

Briefing Sept. 2

1. How often do students need to maintain Continuing Education? ✓
 - a. Board Certified practitioners recertify every two years—and are required to earn 24 credit hours from an NCBTMB Approved Provider.
 - i. 3 hours must be in an Ethics course
 - ii. 3 hours must be in a Research course
 - iii. 4 hours will be accepted in Self-Care
 - iv. Additionally, practitioners must complete 100 hours of work experience, submit a copy of a valid CPR Certification, and pass a National Background check.
2. CE PROVIDER REQUIREMENTS: ✓
 - a. Full knowledge of the course you wish to teach
 - b. Necessary course documentation (description, learning outcomes, syllabus)
 - c. Must have taught the course at least 1 time within the last year to a group of 5 or more participants
3. CE PROVIDER COSTS: ✓
 - a. \$225 for individuals
 - b. \$450 for organizations or conference/tradeshow providers
 - c. \$25 per new class submitted
 - d. Additional \$50 per renewal charge associated with APs who wish to be sponsored by NCBTMB to teach New York LMTs
 - e. <http://www.ncbtmb.org/continuing-education-providers/continuing-education-providers>
4. What organizations accredit massage schools? ✓

Several federally approved agencies evaluate and accredit massage schools and colleges, including:

- a. Accrediting Bureau of Health Education Schools (ABHES)
- b. Accrediting Commission of Career Schools and Colleges (ACCSC)
- c. Accrediting Council for Continuing Education and Training (ACCET)
- d. Accrediting Council for Independent Schools and Colleges (ACICS)
- e. Commission on Massage Therapy Accreditation (COMTA)
- f. National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)

- g. Accreditation by one of the above organizations opens the way to federal loan and grant eligibility. Only students attending federally accredited schools are eligible for this financial support.
5. Commission on Massage Therapy Accreditation (COMTA) ✓

For a massage or aesthetics school to apply for COMTA accreditation, there must be a minimum of five (5) students enrolled in each program being considered for accreditation. In addition:

- a. All programs offered must be massage therapy/bodywork or aesthetics/skin care programs.
 - b. The institution must be legally organized and licensed by the appropriate state education and/or state licensing agency.
 - c. The institution must offer instruction on the post-secondary level.
 - d. The institution must offer at least one massage therapy or aesthetics program that requires completion of at least 600 clock hours.
 - e. <http://comta.org/>
6. What type of requirements do you place on instructors within the massage or esthetics program for COMTA? ✓
- a. 3.1.1 All instruction is provided by individuals with appropriate education and experience.
 - b. 3.1.2 Instructors of theory and technique must have credentials to practice professionally in the jurisdiction in which the institution is located if the credentials are available. This requirement is waived for non-residents of the jurisdiction if the credential is not available to non-residents, or if the non-resident instructor provides no more than 20 hours of instruction over the length of the program.
 - c. 3.1.3 Instructors of theory and technique are eligible to sit for an appropriate licensing or certification exam or provide evidence of equivalent training or experience in lieu of eligibility.
 - d. 3.1.4 Instructors of theory and technique have a minimum of two (2) years practical experience or are able to demonstrate the appropriate knowledge or expertise as required by the course learning objectives.
 - e. 3.1.5 Instructors of anatomy, physiology and pathology have at least an undergraduate level proficiency in the subject matter being taught.
 - f. 3.1.6 Official transcripts, diplomas or other documents provided by educational institutions certifying completion of training are on file for all instructors.'
7. How much does it cost to become accredited with COMTA? ✓

Initial Application for Accreditation – Institutional

Institutional Reviews include reviewing the entire school operations and all eligible programs offered by the school (massage or esthetics). An additional fee is applied for the On-site Visit if both massage and esthetics are included.

- a. 1. Accreditation Training - \$450 per campus - Each main and branch campus must have a representative complete the trainings.
 - b. 2. Initial Application – Main campus: \$3000
 - i. Branch campus: \$1500 per location
 - ii. Auxiliary classroom: \$750 per location
 - c. 3. Peer Review On-site Visit – Main campus: \$6000
 - i. Branch campus: \$4500 per location
 - ii. Auxiliary classroom: \$3000 per location
 - iii. Additional fee for review of
 - iv. Additional fee for review of both massage and esthetics: \$1500 for Main campus, \$1000 per additional location.
8. How many hours does a COMTA approved curriculum require? ✓
- a. No specific number of hours for each subject. Flexible on how much time you take to teach things. The program has to meet the state requirement. She says we should just use NCBT. For COMTA as a whole it has to be at least 600.
9. What subjects does a COMTA approved curriculum require? ✓
- a. See Appendix_D.02_Competency_Table.
10. How do we register to get VSAC funding? ✓
- a. School needs to have been in business for at least a year and accredited by an agency.
 - b. Marsha Corey: VSAC: They will send us a form. School or program has to be in business and offering courses for at least a year. The school or program needs to either be certified or accredited. Or show at least 50% the students have to be employed.

