

# Guidelines for Completing the Application for Approval as a Sponsor of Continuing Education for Massage Therapists

## Not for use by "Deemed Approved Sponsors"

- 1) The Department is required by statute to review all organizations seeking to be recognized as sponsors of continuing education that are not deemed approved by §7807(4) of the Education Law. Only continuing education provided by organizations approved by the New York State Massage Therapy Board as sponsors will be accepted as meeting the requirements for registration as a New York licensed massage therapist.
- 2) Organizations that are deemed approved under Section 7807(4) of the Regulations of the Commissioner of Education should **not** submit this application. They must, however, register with the Department by completing the "**Deemed Approved Sponsor Registration**".
- 3) Approval as a sponsor recognizes a sponsor's capacity to award contact hours for continuing education activities that are planned, implemented, and evaluated by the sponsor. The sponsor may offer an unlimited number of educational activities during the three year period of approval.
- 4) Contact hour award is limited to the following curricular areas:
  1. Subjects that enhance knowledge and skill in the theory, technique, and methods that fall within or are related to the practice of massage therapy, including, but not limited to, instruction in Swedish massage; medical massage; Shiatsu; connective tissue massage; Tui Na; reflexology; acupressure; polarity; myofascial massage; neuromuscular massage; craniosacral techniques; manual lymphatic drainage; infant massage; pregnancy massage; stretching; exercises to facilitate, enhance or perpetuate the benefits of massage therapy; Thai massage; sports massage; and courses related to specific physical conditions, such as cancer, that may require massage therapy;
  2. Subjects that are fundamental to the practice of the profession, including, but not limited to, pathology, myology, neurology, anatomy, physiology, or subjects that are ancillary to the practice, such as effects of massage therapy on medication regimes;
  3. Subjects that include, but not limited to, activities and skills needed for practice, such as communication, intake procedures, assessment and evaluation, treatment planning, prevention, recordkeeping, First Aid, CPR, and knowledge of the chemical ingredients and safety of products and tools used in the practice of massage therapy;
  4. Clinical interventions/evidence-based models;
  5. Philosophy and principles of massage therapy;
  6. Subjects relating to health care, professional rules and regulations, standards of good practice, precautions, law, and/or ethics which contribute to professional practice in massage therapy and the health, safety, and/or welfare of the public.
- 5) The awarding of continuing education hours is based on a contact hour which is equivalent to **50 minutes of an organized learning activity**. Thus, a program of two clock hours (60 minutes) would be awarded 2.4 contact hours ( $120 \text{ minutes} \div 50 \text{ minutes} = 2.4$  contact hours). For entities that offer Continuing Education Units, one CEU equals 10 contact hours. Time for breaks, meals, etc. may not be included in the calculation for contact hour award.
- 6) Continuing education offered by approved sponsors must be made available to all New York State licensed massage therapists, if qualified.

Each standard listed below contains the criteria for the Department's review of sponsors seeking approval to offer continuing education to Massage Therapists, as set forth in Section 78.5 of the Regulations of the Commissioner of Education. To demonstrate the organization's compliance with them, please provide the information requested.

### **Standard 1 - Organization. An organized educational entity, or an entity that has expertise in the professional area(s) that will be taught.**

- A. Please identify and describe your organization, and attach a copy of the organization's charter, certificate of incorporation, or articles of organization.
- B. Attach a statement describing the organization's primary purpose or mission.
- C. Attach a list of the names, titles, and addresses of the organization's officers, and board of directors/trustees.
- D. Attach a statement of the goals of the organization's continuing education program.
- E. Submit a statement which describes the necessary qualifications, authority, accountability, and responsibility for continuing education for the administrator of the continuing education program.

F. Provide a curriculum vitae or resume of the person administratively responsible for the organization's continuing education activities.

**Standard 2 - Courses. Will offer courses in select curricular areas.**

- A. List all topics that your organization will offer.
- B. Describe the procedure used for designing educational activities including who designs the program and how it is evaluated and modified prior to offering.
- C. Submit information describing three different educational activities proposed or presented by your organization including the following course material:
  - 1. title of the educational activity
  - 2. name(s) and qualifications of the presenter(s)
  - 3. description of course content
  - 4. location, date and time
  - 5. starting and ending times of each session or lecture
  - 6. number of contact hours to be awarded
  - 7. target audience
  - 8. learning objectives of the course
  - 9. cost; refund and cancellation policies
  - 10. marketing materials such as a brochure, flyer, etc.

