

# *Annual Report*

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# *Fiscal Year 2019*

## **ALASKA BOARD OF MASSAGE THERAPISTS**



**Department of Commerce, Community  
and Economic Development**

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**Division of Corporations, Business  
and Professional Licensing**

This annual performance report is presented in accordance with  
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the  
past and present needs of the licensing program.

**ALASKA BOARD OF MASSAGE THERAPISTS  
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**ALASKA BOARD OF MASSAGE THERAPISTS  
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**Identification of the Board**

<b>Board Member</b>	<b>Duty Station</b>	<b>Date Appointed</b>	<b>Term Expires</b>
<b>David Edwards-Smith, Board Chair</b> Licensed Massage Therapist	Soldotna	November 25, 2014	Mar 01, 2022
<b>Ron Gibbs</b> Licensed Massage Therapist	Kodiak	November 25, 2014	Mar 01, 2020
<b>Traci Gilmour</b> Licensed Massage Therapist	Juneau	November 25, 2014	Mar 01, 2021
<b>Jill Motz</b> Licensed Massage Therapist	Wasilla	January 23, 2017	Mar 01, 2022
<b>Rebecca McCoy</b> Public Member	Anchorage	September 11, 2018	January 24, 2019
<b>Julie Endle</b> Public Member	Palmer	January 24, 2019	Mar 01, 2021

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**Identification of Staff**

**Dawn Dulebohn – Licensing Examiner**

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**Renee Hoffard, Records and Licensing Supervisor**

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**Carl Jacobs, Investigator**

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**Autumn Roark, Investigator**

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**ALASKA BOARD OF MASSAGE THERAPISTS  
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**Narrative Statement**

The State of Alaska Board of Massage Therapists has been focused on achieving several goals as this new board focuses on both the challenges and opportunities for Alaskans presented by this new program. The Board has met seven times which included six teleconference meetings and one in person meeting. The Division has received a total of 1652 applications since the beginning of the massage licensing program with a total of 1426 initial licenses issued and 954 licenses renewed in 2017. The Board has worked to make recommendations to improve our application process, public protection with the review of a disciplinary fine schedules and a regulations projects involving education curriculum requirements.

This Board has been a successful team of experts in the massage therapy profession that have served Alaska as they achieved several goals. The Board continues to grow as we become more experienced with the application process. The board continues to grow their knowledgebase and experience of recognition of fraudulent applications and processes to protect the public by determining the safety and competence of licensed massage therapists in Alaska.

**Massage School Curriculum Breakdown**

The Board has proposed regulation for a breakdown of massage school curriculum that is acceptable to the board. This breakdown was completed with data that provides consistency with the entry level analysis project that was completed by seven professional massage therapy agencies. This breakdown achieves the boards objective to provide current and future massage education programs with a guideline in curriculum development.

**Massage Establishment Regulations**

With the passage of HB110 the board continues the process of developing regulations that will define and regulate massage establishments with a mission of supporting local, state and federal law enforcement of illicit massage establishments and sex trafficking while developing solutions as a board to have minimal impact on the legitimate establishments that are operated by licensed massage therapists.

**Standards of Practice and Code of Ethics**

As this new massage therapy program progresses the board has reviewed and update the standards of practice and code of ethics.

**CONTINUED ON FOLLOWING PAGE**

**Fitness to Practice Review**

The board has adopted a matrix that is consistent with the regulations of crimes of moral turpitude to provide clarity of initiating a process of a fitness to practice review of an applicant for licensure.

**Disciplinary Matrix Fine Schedule**

The board has initiated the process of updating its disciplinary matrix and fine schedule

**FSMTB Annual Meeting**

The Federation of State Massage Therapy Boards is a membership valued by the board for its boards support in research and education opportunities. The 2018 annual meeting is fully funded by the FSMTB and provides information that was valuable to board in the effort to develop effective massage establishment regulations. The board gained valuable insight into the challenges and successes of its member boards as fraud and illicit establishments continue to burden the massage therapy profession.

**FSMTB Executive Summit**

This executive summit is a member benefit that is fully funded by the FSMTB. This summit provides updated information on application processing and fraud detection in the massage therapy industry. To provide this information to the board, the Board's licensing examiner attended this meeting at the inconvenience of her own cost which FSMTB later reimbursed.

**Improvements in communication with applicants**

The Board of Massage Therapists identified licensees and the public would benefit from direct communication from the board in an open question and answer forum. This forum was made available to the public during its February Meeting. The board understands that this forum was successful in answering questions regarding the application process and regulation projects.

The Board continues to update its online frequently asked questions web page to provide in depth information about the massage therapy program for new and renewing applicants.

