



Rules of
Department of Insurance,
Financial Institutions and
Professional Registration
Division 2197—Board of Therapeutic Massage
Chapter 4—Apprenticeship

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**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION**
Division 2197—Board of Therapeutic
Massage
Chapter 4—Apprenticeship

20 CSR 2197-4.010 Certified Mentor

PURPOSE: This rule outlines the requirements to be a certified mentor.

(1) For the purpose of this regulation “certified mentor” shall mean a licensed massage therapist, approved by the board, to provide a board-approved apprenticeship training program. An “apprentice” shall be defined as any person enrolled in a board-approved apprenticeship training program.

(2) Any person desiring to be a certified mentor shall submit an application, provided by the board, and applicable fee along with evidence documenting at least five (5) years professional practice in massage therapy with an average of four hundred fifty (450) hours per year of massage teaching and/or massage practice hours. Documentation may include, but is not limited to, a combination of the following:

- (A) Income tax forms;
- (B) Professional massage therapy association membership(s);
- (C) Certificates of continuing education in massage therapy;
- (D) Business license(s);
- (E) Office rent or lease agreement(s);
- (F) Yellow page advertisements with dates;
- (G) Printed advertisements with dates;
- (H) Professional liability insurance;
- (I) Cancelled checks related to the massage therapy practice that shall include, but not be limited to, payment for rent, services rendered, and/or massage therapy supplies;
- (J) Verifiable letter(s) from employer(s);
- (K) Verifiable letter(s) from a school owner, program director, and/or former students;
- (L) Verifiable letter(s) of referral for massage therapy services from a licensed health-care professional;
- (M) Verifiable letter(s) of confirmation from clients of massage therapy experience;
- (N) Work log or client records consisting of client’s name, address, and/or telephone number, appointment date, and time period worked on client; or
- (O) Student roster consisting of student’s name, address, and/or telephone number, date of attendance, and time period of attendance.

(3) Upon board approval of the apprenticeship training program, the certified mentor shall represent the program as, “approved to operate by the Missouri Board of Therapeutic Massage” on all advertisements, publications, and solicitations.

AUTHORITY: sections 324.240 and 324.245, RSMo Supp. 2009. This rule originally filed as 4 CSR 197-4.010. Original rule filed Feb. 25, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2197-4.010, effective Aug. 28, 2006. Amended: Filed Aug. 21, 2007, effective March 30, 2008. Rescinded and readopted: Filed Aug. 27, 2009, effective Feb. 28, 2010.*

**Original authority: 324.240, RSMo 1998, amended 1999, 2008 and 324.245, RSMo 1998, amended 1999, 2003, 2006.*

20 CSR 2197-4.020 Certified Mentor—Apprenticeship Program
(Rescinded March 30, 2008)

AUTHORITY: sections 324.240, 324.245, 324.247, 324.250 and 324.265, RSMo Supp. 1999. This rule originally filed as 4 CSR 197-4.020. Original rule filed Feb. 25, 2000, effective Sept. 30, 2000. Moved to 20 CSR 2197-4.020, effective Aug. 28, 2006. Rescinded: Filed Aug. 21, 2007, effective March 30, 2008.

20 CSR 2197-4.030 Apprenticeship Training Program

PURPOSE: This rule outlines the composition of an apprenticeship training program.

(1) An apprenticeship training program shall encompass those activities as defined within section 324.240(7), RSMo, and shall consist of at least five hundred (500) hours of supervised instruction pursuant to section 324.265.1(2), RSMo. The content of supervised instruction shall be subject to board approval and consist of the following:

- (A) One (1) clock hour of instruction within an apprenticeship training program shall consist of no less than fifty (50) minutes;
- (B) Three hundred (300) clock hours dedicated to the study of massage theory and practice techniques taught by the certified mentor;
- (C) One hundred (100) clock hours dedicated to the study of anatomy and physiology taught by one (1) of the following:

1. A certified mentor with an associate, bachelor, or advanced degree in a science related field from a college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the U.S.

Department of Education that includes a course of study in anatomy and physiology. Such degrees include but are not limited to physical therapy, chiropractic, osteopathy, medicine, nursing, chemistry, or biology;

2. A school, college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the U.S. Department of Education, a massage therapy program approved by the Missouri Coordinating Board for Higher Education (CBHE), or an out-of-state school approved by an agency equivalent to the Missouri CBHE; or

3. A certified mentor with fifteen (15) semester hours or twenty-five (25) quarter hours in science or science related courses from a college, university, or other institution of higher learning in the United States accredited by a regional accrediting commission recognized by the U.S. Department of Education. All course work must have a passing grade and at least eight (8) semester hours or fifteen (15) quarter hours of the course of study shall be in anatomy and physiology. For the purpose of this regulation, a semester hour is equivalent to fifteen (15) clock hours and a quarter hour is equivalent to ten (10) clock hours;

(D) Fifty (50) clock hours dedicated to business practice, professional ethics, hygiene, and massage law in the state of Missouri taught by the certified mentor with documented experience in the course of instruction; and

(E) Fifty (50) clock hours dedicated to ancillary therapies taught by the certified mentor with documented experience in a related field. The fifty (50) clock hours shall include but not be limited to cardiopulmonary resuscitation (CPR) and first aid which shall be provided by an instructor who holds the respective certification. If the certified mentor is unable to provide a course of instruction in CPR and/or first aid, an apprentice may obtain the required training from a massage therapy program approved by the Missouri Coordinating Board for Higher Education (CBHE) or organization such as the American Heart Association or American Red Cross.

