



State of Alabama Department of Public Health

Guidelines For Providers of Continuing Education for Massage Therapists

The Alabama Department of Public Health's Massage Therapy Program (Department) requires that potential providers:

- (1) affirm the capability of meeting the Criteria for Providers; and**
- (2) provide assurance of adhering to the Criteria for Providers established under Section 34-43-21(d)(1) and (2) of the Ala Code, 1975.**

To provide affirmations and assurances, the attached application and affidavits must be completed and signed by an authorized administrator, notarized, and returned to the Alabama Department of Public Health's Massage Therapy office. A completed application must accompany the title page and affidavit in order for the Department to consider assigning a nontransferable provider number to the applicant. The following definitions and criteria should be used to complete the application process.

Definitions:

- **Department-Approved Continuing Education Provider:** An individual; partnership; association; organization; educational institution; governmental agency; or licensed health care facility offering continuing education for massage therapists that meet Department criteria for approval.
- **Department-Approved Continuing Education Course:** An activity that meets the definition of continuing education and has undergone approval by a Department-approved provider of continuing education. A course or activity may be a program of multiple sessions or a single session lasting at least fifty (50) minutes (1.0 contact hour).
- **Continuing Education:** Planned, organized learning experiences designed to augment the knowledge, skill, and attitudes for the enhancement of the practice of massage therapy.
- **Continuing Education Contact Hour:** Unit of measurement of continuing education that meets Department criteria for approval and lasts at least fifty (50) minutes.
- **Continuing Education Earning Period:** Two-year period of time during which contact hours must be accrued.
- **Independent Study for Continuing Education:** Self-directed learning experience carried out by the participant in an unstructured or structured setting including but not limited to, self-study, video, computer, or online continuing education programs.
- **Pre-Approved Provider:** A Continuing Education Provider previously approved by a nationally recognized massage therapy association or organization
- **Provider Number:** A permanent, non-transferable number assigned by the Department to designate an approved provider.

Criteria for Providers and Administrative Guidelines

Standards for Providers

The Department-approved provider is accountable for:

1. Demonstrating capability to meet and adhere to Department established standards to assure the provision of quality continuing education activities for massage therapists; and
2. The veracity and accuracy of continuing education provided; and
3. Compliance with the standards set forth in this chapter.

Mission and Objectives

The mission and objectives for the continuing education provider unit shall be written and available for review.

- The mission is written and evidences commitment to continuing education, principles of adult learning, and enhancement of the practice of massage therapy.
- The objectives emanate from the mission and are written in terms from which administrative and course outcomes can be measured.

Policies and Procedures shall:

1. Be written, current, and structured to facilitate the implementation of planned continuing education activities.
2. Include:
 - Assessment of need for continuing education activities,
 - Fee assessments,
 - Advertisements or announcements of activities,
 - Instructor qualifications,
 - Records maintenance,
 - Course approval,
 - Processes for awarding contact hours

Reports and records shall:

1. A permanent record is maintained regarding the approval status of the provider.
2. Permanent records are maintained for all courses, course outlines, instructor qualifications, all course numbers assigned by the provider, and contact hours awarded.
3. Records of attendance of participants, courses attended, and corresponding evaluations are maintained at least four years.
4. Information provided on continuing education records of participants includes:
 - Name and address of the institution
 - Name and social security number of the individual participant
 - Title of the program or activity
 - Completion date of the program or activity
 - Number of contact hours awarded
 - Signature (or designated signature) of the contact person responsible for program/ course
 - Statement of provider status and/ or Department-assigned provider number and Department-assigned or provider-assigned course number
5. Records are made available to participants upon request.

Educational Facilities and Resources:

The provider shall have accessible and available educational facilities, instructional aids, and equipment for the planners, instructor(s), and learners consistent with the educational content, format, and teaching methodology of each course.

1. The facility is appropriate in size for the number of attendees.
2. Physical facilities are selected with consideration of factors that are known to assist in achieving desirable learning outcomes, seating arrangements, appropriate lighting, sound control, safety and visual aids.
3. Sufficient reference materials and other needed resources are available to enhance learning.
4. Course outlines are maintained on file for at least four years and shall evidence the following:
 - Course title, sponsoring agency, date of presentation
 - Outline of content and time frame
 - Instructor qualifications to present the course
 - Number of contact hours
 - Requirements for satisfactory course completion

Instructor Qualifications.

The instructor(s) shall possess qualifications appropriate to the content of the activity.

1. Educational credentials of the instructor are appropriate to the target audience and the content.
2. Experience correlates with the discipline being taught.
3. Opportunity is given for participants in the course to evaluate instructor performance and knowledge.
4. Instructor credentials are maintained on file for the period of time that the course is provided and for four years thereafter.

