

**GEORGIA STATE BOARD OF MASSAGE THERAPY**  
**Board Meeting Minutes**  
**Professional Licensing Boards**  
**237 Coliseum Drive, Macon, GA**  
**October 25, 2013 \* 9:00a.m.**

The Georgia State Board of Massage Therapy met on Friday, October 25, 2013, at 237 Coliseum Drive, Macon, Georgia. The following members were present:

**Board Members Present**

Craig Knowles-Chair  
Denise Taylor-Vice Chair  
Jennifer Clay-Cognizant  
Jane Johnson

**Administrative Staff Present**

Adrienne Price, Executive Director  
Wanda Jaffe, Licensing Supervisor  
Tamara Elliott, Board Support Specialist

**Attorney General's Office**

Stephanie Mason, Assistant Attorney General

Mr. Knowles established quorum and called the meeting to order at 9:07 a.m.

**OPEN SESSION**

**Agenda:**           Approved as amended.

**9:45a.m. Public Rules Hearing:**

- **345-3-.01 Provisional Permits**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE  
FOR CHAPTER 345-3 APPLICATIONS, CHAPTER 345-3-.01  
PROVISIONAL PERMITS**

**Purpose:** The purpose of this rule amendment is to update the rule language to reflect changes in the code sections effective July of 2013 and correct a few typographical errors.

**Main Features:** The rule amendment changes the rule language to reflect legislative changes made into law regarding provisional permits, specifically with regard to the Board's authority, and, corrects grammatical errors.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE  
GEORGIA BOARD OF MASSAGE THERAPY RULE FOR CHAPTER 345-3 APPLICATIONS,  
CHAPTER 345-3-.01 PROVISIONAL PERMITS**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted]

**345-3-.01 Provisional Permits**

(1) The applicant for issuance of a provisional permit as a massage therapist to practice in Georgia under direct supervision shall submit an application on a form approved by the Georgia Board of Massage Therapy (hereinafter, the "Board"), the required fee, and evidence satisfactory to the Board that the applicant:

(a) ~~H~~holds a current active, unencumbered license to practice as a massage therapist in another state:

1. applicants for a provisional permit must request their licensing state provide **directly** to the Georgia Board a verification of licensure. If applicant holds, or has ever held, licenses in more than one state, each state of licensure must also provide verification of licensure, current or not, directly to the Board.
2. ~~T~~the verification of current licensure in another state must include the expiration date of the license and if there are currently, or have ever been, any public disciplinary actions taken against the license and/or licensee. This requirement applies to all license verifications submitted (see number 1 above);
3. ~~A~~applicants for a provisional permit in Georgia shall not have ever had a license or permit to practice as a massage therapist voided, revoked, suspended, or annulled by another state;
4. ~~A~~applicants for a provisional permit in Georgia shall not ever have been convicted of a felony in the courts of the licensing state, any other state, territory, or country, or in the courts of the United States, including, but not limited to, a plea of nolo contendere entered to such charge or the affording of first offender treatment to any such charge.

(b) ~~T~~the applicant has satisfactory results from a fingerprint record check report conducted by the Georgia Crime Information Center and the Federal Bureau of Investigation, as determined by the board. The applicant shall be

responsible for all fees associated with the performance of such background check

(c) It is **NOT** a resident of the state of Georgia; ~~a Driver's License in itself is not substantial proof of out of state residency. A minimum of 3 documents must be submitted to verify non residency~~

~~in Georgia. Some suggested examples (not all inclusive) are, but are not limited to: as confirmed in a secure and verifiable document, as defined in Code Section 50-36-2.~~

~~1. A current utility bill in the applicant for licensures name; service address must match physical address on application (utility bills must be a current bill; dated within thirty (30) days of the date of application);~~

~~2. A notarized copy of a current lease agreement that includes the physical address of the applicant, the dates of the lease period, current contact information of landlord, three months of consecutive, current receipts for payment of the rent to the named landlord (one must be dated within 30 days of the date of application);~~

