



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

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### **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.

- 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. 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.

**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 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 practitioners 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 is comprised of four licensed massage practitioners and one member of the general public.

The process for considering your application is as follows:

- The application is assigned and sent to two members of the Board for their review and evaluation.
- At the next meeting of the full Board, the two assigned Reviewing Board Members (RBMs) will summarize their findings and make a recommendation to the full Board. The Board then votes to approve, or send a list of additional information needed, or deficiencies to remedy, or deny the application.
- Approval means that the school may operate as a licensed massage school in Washington for the length of that approval period.
- 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 submitted in triplicate, separated into three ring binders, and contain the following:

- Completed massage school program/apprenticeship program 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 Tab 1
  - Standard Two: Academic Standards Tab 2
  - Standard Three: Faculty Tab 3
  - Standard Four: Student Clinic and/or Externships Tab 4
  - Standard Five: Health, Sanitation and Facilities Tab 5
  - Standard Six: Professional Conduct Tab 6
  - Standard Seven: Records Tab 7
  - Standard Eight: Eligibility Tab 8
- Labeled photographs of the following:
  - Exterior of the building in which the school operates,
  - The classroom, and
  - Any other area utilized for student clinic.

### **Schools accredited by the Commission on Massage Therapy Accreditation (COMTA):**

In addition to the above requirements, COMTA accredited schools must submit proof of current accreditation. COMTA accreditation must reconcile to the program year(s) in which Board approval is being requested. Example: Massage School 1 is seeking board approval for their 500 hour program that took place in 2004 to 2006. COMTA accreditation need to be for the 2004 to 2006, 500 hour massage program.

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

## Massage School Program/Apprenticeship Standards

The Board of Massage 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. The following standards, required documentation list and checklist are consistent with the items Board members use to review applications.

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

- Completed [application form](#)
- Is the program COMTA approved?  
(COMTA approved programs are not required to submit information regarding evidence of standards 2, 5, 6, 7, or 8)
- Attestation signed by an authorized representative
- Completed [Massage Program Courses Offered form](#)
- Completed [Table of Contents form](#)

### Standard One—Curriculum—Washington Administrative Code [WAC 246-830-430](#)

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. 500 hours of in-class, teacher supervised instruction, taught over a minimum of six months. In class hours must include a minimum of the following:
  - 130 hours of anatomy and physiology (a minimum of 40 hours must be in Kinesiology), including palpation, range of motion and physics of joint functions.
  - 50 hours of pathology, including indications and contraindications for massage therapy.
  - 265 hours of theory and practice of massage to include technique, remedial gymnastics, body mechanics of the practitioner and the impact of techniques on pathologies. Hydrotherapy shall be included when consistent with the particular area of practice. A maximum of 50 hours may be counted in student clinic.
  - 55 hours of clinical/business practices, at a minimum to include hygiene, record keeping, medical terminology, professional ethics, business management, human behavior, client interaction, and state and local laws.
- B. A statement regarding how a student will obtain Certification in American Red Cross first aid and American Heart Association CPR or the equivalent.

### 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 massage program on form 676-128 (Massage Program Courses Offered) and submit a syllabus for each course taught. It is vital that Reviewing Board Members (RBMs) are 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. [Massage Program Courses Offered form](#): 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 1 of the Massage School Program Application.

- B. Course syllabi (one for each course offered) must include the following:
- Course title
  - Subject matter per [WAC 246-830-430](#) example: anatomy and physiology 130 hours, kinesiology 40 hours, 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:
- Anatomy and physiology, and
  - Massage therapy and practice, and
  - Practical demonstration
- D. Statement regarding how a student will obtain First Aid and CPR training
- E. Institutional philosophy or mission statement

### **Standard One Checklist – Curriculum (hours expressed as minimums)**

- [Massage Program Courses Offered form](#)
- 130 hours of anatomy and physiology (a minimum of 40 hours must be in kinesiology)
  - 40 hours or more of kinesiology (listed separately)
  - 50 hours of pathology
  - 265 hours of massage theory and practice
  - 55 hours of clinical/business practices
  - Do required course hours match those listed in the course syllabi?
  - Are all other courses listed on the [Massage Program Courses Offered form](#)?
  - Do all course hours total program hours listed on page 1 of the application?
  - An explanation has been provided for discrepancies between all course hours and total program hours listed on page 1 of the application.
- Course syllabi (one for each course offered)
- Sample tests for each course offered in the following:
- Anatomy and physiology
  - Massage theory and practice
  - Practical demonstration
- Statement on how a student will obtain First Aid and CPR training
- Institutional philosophy or mission statement

### **Standard Two – Academic Standards**

The massage 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 documentation is not required if the school is accredited by Commission on Massage Therapy Accreditation (COMTA).

