



Washington State Board of Massage

Board Training Agenda
July 18, 2024 | 9:00 a.m.

Physical location

Ramada by Wyndham- Conference room
8909 West Airport Drive,
Spokane, WA 99224

Remote attendance

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

Or call in (audio only) Phone number:
Webinar ID:

Board Members

Chimere Figaire-Correa, LMT, Chair
Lynna Fuller, LMT, Vice Chair
Heidi Williams, LMT
Sherise Gueck, LMT, massage educator
Whitney Smith, 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 July 18, 2024. 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.

The Board may elect to have public comments after each section.

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

- 1.1. Introductions and Meeting Ground Rules.
- 1.2. Approval of the Agenda.

2. Review Board Participation

- 2.1. Conducting board meetings
- 2.2. Review bylaws
- 2.3. Payroll presentation
- 2.4. Executive Closed Session (optional)

3. JP Exam

- 3.1. The board will review exam questions for possible updates

4. Newsletter

- 4.1. The board will finalize and discuss the Summer newsletter

5. School Review Workshop

- 5.1. Review and discuss a full program application and checklist
- 5.2. Review and discuss a transfer program application and checklist
- 5.3. Review and discuss a somatic education program application and checklist
- 5.4. Review and discuss apprenticeship program
- 5.5. Review and discuss reflexology application
- 5.6. Review and discuss animal massage school application
- 5.7. Review and discuss Endorsement application and workflow process
- 5.8. Review and discuss the school completion form

6. License by Endorsement Committee meeting- Heidi Williams, LMT, and Sherise Gueck, LMT.

6.1. Public Comment

Members of the public were given the opportunity to address the board on this agenda item. There are 15 minutes allotted for public comment

- 6.2. Committee members will discuss and draft recommended 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.

6.3. Committee members will schedule the next 2 committee meetings

6.4. The board will elect a new standing committee chair and a member of the board to participate in the committee

7. Education and Training Committee – Sherise Gueck, LMT and Chimere Figaire-Correa, LMT

7.1. Public Comment

Members of the public were given the opportunity to address the board on this agenda item. There are 15 minutes allotted for public comment.

7.2. Committee members will discuss increasing education and training hours

7.3. Committee members will discuss recommendations to bring back to the board for initial licensure on limitations for online and hybrid education.

The committee recommends that the board consider the following structure for hybrid programs at massage schools. The recommended hours are based on a 625-hour program.

- Anatomy and physiology: no more than 20% (18 hours) of non-lab instruction online or hybrid. (Example of non-lab is vocabulary, terminology)
- Kinesiology: no more than 20% (12 hours) of non-lab instruction online or hybrid
- Pathology: no more than 20% (14 hours) of non-lab instruction online or hybrid
- Massage theory and practice: all hours must be in person classroom setting
- Student clinic: no change to the current requirement
- Clinical/business practices: all hours must be in person classroom setting
- Professional ethics: all hours must be in person classroom setting

Additionally:

- All testing must be in person with the exception of quizzes within the subjects above which can be hybrid/online.
- The hybrid portion can be live online led lectures, prerecorded lectures and lessons, videos and presentations led by an expert in the field of study and vetted by the school.
- Need to take into consideration programs that are greater than 625 hours.

Two concerns committee members have are attendance tracking and qualified instructors.

7.4. The committee members will schedule the next 2 committee meetings

8. Adjournment of Public Meeting – Chimere Figaire-Correa, chair

Next Business Meeting

Date: July 19, 2024

Time: 9:00

Location: Spokane



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



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 Instructions	3 pages
3. 676-126 Massage School Program/Apprenticeship Standards.....	5 pages
4. 676-127 Massage School Program Approval, Re-Approval, or Apprenticeship Application	2 pages
5. 676-117 Table of Contents	3 pages
6. 676-128 Massage Program Courses Offered Form	1 page
7. 676-138 Instructor/Trainer Resume	1 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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Message Credentialing
 PO Box 47877
 Olympia, WA 98504-7877
 360-236-4700

Message Program Course Syllabus Template

Please read carefully:

There must be a **separate syllabus** for each course listed on the Table of Courses offered form. You may either use the fillable Word document or create your own syllabus using the format on this Template.

If you create your own syllabus, each section must be clearly labeled.

Course Title	
---------------------	--

Subject Matter(s) as provided in WAC 246-830-430(1)(a)-(g) (This must match what is listed on the table of courses offered form)	No. of Hour(s) Per Subject
Total Course Hours	

Instructor(s) Name(s)	

Measurable Course Objectives

Methods of Evaluation

Course Schedule

Textbooks and Other Instructional Materials

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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:			
• Anatomy and Physiology			
• Pathology			
• Kinesiology			
• Practicum criteria			
• Ethics and professionalism			
• 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



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](#)



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



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

Somatic Education Training Program Education

[RCW 18.108.050\(6\)](#) Exemptions, states that individuals who have completed a somatic education training program approved by the secretary may be exempt from licensure as a massage therapist in Washington state.

[WAC 246-830-485](#) Somatic education training program exemption, states in part that the secretary may approve an exemption from this chapter for an individual who has completed a somatic education and training program that has a professional organization with a permanent administrative location that oversees the practice of somatic education.

