

**(Effective until September 1, 2021)**

**WAC 246-830-420 Approval of massage school, massage program, or apprenticeship program.** (1) To qualify as a board approved massage school, massage program or apprenticeship program, an authorized representative of the massage school, massage program or apprenticeship program must submit to the board a completed application packet provided by the department. A completed application packet must include, but not be limited to:

(a) A curriculum designed to meet or exceed the requirements listed in WAC 246-830-430. The following documentation must be submitted:

(i) Table of courses offered;

(ii) Syllabus for each course that includes course title, subject matter, course hours, all instructor(s) name(s), measurable course objectives, methods of evaluation, course schedule, and textbooks or other instructional materials;

(iii) A sample copy of each of the following exams: Anatomy and physiology, pathology, kinesiology, practicum criteria, ethics and professionalism, and laws pertaining to massage;

(iv) Statement describing how a student will obtain first-aid and CPR training; and

(v) Institutional philosophy or mission statement.

(b) A plan for how the massage school, massage program or apprenticeship program will evaluate its academic standards. The following documentation must be submitted:

(i) Statement or policy on minimum standards for measuring student progress; and

(ii) Copies of policies and procedures, to include a policy on nondiscrimination.

(c) Documentation explaining how the massage school or massage program determines training and experience qualifications for faculty members. The following documentation must be submitted:

(i) Policy on minimum competency standards for instructors and a statement that all massage school, massage program or apprenticeship program instructors meet those standards;

(ii) Resumes for each instructor; and

(iii) A listing of all instructors and the courses each instructor plans to teach.

(d) A student clinic must be supervised by a clinical supervisor who is a licensed massage therapist with at least two-years practical experience. The clinical supervisor is responsible for reviewing the health history of the student's client or patient, and must review and approve the student's massage plan.

The following documentation must be submitted:

(i) A copy of policies pertaining to student clinic;

(ii) Disclosure statement form provided to client or patient;

(iii) Copy of client or patient intake and screening form; and

(iv) Copy of client or patient feedback form.

(e) Health, sanitation, and facilities must be maintained in accordance with local ordinances and these rules. The following documentation must be submitted:

(i) Floor plan of facility;

(ii) Floor plan of student clinic;

(iii) Equipment in classroom;

(iv) Equipment in student clinic; and

(v) List of library contents and computer or online resources available to students.

(f) A copy of policies on faculty and student conduct.

(g) Records must be stored in a secured location and be made available upon a student's written request. The following documentation must be submitted:

(i) A copy of a sample transcript; and

(ii) A policy on release of student records consistent with applicable law(s).

(h) Eligibility to operate a massage school or massage program. The following documentation must be submitted:

(i) Verification that the school is approved to operate in the state of Washington by the workforce training and education coordinating board;

(ii) Verification that the school is licensed by private vocational education (see chapter 28C.10 RCW or Title 28B RCW); or

(iii) Verification that the program is part of a college or university that is nationally or regionally accredited.

(i) Designation of an authorized representative of the school or program.

(2) The board may conduct a site inspection of the massage school, massage program or apprenticeship program prior to granting approval.

(3) The board may grant or deny approval or grant conditional approval contingent upon changes to the application requested by the board.

(4) To maintain approval status with the board, a massage school, massage program or apprenticeship program must apply for reapproval during the third year after initial approval and during the fifth year for each reapproval thereafter. Failure to apply for renewal by the expiration date of the massage school, massage program or apprenticeship program approval will mean that the approval is expired and no longer valid.

(5) In order to maintain board approval, a massage school, massage program or apprenticeship program must:

(a) Comply with any changes in training standards and guidelines adopted by the board;

(b) Notify the board of any changes in overall curriculum plan or curriculum content changes under subsection (1)(a) of this section prior to implementation by filing an addendum. The board may grant or deny the proposed change; and

(c) Notify the board of changes in authorized representative or instructors within thirty days of such change.

(6) An apprenticeship program is limited to no more than three apprentices per apprenticeship educator or trainer, and the apprenticeship must be completed within two years.

