

**NOTICE OF SUBSTANTIVE POLICY STATEMENT
BOARD OF MASSAGE THERAPY**

1. Subject of the substantive policy statement and the substantive policy number by which the policy statement is referenced:

#SP-MT-001

Clarification of A.A.C. R4-15-201(C)(3) and R4-15-203(B)(2) requiring academic transcripts to show proof of completion of 700 classroom hours of supervised instruction at a Board-approved school.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

December 1, 2009

3. Summary of the contents of the substantive policy statement:

The substantive policy statement clarifies that a letter sent by the dean of a Board-approved school certifying that an applicant has completed 700 classroom hours of supervised instruction at the Board-approved school meets the requirements in A.A.C. R4-15-201(C)(3) and R4-15-203(B)(2).

4. A statement as to whether the substantive policy statement is a new statement or revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Kathleen Phillips, *Esq.*, Deputy Director

Address: Board of Massage Therapy
1400 W. Washington, Suite 300
Phoenix, AZ 85007

Telephone: (602) 542-8604

Fax: (602) 542-8804

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the substantive policy statement:

A copy of the substantive policy statement may be obtained from the Board of Massage Therapy, 1400 W. Washington, Suite 300, Phoenix, AZ for 25 cents per page copying charge or free of charge on the Board's website at www.massageboard.az.gov.

Board of Massage Therapy
Substantive Policy Statement
SP-MT-001

Clarification of A.A.C. R4-15-201(C)(3) and R4-15-203(B)(2) requiring academic transcripts to show proof of completion of 700 classroom hours of supervised instruction at a Board-approved school

This substantive policy is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy does impose additional requirements or penalties on regulated parties, you may petition the agency under Arizona Revised Statutes Section 41-1033 for a review of this statement.

The purpose of this substantive policy statement is to clarify the requirements in A.A.C. R4-15-201(C)(3) and R4-15-203(B)(2), which require an applicant for licensure to have academic transcripts from a Board-approved school sent to the Board of Massage therapy (Board) to show the applicant has completed 700 classroom hours of supervised instruction at the Board-approved school. The Board believes the requirement to complete 700 hours of classroom hours of supervised instruction at a Board-approved school is important to protect the health and safety of consumers of massage therapy services.

However, the Board does not review or approve the courses contained in the transcripts that are sent to the Board. As a result, the Board allows a Board-approved school to send a letter certifying that an applicant has completed a therapeutic massage program of 700 classroom hours that is dated and signed by the Dean of the Board-approved school. The letter should state the name of the program, starting and completion dates of the classroom hours of supervised instruction, and the location where the classroom hours took place.