



State of Alabama Department of Public Health

Massage Therapy School Self-Compliance Evaluation Tool

Name of Massage Therapy Program and/ or Educational Institution _____

Approval to Operate an Educational Institution _____

Address of Proposed Massage Therapy Program _____

City _____ State Alabama Zip Code _____

Massage Therapy Establishment License Number (if applicable) _____

Establishment's Ownership (if applicable) _____

Individual Responsible for Massage Therapy Program

First Name _____ Last Name _____

License Number _____

Phone Number _____ Email Address _____

Program Information

Type of Certificate/Diploma/Degree to be Awarded _____

Purpose of Survey _____

Date of Submission of Self-Compliance Evaluation Tool _____

All Evaluation Criteria delineated within this document are specified within the:

- **Administrative Code, Section 532-X-5-.01 Requirements for Approved Massage Therapy Schools**
- **Administrative Code, Section 532-X-.5-02 Approved School Annual Renewal**
- **Administrative Code, Section 532-X-5-.03 Requirements for Massage Therapy Instructors Teaching and Conducting Clinical**
- **Administrative Code, Section 532-X-5-.04 Massage Therapy School Deficiencies**
- **Administrative Code, Section 532-X-5-.05 Withdrawal of School Approval**

Massage Therapy School

Administrative Code/ Evaluation Criteria	Examples of Sources of Evidence	Expected Outcome	Evidence
Section 532-X-5-.01(7) An approved massage therapy school at which supervised massage is conducted on the premises shall meet all of the qualifications for a MT establishment license.	• Massage Therapy Establishment License	Documentation of a massage therapy establishment license.	
Section 532-X-5-.01(8) An approved massage therapy school shall carry professional and general liability insurance with an “A” rated or better insurance carrier in the amount of at least one million dollars (\$1,000,000).	• Proof of professional and general liability insurance as delineated within the chapter	Documentation of proof of professional and general liability insurance as delineated within the chapter.	
Section 532-X-5-.01(9) An approved massage therapy school shall acquire and maintain registration as an assigned school through the National Certification of Therapeutic Massage and Bodywork Board (NCBTMB).	• Proof of registration as an assigned school through the National Certification of Therapeutic Massage and Bodywork Board (NCBTMB).	The massage therapy school will be registered as an assigned school through the National Certification of Therapeutic Massage and Bodywork Board (NCBTMB)	
Section 532-X-5-.01(10) Within 2 years of Department approval, all newly approved massage therapy schools must obtain and maintain registration as an assigned school through the National Certification of Therapeutic Massage and Bodywork Board (NCBTMB).	• Proof of registration as an assigned school through the National Certification of Therapeutic Massage and Bodywork Board (NCBTMB).	A newly approved massage therapy school will be registered as an assigned school through NCBTMB within two years of Department approval.	
Section 532-X-5-.01(11) A massage therapy school located outside of the state of Alabama may be an approved massage therapy school, provided that, in addition to meeting all other requirements in this chapter, the out-of-state massage therapy school shall:	• Proof of accreditation. • Proof of an accredited postgraduate training institute. • Copy of conforming curriculum • Proof of compliance with all requirements within chapter.	The out-of-state massage therapy program will provide documentation of requirements for approval.	
(b) Be an accredited postgraduate training institute.			
(c) Provide a copy of the conforming curriculum.			
Section 532-X-5-.01(19) No school shall issue any certificate or diploma or confer any degree that misrepresents the course of study or instruction covered or completed or the accomplishments or standing of the student receiving such certificate, diploma, or degree.	• Published materials • Transcript indicating course work and credential awarded	The credential awarded is an accurate representation of completion of the course of study which is consistent with the information published.	