~~(2) All provisional permit holders shall work under the direct supervision of a licensed Georgia Massage Therapist. The supervisor must be approved by the Board, or the Board's designated representative (via the application process—Proposed Supervisor Information Form) prior to issuance of a provisional permit. The proposed supervisor must hold a current, unencumbered license to practice in the state of Georgia issued by the Board, and, must have held such license for a minimum of three (3) consecutive years, with no disciplinary actions having ever been taken by the Board against the proposed supervising licensee; In addition,~~

~~(a) The supervising Georgia licensee shall notify the Board (on forms provided by the Board) when supervision is complete, if the provisional permit has expired, or if applicant is no longer employed or supervised;~~

~~(b a) The supervising Georgia licensee shall report within ten (10) days to the Board any disciplinary action(s) taken in any other state against a GA provisional permit holder occurring during supervision period(s), or, against the supervisor themselves should any other state license held by the supervisor be sanctioned or disciplined.~~

~~(3) A Provisional Permit will expire six months from issuance date, or, when/if the provisional permit holder receives a Georgia Massage Therapy license, upon meeting the qualifications of O.C.G.A. § 43-24A-8. If a provisional permit holder applies for and is issued a Georgia Massage Therapy license before the six (6) month expiration date of the provisional permit, the~~

~~provisional permit shall expire on the date of issuance of the Georgia Massage Therapy license. (4) Provisional Permits are non-renewable. Individuals may apply for a new provisional permit to be issued by following the above stated guidelines.~~

~~(5) A provisional permit may be voided if the Board determines that the person holding such permit no longer meets one or more of the criteria set forth in subsection (a) of § O.C.G.A. 43-~~

~~24A-9 Provisional Permits or is found to have violated any of the Board's laws or rules.~~

~~(6) A provisional permit issued pursuant to subsection (a) of § O.C.G.A. 43-24A-9 Provisional Permits shall expire on the same date as a license issued under this chapter to a holder of a provisional permit who has passed the examination pursuant to Code Section 43-24A-8.~~

~~(7) All applications for provisional permits must be presented to and approved by the Board.~~

**Authority: O.C.G.A. §§ 43-1-19, 43-1-19.2, 43-1-24, 43-1-25, 43-1-27, 43-24A-7 and 43-24A-9**

Ms. Taylor motioned, Ms. Clay seconded, and the Board voted unanimously in favor of the motion to adopt Rule 345-3-.01 Provisional Permits and accept Economic Impact statement.

- **345-3-.02 Application for Licensure**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE  
FOR CHAPTER 345-3 APPLICATIONS, CHAPTER 345-3-.02  
APPLICATION FOR LICENSURE POST JULY 1, 2007**

**Purpose:** The purpose of this rule amendment is to update the rule language to add clarity, update the rule title and correct typographical errors.

**Main Features:** The rule amendment changes the rule title, the rule language to reflect Board policy and administrative processing changes and corrects grammatical errors.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE  
GEORGIA BOARD OF MASSAGE THERAPY RULE FOR CHAPTER 345-3 APPLICATIONS,  
CHAPTER 345-3-.02 APPLICATION FOR LICENSURE POST JULY 1, 2007**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted]

**345-3-.02 Application for Licensure ~~Post July 1, 2007.~~**

(1) The applicant for licensure as a massage therapist shall submit an application and the required non-refundable fee on a form approved by the Board, and evidence satisfactory to the Board that the applicant:

(a) is at least 18 years of age; and

(b) has a high school diploma, GED, or recognized equivalent; and

(c) is a citizen of the United States or a permanent resident of the United States.