Demographic Information		
Legal Owner(s)	Administrator Name(s)	
Mailing Address		
City	State/Province	Zip Code
Program Title/Name		
Physical Address (if different from above)		
City	State/Province	Zip Code
Contact Email		

Authorized Representative Attestation	
<p>I attest that I am the authorized representative of the above named school and that I am making this application for approval by the Department of Health in that capacity. I am aware the Department of Health may request from an approved training program, and the program shall provide updated information every three years to ensure the program's compliance.</p> <p>Approval may be withdrawn if the program fails to maintain the compliance with WAC 246-830-485.</p>	
Name and Title of Authorized Representative	
Signature	Date



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

Checklist

Please attach the following information about your somatic education training program.

• The Somatic Education Training Program Application	Page 1
1. Standards of practice	Page(s)
2. A training accreditation process	Page(s)
3. An instructor certification process	Page(s)
4. A therapist certification process	Page(s)
5. A code of ethics or code of professional conduct	Page(s)

SOMATIC PROGRAM REQUEST FOR EXEMPTION

School Name: _____

Program Name: _____

Application Packet Checklist – [WAC 246-830-485](#)

Yes No

	Yes	No
Application Form		
Permanent Administrative Location		
Standards of Practice		
Training Accreditation Process		
Instructor Certification Process		
Therapist Certification Process		
Code of Ethics or Code of Professional Conduct		

Does the program fit the definition of massage? Yes No

RCW 18.108.010(6) "Massage" and "massage therapy" mean a health care service involving the external manipulation or pressure of soft tissue for therapeutic purposes. Massage therapy includes techniques such as tapping, compressions, friction, reflexology, Swedish gymnastics or movements, gliding, kneading, shaking, and fascial or connective tissue stretching, with or without the aids of superficial heat, cold, water, lubricants, or salts. Massage therapy does not include diagnosis or attempts to adjust or manipulate any articulations of the body or spine or mobilization of these articulations by the use of a thrusting force, nor does it include genital manipulation.

Does the program fit the definition of somatic education? Yes No

RCW 18.108.050(6)(b) For purposes of this subsection (6), "somatic education" means: Using minimal touch, words, and directed movement to deepen awareness of existing patterns of movement and suggest new possibilities of movement; and using minimal touch over specific points of the body to facilitate balance in the nervous system. It includes: (i) Any somatic education training program approved by the secretary as of July 23, 2017; (ii) the practice of ortho-bionomy; and (iii) the Feldenkrais method of somatic education.



Reflexology School and Program Approval, Re-Approval, or Apprenticeship Application Packet

Contents:

1. 653-007	Contents List	1 page
2. 653-008	Application Instructions	2 pages
3. 653-009	Reflexology School Program/Apprenticeship Standards	7 pages
4. 653-010	Application.....	1 page
5. 653-011	Table of Contents.....	2 pages
6. 653-012	Reflexology Program Courses Offered Form	1 page
7. RCW/WAC and Online Web Site Links		1 page

In order to process your request:

**Mail your application with initial
documentation to:**

Reflexology Program
PO Box 47852
Olympia, WA 98504-7852

Contact us:

360.236.4700

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Reflexology School Program Approval, Re-Approval, or Apprenticeship Application Instructions

Use the Reflexology School Program Application for:

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

Application Instructions:

Please review the application instructions very carefully. Double check the application before submitting. Submitting a complete application will help us expedite the review of your program or school. Please include the final checklist with your application packet.

All completed reflexology school program or apprenticeship program application packets must be submitted in three ring binders, and contain the following:

- Completed Reflexology school program/apprenticeship program application packet.
- Completed Table of Contents (included in Reflexology school program/apprenticeship program application packet)
- Supporting documents for each standard listed in the Table of Contents must have consecutive page numbers and be separated and tabbed as follows:

Standard One: Curriculum Tab 1

Standard Two: Academic Standards Tab 2

Standard Three: Faculty Tab 3

Standard Four: Health, Sanitation and Facilities Tab 4

Standard Five: Professional Conduct Tab 5

Standard Six: Records Tab 6

Standard Seven: Eligibility Tab 7

- Labeled photographs of the following:

Exterior of the building in which the school operates, and the classroom.

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

We look forward to receiving your application. If you have any questions or need clarification on the application process, please contact us at 360-236-4700.

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Reflexology School Program/Apprenticeship Standards

The Department of Health, Reflexology Program, uses the following standards and requires supporting documentation to evaluate a school/apprenticeship program’s eligibility for approval:

To expedite the application process, read the instructions carefully. Double check the application before submitting it. The following standards, required documentation list and checklist are consistent with the items the department uses to review applications.

Reflexology school program/apprenticeship Program checklist

	Yes	No
Completed Application form (DOH 653-010)	_____	_____
Attestation signed by an authorized representative (DOH 653-010)	_____	_____
Completed Reflexology Program Courses Offered form (DOH 653-012)	_____	_____
Completed Table of Contents form (DOH 653-011)	_____	_____

Standard One—Curriculum—Washington Administrative Code (WAC) 246-831-040

The curriculum shall be designed and presented to meet or exceed the minimum requirements below. An hour of training is defined as fifty (50) minutes of actual instruction time.