**Standard 3 - Instructors. Provide instructors who are qualified to teach the content that will be offered.**

- A. Attach a description of your procedures and criteria for selecting instructors, including evidence of licensure status for persons from out-of-state who will give practical demonstrations as part of approved continuing education courses in New York State.
- B. Attach a description of your procedures and criteria for evaluating instructors' performance.
- C. Provide a curriculum vitae or resume for each instructor that (1) demonstrates his or her qualifications to conduct the course(s) and (2) includes at least his or her: (a) name; (b) current employment title; (c) degree(s) earned, with name and location of institution, major, and date received (d) licensure status; (e) teaching experience; and (f) previous professional positions.
- D. Provide job descriptions for instructors if specific instructors have not been identified for a particular course or courses.

**Standard 4 - Assessment of Learning. Has a method of evaluating the effectiveness of courses.**

- A. Attach a description of the organization's method(s) of evaluating the effectiveness of courses that (1) are appropriate to the course objectives and educational methods and (2) measure the extent to which the objectives were accomplished.
- B. Attach a copy of the participants' course evaluation instrument.

**Standard 5 - Records. Will maintain records for a minimum of six years from the date of completion of each course.**

- A. Attach a description of the organization's policy and procedure to assure storage, confidentiality, and retrieval of records for a six-year period.
- B. Indicate the street address where the records will be kept.
- C. Provide a signed assurance that (a) the records will be maintained for six years from the date each course was offered; (b) you will grant the State Education Department (SED) access to the records upon request; (c) you will respond to any SED inquiry regarding the records; (d) you will notify SED if the address where the records are kept changes.
- D. Attach a sample copy of the certificate of completion the organization will provide to each licensed practitioner who completes a course. The certificate must include (a) the organization's name and address; (b) the name of the participant; (c) the course title; (d) the date and location of the course; (e) the educational method used (e.g., lecture, self-study); and (f) the number of contact hours; and (g) a statement indicating that the organization is recognized by the New York State Education Department's State Board for Massage Therapy as an approved provider of massage therapy continuing education.

**Standard 6 - Resources. Has adequate resources.**

- A. Describe the financial base upon which continuing education activities are funded.
- B. Submit a description of the organization's equipment/supplies/technology and physical facilities demonstrating that they are adequate to assure achievement of the entity's educational goals.

**Standard 7 - Prohibitions**

Any continuing education designed for the sole purpose of maximizing profits for the practice of a massage therapist **shall not** be considered by the Department as acceptable continuing education.

In addition, coursework in techniques that do not fall in the practice of the profession of massage therapy, such as, but not limited to, Reiki, Feldenkrais Method, the Alexander Technique, or appearance enhancement practices as defined by the New York State Department of State shall not be acceptable as continuing education.

Presenters of didactic instruction may be provided by persons who are not licensed by the State of New York as massage therapists. The practical application of such modalities and techniques must be done by massage therapists licensed in New York, or those otherwise authorized to provide such services in New York, when the continuing education occurs in the State of New York.

**Renewal Application**

To renew your approval as a sponsor, you must submit a renewal application 45 days prior to the expiration date. Please provide all of the information required in Standards 1 through 7. If there is no change in the information in any section you may simply indicate "no change" in that section.

## Application for Approval as a Sponsor of Continuing Education for Massage Therapists

For Entities That are not "Deemed Approved" as Providers of Continuing Education Under Section 78.5(i)(3) of Commissioner's Regulations

**Instructions:** Complete this application and submit the form along with the \$900 application fee and the information detailed in the Guidelines to the Office of the Professions at the address at the end of this form. Applications must be submitted at least 90 days (45 days for a renewal application) prior to the date on which continuing education programs will begin. You must submit two (2) copies of this form with the related information.

Please check one:  Initial Application  Renewal Application

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web address: \_\_\_\_\_

Check the box following each Standard to indicate that the required information will be submitted for review and that the organization will not offer continuing education to meet the mandated continuing education requirement for licensed massage therapists until it has been approved.

- Standard 1 - Organization.**
- Standard 2 - Courses.**
- Standard 3 - Instructors.**
- Standard 4 - Assessment of Learning.**
- Standard 5 - Records.**
- Standard 6 - Resources. Has enclosed evidence of financial stability.**
- Standard 7 - Prohibitions. Is aware of and will adhere to these prohibitions**

We agree to comply with the requirements of Section 78.5 of the Regulations of the Commissioner. We further agree to provide the State Education Department with such information, and to permit it to conduct such site visits, as it may request to ensure compliance with those requirements. We understand that approval may be granted for a three-year period and may be renewed upon further application (including fee). Enclosed is the \$900 application fee. We agree that this fee is for evaluation, not for approval, and is not refundable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mo. day yr.

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Mail this form and a \$900 check or money order payable to the New York State Education Department to: New York State Education Department, Office of the Professions, State Board for Massage Therapy, 89 Washington Avenue, Albany, NY 12234-1000.**