none"> Is approved to operate in the state of Washington, or has pending approval by the workforce training and education coordinating board, or 			
<ul style="list-style-type: none"> Is licensed by private vocational education, or 			
<ul style="list-style-type: none"> Is part of a college or university that is nationally or regionally accredited 			

RBM comments:

RBM RECOMMENDATION

- Approve
 Send deficiency letter
 Deny

Notes for Deficiency Letter:

Signature of Reviewing Board Member

Date of Review



Washington State Board of Massage

TRANSFER PROGRAM CHECKLIST

School Name..... _____

Program Name..... _____

Reviewing Board Members _____

	Yes	No
Application form		
Signed Attestation		
Table of Contents form		

RBM comments:

Academic Standards

	Yes	No	Page
Copies of policies and procedures for the following:			
• Admission			
• Transfer of credits (how you determine hours/credits that can be transferred)			
• Progression			
• Graduation			
• Withdrawal			
• Dismissal			

RBM comments:



Washington State Board of Massage

Records

	Yes	No	Page
A copy of a sample transcript			

RBM comments:

Eligibility

	Yes	No	Page
Meets one of the following options:			
<ul style="list-style-type: none"> Is approved to operate in the state of Washington, or has pending approval by the workforce training and education coordinating board, or 			
<ul style="list-style-type: none"> Is licensed by private vocational education, or 			
<ul style="list-style-type: none"> Is part of a college or university that is nationally or regionally accredited 			
Board of Massage – massage program approval letter			

RBM comments:

RECOMMENDATION

Approve
 Send deficiency letter (see below)
 Deny

Notes for the deficiency letter:

Signature of Reviewing Board Member

Date of Review

Massage School Transfer Program Application Packet

Contents:

1. 676-131 Contents List and Mailing Information..... 1 page
2. 676-132 Application Instructions 1 page
3. 676-133 Massage School Transfer Program Application 2 pages
3. 676-134 Table of Contents 1 page
5. RCW/WAC and Online Website Links..... 1 page

In order to process your request:

Mail your application and other documents to:

Board of Massage
Training Program
P.O. Box 47877
Olympia, WA 98504-7877

Contact us:

360-236-4700

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Application Instructions Checklist

All information should be printed clearly in blue or black ink. You will be notified in writing of any outstanding documentation needed to complete the process.

Use the following checklist to help guide you through the application.

- Legal Entity Type:** check your legal owner/operator business structure type according to your Washington State Master Business License. You can find additional information on the [Department of Revenue website](#).
- 1. Demographic Information:**
 - Uniform Business Identifier Number (UBI #):** Enter your Washington State UBI #. All Washington State businesses must have UBI #s. City, county, and state government departments also have UBI #s.
 - Federal ID Number (FEIN #):** Enter your Federal ID Number, if the business has been issued one.
 - Legal Owner/Operator Name:** Enter the owner's name as it appears on the UBI/ Master Business License.
 - Mailing Address:** Enter the owner's complete mailing address.
 - School or Program Name:** Enter the facility's name as advertised on signs, brochures, or Web site.
 - Physical Address:** Enter the facility's physical street location including city, state, zip code, and county.
 - Phone, Fax and Cell Numbers:** Enter the facility's phone, cell, and fax numbers.
 - Mailing Address:** Enter the facility's mailing address, if different than the physical address.
 - Contact Email and Program Web Address:** Enter facility's contact email and web site address.
 - Authorized Representative Name:** Enter the facility's authorized representative's name.
 - Authorized Representative Phone and Email:** Enter the authorized representatives email and phone.
- 2. Program Information:**

Provide the requested information about the program offered.
- 3. Program Representative Attestation:**

The authorized program representative must sign and date this application.

(This page intentionally left blank.)

Date
Stamp
Here

Massage School Program or Apprenticeship Application

Legal Entity Type

- | | | |
|--|---|---|
| <input type="checkbox"/> Association | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Municipality (City) | <input type="checkbox"/> State Government Agency |
| <input type="checkbox"/> Federal Government Agency | <input type="checkbox"/> Municipality (County) | <input type="checkbox"/> Tribal Government Agency |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership | |

1. Demographic Information

UBI #		Federal Tax ID (FEIN) #	
Legal Owner/Operator Name			
Mailing Address			
City	State	Zip Code	County
School or Program Name (Business name as advertised on signs or Web site)			
Physical Address			
City	State	Zip Code	County
Phone (enter 10 digit #)	Cell (enter 10 digit #)		Fax (enter 10 digit #)
Mailing Address			
City	State	Zip Code	County
Contact Email		Program/apprenticeship Web Address	
Authorized Representative Name			
Authorized Representative Email		Authorized Representative Phone	

2. Program Information:

Provide the following information about the program offered.

Program Title

Name of Certificate offered

Maximum faculty to student ratio

In classroom

In student clinic or externship

3. Program Representative Attestation:

I attest that I am the authorized representative of the above named school or program, and that I am submitting this application for approval by the Washington State Board of Massage in that capacity. I have received and become familiar with The Law Relating to Massage Therapy, [RCW 18.108](#), along with Washington's Uniform Disciplinary Code [RCW 18.130](#) and Washington's Administrative Code, [Chapter 246-830](#).