Requirements for Department Approval of Continuing Education Programs

Pursuant to Administrative Code, Section 532-X-6-.02, all prospective providers of continuing education courses in massage therapy or related topics must submit to the Department an application for approval of the course(s) at least 60 days prior to the date on which the course is to be given. In order to receive Department approval as a provider, an applicant shall:

1. Submit a completed Massage Continuing Education Provider Application with Approved Provider Supplemental Program/ Instructor Information. Copies of which may be obtained from the Department office at 201 Monroe Street, Suite 1250, Montgomery, AL 36104 or by accessing the website at www.alabamapublichealth.gov/massagetherapy.
2. Sign and abide by written agreement to:
 - a. Provide an identifiable person to be responsible for ensuring that each program represented under their Alabama Department of Public Health's Massage Therapy Program provider number meets program requirements set forth below.
 - b. Retain a "sign-in" sheet with the signature of participants, license number of each participant with the name of the course, date, location, and CEU provider number, and copies of any promotional materials for at least four years following the course.
 - c. Provide each participant with a certificate of attendance verifying the program has been completed. The certificate shall not be issued until completion of the program and shall contain the provider's name and number, title of program and program number, instructor, date, number of contact hours of credit, the licensee's name, and license number.
 - d. Notify the Department of any significant changes relative to the maintenance of standards as set forth in these rules.
3. Each program presented by a Department-approved provider shall:
 - a. Have stated learning objectives;
 - b. Be instructed by a person who meets at least one of the following criteria:
 - ☐ Holds a minimum of a bachelor's degree from a college or university which is accredited by a regional accrediting body recognized by the U.S. Department of Education or a substantially equivalent accrediting body of a foreign sovereign state, with a major in a subject directly related to the content of the program to be offered, or
 - ☐ Graduated from a school of massage which has a curriculum equivalent to requirements in this state and was approved by a state licensing authority, a nationally recognized massage therapy association or a substantially equivalent accrediting body, or the Department, and has completed two years of professional experience in the practice of massage,

and

 - Within the last five years of practical experience, had a minimum of two years of teaching experience in the subject matter to be offered, or
 - Taught the same courses on this approved subject a minimum of 3 times in the past two years before a professional convention, professional group, or at a massage therapy school, or
 - Completed specialized training in the subject matter and has a minimum of two years of practical experience in the subject, or
 - ☐ Be licensed as a massage therapist in another state or foreign sovereign state having standards of education substantially similar to or more stringent than those required for licensure in Alabama and has practiced massage therapy for a minimum of 10 years,

and

 - Within the last five years of practical experience, had a minimum of two years of teaching experience in the subject matter to be offered, or
 - Taught the same courses on this approved subject a minimum of 3 times in the past two years before a professional convention, professional group, or at a massage therapy school, or
 - Completed specialized training in the subject matter and has a minimum of two years of practical experience in the subject, or

- ☐ Taught at a school of massage which has a curriculum equivalent to requirements in this state and was approved by a state licensing authority, a nationally recognized massage therapy association or a substantially equivalent accrediting body, or the Department for a minimum of two years,
and
 - Within the last five years of practical experience, had a minimum of two years of teaching experience in the subject matter to be offered, or
 - Taught the same courses on this approved subject a minimum of 3 times in the past two years before a professional convention, professional group, or at a massage therapy school, or
 - Completed specialized training in the subject matter and has a minimum of two years of practical experience in the subject.
 - Provided, however, that approved courses in areas other than massage theory, history, and techniques may be instructed by a person who meets at least one of the following criteria:
 - (i) Holds a minimum of a bachelor's degree from a college or university which is accredited by a regional accrediting body recognized by the U.S. Department of Education or a substantially equivalent accrediting body of a foreign sovereign state, with a major in a subject directly related to the content of the program to be offered, or
 - (ii) Within the last five years of practical experience, had a minimum of two years of teaching experience in the subject matter to be offered, or
 - (iii) Taught the same courses on this approved subject a minimum of 3 times in the past two years before a professional convention, professional group or at a massage therapy school, or
 - (iv) Completed specialized training in the subject matter and has a minimum of two years of practical experience in the subject.
4. The Department retains the right and authority to audit and/ or monitor programs given by any provider. The Department will rescind provider status or reject individual programs given by a provider if the provider has disseminated any false or misleading information in connection with the continuing education program, or if the provider has failed to conform to and abide by the written agreement and rules of the Department.
 5. One hour of continuing education is defined as no less than 50 uninterrupted minutes of learning.
 6. Presenters, moderators, and instructors of courses shall not receive credit for courses they present.
 7. Whenever an instructor and his/ her course have obtained approval by the Department, the instructor may teach the course at any time, in whole or in part, so long as the materials being taught do not deviate from course materials originally approved, there is no change of instructor, and the documentation of attendance clearly indicates the original course approval number and the hours of credit given for this version of the course. Therefore, the number of continuing education hours awarded for the course may be the original number of hours approved, or less. An increase in the number of continuing education hours awarded will require submission of forms for approval of a course.
 8. A Department-approved provider must revise and update all course materials that are affected by changes occurring during the biennial renewal period. The Department will rescind approval of any provider or course that is found to be obsolete, erroneous, and/ or outside the scope of practice, or if the Department determines the provider has violated the Department's rules. The revised course materials must be submitted with the biennial renewal form.
 9. Provider numbers must be renewed biennially. If the renewal form is not received by the Department on or before the anniversary date of the biennial year, the provider must submit a new application and, if approved, receive a new provider number.