- A. 200 hours of teacher supervised instruction. In class hours **must** include a minimum of the following:
 - 30 hours of reflexology theory, history, zones, reflex points and relaxation response, and contraindications;
 - 40 hours of study of body systems as related to reflexology:
 - The study of the leg, feet, hands and outer ears as structures;
 - Hands-on palpation of landmarks with sensory identification of palpated areas;
 - A map of reflexes as they are anatomically reflected on the feet, hands and outer ears; and
 - How the reflexes are affected by stimulation to the feet, hands and outer ears through hands-on experience.
 - 30 hours of anatomy and physiology;
 - 5 hours of business practice involving ethics, business standards and local/state laws and ordinances pertaining to the practice of reflexology;
 - 25 hours or more of supervised practicum or clinical work; and
 - 70 hours of additional homework hours that can include giving and documenting client sessions as well as other written work.

Standard One—Required Documentation:

Courses offered is one of the more important means of determining that a school or program is indeed teaching the subject matter that results in capable therapists. Therefore, the application must show what courses are being taught to meet or exceed the above requirements. Because not all schools' curricula are designed precisely along the lines of Washington's requirements, the applicant must list any and all courses offered within the reflexology program on form DOH 653-012 (Reflexology Program Courses Offered) and submit a syllabus for each course taught. **It is vital that the department is able to reconcile the required hours between the syllabi and the "Courses Offered" list. The application may be returned to the applicant for clarification or additional information if this information is not provided.**

- A. Form DOH 653-012 (Reflexology Program Courses Offered Spreadsheet): The applicant must list all courses taught in the program and not just those that satisfy Washington's minimum requirements. The grand total hours of all courses offered must be the same as the total number of hours listed on page one of the Reflexology School Program Application (Form DOH 653-010).
- B. Course syllabi (one for each course offered) must include the following:
 - Course title
 - Subject matter per WAC 246-831-040 (for example: anatomy and physiology 30 hours, 30 hours of reflexology, theory, history, zones, reflex points and relaxation response, and contraindications, etc.)
 - Course hours
 - Instructor's name
 - Student competencies to be accomplished in the form of measurable objectives for the course (using terms such as "demonstrate, identify, locate" rather than "understand, recognize, evaluate")
 - Learning activities
 - Evaluation procedures
 - Course schedule (must include course dates and times)
 - Textbooks and other instructional materials used
- C. Sample tests for the each course offered in the following:
 - Reflexology theory, history, zones, reflex points and relaxation response, and contraindication; and
 - Body systems as related to reflexology; and
 - Anatomy and physiology; and
 - Business standards and ethics.

Standard One Checklist—Curriculum**Yes No****A. Reflexology Program Courses Offered Spreadsheet form (DOH 653-###)**

30 hours of reflexology theory, history, zones, reflex points and relaxation response, and contraindications.

40 hours study of body systems as related to reflexology:

The study of the leg, feet, hands and outer ears as structures;

- Hands-on palpation of landmarks with sensory identification of palpated areas;
- A map of reflexes as they are anatomically reflected on the feet, hands and outer ears; and
- How the reflexes are affected by stimulation to the feet, hands and outer ears through hands-on experience.

30 hours of anatomy and physiology

5 hours of business practice involving ethics, business standards and local/state laws and ordinances pertaining to the practice of reflexology.

Do required course hours match those listed in the course syllabi?

Are all other courses listed on the Reflexology Program Courses Offered Spreadsheet for (DOH 653-012)?

Do all course hours total program hours listed on page 1 of this application?

An explanation has been provided for discrepancies between all course hours and total program hours listed on page 1 of application.

B. Course syllabi (one for each course offered)

C. Sample tests for each course offered in the following:

- Reflexology theory, history, zones, reflex points and relaxation response, and contraindication; and
- Body systems as related to reflexology; and
- Anatomy and physiology; and
- Business standards and ethics

Standard Two—Academic Standards

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

Each successful phase of the program and graduation from the program is dependent on the students proficiency of the knowledge and skills presented.

Standard Two—Required Documentation

- A. A clear statement or policy defining the minimum standards for measuring student progress.
- B. Copies of policies and procedures for:
- Admission (How do you determine who to admit?)
 - Progression (How is learning measured and how do students progress through the program?)
 - Graduation
 - Withdrawal
 - Dismissal (What are the corrective measures when a student is found not to be meeting minimum standards?)
 - Transfer policy (Do you allow student(s) to transfer into your program after it begins? If so, explain how.)

Standard Two Checklist—Academic Standards

	Yes	No
A. Statement or policy on minimum standards for measuring student progress.	_____	_____
B. Copies of policies and procedures for:		
• Admission (how do you determine who to admit?)	_____	_____
• Progression (how is learning measured and how do students progress through the program?)	_____	_____
• Graduation	_____	_____
• Withdrawal	_____	_____
• Dismissal (what are the corrective measures when a student is found not to be meeting minimum standards?)	_____	_____
• Transfer Policy (Do you allow a student(s) to transfer into your program after it begins?)	_____	_____

Standard Three—Faculty:

Reflexology 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. They are required to develop and evaluate curriculum instruction methods and facilities; student discipline, welfare, and counseling; assist in the establishment of administrative and educational policies; and provide for a student's scholarly and professional growth. Schools, programs, and apprenticeship trainers shall not discriminate on the basis of sex, race, age, color, religion, individuals with disabilities, or national or ethnic origin in the recruitment of students or in the hiring of faculty.