I have reviewed the board's standards for approval, and understand that this application will not be considered by the board if it is incomplete. I understand that a future site visit may be required. Once approved, any modification(s) to the program must be reported to the board within 60 days of the modification per [WAC 246-830-420\(9\)](#).

Name of Authorized Representative

Title

Signature of Authorized Representative

Date (mm/dd/yyyy)



Massage Credentialing
 P.O. Box 47877
 Olympia, WA 98504-7877
 360-236-4700

Massage School Transfer Program Application Table of Contents

Application—Complete the Department of Health Application	Page 1
Academic Standards The school or program instructors, or apprentice trainer shall regularly evaluate the quality of the instruction and require a clearly defined set of standards of competence and progress for the students. Graduation from the program shall be dependent on mastery of the knowledge and skills presented.	Tab 1
A. A clear statement of policy defining the minimum standards for measuring student progress.	Page #
B. Copies of policies and procedures for: <ul style="list-style-type: none"> • Admission (how you determine who can be admitted) • Transfer of credits (how you determine hours/credits that can be transferred) • Progression (how learning is measured) • Graduation • Withdrawal • Dismissal (corrective measures used when a student is found not to be meeting minimum standards) 	Page #
Records Attendance records and education performance records are accurate and organized.	Tab 2
A. Sample transcript and certificate of completion	Page #
Eligibility Washington schools must have been approved by the Washington Workforce Training and Education Coordinating Board (the Workforce) and the Washington State Board of Massage (the Board).	Tab 3
A. Copy of Washington State Workforce Training and Education Coordinating Board Certificate or other states equivalency (if applicable).	Page #
B. Copy of the Washington State Board of Massage program approval letter.	Page #

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RCW/WAC and Online Website Links

RCW/WAC Links

[Uniform Disciplinary Act, RCW 18.130](#)

[Administrative Procedure Act, RCW 34.05](#)

[Administrative Procedures and Requirements, WAC 246-12](#)

Online

[Board of Massage, Web Page](#)

[Federation of State Massage Therapy Boards, \[www.fsmtb.org\]\(http://www.fsmtb.org\)](#)

[Washington State Approved Massage Programs, School List](#)

[The National Certification Board of Therapeutic Massage and Bodywork](#)



ADVOCATE FOR MASSAGE THERAPY AS A RECOGNIZED AND RESPECTED HEALTHCARE PROFESSION

Date: March 11, 2025

To: Chimere Figaire-Correa, LMT, Chair, and Members of the Board of Massage (BOM) and the Massage Therapy Section of the Department of Health

From: Robbin Blake, LMT, WSMTA Board Member, Government Relations Director, (rblake@mywsmta.org)
Marybeth Berney, LMT, WSMTA President, Government Relations Member, (mberney@mywsmta.org)
Sherise Gueck, LMT, WSMTA Government Relations Member (sgueck@mywsmta.org)

re: WSMTA Comments -- Licensing by Endorsement –11/15/24 BOM Committee Meeting

WSMTA would like to thank the Board of Massage, especially the prior Endorsement Committee, DOH staff, and the Assistant AG Kristi Knieps for all of the work that has gone into helping to craft language for WAC 246-830-035 Licensing by Endorsement for Out-of-State Applicants to help make it more understandable to anyone who reads this WAC as well as for increasing access to Washington via section 3. We welcome the new Endorsement Committee.

WSMTA suggests that everyone ask and answer each of the following questions according to how they understand the current proposed language for sections 1 and 2 only:

- If an applicant comes from a state requiring a minimum of 500 hours and if the applicant has 625 hours of education would Washington let this applicant into our state if they meet all other requirements? Why or why not?
- If an applicant comes from a state requiring a minimum of 625 hours and if the applicant has 625 hours of education, would Washington let this applicant into our state if they meet all other requirements? Why or why not?
- If an applicant comes from a state requiring a minimum of 625 hours and if the applicant has 350 hours of education due to being grandfathered in, would Washington let this applicant into our state if they meet all other requirements? Why or why not?
- If an applicant comes from a state requiring a minimum of 500 hours and if the applicant has 500 hours and 2 years work experience and meets all other endorsement requirements, would Washington let this applicant in? Why or why not?
- If an applicant comes from a state requiring a minimum of 625 hours and if the applicant has 500 hours and 2 years work experience and meets all other endorsement requirements, would Washington let this applicant in? Why or why not?
- Do sections 1 and 2 of the current proposed endorsement language give you a clear answer in all the above instances?