(F) The proposed apprenticeship training program shall include a proposed timeline for completion of the apprenticeship training program.

1. The apprenticeship training program shall be at least five (5) months in duration and shall be completed within twenty-four (24) months of commencement. A request to extend an apprenticeship beyond twenty-four (24) months shall be at the board’s discretion and upon receipt of a written request outlining the reason(s) for additional time.



2. A certified mentor shall provide an apprenticeship training program for no more than four (4) apprentices enrolled at any given time and no more than eight (8) apprentices per calendar year.

3. The apprenticeship training program is not intended to be a method of providing massage therapy in the absence of progress toward licensure. A certified mentor shall discontinue an apprenticeship if the certified mentor has knowledge the apprentice does not intend to obtain a license or is enrolled in the apprenticeship training program with the intent to evade the licensing requirements.

4. An apprentice shall be under the direct supervision of a certified mentor and shall be subject to all applicable laws and regulations relating to massage therapy. As used in this section, direct supervision shall mean face-to-face direction, guidance, and support of the apprentice by the mentor during the course of study and student clinic/internship/practicum, and at any time an apprentice is providing massage therapy. The apprentice shall not receive reimbursement for massage therapy services provided as part of the approved apprenticeship program.

5. Instruction meeting the educational requirements for licensure shall not include unsupervised instruction provided via correspondence course, audiotape, videotape, or the Internet unless approved by the board. The course of instruction shall be face-to-face, visually and verbally interactive, between the certified mentor and the apprentice(s).

6. When providing massage therapy to the general public, the certified mentor shall conduct such training at a massage therapy business licensed by the board.

7. Any certified mentor desiring to change or modify the board approved apprenticeship training program shall submit a written request to the board at least sixty (60) days in advance of the proposed changes.

(2) In order to enroll in an approved apprenticeship training program, an apprentice shall submit an enrollment application, provided by the board, at least fourteen (14) days prior to the anticipated commencement of the apprentice's training. No apprentice shall receive credit for education received from a certified mentor of an approved apprenticeship training program until approved by the board.

(A) When an apprentice completes or withdraws from an apprenticeship training program, the certified mentor shall submit written notification on a form provided by the board, within fourteen (14) days of completion or withdrawal from the program.

(B) For the purpose of meeting the requirements for licensure, training received from an

apprenticeship training program is applicable towards the licensure requirements for no more than five (5) years from the date it was received from the certified mentor.

*AUTHORITY: sections 324.240 and 324.245, RSMo Supp. 2009. * Material in this rule was originally filed as 4 CSR 197-4.010 and 20 CSR 2197-4.010. Original rule filed Aug. 27, 2009, effective Feb. 28, 2010.*

**Original authority: 324.240, RSMo 1998, amended 1999, 2008 and 324.245, RSMo 1998, amended 1999, 2003, 2006.*

20 CSR 2197-4.040 Apprenticeship Training Documentation

PURPOSE: This rule outlines the documentation to be maintained by the certified mentor regarding an approved apprenticeship training program.

(1) Prior to enrolling an apprentice in an approved training program, the certified mentor shall provide, in writing, the following information to the apprentice:

(A) Course of instruction to include delivery method, textbooks, or reading materials;

(B) Anticipated time frame for completion of course of instruction;

(C) Attendance requirements to include time and dress code;

(D) Grading system;

(E) Hours certified mentor is accessible outside of regular course of instruction; and

(F) Required cost(s) of apprenticeship program.

(2) Documentation of this information shall be submitted with apprentice enrollment application pursuant to 20 CSR 2197-4.030(2).

(3) Annually, the certified mentor shall submit an apprenticeship progress report, on a form provided by the board, regarding apprentice(s) enrolled, attendance record, and evaluation of apprentice. The form shall be signed by the certified mentor and apprentice.

(4) The certified mentor shall maintain an individual transcript record for each apprentice currently or formerly enrolled in the approved apprenticeship training program. The transcript shall be maintained by the certified mentor for at least five (5) years from the date of the last course attended by the apprentice and include the following elements:

(A) Name and license number of certified mentor and address of the approved apprenticeship program as reported on the applica-

tion pursuant to 20 CSR 2197-4.010(2);

(B) Full name of the apprentice;

(C) Date apprentice entered approved apprenticeship program;

(D) Information relating to each course taken under the supervision of the certified mentor to include:

1. Course title or name;

2. Course program or credit hours offered;

3. Course program or credit hours attended;

4. Course completion date;

5. Date training program was completed;

6. Notation and date of withdrawal from approved apprenticeship program, designated with the word "withdrawal" and the grade "W" for any course from which the apprentice withdrew;

7. Name, title, and signature of certified mentor; and

8. Date transcript was issued.

(5) Upon renewal of the massage therapy license, the certified mentor shall indicate whether he/she wishes to maintain the mentorship certification. Upon relinquishing the mentorship certification, the massage therapist shall discontinue the approved apprenticeship training program and may apply for reinstatement upon submitting an application pursuant to 20 CSR 2197-4.010 and 20 CSR 2197-4.030.

*AUTHORITY: sections 324.240 and 324.245, RSMo Supp. 2009. * Material in this rule was originally filed as 4 CSR 197-4.010 and 20 CSR 2197-4.010. Original rule filed Aug. 27, 2009, effective Feb. 28, 2010.*

**Original authority: 324.240, RSMo 1998, amended 1999, 2008 and 324.245, RSMo 1998, amended 1999, 2003, 2006.*