

November Review

The NCBTMB Approved Provider Team anticipates an overwhelming number of initial and renewal applications through the end of 2007. We must therefore request that all applicants withhold any correspondence with the NCBTMB concerning their decision status until a decision letter has been mailed or e-mailed to you. If you have not received a written or electronic decision letter within 5 business days of the **"You Will Receive Notification By"** date, please send an e-mail to ce@ncbtmb.com.

Communications to our office by phone or e-mail prior to your decision letter will impede our efforts and slow down the approval process for everyone. The Approved Provider Team thanks you for your cooperation and patience while we try to process each application as efficiently and swiftly as possible.

Four Possible Decisions

- Approved** Approval status is granted for three (3) years. For initial applicants: all courses submitted that you have taught (that fit the NCBTMB guidelines for continuing education) will be retroactively accepted to award continuing education credit to NCBTMB certificants. This retroactive credit reflects the last two years from the date of approval.
- Approved Pending** Minor deficiencies exist in the application; once remedied by the applicant, the application is approved.
- Deferred** Greater deficiencies are present in the application; the applicant has sixty (60) days **after receipt of the decision letter** to respond and remedy these deficiencies. Failure to respond within the time frame will result in forfeiture of the fee and require re-submission on the part of the applicant. There are and will be no exceptions to this rule.
- Denied** Does not meet the NCBTMB's definition of a provider of continuing education for the field of massage therapy/bodywork. The provider may appeal the decision. (Read the appeal process below)

Appeal Process

Individuals or organizations may appeal the Continuing Education Committee's decision to defer or deny an application. Within sixty (60) days of receipt of a decision letter, a Letter of Appeal must reach the NCBTMB office showing reasonable cause for reconsideration. This is best done by addressing the committee's concerns – point by point – as described in the decision letter that the applicant received. Failure to respond within the time frame will result in forfeiture of the fee and require re-submission on the part of the applicant. There are and will be no exceptions to this rule.

INITIAL APPLICANTS

				Decision	
Last Name	First Name	Organization Name (if Applicable)	Received Date	Status Awarded	You Will Receive Notification By:
Lessard	Lucy	The Hawaii Institute of Anatomy	9/24/2007	Approved	Letter Sent 1/29/2008

Parravano	Bill		9/25/2007	Approved Pending	Letter Sent 1/25/2008
Moore	Mary Ellen	SYNERGY Holistic Health Center	10/3/2007	Approved	Letter Sent 1/31/2008
Campbell	Marlene		10/4/2007	Approved	Letter Sent 1/25/2008
Borst	Basia Szpak		10/9/2007	Approved Pending	Letter Sent 1/24/2008
Durbin	Melissa	Technical Learning College	10/10/2007	Deferred	Letter Sent 1/21/2008
Gudzowski	Helena		10/12/2007	Approved	E-Mail Sent 12/28/2008
Shields	Mary Ellen		10/16/2007	Approved Pending	Letter Sent 1/31/2008
Lucas	Marta Neely		10/16/2007	Approved	Letter Sent 2/4/2008
Montgomery	Carol	Integrative Learning Center of Mid-America	10/18/2007	Approved	Letter Sent 2/5/2008
Sargeant	Todd	Body-Power Therapies	10/18/2007	Approved	E-Mail Sent 12/20/2007
Reed	Vera		10/19/2007	Approved	Letter Sent 2/5/2008
Hay	Sheila	HEART Institute, Healing Arts & Raindrop Training, Institute	10/19/2007	Approved	Letter Sent 2/5/2008
Barber	Florence	Hancock CranioSomatic Institute	10/20/2007	Approved	Letter Sent 1/29/2008

RENEWAL APPLICANTS

Last Name	First Name	Organization Name (if Applicable)	Received Date	Decision	
				Status Awarded	You Will Receive Notification By:
Matthew	Micheal	Miller - Motte Technical College	9/25/07	Approved	Letter Sent 1/30/2008
Ortiz	Ernesto		9/26/07	Deferred	Letter Sent 1/17/2008
DeAgro	Micheal	AOBTA of Asia	9/26/07	Approved Pending	Letter Sent 1/28/2008
Barnhart	Patricia	Anne Arundel Community College	10/1/07	Approved	Letter Sent 1/28/2008
Sommermann	Jenn		10/9/07	Approved	Letter Sent 1/28/2008
Henderson	Shirley		10/11/07	Approved	Letter Sent 1/28/2008
Zhou	Xiping	East-West Healing Arts Institute, Inc.	10/15/07	Approved	Letter Sent 2/18/2008
Jurek	Pamela Martin		10/16/07	Approved Pending	Letter Sent 1/23/2008
Mignone	Nancy	Blue Ridge School of Massage & Yoga	10/18/07	Approved Pending	Letter Sent 1/22/2008

RESPONSE TO DEFERRALS

Last Name	First Name	Organization Name (if Applicable)	Received Date	Decision	
				Status Awarded	You Will Receive Notification By:
Shelline	Pamela	Massage Therapy Academy	8/31/07	Approved	Letter Sent 1/17/2007
Koch	Liz		9/10/07	Approved Pending	Letter Sent 2/6/2007
Regan	Pat	Spa Stone Massage	9/10/07	Approved	Letter Sent 1/17/2007