

Sept. 9 Briefing

1. What are all the COMTA standards for massage educational facilities (Curriculum, student evaluation/grading, teachers)?

a. COMTA-Endorsed Curriculum

The COMTA-Endorsed Curriculum recognition status does not qualify as accreditation. This recognition status covers the curriculum and instruction only and does not involve the same level of verification rigor as accreditation. Nor does it require the same level of expense or paperwork.

http://comta.org/wp-content/uploads/sites/17/2016/01/COMTA-Endorsed-Curriculum-FAQ-2015_12-1.pdf

b. Please refer to your email for the following documents:

- i. COMTA Accreditation Standards
- ii. Competency Table: Completion Instructions
- iii. Competency Table for ESTHETICS
- iv. COMTA-ENDORSED CURRICULUM REQUIREMENTS
- v. CLINIC GUIDELINES
- vi. Faculty Qualifications, Development and Evaluation Guidelines
- vii. SYLLABUS GUIDELINES

2. Does the NCBT have detailed guidance for course curriculums that is similar to COMTA's?

a. NCBT has a resource page: <https://shop.ncbtmb.org/formstools/>

b. NCBT has some documents that outline their rules for our code of conduct, ethics, standards of practice, administrative requirements, and examples of how some evaluation forms should look.

See email attachments for the following documents:

- i. Approved Provider Code of Conduct
- ii. Approved Provider Code of Ethics
- iii. Approved Provider Standards of Practice
- iv. Approved Provider Application Instructions
- v. Administrative Requirements for Approved Providers
- vi. Continuing Education Transcript
- vii. Course Categories
- viii. Home Study-Distance Learning Course Evaluation
- ix. Individual Approved Provider Certificate
- x. Live Course Evaluation

c. Board Certification Educational Requirements

<https://youtu.be/bfjcMC1uJCU>

d. NCBT Youtube channel:

If you'd like I can watch any of these videos for you and provide you with a list of key bullet-points.

<https://www.youtube.com/user/NCBTMBTV>

- i. Introduction to COMTA: The Importance of Accreditation for Your School
<http://www.ncbtmb.org/comta-importance-accreditation-your-school>

- ii. College Spotlight: Siena Heights University - This is a case study that gives an example of a model NCBT school.
https://youtu.be/_gpl2CsDXJc
- iii. The Qualities of a Professional Educator
<http://www.ncbtmb.org/qualities-professional-educator>
- e. NCBT Webinars:
<http://www.ncbtmb.org/webinars>

3. How can we get started with NCBT?

- a. Step 1: Go to www.ncbtmb.org
- b. Step 2: Click "Register" at the top of the page and
- c. complete your personal information
- d. Step 3: Retrieve your user name and password from
- e. your email
- f. Step 4: Login to your account from www.ncbtmb.org
- g. Step 5: Select "Complete a Form" from the menu on
- h. the left hand side of your account
- i. Step 6: Select "Approved Provider Initial Application"

4. How can we get a tax ID# for SpaSianna?

- a. Apply for an Employer Identification Number (EIN) Online
- b. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
 - i. **Determine Your Eligibility**...You may apply for an EIN online if your principal business is located in the United States or U.S. Territories. The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN). You are limited to one EIN per responsible party per day.
 - ii. **Understand the Online Application**...You must complete this application in one session, as you will not be able to save and return at a later time. Your session will expire after 15 minutes of inactivity, and you will need to start over for new e-filing landing page
 - iii. **Submit Your Application**...After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

5. How do we register our new name with the state of VT?

- a. On the state level however, we cannot take out a trademark on a business name, also known as a "trade name". On the state level we will need to:
 - i. File an annual report
 - ii. File a business amendment
- b. Annual Report Guide
 - i. <https://www.sec.state.vt.us/corporationsbusiness-services/business-registration-services/renew-a-business-registration/annualbiennial-reports/annual-report-guide.aspx>
- c. Business Amendments

- i. <https://www.sec.state.vt.us/corporationsbusiness-services/business-registration-services/update-a-business-registration/amendments.aspx>
- d. Business Entity Amendments | Trade Name Amendments
You may now file business amendments online in just a few easy steps:
 - i. Log into our Online Business Service Center
http://maintenance.vtsosonline.com/maintenance_2.html
 - ii. Click on “VT Sec of State Online Services” on the left hand menu to open the drop-down menu
 - iii. Click on “Business Amendments” under “VT Sec of State Online Services”
 - iv. Follow the On-screen prompts and enter all required and updated information
 - v. Click “Submit” on the final page
 - vi. If you are a first-time filer, you will be prompted to create a new login. Keep this safe. If you are a returning customer, please use the assigned login from previous years.

6. What practices make the Finnish educations the best in the world, and we can employ them?

- a. Finnish Lessons: What the World Can Learn from Educational Change in Finland
<https://youtu.be/WeMM-hL0KFY>
- b. The Finland Phenomenon
<https://youtu.be/70AlyhEGWf4?t=39>
- c. Can the Finnish Education Miracle be Replicated?
<https://www.youtube.com/watch?v=yYsIDRMsDjc>
- d. "Why Finland has best education system in the world"
<https://www.youtube.com/watch?v=Ctuo7ibEWZI>
- e. Irmeli Halinen: General Aspects of Basic Education Curriculum Reform 2016 Finland
https://www.youtube.com/watch?v=KY_LZJkEo28