(2) In addition to the information called for on the form, the applicant must also ~~submit~~ provide or complete the following:

~~(a) photo graph of the applicant. Only a passport type (“2X2”) photo taken within the past twelve months will be accepted; and~~

~~(b) a~~ authorization to perform a criminal background check satisfactory results from a fingerprint record check report conducted by the Georgia Crime Information Center and the Federal Bureau of Investigation, as determined by the Board. The applicant shall be responsible for all fees associated with the performance of such background check (see instructions on how to register and complete the fingerprint check posted at [www.sos.ga.gov/plb/massage](http://www.sos.ga.gov/plb/massage), Application Downloads link); and

~~(c) the proper fee — see fee schedule; and~~ official verification from NCBTMB (National Certification Board for Therapeutic Massage and Bodywork) or FSMTB (Federation of State Massage Therapy Boards) showing applicant has passed the NCBTMB National Certification Exam for Therapeutic Massage (NCETM) or National Certification Exam for Therapeutic Massage & Bodywork (NCETMB), or the FSMTB Massage & Bodywork Licensing Exam (MBLEx), or an exam deemed equivalent or equal to the NCE or FSMTB exam by the Board; and,

~~(d) Applicants educated within the United States: submit an official, certified school transcript, in an original sealed envelope, by the applicant’s school or program, of successful completion (graduation) of a board-recognized massage therapy education program consisting of a minimum of five-hundred (500) hours of course and clinical work in accordance with Board rule 345-8; or,~~

~~(e) Applicants educated outside the United States:~~

~~1. Provide a credential evaluation report, in English, completed by a verifiable credential evaluation entity subject to the Board’s approval to include a sealed certified copy of the school transcript translated into English and, that includes, but is not limited to, the following:~~

~~i. all documentation must be certified translations including the name and contact number of the person completing and approving the credential evaluation report; and,~~

~~ii. the credential evaluation report shall include verification that the massage therapy educational entity providing the transcript to the applicant of the education was licensed, recognized or approved by a government, country, province or territory’s educational commission, regulatory body or other verifiable official.~~

~~2. provide a copy of school catalog, school curriculum and school’s license to operate, and~~

~~3. official verification of Pass one exam passage of one of the following national exams: MBLEx, NCBTMB, or NCBTM.~~

~~4. All documentation must be certified translations including the name and contact number of the person approving the translation.~~

~~5. The Board reserves the right to recognize and consider mitigating circumstances with regard to the provision of educational information within compliance with this rule.~~

~~(f) official verification from NCBTMB (National Certification Board for Therapeutic Massage and Bodywork) or FSMTB (Federation of State Massage Therapy Boards) showing applicant has passed the NCBTMB National Certification Exam for Therapeutic Massage (NCETM) or National Certification Exam for Therapeutic Massage & Bodywork (NCETMB), or, the FSMTB Massage & Bodywork Licensing Exam (MBLEx), or an exam deemed equivalent or equal to the NCE or FSMTB exam by the Board.~~

**Authority: O.C.G.A. §§ 43-1-3, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-24A-7, 43-24A-8 and 43-24A-11**

Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to adopt Rule 345-3-.02 Application for Licensure and accept Economic Impact statement.

- **345-4-.05 Reinstatement of a License. Amended.**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE FOR CHAPTER 345-3 APPLICATIONS, CHAPTER 345-3-.02 APPLICATION FOR LICENSURE POST JULY 1, 2007**

**Purpose:** The purpose of this rule amendment is to update the rule language to add clarity, update the rule title and correct typographical errors.

**Main Features:** The rule amendment changes the rule title, the rule language to reflect Board policy and administrative processing changes and corrects grammatical errors.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE FOR CHAPTER 345-3 APPLICATIONS, CHAPTER 345-3-.02 APPLICATION FOR LICENSURE POST JULY 1, 2007**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted

**345-4-.05 Reinstatement of a License. Amended.**

(1) Reinstatement of a revoked or lapsed license is within the discretion of the Board.

