



CALIFORNIA MASSAGE THERAPY COUNCIL

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VIA FIRST CLASS MAIL

August 10th, 2018

Rhonda Wimmer, Faculty Wellness
Cat Nguyen, Office Assistant
Skyline College
3300 College Drive,
San Bruno, CA 94066

Re: Application for Re-Approval

Dear Ms. Wimmer and Ms. Nguyen,

Congratulations! The California Massage Therapy Council ("CAMTC") is pleased to inform you that it has decided to re-approve your school for the massage programs identified below.

Please read this letter in its entirety as it contains important information related to maintaining your CAMTC School Program Approval.

This approval means that CAMTC will accept education received at your school for only the programs identified below for CAMTC Certification purposes. Please note that CAMTC approval of your school is limited to only the massage programs listed below and is only applicable for CAMTC Certification purposes. CAMTC approval has no bearing on your approval by BPPE or any other approval or accreditation organizations, and does not replace these other approvals. Schools that have not received CAMTC approval for their massage programs may still operate in the State; CAMTC just will not accept education from those schools for certification purposes on or after July 1, 2016.

CAMTC has only approved the following massage program offered by your school for CAMTC Certification purposes:

- Massage Therapy Certificate - 648 hours

Your CAMTC Approved School Number remains SCH0120. Please use your school code number in all communications with and references to CAMTC. Students must be enrolled in and transcripts must state the relevant approved program for which

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education was completed in order for CAMTC to consider the education as meeting the requirements for CAMTC Certification.

This re-approval extends your school's CAMTC School Program Approval through June 30, 2022. To prevent a possible lapse in your school's CAMTC School Approval, CAMTC needs to receive your application for re-approval at least six months prior to the approval expiration date. CAMTC will accept applications for school re-approval up to one year prior to expiration of your current approval.

While your school's re-approval is for a period of 4 years, CAMTC will continue to make site visits to your school and monitor your school's compliance with CAMTC's Policies and Procedures for Approval of Schools ("Procedures" – copy enclosed with this letter). You must notify CAMTC within 30 days of any changes to the approved programs listed above including, but not limited to, changes to ownership, school name, physical or mailing addresses, contact information, staff, transcript format, authorized transcript signer(s), or curriculum. Schools that fail to comply with the Procedures may be subject to disciplinary action including, but not limited to, corrective action or revocation of approval.

Procedures section 5.H. requires a CAMTC Approved School's passage rate for first-time test takers of CAMTC approved exams to not be lower than 10 percentage points below the national average passage rate for the previous calendar year. Schools that do not achieve the required passage rate for 2 consecutive calendar years or show significant improvement from one year to the next, may be subject to disciplinary action. CAMTC has approved several exams. However, since the MBLEx is the most commonly taken, those results will be included here. For the 2017 calendar year, FSMTB reports a national average passage rate of 72.9% for first-time test takers. This means that a CAMTC Approved School must have a passage rate of 62.9% to remain in compliance.

- For the calendar year 2017, FSMTB reports that your school had 12 first-time test takers with 11 of those passing for a passage rate of 84.6%.

As long as your school continues to maintain a similar passage rate, your school fulfills this requirement. Keep up the great work!

For CAMTC Approved Schools, CAMTC will continue to accept education completed prior to July 1, 2016, unless otherwise designated, so long as the school can verify that the education is comparable to a currently approved program. CAMTC reserves the right to review, investigate, and accept or deny any or all of the education submitted by individual certification applicants, even if completed at a CAMTC Approved School.

In order to maintain your school approval, you must fulfill the requirements of the Procedures, which includes, but is not limited to, complying with the following:

- Maintaining your school's approval by one of the organizations listed in Procedures section 1.C.;
- Ensuring that your school and its owners, full and part-time employees, independent contractors, volunteers, and any other individuals who participate in school operations including, but not limited to, management, staff, faculty members, advisory boards, and administrative personnel, obey all laws, rules and regulations;
- Notifying CAMTC within 15 days of all legal actions, arrests, police reports, and complaints against professional conduct involving the school and its personnel (owners, employees, independent contractors, volunteers, and all others that participate in school operations, including but not limited to management, staff, faculty members, advisory boards, administrative personnel, and students or graduates engaged in school or school massage related activities);
- Submitting only transcripts that accurately and truthfully reflect in-class, instructor-supervised education that incorporates appropriate school assessment of student knowledge and skills. Education that should not be included or that should be clearly noted on the transcripts include, but are not limited to, transfer hours, missed hours, distance learning hours, and any hours not completed as part of a CAMTC Approved Program. CAMTC does not accept online or distance learning hours, including but not limited to, externships, homework, and self-study or credits through challenge examinations, achievement tests, or experiential learning; and
- Notifying CAMTC of any change of ownership, school name, physical or mailing addresses, contact information, staff, transcript format, authorized transcript signer(s), or curriculum, as well as any change or disciplinary action with other approval and/or accrediting agencies. CAMTC must receive an application for change from the school no later than 30 days from the date of the change.

CAMTC recognizes the challenges of maintaining a massage program with the high level of training required for CAMTC Certification. As such, you should proudly display your Certificate of CAMTC School Approval in a visible area of your school as a sign of this accomplishment. Your certificate will be sent out separately from this letter.

We thank you for helping CAMTC carry out its mission to protect the public by certifying massage professionals in California that meet the requirements in the law and approving massage programs that meet the minimum standards for training and curriculum.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Bob Smith". The signature is fluid and cursive, with the first name "Joe" and last name "Smith" being the most prominent parts.

Joe Bob Smith, Director
Educational Standards Division