Standard Three—Required Documentation:

- A. A policy for ensuring minimum competency standards for instructors (not necessary for apprenticeship programs), and
- B. A statement or policy describing faculty members' participation in curriculum development and evaluation (not necessary for apprenticeship programs), and
- C. A professional resume for each instructor or trainer, and
- D. A listing of all courses each instructor or trainer plans to teach/instruct, and
- E. A non-discrimination policy statement, as outlined above

Standard Three Checklist—Faculty:

Yes No

- | | | |
|---|-------|-------|
| A. Policy on minimum competency standards for instructors | _____ | _____ |
| B. Statement or policy on faculty members' participation in curriculum development and evaluation | _____ | _____ |
| C. Professional resumes for each instructor or trainer | _____ | _____ |
| D. A listing of all courses each instructor or trainer plans to teach/instruct | _____ | _____ |
| E. A non-discrimination policy statement | _____ | _____ |
-

Standard Four—Health, Sanitation, and Facilities:

All programs will have adequate facilities and equipment available for students learning reflexology. All facility equipment will be maintained according to local rules and ordinances. Instruction and practice equipment shall be similar to that commonly found in a professional practice. An adequate reference library, appropriate to the subjects being taught is required.

Standard Four—Required Documentation:

- A. Detailed floor plan of the facility (dimensions required), include labeled photograph.
- B. List of equipment available to students in the classroom.
- C. List of library resources.

Standard Four Checklist—Health, Sanitation, and Facilities:

Yes No

- | | | |
|---|-------|-------|
| A. Detailed floor plan of the facility (dimensions and facility photo required). | _____ | _____ |
| B. List of equipment available to students in classroom. | _____ | _____ |
| C. List of library resources
(provide a complete list of all books available to students). | _____ | _____ |
-

Standard Five—Professional Conduct:

Approved educational programs will follow professional standards. Students will be taught to professionally respond to client requests.

Standard Five—Required Documentation:

- A. Copies of policies that outline faculty and student conduct, as stated in Standard Five, above.

Standard Five Checklist—Professional Conduct:	Yes	No
A. Policies on faculty and student conduct.	_____	_____

Standard Six—Records:

Attendance records and educational performance records will be accurate, organized, and secured in a safe place. Transcripts are available upon a student’s request.

Standard Six—Required Documentation:

- A. Sample transcript and certificate of completion.
- B. Policy describing how student records are released.

Standard Six Checklist—Records	Yes	No
A. Sample transcript and certificate of completion.	_____	_____
B. Policy describing how student records are released.	_____	_____

Standard Seven—Eligibility:

Washington schools must have been approved by the Washington Workforce Training and Education Coordinating Board. Schools located outside of Washington must provide verification that their school meets their state’s equivalent to Washington Workforce Training and Education Coordinating Board’s approval.

This section is not applicable to an apprenticeship program unless more than one apprentice is in training at any given time. In Washington, if a trainer would like to enter into an apprenticeship agreement with more than one student at any given time, he or she must first become certified as a private vocational school through Workforce Training and Education Coordinating Board. Please contact their office by phone at: 360-753-5662, or by fax at: 360-586-5862. Their mailing address is:

Workforce Training and Education Coordinating Board
128 10th Ave SW
PO Box 43105
Olympia, WA 98504-3105

Please submit a copy of the certificate of approval to this program.

Standard Seven—Required Documentation:

Copy of approval letter from the Workforce Training and Education Coordinating Board (Washington schools only) indicating that the program has been approved for the same time period as that covered by the Reflexology program application.

Schools located outside of Washington must provide verification or an approval letter from their state's equivalent to the Washington Workforce Training and Education Coordinating Board. Verification needs to indicate that the program has been approved for the same time period as that covered by the Reflexology program application.

Standard Seven Checklist—Eligibility

Yes No

- A. Copy of Washington State Workforce Training Education Coordinating Board Certificate or other state equivalency (if applicable). _____

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Washington State Department of
Health
 Reflexology Program Credentialing
 PO Box 47852
 Olympia, WA 98504-7852
 360- 236-4700

Reflexology School Program or Apprenticeship Application

New Reflexology school <input type="checkbox"/>	New Reflexology program <input type="checkbox"/>	New apprenticeship program <input type="checkbox"/>	Re-approval Reflexology school/program <input type="checkbox"/>	Re-approval of apprenticeship program <input type="checkbox"/>
Check One: <input type="checkbox"/> Association <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Public Hospital District <input type="checkbox"/> Corporation <input type="checkbox"/> Municipality (City) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Federal Government Agency <input type="checkbox"/> Municipality (County) <input type="checkbox"/> State Government Agency <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Tribal Government Agency <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Trust				
UBI #		Federal Tax ID (FEIN) #		
Legal Owner/Operator Name				
Mailing Address				
City		State	Zip code	
Name of school or program				
Address				
City		State	Zip code	
Phone (enter 10 digit #)		Fax number		
Contact email		Program/apprenticeship web site		
Administrator(s) name(s)				
Program Information: Please provide the following information about the program offered:				
Program Title:				
Program Hours:		Name of Certificate offered:		

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 Reflexology Program in that capacity. I have received and become familiar with The Law Relating to Reflexology, RCW 18.108, along with Washington’s Uniform Disciplinary Code RCW 18.130 and Washington’s Administrative Code, chapter 246-831.

