



Massage Credentialing
P.O. Box 47877
Olympia, WA 98504-7877
360-236-4700

Massage School Program/Apprenticeship Standards Checklist

Standard One Checklist – Curriculum

- Massage Program Courses Offered form
- Course syllabi which must be submitted using the fillable template or a document using the same outline. Any other format will not be accepted. Each course must have an individual syllabus.
- Sample or samples of mid-term, final, or other equivalent exams. Each exam must be clearly labeled indicating what subject(s) are included on the exam. Each of the following subjects must be covered in the exams:
 - Anatomy and physiology
 - Pathology
 - Kinesiology
 - Practicum criteria
 - Ethics and professionalism
 - Laws and rules pertaining to massage
- Statement on how a student will obtain first aid and CPR training
- Institutional philosophy or mission statement

Standard Two Checklist – Academic Standards

- A statement or policy on minimum standards for measuring student progress
- Policies and procedures for the following:
 - Admission
 - Progression
 - Graduation
 - Withdrawal
 - Dismissal
 - Nondiscrimination

Standard Three Checklist—Faculty

- Policy on minimum competency standards for instructors
- Statement or policy on faculty members' participation in curriculum development and evaluation
- [Resumés](#) for each instructor or trainer. Resumes must be submitted on the template provided in this packet. Personal resumes will not be accepted.
- A listing of all instructors and the course(s) each instructor plans to teach.

Standard Four Checklist—Student Clinic

- A statement that the student clinic is supervised by a faculty member who is a licensed massage therapist with at least three years of practical experience in massage therapy
- A statement that the faculty-to-student ratio in the student clinic is no less than one faculty member to no more than six students who are actively performing massage
- Policies pertaining to the clinical supervisor's:
 - review of the health history of the student's client
 - review and approval of the student's massage plan
 - observation of a reasonable portion of each massage session based on the competency of the student
- Disclosure statement form provided to clients
- Client intake and screening form
- Client feedback form
- Supervisor feedback form

Standard Five Checklist—Health, Sanitation, and Facilities:

- A statement that facilities are maintained in accordance with state and local ordinances and rules governing health and sanitation
- Detailed floor plan of the facility including the following:
 - dimensions of the floor plan
 - labeled photographs of the interior of the facility
 - labeled photographs of the exterior of the facility
- Detailed floor plan of student clinic including the following:
 - dimensions of student clinic
 - labeled photographs of student clinic
- List of equipment available to students in the classroom
- List of equipment available to students in student clinic
- List of library contents and computer or online resources

Standard Six Checklist—Professional Conduct

- Policies that outline faculty and student conduct

Standard Seven Checklist—Records (not required if COMTA approved)

- Sample transcript
- Policy on release of student records consistent with applicable laws

Standard Eight Checklist—Eligibility

- Copy of Washington State Workforce Training Education Coordinating Board Certificate, or
- Verification that the school is licensed by private vocational education (see chapter [28C.10 RCW](#) or [Title 28B RCW](#)), or
- Verification that the program is part of a college or university that is nationally or regionally accredited.