(2) An applicant for reinstatement of a revoked or lapsed license must submit a completed application provided by the board, payment of the required fee and evidence satisfactory to the Board that the applicant:

(a) is a citizen of the United States or a permanent resident of the United States; and,

~~(b) submit s a photograph of the applicant. Only a passport type (2" X 2") photo taken within the past twelve months will be accepted; and,~~

~~(e-b) provides consent for the Board to perform a criminal background check; and~~ has a satisfactory result from a fingerprint record check report conducted by the Georgia Crime Information Center and the Federal Bureau of Investigation, as determined by the Board. The applicant shall be responsible for all fees associated with the performance of such background check (see instructions on how to register and complete the fingerprint check posted at [www.sos.ga.gov/plb/massage](http://www.sos.ga.gov/plb/massage), Application Downloads link)

(d) if the license has been revoked or lapsed for less than five (5) years, submission of evidence of completion of twenty-four (24) hours of Board approved continuing education, in accordance with Board Rule 345-4-.02, obtained within one (1) year of the date of the reinstatement application; ~~and~~ or,

(e) if the license has been revoked or lapsed for **more than five (5) years**, submission of evidence of completion of twenty-four (24) hours of Board approved continuing education, in accordance with Board Rule 345-4-.02, obtained within one (1) year of the date of the reinstatement application, **AND**, verification of the passage of the FSMTB, licensure competency exam ~~the MBLEx, or NCETMB or NCETM exam.~~

(3) The Board may impose any limits, sanctions, restrictions or other disciplinary actions as a condition of reinstatement it deems necessary.

(4) The Board may require additional verification of any requirements or credentials as the Board may deem necessary.

**Authority: O.C.G.A. §§ 43-1-3, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-24A-3, 43-24A-7, 43-24A-8 and 43-24A-14**

Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to refer Rule 345-4-.05 Reinstatement of a License to the Attorneys General's Office for revision.

- **345-5-.01 Licensure by Endorsement.**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE FOR RULE 345-5 LICENSURE BY ENDORSEMENT, CHAPTER 345-5-.01 LICENSURE BY ENDORSEMENT**

**Purpose:** The purpose of this rule amendment is to update the rule language to add clarity of licensure requirements for endorsement.

**Main Features:** The rule amendment clarifies the rule language to reflect Board policy and administrative application processing changes and requires a competency exam for reinstatement of a license over 5 years lapsed.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE 345-5 LICENSURE BY ENDORSEMENT, CHAPTER 345-5-.01 LICENSURE BY ENDORSEMENT**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted]

**345-5-.01 Licensure by Endorsement**

(+) Any applicant holding a current license, in good standing, as a massage therapist issued by another jurisdiction, state, or territory of the US or foreign country ~~that is~~ whose licensure requirements are substantially equal to or exceeds the Georgia licensure requirements, shall apply for licensure by endorsement by submitting an application on a form provided by the Board, accompanied by the appropriate fee (see fee schedule) and provide the following:

(a) ~~A~~ all supporting documents must be provided to the Board in the English language. Documents must be translated by a reputable source subject to the discretion of the Board; and,

(b) verification that an applicant is at least 18 years of age; and,

(c) has a high school diploma, GED, or recognized equivalent; and,

(d) is a citizen of the United States or a permanent resident of the United States, and,

~~(e) photo graph of the applicant. Only a passport type (2"X 2") photo taken within the past twelve months will be accepted; and~~

~~(f)~~ e) authorization to perform a criminal background check has a satisfactory result from a fingerprint record check report conducted by the Georgia Crime Information Center and the Federal Bureau of Investigation, as determined by the Board. The applicant shall be responsible for all fees associated with the performance of such background check (see instructions on how to register and complete the fingerprint check posted at [www.sos.ga.gov/plb/massage](http://www.sos.ga.gov/plb/massage), Application Downloads link); and,

~~(g)~~ f) official verification of current licensure as a massage therapist, in good standing, from another jurisdiction, state, or territory of the United States or foreign country, including a copy of its licensing laws for massage therapist, whose standards for licensure meet or exceed those required by Georgia.

