



NCBTMB New York Sponsored Approved Providers

Effective January 1, 2012, the [New York State Education Department, Office of the Professions](#) is instituting requirements for continuing education (CE) and CE instructors. Under the new requirements, New York will recognize CE from providers and organizations that have been approved or are sponsored by an approved entity. The [National Certification Board for Therapeutic Massage & Bodywork \(NCBTMB\)](#) is an approved sponsor for continuing education in New York.

New York has specific guidelines for acceptable and unacceptable course content, as listed in this document, and NCBTMB New York sponsored Approved Providers are required to follow these guidelines. NCBTMB has agreed to accept responsibility for the maintenance of Approved Provider records, distribution of certificates, course reviews and will track instructor's massage therapy licensure, before granting sponsorship. All New York Approved Providers must remain current with their NCBTMB status to maintain sponsorship.

Upon completion of each course, NCBTMB's Approved Provider Department will issue certificates to the NY licensed massage therapist attendees, of each course, as requested by the New York State Education Department, Office of the Professionals.

If you wish to be sponsored by NCBTMB and are not a current Approved Provider you must register an account in our Career Management System on our website and submit an Initial Application and all of the supporting materials required to become an Approved Provider.

Approved Providers must follow the course content guidelines and Presenter Requirements, set forth by the Commissioner of Education when teaching in New York. Please read this document thoroughly and complete the last page to be uploaded into the NY Sponsorship Application.

Acceptable Course Subjects and Content

Section 78.5(c)(2)(i) of the Regulations of the Commissioner of Education limits acceptable continuing education to learning activities which contribute to the professional practice of massage therapy. Any coursework that includes the practical application of modalities or techniques shall only be accepted if such coursework provides instruction on the application of modalities or techniques legally authorized to be practiced within the scope of practice of massage therapy. Sponsors may offer courses in one of the following areas:

- Subjects that enhance knowledge and skill in the theory, technique, and methods that fall within or are related to the practice of massage therapy, including, but not limited to, instruction in:
 - Swedish massage
 - Medical massage
 - Shiatsu
 - Connective tissue massage

- Tui Na
- Reflexology
- Acupressure
- Polarity
- Myofascial massage
- Neuromuscular massage
- Craniosacral techniques
- Manual lymphatic drainage
- Infant massage
- Pregnancy massage
- Stretching
- Exercises to facilitate, enhance or perpetuate the benefits of massage therapy
- Thai massage
- Sports massage
- Courses related to specific physical conditions, such as cancer, that may require massage therapy
- Subjects that are fundamental to the practice of the profession, including, but not limited to:
 - Pathology
 - Myology
 - Neurology
 - Anatomy
 - Physiology
 - Subjects that are ancillary to the practice, such as effects of massage therapy on medication regimes
- Subjects that include, but not limited to, activities and skills needed for practice, such as:
 - Communication
 - Intake procedures
 - Assessment and evaluation
 - Treatment planning
 - Prevention
 - Recordkeeping
 - First Aid
 - CPR
 - Knowledge of the chemical ingredients and safety of products and tools used in the practice of massage therapy
- Clinical interventions/evidence-based models.
- Philosophy and principles of massage therapy.
- Subjects relating to health care, professional rules and regulations, standards of good practice, precautions, law, and/or ethics which contribute to professional practice in massage therapy and the health, safety, and/or welfare of the public.



Unacceptable Subjects and Course Content

- Continuing education that is designed for the sole purpose of maximizing profits for the practice of a massage therapist shall not be acceptable as continuing education.
- Coursework in techniques that do not fall in the practice of the profession of massage therapy, such as, but not limited to:
 - Reiki
 - Feldenkrais Method
 - The Alexander Technique
 - Appearance enhancement practices as defined by the New York State Department of State Teacher Training Courses
 - Nutrition or herbalism
 - Kinesiotaping
 - Energy work or spiritual healing
 - Laws of other states
 - Insurance billing and medical errors

Presenter Requirements

- Presenters of didactic instruction may be provided by persons who are or are not licensed massage therapists. The practical application of such modalities and hands-on techniques must be instructed by massage therapists, physicians (allopathic and osteopathic), registered nurses, physical therapists, chiropractors and podiatrists only who are currently licensed and in good standing in any state, when the continuing education occurs in the State of New York.

Mandatory Submissions for NCBTMB New York Sponsorship

Each NCBTMB Sponsored New York Approved Provider must submit record of coursework and include, for each course and instructor:

- Approved Provider contact name, approved provider number and mailing address
- The name and curriculum vitae of the faculty
- Copy of instructors' license (for all instructors teaching hands-on courses)
- List all courses, number of CEs and category (live or home study) that each falls under and the instructor(s) that teach the course
- Course outline for each course
 - Describe the course in its entirety
 - Include supporting documents – handouts, tests, outlines, DVDs, etc.
 - Home study courses must be submitted in their entirety



- **A record of attendance of licensed massage therapists in the course must be provided after the course is completed.** Approved Providers must notify NCBTMB when participants complete courses by submitting participants' names, addresses, email addresses, NY license number and dates of completion within the provided NY Class Roster spreadsheet. This is found in your online account in the Complete a Form section. NCBTMB will prepare and email a Certificate of Completion to each NY participant. Participants from states other than NY will need to receive a certificate directly from the Approved Provider.
- For self-instructional coursework, an outline of the course, date and location of the course, and the number of hours for completion of the course

Login to your online account as www.ncbtmb.org and complete the 'NY Sponsorship Application' (find this in the Additional Request Forms section of your Quick Links) along with all of the information required. Please fill out the NY Agreement on the next page and upload with the NY Sponsorship application. Allow at least four (4) weeks for processing your application.

Thank you,

NY Sponsor Team

Phone: 800-296-0664

Email: Nsponsor@ncbtmb.org



NCBTMB New York Sponsored Approved Provider Agreement

As an NCBTMB sponsored Approved Provider, I agree to follow the NCBTMB Approved Provider Code of Conduct and New York State Continuing Education Rules and Regulations. If I am found in violation of either, NCBTMB reserves the right to revoke my Approved Provider approval and report this revocation to the New York State Education Department.

Before conducting an NCBTMB sponsored course for New York licensed massage therapists for Continuing Education, I will submit to NCBTMB's Approved Provider Department via the online account:

- A copy of instructor's license(s), if the course includes any practical application of modalities or techniques that must be performed by a licensed practitioner.
- Approved Provider's name and number
- The Curriculum Vitae (CV) of the instructor(s)
- A list of all courses, number of CEs and category that each falls under
- A course outline for each course I am teaching
 - Describe the course in its entirety
 - Include supporting documents – handouts, tests, outlines, DVDs
 - Home study courses must be submitted in their entirety

Upon completion of the course, I will submit, to NCBTMB's Approved Provider Department, a spreadsheet record of attendance of all NY licensed massage therapists who have attended, including their:

- First and last name
- Address
- Phone number
- Email address
- NY state massage therapy license #

Approved Provider Number: _____ Date: _____

Approved Provider Name / Contact Person (Print): _____

Organization name (for organizations only): _____

Mailing Address: _____

Email Address: _____

Approved Provider Signature: _____