In WSMTA Government Relation's (GR's) review of the proposed language, we put ourselves in the shoes of the "average LMT" to try and determine if there were any issues with how the "average LMT" would interpret the proposed language. We also asked a small group of LMTs to read through the WAC and answer some questions to see what their interpretation was. Here are the results of our review of the proposed language before the Board of Massage:

- In section 2b, the two-year work requirement was dropped from the 500-hour education requirement. It needs to remain, because 500 hours of education alone cannot be construed to be equivalent to 625 hours of education.
- When asked, most LMTs interpreted each section, 1, 2 and 3 to be independent of each other, not that section 2 defined what “substantial equivalency” is in section 1a.
- There is still a big confusion as to whether sections 1 and 2:
 - equate our state’s educational requirements to the applicant’s state’s requirements **or** to the applicant’s education; or,
 - equate our state’s requirements to the applicant’s state’s requirements **and** to the applicant’s education
- The majority opinion of the LMTs we talked to stated they thought sections 1 and 2 compared the applicant’s number of massage school education hours to Washington state’s educational requirements. They asked the question, “why have a 625-hour requirement, if only 500 hours was acceptable?” They did not know that the 500-hour educational requirement of also having 2-years of work experience was missing.

When WSMTA’s GR team reads the current proposed endorsement language, we believe that we can make at least 3 credible interpretations of the current proposed WAC. Therefore, WSMTA is making an alternative suggestion by reordering the components and stating very plainly exactly what is meant. We refer to our new revised version as the “new alternative” versus the “current proposed” endorsement language.

- We re-organized the bullets in sub sections 1a – 1c so that the one bullet that needs multiple examples to define it is the last item in the list for the ease of reading.
- We moved section 3b to section 1ciii because, really, this is just another alternative equivalency. We added the language “**completed in no fewer than twenty-four weeks and was approved by the equivalent licensing agency in which it was located at the time of applicant's graduation;**” for consistency of language and because the 24 weeks was meant to keep out potential applicants with education from certificate mills.

Our additions are in blue, our deletions are in red and struck out.

Thank you for your consideration,
The WSMTA GR team.

WSMTA’s Proposed Solution (New Alternative Endorsement Language)

WAC 246-830-035 Licensing by endorsement for out-of-state applicants.

(1) A massage therapist applicant holding an active and unrestricted massage license in another state or foreign jurisdiction may be granted a Washington massage license if:

- (a) ~~(b)~~ The applicant provides proof of successful completion of the Washington state massage jurisprudence examination; AND
- (b) ~~(c)~~ The applicant satisfies the requirements in WAC 246-830-020. AND
- (c) ~~(a)~~ The board determines the other state's or foreign jurisdiction's education and training requirements are substantially equivalent to Washington's. ~~AND~~ **Substantial equivalency means any of the following options:**
 - i. ~~(2)(a)~~ **The applicant's current state or foreign jurisdiction's education and training requirements are substantially equivalent to both Washington state's current education and training requirements AND the applicant's education included a** minimum of six hundred twenty-five hours of education and training, ~~to be~~ completed in no fewer than twenty-four weeks and **was** approved by the equivalent licensing agency in which it ~~was~~ **is** located at the time of applicant's graduation; OR

- ii. ~~(2)(b)~~ Regardless of the applicant's current state or foreign jurisdiction's education and training requirements, the applicant's education included ~~a~~ a minimum of five hundred hours of education and training which ~~was is~~ approved by the equivalent licensing agency in which it ~~was is~~ located at the time of applicant's graduation; ~~AND at least two years of massage therapy work experience~~; AND documentation of at least twenty-four hours of continuing education as required in WAC 246-830-475 within two years prior to making the application; OR
- iii. ~~(3)(b) If it~~ The applicant has been licensed in another state or foreign jurisdiction for at least two years immediately preceding their application with no interruption in licensure lasting longer than 90 days; AND the applicant shows proof of at least twenty-four hours of continuing education as required in WAC 246-830-475 within two years prior to making the application; AND the applicant provides proof of successful completion of the Washington state massage jurisprudence examination; AND the applicant satisfies the requirements in WAC 246-830-430 ~~completed in no fewer than twenty-four weeks and was approved by the equivalent licensing agency in which it was located at the time of applicant's graduation~~; ~~OR AND WAC 246-830-020~~.
- iv. ~~(2)(c)~~ The applicant meets the requirements of RCW 18.130.077.

~~(2)(3)~~ If an applicant does not meet the requirements of this section, then the applicant may:

- (a) Fulfill the remaining education and training requirements as outlined in WAC 246-830-037; AND the applicant satisfies the requirements in WAC 246-830-020. ~~;~~ ~~OR~~



ADVOCATE FOR MASSAGE THERAPY AS A RECOGNIZED AND RESPECTED HEALTHCARE PROFESSION

Date: November 12, 2024

To: Chimere Figaire-Correa, LMT, Chair, and Members of the Board of Massage (BOM) and the Massage Therapy Section of the Department of Health

From: Robbin Blake, LMT, WSMTA Board Member, Government Relations Director, (rblake@mywsmta.org)
Marybeth Berney, LMT, WSMTA President, Government Relations Member, (mberney@mywsmta.org)

re: WSMTA Comments -- Licensing by Endorsement –11/15/24 BOM Committee Meeting

WSMTA would like to thank the Board of Massage, especially the Endorsement Committee, DOH staff, and the Assistant AG Kristi Knieps for all of the work that has gone into helping to craft language for WAC 246-830-035 Licensing by Endorsement for Out-of-State Applicants to help make it more understandable to anyone who reads this WAC as well as for increasing access to Washington via section 3.