~~(h)~~ g) The Board may request additional verification of any requirements or credentials as it may deem necessary.

**Authority: O.C.G.A. §§ 43-1-3, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-24A-7 and 43-24A-13**

Ms. Clay motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to adopt Rule 345-5-.01 Licensure by Endorsement and accept Economic Impact statement.

- **345-8-.01 Curriculum Requirements. Amended.**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE FOR RULE 345-8 REQUIREMENTS – BOARD RECOGNIZED MASSAGE THERAPY EDUCATION PROGRAM, CHAPTER 345-8-.01 CURRICULUM REQUIREMENTS**

**Purpose:** The purpose of this rule amendment is to define a curriculum category.

**Main Features:** The rule amendment further defines and clarifies the definition of “hands on” of the clinical practice curriculum criteria.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE 345-8 REQUIREMENTS – BOARD RECOGNIZED MASSAGE THERAPY EDUCATION PROGRAM, CHAPTER 345-8-.01 CURRICULUM REQUIREMENTS**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted]

**345-8-.01 Curriculum Requirements. Amended.**

In order to be a Georgia Board recognized massage therapy education program, the program must have a minimum curriculum of five-hundred (500) total clock hours of supervised classroom and supervised hands-on instruction. For purposes of this rule, "supervised" means the supervisor is physically on-site, qualified and immediately available. The minimum required subject matter and activities and the minimum required hours are as follows:

- (a) A minimum of one hundred twenty-five (125) hours of in-class supervised instruction in human anatomy, physiology and kinesiology;
- (b) A minimum of forty (40) hours of in-class supervised instruction in pathology;
- (c) A minimum of two-hundred hours (200) in massage therapy theory, technique and practice, which must include in-class supervised instruction of clinical techniques and hands-on clinical practice and must include, at a minimum, the following subject matters: effleurage/gliding; petrissage/kneading; compression; friction, tapotement/percussion; vibration; direct pressure; superficial warming techniques; pumping; stretching; jostling; shaking; rocking;
- (d) A minimum of one hundred twenty-five (125) hours of in-class supervised instruction in contraindications, benefits, universal precautions, body mechanics, massage history, client data collection, documentation, and legalities of massage, professional standards including draping and modesty, therapeutic relationships and communications;
- (e) A minimum of ten (10) hours of in-class supervised instruction in ethics and business (to include a minimum of six (6) hours in ethics); and
- (f) Of the five hundred (500) total clock hours, the curriculum must include a minimum of fifty (50) hours in supervised student clinical practice, but no more than sixty (60) hours in hands on supervised student clinical practice. Nothing in this rule shall be construed to prohibit a massage therapy school that has a curriculum greater than five hundred (500) hours from having more hands on supervised student clinical practice so long as it has at least four hundred and forty (440) hours of in-class supervised instruction.

**Authority: O.C.G.A. §§ 43-1-25, 43-24A-3, 43-24A-7 and 43-24A-8**

Ms. Johnson motioned, Ms. Clay seconded, and the Board voted unanimously in favor of the motion to adopt Rule 345-8-.01 Curriculum Requirements and accept Economic Impact statement.

- **345-8-.03 Board Recognition Status. Amended.**

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF MASSAGE THERAPY RULE 345-8 REQUIREMENTS – BOARD RECOGNIZED MASSAGE THERAPY EDUCATION PROGRAM, CHAPTER 345-8-.01 MAINTAINING BOARD RECOGNITION STATUS**

**Purpose:** The purpose of this rule amendment is to edit the title, clarify recognition requirements and provide for changes to recognized massage therapy education programs.