Massage Therapy Instructors

Administrative Code/ Evaluation Criteria	Examples of Sources of Evidence	Expected Outcome	Evidence
Section 532-X-5-.01(6) An approved massage therapy school shall ensure that massage therapy courses are taught only by licensed massage therapists who are registered massage therapy instructors, and that all courses are taught by instructors who are academically and experientially qualified to teach the courses assigned to them	• Job descriptions • Proof of massage therapist license • Proof of registration as massage therapy instructor • Credentials for massage therapy instructors ○ Curriculum vitae ○ Instructor Qualification Form	• The massage therapy instructors are licensed as massage therapists and registered as massage therapy instructors. • The massage therapy instructors have academic and experiential qualifications to teach in the area assigned.	
Section 532-X-5-.03(1) Except as provided in Section 34-43A-4(a)(4), every massage therapy instructor teaching a course in massage therapy at a massage therapy school located in this state shall be licensed by the Department as a massage therapist and registered as a massage therapy instructor. Instructors who are not teaching massage therapy are not required to register. Section 532-X-5-.03(1)(a) An adjunct massage therapy instructor shall be dually licensed in the state where he or she resides or be nationally certified, or both.	• Job descriptions • Proof of massage therapist license • Proof of registration as massage therapy instructor Credentials for massage therapy instructors ○ Curriculum vitae ○ Instructor Qualification Form	• The massage therapy instructors are licensed as massage therapists and registered as massage therapy instructors. • An adjunct massage therapy instructor is dually licensed in the state of residence or nationally certified, or both.	
Section 532-X-5-.03(1)(b) A massage therapy instructor shall satisfy all of the following: (a) Be currently licensed as an Alabama massage therapist and maintain a current unencumbered license.	• Job descriptions • Proof of massage therapist license • Proof of registration as massage therapy instructor • Proof of national certification • Credentials for massage therapy instructors ○ Curriculum vitae ○ Instructor Qualification Form • Documentation of Professional Development • Budget for Professional Development	• The massage therapy instructors are licensed as massage therapists and registered as massage therapy instructors. • The massage therapy instructors have academic and experiential qualifications to teach in the area assigned. • Management supports the professional development of the massage therapy instructor's Department approval.	
(b) Possess training and experience in the field of study and have at least three (3) years of experience in the field of massage and be supported by management in their professional development and teaching skills.			

Section 532-X-5-.03 (1)(c) Academic studies such as anatomy and physiology, business, and related sciences may be taught by a non-massage therapist professional who has experience in the field.	• Job descriptions Credentials for academic instructors ○ Curriculum vitae	• The instructors teaching the academic courses have experience in the field.	
Section 532-X-5-.03(1)(d) To engage in animal massage by a massage therapist under the direction or prescription of a licensed veterinarian, the applicant must graduate from a nationally approved school and complete a minimum of one hundred (100) hours of postgraduate training and education in animal anatomy, pathology, and physiology for the type of animal on which the therapist will perform therapeutic massage.	• Documentation of completion of 100 hours of postgraduate training and education in animal massage therapy	• The massage therapist engaging in animal massage has the required postgraduate training and education as delineated within the chapter.	

Curriculum

Administrative Code/ Evaluation Criteria	Examples of Sources of Evidence	Expected Outcome	Evidence
Section 532-X-5-.01(2) Successful completion of the curriculum at a Department - approved massage therapy school shall satisfy the educational requirements for licensure as a massage therapist. Section 532-X-5-.01(3) An approved massage therapy school shall require a student to successfully complete a minimum of six hundred and Fifty (650) hours of instruction, which shall consist of all of the following:	• Massage Therapy Curriculum Verification form • Catalog • Course Materials • Curriculum Plan • Syllabi • Course Descriptions • Additional Course Materials (handbooks, guidelines, etc.	The curriculum complies with the standards set forth in this chapter.	
(a) One hundred (100) hours of anatomy and physiology, including thirty-five (35) hours of myology			
(b) Fifteen (15) hours of osteology			
(c) Ten (10) hours of circulatory system			
(d) Ten (10) hours of nervous system with the remaining 30 hours addressing other body systems at the discretion of the massage therapy school.			
(e) Two hundred fifty (250) hours of basic massage therapy, the contradistinctions of massage therapy, and related touch therapy modalities, including a minimum of fifty (50) hours of supervised massage.			
(f) Fifty (50) hours of business, hydrotherapy, first aid, cardiopulmonary resuscitation, professional ethics, and state massage therapy laws.			
(g) Two hundred fifty (250) hours of electives as determined by the massage therapy school			
Section 532-X-5-.01(4) An approved massage therapy school may not teach the use of techniques or procedures that require specialized training, licensure or expertise, including, but not limited to, laser therapy, injection therapy, manipulation of the joints or any diagnosis or treatment of an illness that normally involves the practice of medicine, chiropractic, physical therapy, podiatry, nursing, occupational therapy, veterinary medicine, acupuncture, osteopathy, orthopedics, hypnosis, or naturopathic.			