In WSMTA Government Relation's (GR's) review of the proposed language, we additionally attempted to put ourselves in the shoes of the "average LMT" to try and determine if there were any issues with how the "average LMT" would interpret the proposed language. We also asked a small group of LMTs to read through the WAC and answer some questions to see what their interpretation was. Here are the results of our review:

- In section 2b, the two-year work requirement was dropped from the 500-hour requirement. It needs to remain, because 500 hours of education alone cannot be construed to be equivalent to 625 hours of education.
- When asked, most LMTs interpreted each section, 1, 2 and 3 to be independent of each other, not that section 2 defined what "substantial equivalency" is in section 1a.
- There is still a big confusion as to whether sections 1 and 2:
 - equate our state's educational requirements to the applicant's state's requirements **or** if the applicant's education, regardless of what the educational requirements are in the applicant's state, have to be substantially equivalent to our state's requirements; or,
 - equate our state's requirements to the applicant's state's requirements **and** to the applicant's education
- The majority opinion of the LMTs we talked to stated they thought sections 1 and 2 compared the applicant's number of massage school education hours to Washington state's educational requirements. They also asked the question, "why have a 625-hour requirement, if only 500 hours was acceptable?" They did not know that the 500-hour educational requirement of also having 2-years of work experience was missing from that section.

WSMTA suggests that everyone ask and answer each of the following questions according to how they understand the proposed language for sections 1 and 2 only:

- If an applicant comes from a state requiring a minimum of 500 hours and if the applicant has 625 hours of education would Washington let this applicant into our state if they meet all other requirements? Why or why not?

- If an applicant comes from a state requiring a minimum of 625 hours and if the applicant has 625 hours of education, would Washington let this applicant into our state if they meet all other requirements? Why or why not?
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- If an applicant comes from a state requiring a minimum of 500 hours and if the applicant has 500 hours and 2 years work experience and meets all other endorsement requirements, would Washington let this applicant in? Why or why not?
- If an applicant comes from a state requiring a minimum of 625 hours and if the applicant has 500 hours and 2 years work experience and meets all other endorsement requirements, would Washington let this applicant in? Why or why not?
- Do sections 1 and 2 give you a clear answer in all the above instances?

When WSMTA's GR team reads the current proposed endorsement language, we interpret that section 2 relates to the applicant's education and not to their state's educational requirements. If this is not the intent, we suggest that more work needs to be done to create clarity. We have made several minor edits to the proposed language to help create clarity. Our additions are in blue, our deletions are in red and struck out.

Thank you for your consideration,
The WSMTA GR team.

WAC 246-830-035 Licensing by endorsement for out-of-state applicants.

(1) A massage therapist applicant holding an active and unrestricted massage license in another state or foreign jurisdiction may be granted a Washington massage license if:

(a) The board determines the other state's or foreign jurisdiction's education and training requirements are substantially equivalent (as defined in section 2) to Washington's; AND

(b) The applicant provides proof of successful completion of the Washington state massage jurisprudence examination; AND

(c) The applicant satisfies the requirements in WAC 246-830-020.

(2) Substantial equivalency, as used in section 1a, means the applicant's a course of study at a massage school or massage program that requires:

(a) A minimum of six hundred twenty-five hours of education and training, to be completed in no fewer than twenty-four weeks and approved by the equivalent licensing agency in which it is located at the time of applicant's graduation; OR

(b) A minimum of five hundred hours of education and training which is approved by the equivalent licensing agency in which it is located at the time of applicant's graduation; AND at least two years of experience; AND documentation of at least twenty-four hours of continuing education as required in WAC 246-830-475 within two years prior to making the application; OR

(c) The applicant meets the requirements of RCW 18.130.077.

(3) If an applicant does not meet the requirements of this section, then the applicant may:

(a) Fulfill the remaining education and training requirements as outlined in WAC 246- 830-037; AND the applicant satisfies the requirements in WAC 246-830-020; OR

(b) If the applicant has been licensed in another state or foreign jurisdiction for at least two years immediately preceding their application with no interruption in licensure lasting longer than 90 days; AND the applicant shows proof of at least twenty-four hours of continuing education as required in WAC 246-830-475 within two years prior to making the application; AND the applicant provides proof of successful completion of the Washington state massage jurisprudence examination; AND the applicant satisfies the requirements in WAC 246-830-430 AND WAC 246-830-020.

Proposed Language

[WAC 246-830-035](#) Licensing by endorsement for out-of-state applicants.

(1) A massage therapist applicant holding an active and unrestricted massage license in another state or foreign jurisdiction may be granted a Washington massage license if:

(a) The board determines the other state's or foreign jurisdiction's education and training requirements are substantially equivalent to Washington's; AND

(b) The applicant provides proof of successful completion of the Washington state massage jurisprudence examination; AND

(c) The applicant satisfies the requirements in WAC [246-830-020](#).

