

NC Guidelines

Guidelines are created by the NC Massage Board and can be changed or added through a motion made and approved at a Board meeting. They are policy, not law.

5. GUIDELINES FOR RULES SECTION .0700:

5.1 Documentation of continuing education.

Pursuant to Rules .0303 and .0701, licensees shall submit photocopies of certificates of attendance or school transcripts to document the approved continuing education courses they have taken during the current license period to meet the continuing education requirement for license renewal. At a minimum, such documentation shall include the course title, date completed, name of institution or course sponsor, location, and number of classroom hours of instruction. (Adopted August 30, 2001)

5.2 Scope of approved continuing education further defined.

See Rules .0701, .0702. (Adopted October 18, 2001; deleted August 20, 2005)

5.3 Time period defined for biennial submission of application for license renewal. Pursuant to Rule .0303, licensees shall submit an application for license renewal to the Board between the dates of August 1 and November 1, immediately preceding the December 31 expiration date of their license. (Adopted June 20, 2002)

5.4 Time period for completion of approved continuing education within a licensure period defined. See Rule .0701(a). The immediately preceding licensure period set forth in Rule .0701(a) includes the 27 month period preceding November 1 of the year the licensee's renewal is due. (Adopted June 20, 2002; deleted August 20, 2005; adopted December 15, 2009)

5.5 Application of course work from entry-level curricula towards continuing education requirements. See Rule .0701(b). (Adopted June 20, 2002; deleted August 20, 2005)

5.6 Application of continuing education courses from other occupations. See Rule .0701. (Adopted June 20, 2002; deleted August 20, 2005)

5.7 Regional accreditation defined.

5.7.1 See Rules .0701, .0702. (Adopted October 17, 2002; amended August 21, 2003; deleted August 20, 2005)

5.7.2 Continuing education taken at an accredited post-secondary institution of higher learning outside the United States may be reviewed at the Board's discretion on a case-by-case basis. The licensee is responsible for obtaining and translating into English any documentation required by the Board. (Adopted October 17, 2002; amended August 21, 2003)

5.8 Continuing education in professional ethics required. See Rules .0701(d), .0702(4). (Adopted August 21, 2003; deleted August 20, 2005)

GUIDELINES FOR BOARD COMMITTEES:

6.1 Mission and Goals.

Each committee, whether a standing or a temporary committee, shall develop a clearly worded statement of mission and goals that shall be submitted to the Board for approval. The committee shall operate within the context of this statement, and shall undertake specific projects or activities only with the approval of the Board. Changes or additions to the mission or goals shall be submitted to the Board for approval. (Adopted March 9, 2000)

6.2 Committee work.

Each committee is responsible for organizing its own schedule of meetings, and coordinating efforts with Board staff as needed. Meetings shall not be held unless all committee members have been given adequate notice, and opportunity to participate.

Committee work shall adhere to timelines as determined by the committee and approved by the Board. Each committee shall submit a written report for each Board meeting. (Adopted March 9, 2000)

6.3 Committee chairperson and membership.

The members of each committee shall elect a chairperson, who shall be responsible for coordinating its activities, and who shall make reports to the Board, as required. Only the Board may change the membership of a committee, pursuant to Rule 26 of the Meeting Procedures. (Adopted March 9, 2000)

6.4 Decision making authority.

Unless specifically delegated to a committee, all policy decisions shall be made by the Board. If the members of a committee cannot reach consensus on a matter delegated to that committee by the Board, it shall be referred back to the full Board for action. (Adopted March 9, 2000; amended June 19, 2003)

6.5 Establishment of new committees.

Before a new standing or temporary committee is established, the Board shall consider the need for such a committee, and shall discuss its general purpose. (Adopted March 9, 2000)

6.6 Standing Committees.

Pursuant to Rule 26 of the Meeting Procedures of the Board, the following standing committees shall exist:

6.6.1 Policy Committee

6.6.2 School Approval Committee

6.6.3 Licensure Standards Committee

6.6.4 Communications Committee. (Adopted March 9, 2000; revised June 20, 2002)

6.7 Communication with Committees.

6.7.1 Board members may communicate with committee members by any desired means.

6.7.2 Persons wishing to provide information to a committee shall do so in writing to the Board office. Outside information provided to a committee member shall be provided to other committee members, and the committee chair shall provide a copy of such information to the Board office. (Adopted March 9, 2000)

6.8 Authority delegated to Licensure Standards Committee.
In the matter of applications for licensure that do not conform to the requirements set forth in G.S. 90-629, the Licensure Standards Committee shall review such applications, and shall have direct authority to grant or deny a license. The committee shall report its actions to the Board at each regular meeting. Pursuant to Guideline 6.4, an application shall be referred to the full Board for action if the members of a committee cannot reach consensus. (Adopted October 16, 2003)