**Main Features:** The rule amendment edits the rule title, further defines and clarifies the requirements for a massage therapy education program to be recognized by the Board and provides for a name or physical location change of a program to be reported to the Board.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENTS TO THE  
GEORGIA BOARD OF MASSAGE THERAPY RULE 345-8  
REQUIREMENTS – BOARD RECOGNIZED MASSAGE THERAPY EDUCATION PROGRAM,  
CHAPTER 345-8-.01 MAINTAINING BOARD RECOGNITION STATUS**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted]

**345-8-.03 ~~Maintaining~~ Board Recognition Status. Amended.**

(1) In order ~~to maintain the~~ for a Georgia (physically) based massage therapy education program location(s) to obtain the Georgia Massage Therapy Board “R recognized” massage therapy-education program status, the program must meet the requirements set forth in rules 345-8-.01 and 345-8-.02 ~~above~~, and the additional requirements below:

- (a) the program must require that each student have a minimum grade of 70% and the student have a minimum attendance of 70% in order to receive credit/hours in massage therapy related course and clinical work, and;
- (b) the program must maintain a written program, philosophy and objectives, and the program must maintain course outlines or syllabi for all massage therapy courses, and;
- (c) the program must provide a student handbook, and;
- (d) the program must maintain permanent student records that summarize the credentials for admission, attendance, grades and other records of performance, and;
- (e) the program must ~~maintain a pass/fail rate of 70% on all board approved examinations for program graduates. Pass/fail rates will be reviewed by the board on an annual basis.~~ possess a current, unencumbered National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) School Provider Code.
- (f) the program must possess a current, unencumbered Nonpublic Postsecondary Education Commission (NPEC) Authorization number.

(2) If a board recognized program does not meet or fails to comply with the curriculum, faculty, and additional requirements noted in these rules, the Board may withdraw the “recognized” status of the program.

(a) ~~the~~ Board shall promptly notify the program, in writing, of the withdrawn recognition status. (b) ~~the~~ program must notify, in writing, current and potential new students of their withdrawn recognition status within ten (10) business days from receipt of the Board’s notice. Simultaneously, a copy of such notification must be submitted to the Board within the ten (10) business days.

(3) No other transcripts will be accepted from a program whose recognition status has been withdrawn effective on or after a date established by the Board.

(4) Programs losing Board recognition must reapply for recognition by the Board

(5) A Georgia (physically) based recognized program that is sold, physically moves or changes the recognized program’s name must file a new school recognition application with the Board within

(10) business days from the date of the action:

(a) if sold to a new owner, the new owner must provide, within ten (10) days, a new application and all supporting documents (including NCBTMB and NPEC current code/number – see e & f above);

(b) if moving location, report within ten (10) days the new physical and mailing address, in addition to any other changes (faculty, curriculum, etc ...);

(c) if changing the programs name, but not physical location, report the name change to the Board within ten (10) business days.

(6) Massage Therapy educational programs located outside the state of Georgia may be recognized by meeting the following criteria:

(a) hold, and maintain, a current, unencumbered NCBTMB school code number; and,

(b) be approved or recognized by the state the program is located in as meeting the requirements for massage therapy education (pursuant to the Georgia Board rules 345-8-.01 and 345-8-.02) for licensure in the state the program is located and operating in; and,

(c) recognition by the Board of any massage therapy educational program is at the sole discretion of the Georgia Board of Massage Therapy.

(7) Recognition of massage therapy educational programs located **outside of the United States** is at the sole discretion of the Board:

(a) transcripts will only be accepted if translated by a reputable and verifiable credential evaluation service. The Board has sole discretion on the acceptance/approval of a credential evaluations service utilized by an applicant; and,

(b) the foreign massage therapy education program must at a minimum be determined to be substantially equal to or exceed the curriculum requirements set forth in Board rule 345-8-.01; and, (c) recognition by the Board of any foreign massage therapy educational program is at the sole discretion of the Georgia Board of Massage Therapy.