(2) Substantial equivalency means a course of study at a massage school or massage program that requires:

(a) A minimum of six hundred twenty-five hours of education and training, to be completed in no fewer than twenty-four weeks and approved by the equivalent licensing agency in which it is located at the time of applicant's graduation; OR

(b) A minimum of five hundred hours of education and training which is approved by the equivalent licensing agency in which it is located at the time of applicant's graduation; AND documentation of at least twenty-four hours of continuing education as required in WAC [246-830-475](#) within two years prior to making the application; OR

(c) The applicant meets the requirements of RCW [18.130.077](#).

(3) If an applicant does not meet the requirements of this section, then the applicant may:

(a) Fulfill the remaining education and training requirements as outlined in WAC [246-830-037](#); AND the applicant satisfies the requirements in WAC [246-830-020](#); OR

(b) If the applicant has been licensed in another state or foreign jurisdiction for at least two years immediately preceding their application with no interruption in licensure lasting longer than 90 days; AND the applicant shows proof of at least twenty-four hours of continuing education as required in WAC [246-830-475](#) within two years prior to making the application; AND the applicant provides proof of successful completion of the Washington state

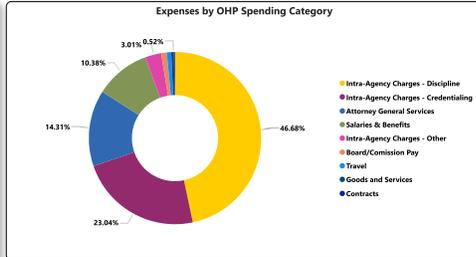
massage jurisprudence examination; AND the applicant satisfies the requirements in WAC [246-830-430 AND WAC 246-830-020](#) .

Massage Therapist & Reflexologist

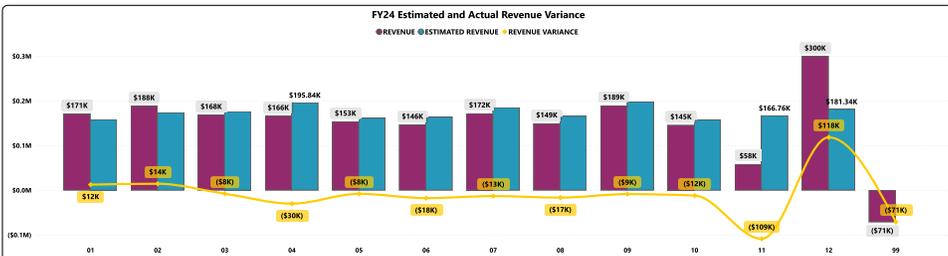
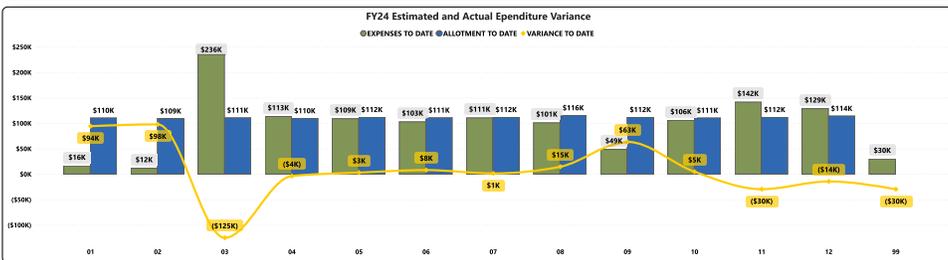
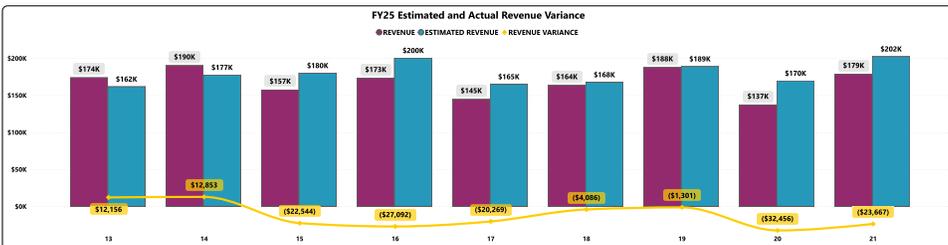
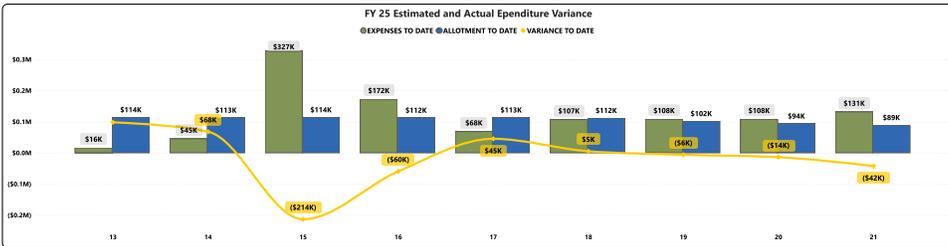
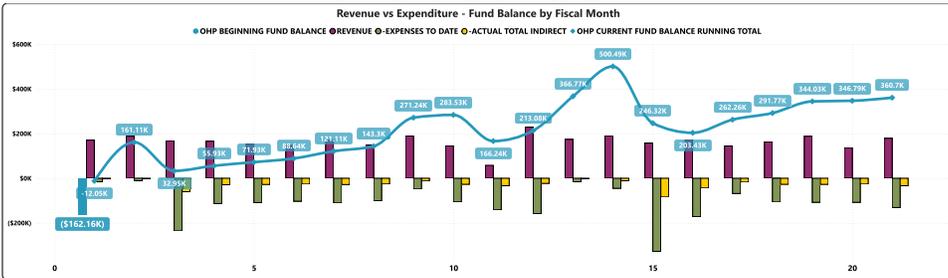
FY2024 Starting Fund Balance (\$162.2K)	Current Fund Balance \$360.70K	FY24 HELMS Transfer (\$71K)	Revenue \$3.51M	Expenses + Total Indirect + HELMS \$2.99M
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Fiscal Month							
01	04	07	10	13	16	19	99
02	05	08	11	14	17	20	
03	06	09	12	15	18	21	

Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE	ACTUAL TOTAL INDIRECT
☐ Massage Therapist & Reflexologist	\$2,302,446	\$2,338,667	(\$36,221)	\$578,164
☐ Intra-Agency Charges - Discipline	\$1,058,842	\$1,091,718	(\$32,876)	
☐ Intra-Agency Charges - Credentialing	\$668,395	\$538,922	\$69,473	
☐ Attorney General Services	\$301,875	\$334,584	(\$32,709)	
☐ Salaries & Benefits	\$212,108	\$242,740	(\$30,632)	
☐ Intra-Agency Charges - Other	\$78,155	\$70,434	\$7,721	
☐ Board/Commission Pay	\$16,500	\$24,563	(\$8,063)	
☐ Travel	\$21,357	\$19,171	\$2,186	
☐ Goods and Services	\$2,450	\$12,073	(\$9,623)	
☐ Contracts	\$1,000	\$4,463	(\$3,463)	
☐ Indirect				\$578,164
☐ IT Equipment	\$1,764		\$1,764	
Total	\$2,302,446	\$2,338,667	(\$36,221)	\$578,164



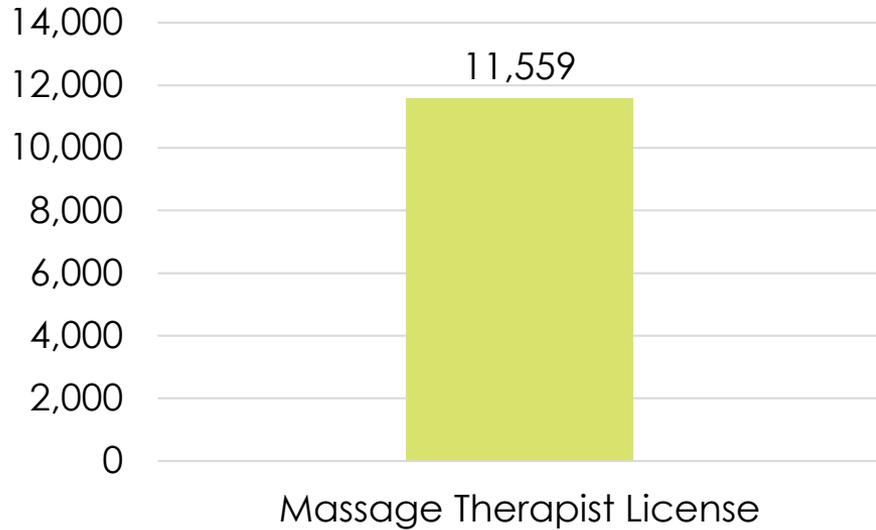
Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
☐ Massage Therapist & Reflexologist	\$1,695,836.00	\$1,439,690	(\$256,146)
Total	\$1,695,836.00	\$1,439,690	(\$256,146)