I have reviewed the secretary’s standards for approval, and understand that this application will not be considered by the secretary 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 secretary within 30 days of the modification per WAC 246-831-100(8).

Name (typed or printed)

Signature of Authorized Representative

Title

Date (mm/dd/yyyy)



Reflexology Program Credentialing
 PO Box 47852
 Olympia, WA 98504-7852
 360-236-4700

Reflexology School Program or Apprenticeship Application Table of Contents

Application —Department of Health completed application form.	Page 1
Standard One: Curriculum	Tab 1
A. Reflexology Program Courses Offered Spreadsheet	Page
B. Course syllabi (one for each course offered) must include the following: <ul style="list-style-type: none"> • Course title. • Subject matter per WAC 246-831-430 (for example: anatomy and physiology 30 hours, study of body systems 40 hours, etc.). • Course hours. • Instructor(s) name(s). • Student competencies to be accomplished in the form of measurable objectives for the course (using terms such as “demonstrate, identify, locate”, rather than “understand, recognize, evaluate”). • Learning activities. • Evaluation procedures. • Course schedule (must include course dates and times). • Textbooks and other instructional materials used. 	Page
C. Sample tests for each course offered in the following: <ul style="list-style-type: none"> • Reflexology theory, history, zones, reflex points, relaxation response and contraindications. • Body systems as related to reflexology; anatomy and physiology • Business standards and ethics. 	Page
D. A statement regarding how a student will obtain First Aid and CPR training; to include training standards and number of hours required	Page
E. Institutional philosophy or mission statement	Page
Standard Two: Academic Standards	Tab 2
A. A clear statement or policy defining the minimum standards for measuring student progress	Page

<p>B. Copies of policies and procedures for:</p> <ul style="list-style-type: none"> • Admission (Hour do you determine who to admit?) • Progression (How is learning measured and how do students progress through the program?) • Graduation • Withdrawal • Dismissal (What are the corrective measures when a student is found not to be meeting minimum standards?) • Transfer Policy (Do you allow a student(s) to transfer into your program after it begins? If so, explain how) 	Page
Standard Three: Faculty	Tab 3
A. Policy on minimum competency standards for instructors.	Page
B. A statement or policy on faculty members' participation in curriculum development and evaluation.	Page
C. A professional resume for each instructor or trainer.	Page
D. A listing of all courses each instructor or trainer plans to teach.	Page
E. A non-discrimination policy statement.	Page
Standard Four: Health, Sanitation, and Facilities	Tab 4
A. Detailed floor plan of the facility (dimensions and facility photo required).	Page
B. List of equipment available to students in the classroom.	Page
C. List of library resources.	Page
Standard Five: Professional Conduct	Tab 5
A. Policies on faculty and student conduct.	Page
Standard Six: Records	Tab 6
A. Sample transcript and certificate of completion.	Page
B. Policy describing how student records are released.	Page
Standard Seven: Eligibility	Tab 7
A. Copy of Washington State Workforce Training and Education Coordinating Board Certificate or other states equivalency (if applicable).	Page



Name of School / Program:	Total Program Hours:
---------------------------	----------------------

School / Program Location:

Reflexology Program Courses Offered

[WAC 246-831-040](#)

Note: Course title and hours listed here must match the course title and hours listed on the course syllabi	Anatomy & Physiology (30 hrs)		Study of Body Systems (40 hr minimum)		Reflexology Theory and Practice (30 hr minimum)		Supervised Practicum or Clinical Work (25 hr minimum)		Clinical/Business Practices (5 hr minimum)		All Other Program Courses (include # of hrs per course)	
Course Title	Course Hours	Pg. #	Course Hours	Pg. #	Course Hours	Pg. #	Course Hours	Pg. #	Course Hours	Pg. #	Course Hours	Pg. #
Total Course Hours												

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RCW/WAC Links and Online Web Sites

RCW/WAC Links

Uniform Disciplinary Act, [RCW 18.130](#)

Administrative Procedure Act, [RCW 34.05](#)

Administrative procedures and requirements, [WAC 246-12](#)

On-Line

Reflexology Program, [Web Page](#)



Animal Massage Training Program Application Packet

Contents:

1. 649-010 Contents List and Mailing Information..... 1 page
2. 649-011 Application Instructions 1 page
3. 649-012 Animal Massage Program Standards 1 page
4. 649-013 Animal Massage Training Program Application..... 2 pages
5. 649-014 Table of Contents 1 page
6. 649-015 Animal Massage Program Courses Offered Form 2 pages
7. RCW/WAC and Online Website Links..... 1 page

In order to process your request:

Mail your application and other documents to:

Animal Massage Program
P.O. Box 47852
Olympia, WA 98504-7852

Contact us:

360-236-4700

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

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.

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

1. Demographic Information:

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 than 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 your school or program accreditation.

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.

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Animal Massage Program Standards

The Animal Massage program uses the following standards and requires supporting documentation to evaluate a school/apprenticeship program's eligibility for approval:

To expedite the application process, read the instructions carefully. Please submit an application that is complete and easy to review.

Use the following checklist to ensure that all documents are submitted.