Clinical Learning Experiences

Administrative Code/ Evaluation Criteria	Examples of Sources of Evidence	Expected Outcome	Evidence
Section 532-X-5-.01(5) An approved massage therapy school shall adhere to the following requirements for supervised student clinical learning experiences, including but not limited to supervised massage:	• Clinical assignments and schedules • Policies and procedures related to clinical learning experiences • Student interviews regarding clinical learning experiences • Clinical Affiliation Grid Educational Facilities form	The clinical learning experiences comply with the standards set forth in this chapter.	
(a) Supervised massage performed by a student shall be performed under the direct supervision of a registered massage therapy instructor employed by or contracted with an approved massage therapy school.			
(b) Supervised massage performed by a student shall be performed on the school premises.			
(c) The registered massage therapy instructor supervising the supervised massage shall have direct access to the student and the client.			
(d) The client shall be informed that the massage therapy session is being performed by a student massage therapist prior to beginning the session.			
(e) Students shall receive no compensation for any massage therapy session performed on the premises of the approved massage therapy school.			
(f) Student may be awarded hours for performing business-related tasks such as answering telephones, returning telephone calls, booking therapy appointments, computer or file data entry, laundry of linens if the school provides linens for student clinical use and any other business-related tasks which will aid the students in future massage work environments, but the hours awarded for those tasks may not be used to satisfy the minimum of 50 hours of supervised massage.			
(g) Student clinicals may not include manual labor on the school premises unrelated to everyday clinical sessions.			
(h) Students may not be required to clean the school premises beyond the normal sanitation procedures inclusive to treatment rooms and the immediate office space (i.e. appointment desk area, copy station, and client waiting room) used during clinical sessions.			
(i) Students may not be required to perform building maintenance, lawn care, facility housekeeping, including bathrooms, floors, or anything that does not apply to the education and career goal of a student.			

Policies and Procedures

Administrative Code/ Evaluation Criteria	Examples of Sources of Evidence	Expected Outcome	Evidence
Section 532-X-5-.01(12) Institutional and program policies, procedures, and other publications, whether written or electronic, shall: (a) Be printed, written, and/ or spoken statements and representations regarding massage therapy schools, and schools shall be clear, factually accurate, and current. Supporting information shall be kept on file by the sponsoring school or school administrator and shall be readily available for review, including, but not limited to the following:	• Massage therapy school website • Catalog/ bulletin for massage therapy school • Handbooks Course materials	Policies and procedures are available, clear, accurate, and current.	
1. Policies concerning admission, financial aid, curriculum, schedules, and all other areas affecting the education and well-being of students shall be honestly and clearly stated in publications promoting the school.			
2. Procedures, dates, and requirements for application, admission, financial aid, and other responsibilities and opportunities directly affecting students shall be clearly stated and shall be generally available to prospective and current students			
3. Policies regarding student admission and standing, evaluation of student progress, and the operation of schools shall be readily available to current and prospective students.			
4. Policies regarding student admission and standing, evaluation of student progress, and the operation of schools shall be readily available to current and prospective students.			
Section 532-X-5-.01(13) Catalogs, advertising, and promotions shall clearly distinguish existing and recognized schools from those that are prospective or hypothetical.	• Massage therapy school website • Catalog/ bulletin for massage therapy school • Handbooks • Course materials • Advertising/ recruiting materials		
Section 532-X-5-.01(14) All advertising and promotional materials shall include the correct name and location of the school and any parent institution.			
Section 532-X-5-.01(15) All advertising promoting student clinical sessions shall clearly indicate that services provided by students are offered under the supervision of a licensed massage therapist by using the phrase, “under the supervision of” or “supervised by a licensed massage therapist.” Students may not use personal advertisements for such services, but student names may be included in an instructor’s advertisement, provided that the students’ intern status is clearly disclosed in the ad.			