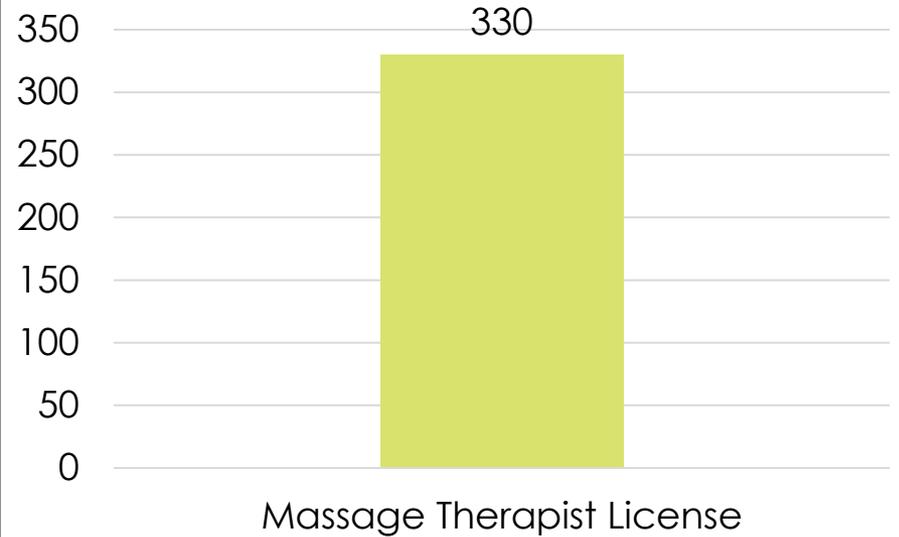


BOARD OF MASSAGE
May 15, 2025

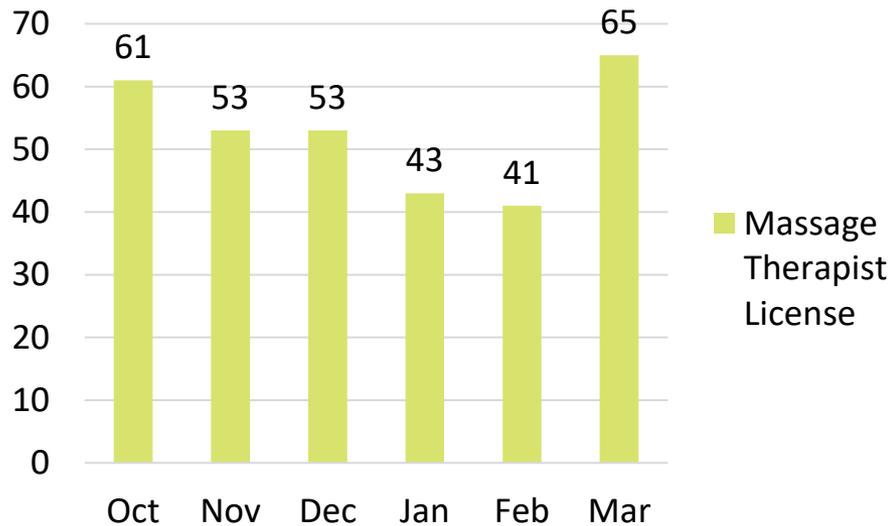
Active Status Counts



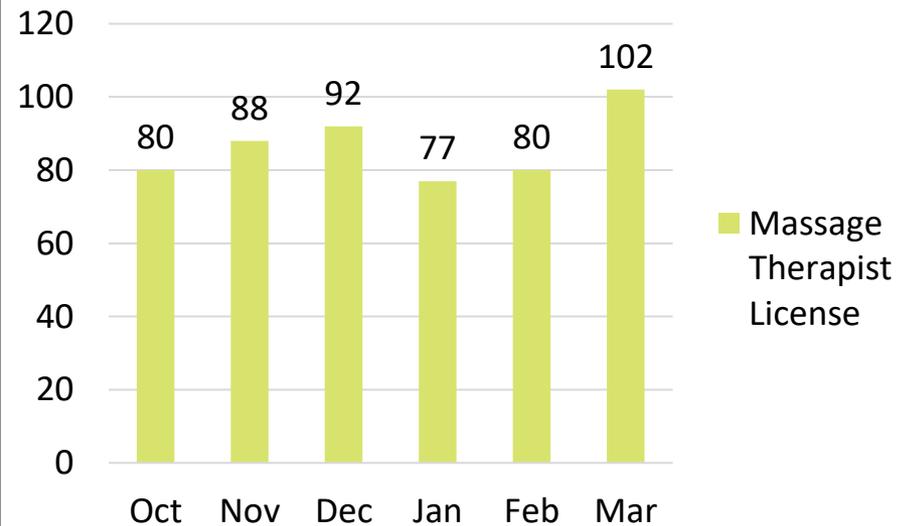
Pending Status Counts



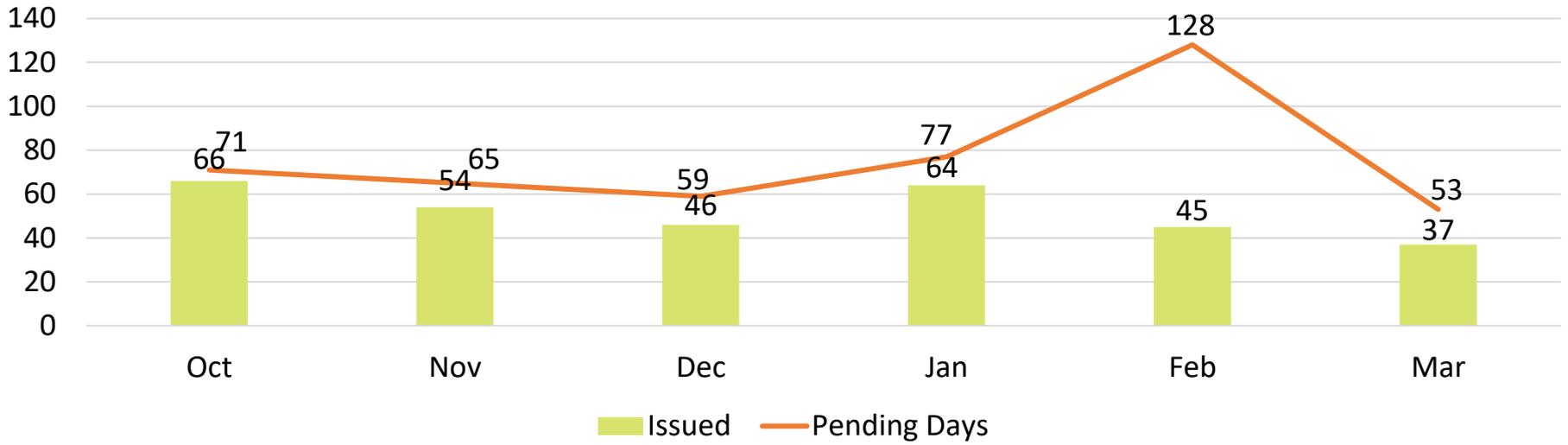
Applications Received



Credentials Expiring by Month



Overall Application Processing Time



Updates:

Contact Information

DOH website: www.doh.wa.gov

Licensing/Certification link for requirements and forms and the
Provider Credential Search link for credential status

QA/CQI Administrator:

Zach Patnode zachary.patnode@doh.wa.gov

Section Executive Director:

James Chaney ulysses.chaney@doh.wa.gov

Deputy Credentialing Manager:

Karen Stricklett karen.stricklett@doh.wa.gov

Health Professions Supervisor

Danielle Dooley danielle.dooley@doh.wa.gov



Washington State Department of Health is committed to providing customers with forms and publications in appropriate alternate formats. Requests can be made by calling 800-525-0127 or by email at civil.rights@doh.wa.gov. TTY users dial 711.

Disciplinary Statistics

Case Status	4/24/25	2/24/25	1/2/25	10/21/24	8/6/24	6/24/24	4/22/24
Adjudication	6	4	6	8	9	5	4
Case Disposition	39	36	30	29	30	33	32
Compliance Monitoring	27	21	20	21	23	25	27
Investigation	23	21	23	21	27	23	20
Pending Service	22	18	15	16	16	15	12
SOA served- awaiting response	2	1	1	0	0	1	0
SOC served- awaiting response	0	1	0	0	4	6	6

Massage Therapy Training programs expiring 2025 Report ran on 2/10/2025

*Please submit applications in PDF format to message.therapy@doh.wa.gov

[Massage Training Program Application Packet](#)

[Massage School Transfer Program Application Packet](#)

Program	Expiration
Spectrum Center School of Massage- 740 hr	02/21/2025
Spectrum Center School of Massage- 840 hr	02/21/2025
Elite Massage School- 700 hr	05/09/2025