- Completed application form
- Completed Table of Contents form
- Completed Program Courses Offered form

Standard One Checklist – Curriculum (hours expressed as minimums)

- Massage Program Courses Offered form
- Course syllabi (one for each course offered)

Standard Two Checklist – Accreditation/Eligibility

- Accreditation by a recognized regional or state accrediting body, or vocational or technical accrediting body

Additional Information

To expedite the application process, read the instructions carefully and double check the application before submitting it.

The completed application packet must be submitted in a three ring binder, and contain the following:

- Completed Application packet
- Completed Table of Contents
- Supporting documents for each standard listed in the Table of Contents must have consecutive page numbers and be separated and tabbed as follows:
 - Standard One: Curriculum
 - Standard Two: Accreditation/Eligibility

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Date Stamp Here

Animal Massage Training Program Application

Application for: Small Animal Massage Program Large Animal Massage Program

Legal Entity Type

- Association Limited Partnership Sole Proprietor
- Corporation Municipality (City) State Government Agency
- Federal Government Agency Municipality (County) Tribal Government Agency
- Limited Liability Company Non-Profit Corporation Trust
- Limited Liability Partnership 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. Accreditation Information

Please list any recognized regional or state accrediting body or vocational or technical accrediting body associated with your animal massage training school/program.

3. Program Information:

Provide the following information about the program offered.

Program Title

Length of Program

Hours

Name of Certificate offered

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 Secretary of Health in that capacity. I have become familiar with the laws relating to Animal Massage Therapists in chapter [18.240 RCW](#) and [chapter 246-940 WAC](#).

I have reviewed the standards for approval, and understand that this application will not be considered by the secretary if it is incomplete.

Name of Authorized Representative

Title

Signature of Authorized Representative

Date (mm/dd/yyyy)



Animal Massage Training Program
 P.O. Box 47852
 Olympia, WA 98504-7852
 360-236-4700

Animal Massage Program Application Table of Contents

Application—Complete the Department of Health Application	Page 1
Standard 1: Curriculum	Tab 1
A. Program Courses offered Spreadsheet	Page
B. Course syllabi (one for each course offered) must include the following: <ul style="list-style-type: none"> • Course title • Subject matter per WAC 246-940-050 • Course hours • Course description 	Page
Standard 2: Accreditation/Eligibility	Tab 2
<ul style="list-style-type: none"> • Recognized regional or state accrediting body, or • Vocational or technical accrediting body 	Page

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Animal Massage
 P.O. Box 47852
 Olympia, WA 98504-7852
 360-236-4700

Animal Massage Training Program Courses Offered

[WAC 246-940-050](http://www.wa.gov/wac/wac246-940-050)

Name of school/program	Total Program Hours		
School/Program Location			
<p>Areas of Practice (see WAC 246-940-050 for specific subjects):</p> <ul style="list-style-type: none"> • A minimum of 75 hours of instruction in general animal massage techniques. At least 35 of those hours must be practical or hands-on instruction. • A minimum of 60 hours of instruction in kinesiology. At least 21 of those hours must be practical or hands-on instruction. • A minimum of 75 hours of instruction in anatomy and physiology. At least 21 of those hours must be practical or hands-on instruction. • A minimum of 75 hours of instruction in animal behavior and handling. At least 21 of those hours must be practical or hands-on instruction. • A minimum of ten hours of instruction in business practices. • A minimum of five hours of instruction in first aid. At least two of those hours must be practical or hands-on instruction. • All Other Program Courses (include number of hrs per course) 			
Course Title	Area(s) of Practice	Course Hours	Page #

Course Title	Area(s) of Practice	Course Hours	Page #



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

[Animal Massage, Web Page](#)



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

Board of Massage Education Endorsement Form

Only Education Endorsement forms sent directly from the school will be accepted.

This form must be completed and submitted by the authorized school representative for applicants who hold an out-of-state active massage license and are applying for licensure by endorsement.

Applicant Information:

Applicant Name _____

School or Program Information:

Name of the school or program the applicant graduated from		State of school or program
Program Entry Date	Program Completed Date	Total Program Hours

State Board and Licensing Agency or the Accrediting Agency Information:

Was the school approved by the state’s massage board at the applicant’s time of graduation?

Yes, List the full name of the state board _____

No N/A If no or N/A, select which of the following the school was approved by:

A national or regional accreditation organization

 Name

The state authority with responsibility for oversight of vocational programs

 Name

The state agency that regulates massage programs

 Name

Other—List:

 Name

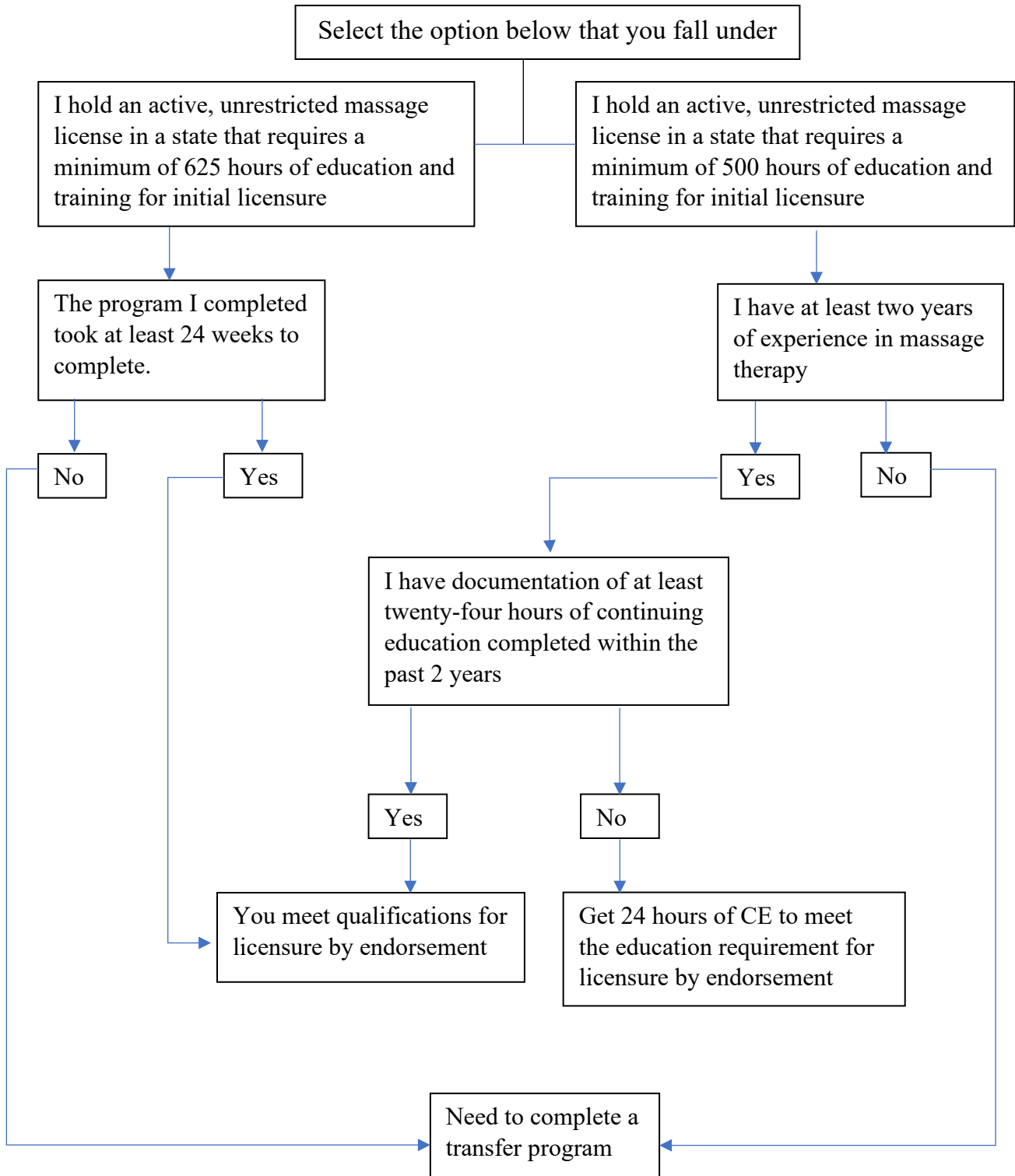
As an authorized representative of the school listed above, I attest that the applicant has successfully completed the school’s massage program and that the school was approved by the state board and/ required accrediting or licensing agency at the applicant’s time of graduation.

 Printed name of school registrar or authorized representative

 Signature

 Date

Applying for license by endorsement – How to determine substantial equivalency





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

Board of Massage School Completion Form

Only Massage School Completion Forms completed by and sent directly from the school will be accepted. If the school is closed, we will accept the signed School Completion Form from the Workforce Training and Education Coordinating Board. If you are applying for licensure by endorsement, you must use the Education Endorsement Form.

Applicant Name

Board approved school and program name that the applicant graduated from

Program Entry Date

Program Completed Date

Program Hours

Approved Massage Training Program Credential Number

As the school's authorized representative, I attest that the above named applicant has successfully completed our school's board approved massage therapy training program.

Printed name of school registrar or authorized representative

Signature

Date

UBI Number

Questions highlighted in yellow are currently on the JP exam.

1. In the definition of the massage therapy in [RCW 18.108.010](#), what is excluded?
Check all that apply:
2. According to [RCW 18.108.025](#), who has the power to adopt rules for the massage therapy profession?
3. As specified in [RCW 18.108.030](#), no person may practice as a massage therapist without first:
4. According to [RCW 18.108.035](#), what penalty may be imposed on an owner of a massage business for the first violation of unlicensed practice of massage therapy?
5. According to [RCW 18.108.040](#), only persons licensed to practice as a massage therapist in this state may use the abbreviation:
6. Under [RCW 18.108.040](#), what form of practitioner identification must be present in a display advertisement?
7. According to [RCW 18.108.045](#), which of the following statements are true?
8. According to [RCW 18.108.230](#), how many additional hours of training is required for a licensed massage therapist to get an endorsement to work on small or large animals?
9. According to [RCW 18.108.250](#), which of the following statements are true?
10. According to [WAC 246-830-475](#), which of the following statements are true?
11. Under [WAC 246-830-500](#), must ALL towels and linens, to include blankets, be laundered or cleaned before they are used on any client or patient?
12. According to [WAC 246-830-500](#), impervious material covering the full length of all massage tables or pads is:
13. According to WACs [246-830-490](#), [246-830-550](#), [246-830-555](#), and [246-830-557](#), which body parts are licensed massage therapists only allowed to touch when in accordance with WACs requiring specific education, documentation, consent, and therapeutic intent? Check all that apply.
14. Under [WAC 246-830-555](#) and [WAC 246-830-557](#), what type of consent is required for breast and gluteal cleft or perineum massage? Check all that apply.
15. Under [WAC 246-830-555](#) and [WAC 246-830-557](#) is additional training required for breast and/or gluteal cleft or perineum massage? Check all that apply.