## 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 (not required if COMTA approved)

- Statement or policy on minimum standards for measuring student progress
- 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:

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. 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

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

## Standard Four—Student Clinic and/or Externship

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. Massage school program instructors or, an apprenticeship program trainer who are licensed massage practitioners, and adequately experienced in massage therapy, must be present in the clinic at all times that the clinic is open, and have direct supervision of, or make final decisions on, the massage therapy that is rendered to a client by a student. Clinic or Externship hours may not count for more than 50 of the minimum 500 hours required for graduation.

An externship or field experience course shall have clear learning objectives and be supervised by a licensed massage practitioner. A student shall be evaluated by both the licensed massage practitioner and a member of the school facility.

For clinic and externship/field experience, each general public client will receive a written notice that the practitioner is a student. Public clients will be urged to submit a written evaluation of the student's performance.

### Standard Four—Required Documentation:

- A. A. Policies regarding student review of patient information, and a treatment decision making policy, which includes guidelines for the student and role of the instructor, and
- B. B. Disclosure statement provided to clients, and
- C. C. Client intake and screening form, and
- D. D. Client feedback form

### Standard Four Checklist—Student Clinic and/or Externships

- Policies regarding student review of patient information, and a treatment decision making policy, which includes guidelines for the student and role of the instructor
- Disclosure statement provided to clients
- Client intake and screening form
- Client 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. 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 Five documentation is not required if the school is accredited by COMTA.

### Standard Five—Required Documentation

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

### Standard Five Checklist—Health, Sanitation, and Facilities (not required if COMTA approved)

- Detailed floor plan of the facility (dimensions and facility photo required)
- Floor plan of student clinic, if offered (dimensions and student clinic photo required)
- List of equipment available to students in classroom
- List of equipment available in the student clinic, if offered
- List of library resources

## 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 fully clothed while giving a massage. Classroom nudity is prohibited. Students will be taught to professionally respond to client requests. Standard Six documentation is not required if the school is accredited by COMTA.

- A. Standard Six—Required Documentation** Copies of policies that outline faculty and student conduct, as stated in Standard Six, above.

### Standard Six Checklist—Professional Conduct (not required if COMTA approved)

- Policies on faculty and student conduct

## Standard Seven—Records

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. 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 Five documentation is not required if the school is accredited by COMTA.

### Standard Seven—Required Documentation

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

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

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

## Standard Eight—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 Eight—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 massage 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 massage program application.

### Standard Eight Checklist—Eligibility (not required if COMTA approved)

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

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Date  
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## 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

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

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

Months

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 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)



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

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B. Course syllabi (one for each course offered) must include the following: <ul style="list-style-type: none"> <li>• Course title</li> <li>• Subject matter per <a href="#">WAC 246-830-430</a> (for example: anatomy and physiology 130 hours, kinesiology 40 hours, etc.)</li> <li>• Course hours</li> <li>• Instructor(s) name(s)</li> <li>• 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.”)</li> <li>• Learning activities</li> <li>• Evaluation procedures</li> <li>• Course schedule (must include course dates and times)</li> <li>• Textbooks and other instructional materials used</li> </ul>	Page
C. Sample tests for each course offered in the following: <ul style="list-style-type: none"> <li>• Anatomy and physiology, and</li> <li>• Massage therapy and practice, and</li> <li>• Practical demonstration</li> </ul>	Page
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E. Institutional philosophy or mission statement	Page
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<b>Standard 8: Records</b>	Tab 8
A. Copy of Washington State Workforce Training and Education Coordinating Board Certificate or other states equivalency (if applicable)	Page



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

## Massage Program Courses Offered

[WAC 246-830-430](#)

Name of school/program	Total Program Hours		
School/Program Location			
Note: Course title and hours listed must match the course title and hours listed on the course syllabi.			
Areas of Practice: <ul style="list-style-type: none"> <li>• Anatomy &amp; Physiology (130 hrs w/minimum 40 hr Kinesiology)</li> <li>• Kinesiology (40 hr minimum)</li> <li>• Pathology (50 hr minimum)</li> <li>• Massage Theory &amp; Practice (265 hr minimum, maximum of 50 hr for student clinic)</li> <li>• Clinical/Business Practices (55 hr minimum)</li> <li>• All Other Program Courses (include # of hrs per course)</li> </ul>			
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](#)

### **On-Line**

[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](#)