West by Northwest School of Massage - 915 hr Lynnwood	06/09/2025
West by Northwest School of Massage - 915 hr Hybrid day program- Everett	07/29/2025
West by Northwest School of Massage - 760 hr Hybrid transfer evening program- Everett	07/29/2025
West by Northwest School of Massage - 915 hr Hybrid transfer day program- Everett	07/29/2025
Northwest Academy for the Healing Arts- 661 hr Hybrid Bellingham	08/12/2025
Northwest Academy for the Healing Arts- 661 hr Hybrid Tacoma	08/21/2025
Northwest Academy for the Healing Arts- 661 hr Hybrid Seattle	08/21/2025
Coeur d'Alene Massage School – 650 hr	09/22/2025
American Institute of Clinical Massage – 750 hr	09/23/2025
Victoria's Academy of Cosmetology- 750 hr Full time program	09/23/2025
Victoria's Academy of Cosmetology – 750 hr part time program	09/23/2025
Pacific Northwest Massage Academy – 725 hr transfer program	11/13/2025
Sage Academy of Massage & Bodyworks- 775 hr	11/30/2025
Zorganics Institute – 750 hr	11/30/2025
Columbia River Institute of Massage Therapy- 750 hr	12/31/2025
Northwest Academy for the Healing Arts- 644 hr Bellingham	12/31/2025
Northwest Academy for the Healing Arts- 644 hr Tacoma	12/31/2025
Northwest Academy for the Healing Arts- 644 hr Seattle	12/31/2025

Northwest Academy for the Healing Arts transfer programs (All 3 locations)	12/31/2025
Port Townsend School of Massage- 669 hr weekend program	12/31/2025

Expired and not Renewed in 2024 Report ran on 2/10/2025

School	Program	Expiration
NW Academy of Massage and Energetic Healing	600 Hr	01/11/2024
West by Northwest School of Massage LLC	760 Hr Evening	01/11/2024
Therapeutic Connections School of Massage (TCSM)	750Hr	03/08/2024
Victoria's Academy of Cosmetology	750 Hr part time	05/03/2024
Clover Park Technical College	660 Hr	07/19/2024
Northwest School of Massage	650 Hr	09/10/2024