



# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

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# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

### POLICY A1

**Category:** Applications **Policy:**   
**Title:** Administrative Issuance of Licenses **Procedure:**

**Statutory Basis:** O.C.G.A. §§ 43-1-19(a)(1, 3, 4, 5, 10), 43-1-25, 43-24A-7(a)(1), 43-24A-7(b)(1, 2), 43-24A-8(b), 43-24A-9(b), 43-24A-13(a), and 43-24A-14(b).

**Rule Basis:** Chapter 345-3 through 8

The Board approves the administrative issuance of licenses by application, reinstatement or endorsement between meetings for applicants who:

- 1) meet all the current requirements for licensure in Georgia;
- 2) have not been disciplined by any other board;
- 3) meet the requirements as outlined in Policy A2; and
- 4) have never been adjudged mentally incompetent, unable to practice by reason of illness, or received treatment for chemical dependence, drugs and/or alcohol.

Licenses administratively issued between board meetings, will be ratified by the Board at their next scheduled meeting.

Adopted: 02-22-2008

Revised: 06-25-2010; 06-27-2014; 02-20-2020



# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

### POLICY A2

**Category:** Applications  
**Title:** Staff Approval of Applications for Licensure and Renewal  
 Related to Criminal Offenses

**Policy:** ■  
**Procedure:** ■

**Statutory Basis:** O.C.G.A. §§ 43-1-19(a)(3, 4), 43-1-25, 43-24A-7(a)(1), 43-24A-7(b)(1, 2), 43-24A-7(c), 43-24A-8(b)(4), 43-24A-9(a)(4), 43-24A-13(a)(2), and 43-24A-14(b)

**Rule Basis:** Chapter 345-3 through 8

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.

Offense	Freq.	Time Period	Other	Action
DUI	One Time	No Time Period	No active probation / No active parole	Issue the license.
DUI	Two Times	More than four years between convictions	No probation / No parole	Issue the license.
Bad Checks, Municipal Ordinance Violations, Driving with Suspended/Revoked License	Two Times	No Time Period	No probation / No parole	Issue the license.
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	Issue the license.
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 felony convictions for drugs, crimes of moral turpitude or 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>

Adopted: 12-03-2012

Revised: 10-25-2013; 06-27-2014; 02-20-2020



# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

### POLICY A3

**Category:** Applications **Policy:** ■  
**Title:** Board Recognized Massage Therapy Education Programs **Procedure:** ■

**Statutory Basis:** O.C.G.A. §§ 43-1-25, 43-24A-7(a)(1), and 43-24A-7(a)(7)  
**Rule Basis:** Chapter 345-8

The Board authorizes the administrative staff to request from the applying program/school, in writing, any additional information necessary for the educational representative to review the application prior to making his/her recommendation to the full Board for approval/denial of the program/school.

Adopted: 06-27-2014  
Revised: 02-20-2020



# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

### POLICY D1

<b>Category:</b>	Discipline	<b>Policy:</b> ■
<b>Title:</b>	Investigative Files	<b>Procedure:</b> ■
<b>Statutory Basis:</b>	O.C.G.A. §§ 43-1-19(h)(2), 43-1-25, and 43-24A-7(a)(1)	
<b>Rule Basis:</b>	N/A	

Pursuant to the provisions of OCGA § 43-24A, it is the policy of the Georgia Board of Massage Therapy to authorize the Board staff to release investigative information to the following law enforcement agency and/or lawful licensing authority:

1. All Georgia County and/or Judicial Circuit District Attorney Offices
2. All Georgia County and/or Judicial Circuit District Solicitor General Offices
3. All Georgia County, Judicial Circuit, and/or City Police/Investigations Departments.
4. Georgia Bureau of Investigation (GBI)
5. Federal Bureau of Investigation (FBI)
6. United States Department of Homeland Security (DHS)
7. United States Immigration and Customs Enforcement (Investigative arm of DHS)
8. United States Drug Enforcement Administration (DEA)
9. State Licensing Boards

Provided that the written request for investigative information is requested for the purpose of:

- a. Conducting a Board investigation which may lead to disciplinary action; or
- b. An investigation which may require criminal prosecution by a law enforcement agency or lawful licensing authority for offenses which are a violation of the laws, rules and policies of the Georgia board of Massage Therapy.

The Board staff shall notify the Board of such request and/or release in writing and such written notification shall become part of the Board's record of investigation. Any release of information shall include statements regarding the statutory confidentiality of investigations by the Board under the provisions of Title 43 of the Official code of Georgia Annotated.

A list of investigative files released under the terms of this policy will be presented to the Board to be ratified during the Board's next regularly scheduled meeting and will be reflected in the Board minutes.

Adopted: 10-2006

Revised 10-2006; 06-25-2010; 06-27-2014; 02-20-2020



# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

### POLICY D2

<b>Category:</b>	Discipline	<b>Policy:</b> ■
<b>Title:</b>	Board Chair Express Consent for Executive Director to Sign Consent Orders/Agreements	<b>Procedure:</b> ■
<b>Statutory Basis:</b>	O.C.G.A. §§ 43-1-25, and 43-24A-7(a)(1)	
<b>Rule Basis:</b>	N/A	

Between Board meetings, the Chair gives express consent for the Board's Executive Director or designee, on the Chair's behalf, to sign a consent agreement or order signed by the applicant or licensee. The Executive Director will present to the full Board at the next scheduled meeting those individuals licensed in this manner for ratification.

Adopted: 10-19-2007

Revised: 06-25-2010; 02-20-2020



# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

### POLICY D3

**Category:** Discipline **Policy:** ■  
**Title:** Voluntary Surrender of Licensure Orders Effective Upon Docketing **Procedure:** ■

**Statutory Basis:** O.C.G.A § 43-1-25 and 43-24A-7(a)(1)  
**Rule Basis:** BR 345-10-.01

It is the policy of the Georgia Board of Massage Therapy to accept all Voluntary Surrender of Licensure orders upon receipt in the Board office, and, in addition, to authorize the Board Chairperson or his/her designee to execute the Order(s) and to authorize the Order(s) to be docketed. It is the intent of the Board that the orders will be in effect upon docketing. The Georgia Board of Massage Therapy will ratify the docketed Voluntary Surrender orders at its next meeting after the date of docketing and include a list of the approved orders in the Board's meeting minutes.

Adopted: 06-20-2008  
Revised: 06-25-2010; 02-20-2020



# GEORGIA BOARD OF MASSAGE THERAPY

## POLICIES AND PROCEDURES

### POLICY D4

**Category:** Discipline **Policy:** ■  
**Title:** Notifications of FSMTB & NCBTMB Disciplinary Actions **Procedure:** ■  
**Statutory Basis:** O.C.G.A § 43-1-19(h), 43-1-25, 43-24A-7(a)(1), and 43-24A-7(a)(3)  
**Rule Basis:** N/A

Pursuant to Board vote on June 24, 2016, it is the policy of the Georgia Board of Massage Therapy to authorize staff to initiate an investigation into the disciplinary actions taken by Federation of State Massage Therapy Boards (FSMTB) or the National Certification Board of Therapeutic Massage and Bodywork (NCTBTMB) against any Georgia applicant or NCBTMB Approved Continuing Education Provider, NCBTMB Certificant and/or Massage Therapy Education Program licensed and/or recognized in the state of Georgia by requesting the investigative records from FSMTB or NCBTMB.

Adopted: 06-24-2016  
Revised: 02-20-2020