16. According to WAC [246-830-565](#), which of the following statements are true? Check all that apply.
17. According to WAC [246-830-570](#), record retention, which of the following statements are true?
18. As stated in WAC [246-830-990\(1\)](#), all Washington State massage therapist licenses expire annually on:
19. As specified in WAC [246-16-100](#), when is it appropriate to have sexual relations with a client?
20. According to RCW [18.130.063](#), a massage therapist who has been sanctioned by the Secretary of health for acts of unprofessional conduct involving sexual misconduct is required to provide a disclosure to patients scheduled during the time the massage therapist is subject to an order or stipulation.
21. RCW [18.130.180](#) provides a list of what conduct, acts or conditions constitute unprofessional conduct for any license holder, to include massage therapists. What subsection relates to “aiding or abetting an unlicensed person to practice when a license is required?”
22. Under RCW [18.130.180](#) (3) and (12), advertising procedures or services that are outside the scope of practice:
23. As stated in RCW [70.02.050](#), a massage therapist does NOT need client consent to release information if it is:
24. Under RCW [18.130.080](#), an individual, who in good faith, files a complaint charging unprofessional conduct against a massage therapist is:
25. According to WAC [246-16-100](#), sexual misconduct includes:
26. According to RCW [18.130.180](#) (1), acts of moral turpitude, dishonesty, or corruption related to the profession are considered:
27. As stated in WAC [246-16-100](#) sexual misconduct, your friend, another massage therapist, is attracted to a new client and would like to become romantically involved. Which action should your friend take to best avoid misconduct:
28. According to RCW [18.130.010](#), who does the Uniform Disciplinary regulate?
29. According to WAC [246-830-475](#), how many hours of continuing education are required for renewal?

30. Under WAC 246-830-475, business and management courses can be taken to fulfill part of the continuing education requirement. (T/F)

PREPROPOSAL



STATEMENT OF INQUIRY

CR-101 (October 2017) (Implements RCW 34.05.310)

Do **NOT** use for expedited rule
making

CODE REVISER USE ONLY

Agency: Department of Health – Board of Massage

Subject of possible rule making: WAC 246-830-035 Licensing by endorsement for out-of-state applicants. The Board of Massage (board), in coordination with the Department of Health (department), is examining and may consider amending this section of the massage therapist rules related to licensing by endorsement for out-of-state applicants.

Statutes authorizing the agency to adopt rules on this subject: RCW 18.108.025, RCW 18.108.095.

Reasons why rules on this subject may be needed and what they might accomplish: The board received two rule making petitions. ~~One petition requesting that the board remove the requirement for two years of experience and 24 hours of continuing education in WAC 246-830-035(1)(a)(ii).~~ The second petition is requesting that the board clarify the language in 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.

~~The board is considering amendments to WAC 246-830-035 that would reduce barriers for out-of-state applicants seeking a massage therapy license in Washington State.~~

The board would like to increase the required hours of education and training to 750 WAC 246 830 035 (1)(a)(i)

Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies: None.

Process for developing new rule (check all that apply):

- Negotiated rule making
- Pilot rule making
- Agency study
- Other (describe) Collaborative rule making

Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting:

Name: Megan Maxey	(If necessary) Name:
Address: PO Box 47852, Olympia, WA 98504-7852	Address:
Phone: 360-236-4945	Phone:
Fax: 360-236-2901	Fax:
TTY: 711	TTY:
Email: megan.maxey@doh.wa.gov	Email:
Web site: www.doh.wa.gov/message	Web site:
Other:	Other:

Additional comments: All notices will be sent to the public through the Board of Massage's distribution list. Interested parties can join the distribution list at <https://public.govdelivery.com/accounts/WADOH/subscriber/new> and selecting Health Professions, and then selecting "Board of Massage" and any other lists you wish to join.

Date:

Name: Harold Wright, Jr. M.Ed. | Kristin Peterson, JD for Umair A. Shah, MD, MPH

Title: Board of Massage Executive Director | Chief of Policy for Secretary of Health

Signature:

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 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

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

(3).

(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; and proof of successful completion of the Washington state massage jurisprudence examination; 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; documentation of at least twenty-four hours of continuing education as required in WAC [246-830-475](#) within two years prior to making application; Proof of successful completion of the Washington state massage jurisprudence examination; AND successful completion of a board approved examination under WAC [246-830-201](#).

(3) If an applicant does not meet the requirements of this section, then the applicant may fulfill the remaining education and training requirements as outlined in WAC [246-830-037](#).

(4) All applicants must satisfy the requirements in WAC [246-830-020](#) (1) (a), (b), (e) through (g), and (3).