[Statutory Authority: RCW 18.108.025 (1)(a), 18.108.085 (1)(a), 43.70.041 and chapter 18.108 RCW. WSR 17-14-062, § 246-830-420, filed 6/29/17, effective 7/30/17. Statutory Authority: RCW 18.108.025(1). WSR 95-11-108, § 246-830-420, filed 5/23/95, effective 6/23/95. Statutory Authority: RCW 18.108.025. WSR 92-15-153 (Order 291B), § 246-830-420, filed 7/22/92, effective 8/22/92; WSR 91-01-077 (Order 102B), recodified as § 246-830-420, filed 12/17/90, effective 1/31/91; WSR 88-13-038 (Order PM 739), § 308-51A-020, filed 6/9/88.]

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- (a) A curriculum designed to meet or exceed the requirements listed in WAC 246-830-430. The following documentation must be submitted:
  - (i) A table of courses offered;
  - (ii) A syllabus for each course that includes course title, subject matter, course hours, all instructor(s) name(s), measurable course objectives, methods of evaluation, course schedule, and textbooks or other instructional materials;
  - (iii) A 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, and laws and rules pertaining to massage;
  - (iv) A statement describing how a student will obtain first-aid and CPR training; and
  - (v) An institutional philosophy or mission statement.
- (b) A plan for how the massage school, massage program or apprenticeship program will evaluate its academic standards. The following documentation must be submitted:
  - (i) A statement or policy on minimum standards for measuring student progress; and
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- (c) Documentation explaining how the massage school or massage program determines training and experience qualifications for faculty members. The following documentation must be submitted:
  - (i) A policy on minimum competency standards for instructors and a statement that all massage school, massage program or apprenticeship program instructors meet those standards;
  - (ii) A resume for each instructor; and
  - (iii) A listing of all instructors and the courses each instructor plans to teach.
- (d) The student clinic must be under the direct supervision of a clinical supervisor who is a licensed massage therapist with at least three-years practical experience.
  - (i) The clinical supervisor is responsible for reviewing the health history of the student's client or patient, reviewing and approving the student's massage plan, and observing a reasonable portion of each massage session based on the competency of the student.
  - (ii) A faculty member in the role of clinical supervisor must ensure a ratio of no less than one faculty member to no more than six students who are actively performing massage.
  - (iii) While supervising the clinic, the clinical supervisor may only supervise the students in the clinic and no other students on the premises.
- (e) The following documentation must be submitted:
  - (i) A copy of policies pertaining to the student clinic;
  - (ii) A disclosure statement form provided to the client or patient;
  - (iii) A copy of the client or patient intake and screening form;
  - (iv) A copy of the client or patient feedback form; and
  - (v) A copy of the supervisor feedback form.

(f) A statement that facilities are maintained in accordance with state and local ordinances and these rules governing health and sanitation. The following documentation must be submitted:

- (i) A floor plan of the facility;
- (ii) A floor plan of the student clinic;
- (iii) A list of equipment in the classroom;
- (iv) A list of equipment in the student clinic; and
- (v) A list of the library contents and computer or online resources available to students.

(g) A copy of policies on faculty and student conduct.

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(j) Designation of an authorized representative of the school or program.

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(c) Notify the board of changes in authorized representative within thirty days of such change.

(6) An apprenticeship program is limited to no more than three apprentices per apprenticeship educator or trainer, and the apprenticeship must be completed within two years.

[Statutory Authority: RCW 18.108.085 (1)(a), 18.108.025 (1)(a), chapter 18.108 RCW and 2020 c 76. WSR 21-02-012, § 246-830-420, filed 12/24/20, effective 9/1/21. Statutory Authority: RCW 18.108.025

(1) (a), 18.108.085 (1) (a), 43.70.041 and chapter 18.108 RCW. WSR 17-14-062, § 246-830-420, filed 6/29/17, effective 7/30/17. Statutory Authority: RCW 18.108.025(1). WSR 95-11-108, § 246-830-420, filed 5/23/95, effective 6/23/95. Statutory Authority: RCW 18.108.025. WSR 92-15-153 (Order 291B), § 246-830-420, filed 7/22/92, effective 8/22/92; WSR 91-01-077 (Order 102B), recodified as § 246-830-420, filed 12/17/90, effective 1/31/91; WSR 88-13-038 (Order PM 739), § 308-51A-020, filed 6/9/88.]