

**STATE OF FLORIDA  
BOARD OF MASSAGE THERAPY  
APPLICATION FOR  
MASSAGE THERAPY SCHOOL APPROVAL**



**Board of Massage Therapy**  
4052 Bald Cypress Way, Bin # C-06  
Tallahassee, FL 32399-3256  
(850) 488-0595

[www.doh.state.fl.us/mqa/massage/ma\\_home.html](http://www.doh.state.fl.us/mqa/massage/ma_home.html)

*Charlie Crist*  
Governor

*Ana M. Viamonte Ros, M.D., M.P.H*  
State Surgeon General

**BOARD OF MASSAGE THERAPY  
APPLICATION TO BECOME A BOARD APPROVED MASSAGE SCHOOL**

⇒ **APPLICATION MUST BE TYPED** ⇐

In order to become an approved massage therapy school you must meet the Board's criteria. Attached is a copy of Rule Chapter 64B7-32, Florida Administrative Code, which outlines the requirements for approved schools. Please note- you must also abide by the licensure requirements and regulations of the Florida Department of Education, or its equivalent in another state.

This application is divided into five sections. Be sure to answer all questions and attach the supplemental documentation to the "Section" forms that are provided. The Board reserves the right to reject any application that is not completed. Below is a breakdown of the supplemental documentation required to complete the application.

1. **Section 1 -GENERAL INFORMATION:** Please complete this section in its entirety.
2. **Section 2 - PROOF OF LICENSURE BY THE FLORIDA DEPARTMENT OF EDUCATION OR ITS EQUIVALENT IN ANOTHER STATE:** If DOE has not yet licensed your school, you may obtain DOE licensing after approval by the Board of Massage Therapy. If this is the case, your approval by the Board of Massage Therapy will be conditional, based upon your subsequent licensing by DOE. Approval by the Board of Massage Therapy is required before graduates of your school will be eligible for licensure.
3. **Section 3 - COPY OF PROGRAM CURRICULUM, COURSE CATALOG OR COURSE DESCRIPTIONS:** Please be specific. The Board will approve or deny your request based on the information that you submit. Enclosed is a copy of Rule 64B7-32, F.A.C., which lists the courses required and the number of hours required in each subject for a graduate to be eligible for licensure in Florida. Be specific as to the course title, content and number of credit hours. You may offer more hours than the State of Florida requires, but NOT LESS.

Additional note: as of January 1, 2002 each graduating student should have completed a two (2) hour course in the Prevention of Medical Errors. Although you are not required to offer this course to become an approved school, we do encourage you to offer it to your graduates.

The course of study should provide at a minimum the following, completed at the rate of no more than six classroom hours per day and no more than thirty classroom hours per calendar week:

<u>Classroom Hours</u>	<u>Course of Study</u>
150	Anatomy and Physiology
225	Basic Massage Theory and Clinical Practicum **
10	Florida Statutes/Rules and History of Massage
15	Hydrotherapy
97	Allied Modalities**
3	HIV/AIDS Education
2**	Prevention of Medical Errors CAN be included in one of the above course(s) of study or can be offered as a separate course.

4. **Section 4 - COPY OF SAMPLE TRANSCRIPT AND DIPLOMA:** Your transcript must include the subject matter, the number of **clock hours** of instruction given, passing grades in all courses, dates of attendance, and a date of graduation or successful completion as specified in Rule Chapter 64B7-32.002 F.A.C. You may show an additional breakdown of subject content and hours if you choose. However, when a transcript is received from your school, the Board office must clearly be able to discern whether your student has completed the required hours without having to interpret any information. Please note- at this time, we do not review transcripts which contain only credit hours. If your institution provides graduates with credits rather than clock/classroom hours, you must provide a clock hour summary or breakdown on the official transcript that is submitted for purposes of Florida licensure.