NCTB will be fine, we don't need COMTA. They will fund certain apprenticeships.
11. Call schools that have client massage and ask: ✓
- a. Wellness Massage Center & Institute
 - i. How much does it cost for a student massage?
 - ii. \$30

- iii. How many clinical hours do they offer their students?
- iv. They will have more than 50 hours.
- v. She does offsite like the Great Race chair massage. They do the Run For Empowerment, has the class go to different places like Relay for Life and give massages.

b. O'Brien's

- c. Est and massage 300 hrs for clients in both sections = 600 total, school pricing, basic massage 35,
- d. 750 hours starting in Jan. Rate going to \$8,500. Telling them to apply for VSAC, which will pay for \$2,500.
- e. 12 people per class

12. Can a business name be trademarked on the federal level? ?

- a. **This needs to be answered by the attorney!**
- b. Similarly, use of a business name does not necessarily qualify as trademark use, though other use of a business name as the source of goods or services may qualify it as both a business name and a trademark. Many states and local jurisdictions register business names, either as part of obtaining a certificate to do business or as an assumed name filing. For example, in a state where you will be doing business, you might file documents (typically with a state corporation commission or BASIC FACTS ABOUT TRADEMARKS state division of corporations) to form a business entity, such as a corporation or limited liability company. You would select a name for your entity, for example, XYZ, Inc. If no other company has already applied for that exact name in that state and you comply with all other requirements, the state likely would issue you a certificate and authorize you to do business under that name. However, a state's authorization to form a business with a particular name does not also give you trademark rights and other parties could later try to prevent your use of the business name if they believe a likelihood of confusion exists with their trademarks.

13. Where are our 5 competing schools accredited at? ✓

- a. **O'Brien's is the only one accredited on the U.S. Department of Education's website.**

1. <http://ope.ed.gov/accreditation/Search.aspx>

b. Shiatsu School of Vermont

- i. The American Organization for Bodywork Therapies of Asia (AOBTA)
- ii. NCBT

- iii. VSAC
 - c. Green Mountain Massage School
 - i. NCBT
 - ii. VSAC
 - d. Green Mountain Institute for Integrative Therapy
 - i. Associated Bodywork & Massage Professionals (ABMP)
 - ii. British Accreditation board
 - iii. Massage Training Institute (MTI)
 - iv. NCBT
 - v. VSAC
 - e. Wellness Massage Center & Institute
 - i. NCBT
 - ii. VSAC
 - f. O'Brien's Aveda Institute
 - i. American Association of Cosmetology Schools
 - ii. National Accrediting Commission of Career Arts & Sciences (NACCAS)
 - iii. NCBT
 - iv. VSAC
14. What professional manuals and textbooks does O'Brien's Aveda Institute use? ✓
- a. Beck's Standard Massage Curriculum
 - b. Biel's Trail Guide text and workbook
 - c. Milady Nail Technology text and curriculum
 - i. <http://www.milady.cengage.com/index.asp>
15. What are the requirements if a masseuse wants to teach Waxing and Facials? **Still in progress, no reply yet as of morning of 9/2.**
- a. VT Secretary of State: We need to register on their website. Then they will approve our registration, and then we can apply to teach estheticians. The forms for an apprenticeship are on their website.
<https://www.sec.state.vt.us/professional-regulation/list-of-professions/barbers-cosmetologists/forms-applications.aspx>

- b. NCBT: Need to call and ask: Does NCBTMB offer certifications for waxing and facials? **Left a message 9/2 with Rebecca.** Asked if they have any curriculum requirements for facials and waxing.
 - i. Does NCBT allow apprenticeships as a way to get certification?
 - ii. How much does it cost to be an instructor?
 - iii. What is required for an apprenticeship?
 - iv. How can a licensed esthetician have an apprentice in a licensed spa?
- c. <http://www.ncbtmb.org/become-ncbtmb-assigned-school>
- d. COMTA: kzulaski@comta.org
 - i. We DO offer accreditation for esthetics training programs. Again - part of what we are revamping on our website. There is another Competency Chart for esthetics, Appendix D.02a: <https://s3.amazonaws.com/wordpress.cyanna.com/comta.org/Appendix+D.02a+Esthetics+Competency+Chart.doc>
 - ii. As far as the apprenticeships, we can only accredit a school that has an approved curriculum. The apprenticeship would have to be a component of the full program, not instead of the program. Depending on how the apprenticeship works, it might be considered under the Clinic/Fieldwork part of our standards, or under the Externship part of the standards.

VSAC: They will send us a form. School or program has to be in business and offering courses for at least a year. The school or program needs to either be certified or accredited. Or show at least 50% the students have to be employed.

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