

Briefing, Aug 31, 2016

How do we become an NCBT Assigned School?

How many hours do our classes need so we may become an NCBT School? = 500
750 hours or more are optional.

1.) **Offer a 500 hour curriculum.**

2.) **Get an NCBT Assigned School Code:** An NCBTMB Assigned School Code is required for students or graduates of your school's massage therapy program(s) to sit for the Board Certification Exam.

To receive an Assigned School Code, you will be required to submit an application proving your school is legitimate, operating legally, and meets our minimum curriculum requirements. Keep in mind that an Assigned School Code is required for all students/graduates of your school's massage therapy program(s) to sit for the Board Certification exam. Students may not achieve Board Certification if your school does not have this code.

3.) **Apply for a license on the NCBT website.**

I called them up to confirm the above info.

Phone number: [1-800-296-0664](tel:1-800-296-0664)

Here are the links to their site that talk about certification requirements:

<http://www.ncbtmb.org/become-ncbtmb-assigned-school>

<http://www.ncbtmb.org/schools/become-ncbtmb-assigned-school>

More info:

"Please note there is a difference between becoming a NCBT Assigned school and Accredited. NCBT cannot make us an Accredited school. If you want to do that we will have to apply for Accreditation.

NCBTMB Assigned Schools are awarded an Assigned School Code once programs are approved. This code is required for students or graduates of a school's massage therapy program(s) to sit for the Board Certification Examination.

NCBTMB does not accredit schools—there are several accreditation agencies that are responsible for the accreditation of schools. An NCBTMB Assigned School Code means that the school has passed NCBTMB's review process and that students graduating from the school will be eligible to sit for NCBTMB's Board Certification exam

How much does it cost for us to become an NCBT Assigned School?

\$0

What is the difference between Licensure and Board Certification?

1. Licensure is a mandatory, entry-level credential required by most states. If you are licensed, it does not necessarily mean you are certified. You will need to check your state requirements, as well as any other state(s) you wish to practice in, to see what is required for you.
2. Board Certification is the highest voluntary credential in the profession. Achieving Board Certification shows a deeper commitment to the profession by meeting greater educational and work experience requirements, passing a national background check, maintaining a current CPR certification, and more.

Are we offering Licensure or Board Certification?

We cannot design a NCBT compliant VT license class curriculum until VT announces what its licensure requirements will be.

What are the requirements for students for Board Certification?

How many total hours do students need? = 750

The NCBT offers 2 licenses.

- 1.) **Licensure** - The basic legal requirement to practice professional massage therapy.
- 2.) **Board Certification** - A higher, voluntary credential.

Beginning students are required to:

- 1.) Complete our school
- 2.) Complete clinical hours
- 3.) Take BCETMB exam
- 4.) Student has 2 years after passing exam to gain hands on experience.

How to become board certified:

- 1.) Pass BCETMB exam.
- 2.) Complete 750 hours of education.
- 3.) 250 hours of hands on work experience.
- 4.) Pass a national background check.
- 5.) Obtain a current CPR certification.
- 6.) Agree to uphold NCBTMB's standards of practice and code of ethics.
- 7.) Commit to oppose human trafficking.

How to submit proof of education and experience:

- Submit your school transcripts to show you have had 750 hours of education in the massage therapy program
- Students can submit transcripts from other schools or accredited institutions

Prove 250 hours of work experience

Letter from employer, or a self-written letter describing your experience if you are self-employed.

How to apply for board certification, once you have license

- click register on ncbtmb web site.
- fill out terms of use and required info.
- follow the directions on your email and log in.
- Click "complete a form".
- Click "board certification application" and complete the application.
- Upload cpr certification, transcripts, legal identification.

How to prepare for the BCETMB exam:

- 160 questions
- 160 minutes to complete it
- Topics: assessment, documentation, consent, anatomy, physiology, kinesiology, pathology
- Take the online practice exam

What do we need in our curriculum to become NCBT compliant?

We need to write a curriculum that has a total of at least 500 hours for each student. The hours need to be spent teaching the following:

- 125 hours of instruction in the body's systems and anatomy, physiology, and kinesiology,

- 200 hours of in-class, on-campus, supervised hands-on instruction in massage and bodywork assessment, theory, and application instruction,
- 40 hours of pathology,
- 10 hours of business and /ethics instruction (a minimum of 6 hours in ethics), and
- 125 hours of instruction in an area or related field that theoretically completes your massage program of study.

We should offer an additional 250 hours so students will be ready for board certification, and the content of those 250 hours is up to us.

How much do students pay to become Board Certified?

The cost to become Board Certified is \$250 for the application and exam fee. A \$25 background check fee also applies (performed by NCBTMB).

Anatomical models: See email

Acoustics consultant: See email

Review curriculums of the 5 VT Assigned Schools.

How can we trademark our new name?

On the Federal level we can trademark the new name with the US Patent and Trademark office.

<https://www.uspto.gov/trademark>

On the state level however, we cannot take out a trademark on a business name, also known as a "trade name". On the state level we will need to:

1. file annual report
2. file a business amendment

<https://www.sec.state.vt.us/corporationsbusiness-services/business-registration-services/update-a-business-registration/amendments.aspx>

I know you are concerned with other businesses in other states using Spa Sieanna. So, we can complete the Federal trademark process first, and then we can make a business amendment on the state level second.

According to the US Patent Office website, filing a trademark will be highly time sensitive and they advise us to have an attorney. I'm going to do more research before diving into this to make sure we are doing things correctly.

For now, here is a video from their website about trademarking.

<https://www.uspto.gov/trademarks-getting-started/trademark-basics>