5. **Section 5 - COPY OF FACULTY CREDENTIALS FOR YOUR STAFF:** Please provide a resume for each instructor as well as a copy of their Faculty Credential Form as required by the DOE. **You must also provide a list that clearly states what course(s) each instructor will be teaching.** Below are the requirements for instructors. Please note that these requirements are created by the DOE, not the Board of Massage Therapy. Instructors shall meet at least one of the following,

**(a) Nondegree Diploma Programs:**

- a. Any general education and academic courses must be taught by instructors who possess at least a bachelor's degree and appropriate coursework in the assigned subject from an accredited college or university.
- b. All other courses shall be taught by instructors who possess a bachelor's degree and appropriate coursework in the assigned subject from an accredited college or university; or who have completed postsecondary training in either an accredited college or a state licensed school in the subject to be taught, plus two years of job experience related to the subjects to be taught; or who have completed a minimum of three years of successful job experience directly related to the subjects being taught. For all non-degreed faculty, the burden of proof is on the institution to demonstrate instructor competence in the subjects taught.
- c. Institutions whose graduates must pass state, federal or other licensing examinations before being licensed to practice their vocation, technology, trade or business must provide evidence that each instructor teaching in that field holds a current and valid Florida occupational license in the occupation being taught.

**(b) Occupational Associate Degrees:**

- a. All general education and academic courses shall be taught by instructors who possess, at a minimum, a bachelor's degree and appropriate coursework in the assigned subject from an accredited college or university.
- b. All other courses shall be taught by instructors who possess a bachelor's degree and appropriate coursework in the assigned subject from an accredited college or university; or who have completed postsecondary training in either an accredited college or a state licensed school with training in the subject to be taught, plus two years of job experience related to the subjects to be taught; or who have completed a minimum of three years of successful job experience directly related to the subjects being taught. For all non-degreed faculty, the burden of proof is on the institution to demonstrate instructor competence in the subjects taught.
- c. Institutions whose graduates must pass state, federal or other licensing examinations before being licensed to practice their vocation, technology, trade or business must provide evidence that each instructor teaching in that field holds a current and valid Florida occupational license in the occupation being taught.

**(c) Academic Associate Degrees:**

- a. All instructors shall hold bachelor's degrees, at a minimum.
- b. Instructors teaching general education and other academic courses shall be assigned based on their major and minor academic preparation and related experience.
- c. Institutions shall justify to the Commission exceptions to the bachelor's degree requirement for instructors teaching technical or vocational subjects in fields in which bachelor's degrees are not generally available, if the institution demonstrates that the instructors have documented alternative expertise in the field or subject area to be taught, such as educational preparation at other than the bachelor's degree level, professional certification, or significant related work experience. For all faculty not holding a bachelor's degree, the burden of proof is on the institution to demonstrate instructor competence in the subjects taught.
- d. Institutions whose graduates must pass state, federal or other licensing examinations before being licensed to practice their vocation, technology, trade or business must provide evidence that each instructor teaching in that field holds a current and valid Florida occupational license in the occupation taught.

# SECTION 1

## MESSAGE THERAPY BOARD APPROVED MESSAGE SCHOOL APPLICATION GENERAL INFORMATION

### APPLICATION MUST BE **TYPED**

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Name of School

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Site Address

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Owner/Director

Telephone Number

Fax Number

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Mailing address (if different)

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Email Address

Website Address

A. Is your school nationally accredited?

YES  NO

B. If yes, please list the accrediting body and attach proof of accreditation: \_\_\_\_\_

C. Are you a Public or Private school? \_\_\_\_\_

D. Will you offer a diploma, AS Degree or OAS Degree to your graduates? \_\_\_\_\_

### **AFFIDAVIT:**

I understand that the information provided as part of this application is accurate, and that, if approved I agree to abide by the requirements set forth in the rules established by the Board of Massage Therapy in Chapter 64B7-32, F.A.C., for all Board approved Massage Therapy Schools.

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Signature - Owner/Director

Date

**Important note - after approval, any changes in curriculum, faculty or staff, address and/or ownership must be submitted to and approved by the Board of Massage Therapy within 90 days of the change or board approval can be withdrawn.**

# **SECTION 2**

Please attach proof that your school is licensed by the Florida Department of Education or equivalent licensing authority in another state.

# **SECTION 3**

Attach copy of your curriculum and catalog or course descriptions.

# **SECTION 4**

Attach copy of your sample transcript and diploma.

# SECTION 5

Attach a list of each instructor and what course(s) they will be teaching. Also attach copy of faculty credentials (A FORM 7 AND RESUME) for each instructor.