**Authority: O.C.G.A. §§ 43-1-25, 43-24A-3, 43-24A-7, 43-24A-8, 43-24A-10 and 43-24A-13**

Ms. Johnson motioned, Ms. Clay seconded, and the Board voted unanimously in favor of the motion to adopt Rule 345-8-.03 Board Recognition Status and accept Economic Impact statement

**Open Session Minutes** Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to approve the September 20, 2013 Open Session Minutes

**Licenses to Ratify September 20, 2013-October 20, 2013** Ms. Johnson motioned, Ms. Taylor seconded, and the Board voted unanimously in favor of the motion to approve the ratified list of applicants and ratification list between meetings.

**Correspondence: 30 Day Notice** The Board accepts as information.

**Rule Waiver Request: Cathy Embrey** Ms. Taylor motioned, Ms. Clay seconded, and the Board voted unanimously in favor of the motion to deny the rule waiver based on the fact that the Board cannot waive the law statute.

**Correspondence from Rebecca Paden** The Board explains that Ms. Paden needs to be licensed and directs staff to refer her to Massage Therapy Practice: § 43-24A-8 Licensure of massage therapists; application and requirements.

**Correspondence from Heather Koepfel** Board accepts as information

**Correspondence from Brandon Fee** The Board directed staff to send a letter with the date (August 23, 2013) that school was unrecognized.

Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to create a separate internal list to include the date the school was closed and no longer recognized.

**Appearances: Denials based on Qualifications**

- |                           |  |
|---------------------------|--|
| 1. Seacoast Career School | Applicant not present; schedule for Board Appearance |
| 2. Wall Street Institute  | Applicant not present; schedule for Board Appearance |

**Rules Committee –J. Johnson**

- FSMTB Discussion Ms. Johnson will send FSMTB data base information to Ms. Price for further review.

**Miscellaneous** Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to approve the amended Board’s meeting dates.

- December 6, 2013 Board Meeting
- 2014 Board Meeting Dates

**Executive Director’s Report** Ms. Price mentions the difference in body rub and massage therapy and what is unlicensed practice as an upcoming issue.

**Ms. Taylor motioned, and Ms. Johnson seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. § 43-1-2(k) (1) (2), O.C.G.A. § 50-14-2(1), O.C.G.A. § 43-1-2-(k) (4), O.C.G.A. § 43-1-19 (h) (2) & (4) to receive and review information pertaining to Applications. Voting in favor of the motion were those present who included Board members: Mr. Knowles, Ms. Taylor, Ms. Clay, and Ms. Johnson**

**At the conclusion of Executive Session on Friday, October 25, 2013, Mr. Knowles declared the meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq. No votes were taken during executive session.**

**OPEN SESSION**

**Investigative Interviews** Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to accept the investigative interviews recommendation as presented.

- |            |      |  |
|------------|------|--|
| 1. 11:00am | T.J. | Modify previous decision; issue license with no stipulations |
| 2. 11:30am | V.D. | Modify previous decision; issue license with no stipulations |

**Executive Minutes** Ms. Taylor motioned, Ms. Clay seconded, and the Board voted unanimously in favor of the motion to approve the September 20, 2013 Executive Minutes

**Applications** Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to accept the application recommendations as presented.

**Reinstatements**

- 1. L.C. Approve for reinstatement
- 2. T.J. Approve for reinstatement
- 3. A.S. Approve for reinstatement
- 4. M.W. Issue CO requesting the conditions of the court order are satisfied
- 5. T.W. Hold until applicant can provide documentation showing applicant has met hands on requirements

**Transcripts Review**

- 1. R.B. Approve for licensure
- 2. X.C. Deny; No NCB number
- 3. S.D. Deny applicant does not meet requirements. He has not obtained the 500 hours required.
- 4. C.R. Deny; School is not approved by NCB or recognized by Alabama
- 5. P.Y. Deny; School is not approved by NCB or recognized by Georgia.