Application for Continuing Education Providers

Instructions

The Alabama Department of Public Health's Massage Therapy Program approves continuing education for massage therapists based on the following criteria:

Continuing Education means participation in an approved program or learning experience that is designed to facilitate continued competency including ethical and legal practice in the therapeutic massage and bodywork profession through participation in a learning process that enhances the licensee's current knowledge, skills and abilities through courses, seminars, workshops, and classes in areas related to the practice of massage therapy such as: massage, bodywork, allied health care fields (including psychology and medicine), anatomy and physiology, business, insurance, movement therapy, stress management, yoga, CPR, and advanced first aid as described in the Alabama Administrative Code, Section 34-43-21.

Please answer all questions on the provider form. If the question is not relevant to you or your organization please state so. There is no charge for provider status, however, we request that you submit to our Department every six months the programs that you provided.

Providers are generally approved for not more than two years. When the provider agreement expires it is the responsibility of the provider to obtain another application in a timely manner.

Massage Therapy Program Application for Continuing Education



Alabama Department
of Public Health

For Department Use Only

Date Received

Date Issued

Receipt Number

Approved By

☐ New Application

☐ Renewal Application

Name of Agency or Department _____

Street Address _____

City _____ State Alabama Zip Code _____

Phone Number _____ Email Address _____

Director of Continuing Education _____

Please address the following as completely as possible and attach all required information:

Organization Plan – Statement of Purpose

What is your continuing education program's statement of purpose with regard to:

- a. The relationship of your program to massage therapy practice, skills, knowledge and/ or values enhancement?

- b. The purpose of continuing education?

- c. A plan to identify and promote current knowledge and needs in the massage therapy practice?

- d. Are any of your courses or programs offered via distance learning? ☐ Yes ☐ No

If yes, approximately what percentage of your courses/ program would you classify as distance learning activities?

- ☐ Less than 50%
☐ More than 50%

If yes, please identify the type(s) of distance learning delivery system(s) used in your program (please check all that are applicable):

- ☐ Online
☐ Videoconferencing
☐ Corresponding courses
☐ Others (please specify the other types of delivery systems used): _____

e. Is this a self-paced or home study learning activity? ☐ Yes ☐ No

If yes, submit the following information in narrative form:

1. Course and instructional outcomes
2. Unit objectives
3. Complete set of sequenced content materials
4. Testing process that reflects the program content. (e.g. paper tests for concepts and theories)
5. Completed participant evaluation form of the course
6. Time allowed to complete the program. Explain the process in determining contact hours for program (e.g., three learners take the course, record their time to complete and then take average time. This determines the amount of hours needed to complete course work).

Administration

Does your organization structure indicate authority to a continuing education director to implement your goals and objectives of presentation planning? (If appropriate, provide an organizational chart showing the relationship of the program director to your agency/ organization's structure.) ☐ Yes ☐ No

List the names, titles, and academic degrees of individuals responsible for establishing your CE programs' scheduling:

Name	Title	Degree

Briefly describe in the space below, the professional experience or area of expertise, which qualifies the individual as an instructor for this course. Include most recent positions, publications, etc.

How is the overall CE program schedule determined?

Is there permanent staff available for the planning and monitoring of the presentation? ☐ Yes ☐ No

What methods will be used in individual program presentations (i.e., lectures, audio-visual, testing, etc.)?

What physical facilities are primarily used for CE presentations (space, equipment, etc.)?

Describe the record keeping systems for:

- a. Verifying each individual participating in each individual presentation.

- b. Documenting each individual presentation in full including agency, instruction(s), evaluation, etc.

Describe the evaluation procedures for the presentations (including copy if possible).

How many individuals attend your presentations yearly? _____

Approximately how many presentations do you offer? _____

Attach copies of the following policies and procedures:

- ☐ Qualifications of personnel for implementation of the planned courses
- ☐ Advertising guidelines
- ☐ Fee assessment, refund guidelines
- ☐ Numbering system to be used by the provider
- ☐ System for awarding contact hours of credit
- ☐ Retention and release of records, including the disposition of records in the event of the demise of the provider

Submit one example of an outline for a continuing education activity that you plan to present or sponsor during the first twelve months of approval. Include the following:

- ☐ Statement of course title, sponsoring agency, date of presentation
- ☐ Statement of need for the course
- ☐ Outline of content
- ☐ Instructor qualifications to present the course
- ☐ Number of contact hours
- ☐ Requirements for satisfactory course completion
- ☐ Evaluation form that you plan to use for evaluation of a course
- ☐ Copy of an attendance record

Please email completed form and other applicable documentation to Massage.Therapy@adph.state.al.us

**Alabama Department of Public Health
Massage Therapy Program
RSA Tower, 201 Monroe Street, Suite 1250
Montgomery, AL 36104
(334) 206-5373**