Section 532-X-5-.01(16) Advertisements or any other type of recruitment materials shall not claim that students receive compensation for attending school or for providing student services.			
Section 532-X-5-.01(17) All school and school advertising and promotional materials shall clearly disclose that they offer solely training, and not employment, in massage therapy. No overt or implied claim or guarantee of individual employment shall be made at any time therein.			
Section 532-X-5-.01(18) No school shall use the term “accredited” unless it indicates the agency or organization by which it is accredited.			
Section 532-X-5-.01(20) The school shall not falsely represent its facilities in photos, illustrations, computerized images, or by other means.			
Section 532-X-5-.01(21) Schools that utilize placement statistics and/or state examination pass rates in advertising, promotional literature, and/or verbal presentations shall use corroborative data from reliable and current sources, e.g., state agencies, previous calendar year statistics, etc. to support its claims.			

Department Oversight

Administrative Code/ Evaluation Criteria	Examples of Sources of Evidence	Expected Outcome	Evidence
Section 532-X-5-.01 (1) The Department is authorized to establish a list of approved massage therapy schools.			
Section 532-X-5-.01(22) Massage therapy schools shall complete the Massage Therapy Education Annual Report in a format specified by the Department within the time specified.	Most recent Massage Therapy Education Annual Report	Massage Therapy Education Annual Reports are submitted on time to the Department and are complete.	
Section 532-X-5-.02(1) A massage therapy school approved by the Department must register annually with the Department, submitting a renewal form and/or application, the renewal fee, a current curriculum, and a list of all instructors of massage therapy who teach or supervise at the school.	- Renewal Form and/ or application - Renewal Fee - Current curriculum - Credentials for massage therapy instructors - Curriculum vitae - Instructor Qualification Form	The massage therapy school registers annually with the Department.	
Section 532-X-5-.02(1)(a)(2.) In the event that a massage therapy school submits an annual renewal application with current curriculum which does not meet the minimum standards set forth in the applicable laws and regulations, the Department shall send a deficiency notice to the school and suspend the approval of the school. 3. The school shall have six (6) months in which to correct the deficiency and submit a renewal form with fee and copy of the conforming curriculum. Approval of a massage therapy school may be withdrawn by the Department if the massage therapy school modifies its curriculum without notice to the Department, falls below the minimum standards required by the statutes and these rules and regulations, violates any standard applicable to the accreditation of the school, or violates any applicable rule or regulation of the Department. Section 532-X-5-.04(2) In the event that a massage therapy school submits an annual renewal application with a current curriculum that does not meet the minimum standards set forth in the applicable laws and regulations, the Department shall: (a) Send a deficiency notice to the school requiring a plan of correction to be submitted to the Department within ninety (90) days to address the issues and outline the plans of the school to come into compliance. (b) The school shall have six (6) months in which to correct the deficiency. (b) Failure to come into compliance may result in withdrawal of school approval.			
Section 532-X-5-.02(1)(a) Should a change in ownership, curriculum, instructors, staff, or address of the school occur during the year subsequent to obtaining approval from the Department, the school must notify the Department of such change within thirty (30) days of the earlier of the date of the school's authorization of the proposed change or of implementation of the change.	Letter to Department indicating change	The massage therapy school will report changes to the Department as identified within this chapter.	
Section 532-X-5-.02(1)(a)(1.) The Department must consider continued approval of a massage therapy school after a change of ownership, curriculum, or staff. Section 532-X-5-.05(1) Approval of a massage therapy school may be withdrawn by the Department if the massage therapy school does any of the following: (a) Modifies its curriculum without notice to the Department (b) Falls below the minimum standards required by the statutes and these rules and regulations. (c) Violates any standard applicable to the accreditation of the school by registering and/or certifying body. (d) Violates any applicable statute or regulation.			
Section 532-X-5-.04(1) The Department shall conduct surveys and evaluations as often as necessary to determine compliance with all standards set forth in this Chapter.	Documentation of compliance with standards	Survey visits are conducted to determine compliance with standards delineated within this chapter.	