



APPLICATION FOR VOLUNTEER PARTICIPATION

NCBTMB has always relied on the unique skills and dedicated efforts of our volunteers. We strive to create an environment where volunteers have the opportunity to experience growth, professional development and enhanced personal satisfaction.

With the exception of the Board of Directors, NCBTMB volunteer positions are appointed for a two-year term, expiring biennially on December 31. Re-appointment to serve an additional term is at the discretion of each presiding Committee Chair. Committee Chairs are appointed by the Chair of the Board.

Although the time requirements of each committee, task force or workgroup vary, most volunteer opportunities require a commitment of 5-15 hours per month (with most business transacted via email and telephone conference calls). Out of pocket expenses associated with volunteer participants are reimbursed according to NCBTMB Policy.

The NCBTMB Board of Directors has full supervision, control, and direction of the affairs of the National Certification program. The National Certification Examinations, bylaws, policies and procedures and corporate objectives are also within the Board's purview, with normal business and administrative duties overseen by the CEO. The Board is composed of members from within the massage and bodywork community as well as public members. *Board members serve a four (4) year term of office.* Officers of the Board who are elected from among eligible Directors include the Chair, Chair-elect and Treasurer.

The following is a list of the active volunteer committees at NCBTMB and their respective purposes. This will aid in your decision to select a committee that best matches your expertise or area of interest.

1. Approved Provider Committee

The purpose of the Committee is to provide peer input on the process of Approved Provider applications and on the validity of scope of continuing education course content. It addresses operational, business and professional complaints against Approved Providers, with ethics complaints being referred to the Ethics and Standards Committee.

2. Eligibility Committee

The purpose of the Committee is to evaluate appeals made by applicants who were deemed ineligible for National Certification due to the history of a conviction, plea of guilty, nolo contendere, or no contest to a crime. The Committee determines whether the application denial should stand, be reversed, or be reversed with conditions.

3. Ethics and Standards Committee

The purpose of the Committee is to enforce NCBTMB's Codes, Standards, Rules and Procedures, as well as to assist in protecting the public against unethical conduct by Certificants and approved providers. The Committee investigates legitimate complaints to determine violations of the code and standards.

4. Exam Development Committee

The purpose of the Committee is to oversee the development, construction and validation of the National Certification Examinations. This group recommends and reviews policy regarding the examinations and liaises with the test services vendor and staff to ensure the highest quality examinations are created and administered to candidates.

5. Government Relations Committee

The purpose of the Committee is to support the government relations initiatives and activities of the organization. It functions as the eyes and ears at state board meetings, liaising between regulatory bodies and NCBTMB as directed by the Committee Chair in conjunction with the Board Chair and CEO. Committee members are trained in board protocols, lawmaking, rule making and processes and procedures employed by state boards. Committee members also participate in state board discussions, actions or potential actions deemed appropriate by current leadership, utilizing appropriate NCBTMB messaging.

6. School Outreach Committee

The purpose of the Committee is to support the staff efforts in communicating to and with massage schools and programs, providing information and materials about NCBTMB exam programs and initiatives. The Committee also reaches out to non-assigned schools, helping them to understand the benefits of becoming an NCBTMB assigned school.

7. Advanced Certification Task Force

The purpose of the Task Force is to serve as the core body of industry experts during the development of the NCAP. This group performs the work associated with the development of a new credential and provides recommendations to the Board on everything from eligibility criteria to item development.

8. Nominations Task Force

The purpose of the Task Force is to oversee the annual NCBTMB Board of Director's election, including the Call for Candidates, review of applications, candidate interviews, and verification of references, voting and balloting process, and announcement of final results.

9. Team NCB

The purpose of Team NCB is to be a repository for volunteers who wish to engage in short term assignments aligned with their special skills, areas of interest and availability. Assignments tend to be more ad hoc, with specific goals designed to achieve a specific, finite outcome. It is analogous to a volunteer "pool," and strives to be consistent with contemporary best practices in volunteerism.



Thank you for your interest in volunteering at NCBTMB. Different degrees of experience required vary depending on the committee, therefore, training will be provided. The following information is needed to help achieve a certain balance in our committees and task groups. Please answer the questions listed below and submit your application along with a copy of your resume to:

NCBTMB/Volunteer Services
1901 S. Meyers Road Suite 240
Oakbrook Terrace, IL 60181
www.volunteerservices@ncbtmb.org

General Information

Name: _____ DOB _____
Certificant #: _____ Year of Certification: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (day) _____ (evening) _____
Email address: _____

1. Please indicate which committee(s) you would like to participate in

- Approved Provider Committee
- Eligibility Committee
- Ethics and Standards Committee
- Exam Development Committee
- Government Relations Committee
- School Outreach Committee
- Advanced Certification Task Force
- Nominations Task Force
- Team NCB
- Anywhere needed

2. General Education (Please check highest level attained)

- High School (or equivalent)
- Some College
- Technical/Vocational Certificate
- College Degree (2 years)
- Bachelors Degree (4years)
- Masters Degree
- Higher

3. Massage/Bodywork Training

Total Hours Basic Training Program: under 500 500-999 1000+

Year Basic Training Completed: _____ School: _____

Additional Hours of Massage / Bodywork Training: under 100 100-299 300-499 500-999 1000+

4. Experience in Massage/Bodywork

Years in practice: _____

Currently practicing: Yes No

Full-time (75%+ of income)

Part-time (Please tell more about your other work, if applicable)

What are your primary and secondary Massage/Bodywork disciplines? (Please mark as 1 and 2)

- Asian
- Contemporary
- Energetic
- Structural Functional or Movement Integration
- Traditional European
- Eclectic-Any combination of the above

5. Employment

Current position: _____

Check all that apply to your work setting

- Chiropractor's office
- Corporate on-site
- Education/training
- Fitness center/health club
- Group practice-primary care
- Group practice-rehabilitation
- Holistic health center
- Hospital/nursing home/hospice
- Osteopath's office
- Physical therapy office
- Private practice in clinic/home/office
- Resort/hotel/cruise ship
- Spa
- Sports medicine facility

6. Communication

Most committee business is transacted via e-mail.

Are you able to receive and respond to e-mail communications on a regular basis? Yes No

7. Please provide any additional information that you feel is important such as describing any special skills, education or experience that you would bring to NCBTMB. (Use reverse side if necessary)

Statement of Understanding

I understand that the information provided in my application is subject to verification and further discussion during the interview process. I agree to abide by NCBTMB's Code of Ethics & Code of Conduct. All statements made above are true.

Signature: _____

Date: _____