**Cognizant’s Report – J. Clay** Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to accept the Cognizant’s report as presented

- 1. MT130077 Close, No Action
- 2. MT130012 Refer to AG for Aiding and Abetting unlicensed practice
- 3. MT130015 Refer to AG for Aiding and Abetting unlicensed practice
- 4. MT140007 Refer to AG for Aiding and Abetting unlicensed practice
- 5. MT130053 Close, No Action
- 6. MT130060 Refer to AG for CA and fine or C&D with fine and refer to the Cosmetology Board
- 7. MT130061 Close, No Action
- 8. MT130072 Close, No Action
- 9. MT130073 C&D unlicensed practice; \$500 fine & refer Cosmetology Board
- 10. MT130089 Refer to AG for indefinite suspension and agreement not to practice
- 11. MT140005 Close, No Action
- 12. MT140008 Close, flag for reinstatement
- 13. MT140011 Refer to AG
- 14. MT140012 Close, No Action
- 15. MT140014 Close, No Action
- 16. MT130046 Refer to AG for C&D, \$500 fine or hearing
- 17. MT130070 Refer to AG for C&D, \$500 fine or hearing
- 18. MT130075 Refer to AG for C&D, \$500 fine or hearing

**Attorney General’s Report- S. Mason** Ms. Johnson motioned, Ms. Taylor seconded, and the Board voted unanimously in favor of the motion to accept the Attorney General’s report as presented.

- 1. C.-C. L. Close with LOC
- 2. P.J. Refer to AG to modify pervious disposition & pursue summary suspension
- 3. E.I. Close, flag for reinstatement
- 4. OIG Request Release the information

**Miscellaneous** Ms. Taylor motioned, Ms. Johnson seconded, and the Board voted unanimously in favor of the motion to adopt the Staff Approval of Applications for Licensure and Renewal Related to Criminal Offenses Policy as presented.

	<p><b>GEORGIA BOARD OF MASSAGE THERAPY</b> <b>POLICIES &amp; PROCEDURES</b></p>
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<b>Category:</b>	Licensure	<b>Policy:</b> ■
		<b>Procedure:</b> □
<b>Title:</b>	Staff Approval of Applications for Licensure and Renewal Related to Criminal Offenses	
<b>Statutory Basis:</b>	O.C.G.A. § 43-24A-8.	<b>Date Adopted:</b>
	10/25/2013	

The Georgia Board of Massage Therapy accepts the following guidelines for review of applications for licensure and renewal which indicate that the applicant has an arrest and/or conviction. Applications that do not fall within the parameters indicated below will be referred to the Board Cognizant and/or the Board for consideration.

<b>Offense</b>	<b>Frequency</b>	<b>Time Period</b>	<b>Other</b>	<b>Action</b>
DUI	One Time	No Time Period	No active probation / No active parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Alcohol
DUI	Two Times	More than four years between convictions	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Alcohol
Bad Checks, Municipal Ordinance Violations, Driving with Suspended/Revoked License	Two Times	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Criminal
Petit Theft, Shoplifting, Non-Violent Property Crimes (not related to drugs)	Two Times	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Criminal
Felony Conviction for Non-Violent Property Crimes (i.e. Shoplifting, Theft By Taking, Theft By Deception, Burglary, Larceny, Vandalism, etc.)	One Time	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Criminal
Marijuana Possession of Less than One Ounce	One Time	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Drugs
Misdemeanor Offenses with the Exception of Drug Related Misdemeanor Crimes	No Limit	No Time Period	No probation / No parole	If conviction is older than five years proceed with licensure. If conviction is less than five years license with LOC Criminal
<b>Any offenses of a sexual nature</b>	<b>No Limit</b>	<b>No Time Period</b>	<b>N/A</b>	<b>Must be presented to the Board.</b>

With no additional business to be discussed, the meeting was adjourned.

**Minutes recorded by:**  
**Minutes reviewed and edited by:**  
**Minutes approved on:**

Tamara Elliott, Board Support Specialist  
Wanda Jaffe, Licensing Supervisor  
December 6, 2014

**CRAIG KNOWLES**  
**BOARD CHAIR**

**ADRIENNE PRICE**  
**EXECUTIVE DIRECTOR**