

## NCBTMB New York Sponsored Approved Providers

Effective January 1, 2012, the [New York State Education Department, Office of the Professions](#) instituted 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 CE 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 CE certificates to the NY licensed massage therapist participants 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 first register for an account on our website [www.ncbtmb.org](http://www.ncbtmb.org) and submit an Initial Application with all of the required documentation to become an Approved Provider. Once approved, you may submit a New York Sponsorship Application.

Approved Providers must follow the course content guidelines and Presenter Requirements, set forth by the Commissioner of Education for instructors and all courses taught in the presence of New York LMTs. 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:
  - Animal Massage
  - Bach Flower Remedies
  - Beauty courses
  - Billing/Insurance
  - Color therapy
  - Ear Candling
  - Energy work
  - Healing ministry
  - Judeo Christian Anointing
  - Kinesio-Taping
  - Laws of other states
  - Marketing & Business
  - Medical Errors
  - Meditation
  - Nutrition
  - Ortho-Bionomy
  - Qi Gong
  - Quantum Touch

- Substance Abuse
- Tai Chi
- Teacher training
- Yoga (even as self-care)
- Zero Balancing

### **Presenter Requirements**

Didactic instruction may be presented by persons who are not licensed massage therapists. The practical application of hands-on modalities and 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 will be taught in the presence of New York LMTs. **Practitioners from states without licensure will not be accepted to teach hands-on to NY LMTs.**

### **Requirements for NCBTMB New York Sponsorship**

Each NCBTMB Sponsored New York Approved Provider must submit:

- Instructor names and courses to be taught
- A copy of each instructor's license (for all instructors teaching hands-on courses) and CV/Resume
- List all courses, number of CEs, category (live, live webinar or home study) and short course description
- Materials for each course including supporting documents (handouts, tests, outlines, etc.)

Home study courses must be submitted in their entirety (please include website, username and password).

**A record of attendance of licensed massage therapists must be provided after the course is completed.** As a new NCBTMB NY Sponsor Approved Provider, you will be allowed to submit rosters to offer retroactive NY sponsored CEs for anyone who has taken this course in the past 12 months. Future rosters must be submitted within 60 days of the class completion, in order to award NY Sponsored CEs. Approved Providers must notify NCBTMB when New York LMTs complete a course by submitting a New York Class Roster spreadsheet. The spreadsheet must include:

- AP #
- Individual name or Organization name
- Title of course
- Course date(s)
- # of CE's
- Instructor name
- Location where course taught (or Home Study)
- Participant first and last name
- Participant address
- Participant phone number
- Participant email address
- Participant NY license number

The New York Class Roster Spreadsheet can be [downloaded here](#). You can also download a copy by logging into your account. Click on Additional Forms under Quick Links on the left of your dashboard then click on NY Sponsor Class Roster Submission Form. Download the spreadsheet from the form then upload the completed spreadsheet and submit. NCBTMB will prepare and email a CE Certificate to each New York LMT. Participants from other states will need to receive a CE certificate directly from you.

Login to your online account at [www.ncbtmb.org](http://www.ncbtmb.org) and complete the New York Sponsorship Application (which can be found by clicking Initial Applications under Quick Links on the left of your dashboard) along with all of the required documentation. Please fill out the NY Agreement on the next page and upload with the application. Allow 4-6 weeks for processing your application.

Thank you,

NY Sponsor Team

Phone: 800-296-0664

Email: [Nsponsor@ncbtmb.org](mailto: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 LMTs for continuing education, I will submit to NCBTMB's Approved Provider Department via my online account:

- Instructor names and courses taught
- A copy of each instructor's license (for all instructors teaching hands-on courses) and CV/Resume
- List all courses, number of CEs, category (live, live webinar or home study) and short course description
- Materials for each course including supporting documents (handouts, tests, outlines, etc.)

Home study courses must be submitted in their entirety (please include website, username and password).

Upon completion of the course, I will submit, to NCBTMB's Approved Provider Department, a NY Class Roster spreadsheet for all NY LMTs who have attended. As a new NCBTMB NY Sponsor Approved Provider, I will be allowed to submit rosters to offer retroactive NY sponsored CEs for anyone who has taken this course in the past 12 months. Future rosters must be submitted within 60 days of the class completion, in order to award NY Sponsored CEs.

The spreadsheet must include:

- AP #
- Individual name or Organization name
- Title of course
- Course date(s)
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- Instructor name
- Location where course taught (or Home Study)
- Participant first and last name
- Participant address
- Participant phone number
- Participant email address
- Participant NY license number

Approved Provider Number: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Provider Name / Contact Person (Print): \_\_\_\_\_

Organization name (for organizations only): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approved Provider Signature: \_\_\_\_\_