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**Budget Recommendations for FY 2020**

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
September 19-20, 2019	Anchorage	5	1
<input checked="" type="checkbox"/> Airfare:			\$1,300.00
<input checked="" type="checkbox"/> Hotel:			\$1,125.00
<input checked="" type="checkbox"/> Ground:			\$160.00
<input checked="" type="checkbox"/> Other: M & I			\$985.00
<b>Total Estimated Cost:</b>			<b>\$3,570.00</b>

Board Meeting Date	Location	# Board	# Staff
December 2-3, 2019	Video Conference	5	1
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input checked="" type="checkbox"/> Other: Zoom/GCI Videoconference			\$350.00
<b>Total Estimated Cost:</b>			<b>\$350.00</b>

Board Meeting Date	Location	# Board	# Staff
March 2020	Video Conference	5	1
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input checked="" type="checkbox"/> Other: Zoom/GCI Videoconference			\$350.00
<b>Total Estimated Cost:</b>			<b>\$350.00</b>

**ALASKA BOARD OF MASSAGE THERAPISTS  
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**Budget Recommendations for FY 2020**

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
June 2020	Video Conference	5	1
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input checked="" type="checkbox"/> Other: Zoom/GCI Videoconference			\$350.00
<b>Total Estimated Cost:</b>			<b>\$350.00</b>

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**ALASKA BOARD OF MASSAGE THERAPISTS**

**Fiscal Year 2019 Annual Report**

**Budget Recommendations for FY 2020 (continued)**

**Travel Required to Perform Examinations**

Not applicable

Date	Location	# Board	# Staff
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**Description of meeting and its role in supporting the mission of the Board:**

<input type="checkbox"/> Airfare:	\$0.00
<input type="checkbox"/> Hotel:	\$0.00
<input type="checkbox"/> Ground:	\$0.00
<input type="checkbox"/> Conference:	\$0.00
<input type="checkbox"/> Other:	\$0.00

Describe "Other" (break out all sections):

**Total Estimated Cost: \$0.00**

**Out-of-State Meetings and Additional In-State Travel** (Rank in order of importance)

#1 Rank in Importance or  Not Applicable

Date	Location	# Board	# Staff
October 3-5, 2019	Atlanta, GA	1	1

**Annual meeting of board delegates and staff to discuss vital issues in the industry such as massage education standards, establishments, active participation in the direction and policy of the Federation, state regulations, and human trafficking. FSMTB pays for one board delegate through direct booking and 3<sup>rd</sup> party Reimbursement and offers discounted room rate for any other attendees. All costs for 2<sup>nd</sup> person to attend would be paid by the board. Breakout sessions make it important that 1 staff and 1 board member attend.**

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$1,080.91	\$1,080.91	\$0.00	\$2,161.82
<input checked="" type="checkbox"/> Hotel:	\$477.00	\$0.00	\$822.00	\$1,299.00
<input checked="" type="checkbox"/> Ground:	\$50.00	\$50.00	\$0.00	\$100.00
<input type="checkbox"/> Conference:	\$350.00	\$0.00	\$0.00	\$350.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
<b>Net Total:</b>	<b>\$1,957.91</b>	<b>\$1,130.91</b>	<b>\$822.00</b>	<b>\$3,910.82</b>

### Out-of-State Meetings and Additional In-State Travel

#2 Rank in Importance

Date	Location	# Board	# Staff	
Spring 2020	TBD	0	1	
<p>FSMTB Executive Summit is for massage board administrative staff. It's goal is the education of staff on topics such as application fraud, license verification, human trafficking, continuing education, MBLEx testing standards, state approvals for schools, and group activities which include breakout sessions. The Executive Summit is 100% paid for by 3<sup>rd</sup> party direct booking and 3<sup>rd</sup> party reimbursement.</p>				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$911.87	\$0.00	\$911.87
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$0.00	\$477.00	\$477.00
<input checked="" type="checkbox"/> Ground:	\$0.00	\$67.60	\$0.00	\$67.60
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$0.00	\$66.43	\$0.00	\$66.43
Describe "Other" (break out all sections): Meals & Incidentals				
<b>Net Total:</b>	<b>\$0.00</b>	<b>\$1,045.90</b>	<b>\$477.00</b>	<b>\$1,522.90</b>

### Out-of-State Meetings and Additional In-State Travel

#3 Rank in Importance

Date	Location	# Board	# Staff	
Winter 2020	TBD	0	1	
<p>The Federation of Associations of Regulatory Boards (FARB) Forum is a conference that brings together experts from across the country to discuss the latest developments in professional regulation. It is billed as an educational program that delivers the tools and information needed to ensure the efficient and effective operation of state regulatory boards and includes sessions related to administering state professional licensing boards. In the January 2019 Forum, board staff found valuable information on how to handle de-regulation, how to justify to the public that board's and staff are necessary, and valuable information on potential ways for the board to pre-screen applicants with criminal history (at their request) to determine if they can practice completely and safely.</p>				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$872.94	\$0.00	\$0.00	\$872.94
<input checked="" type="checkbox"/> Hotel:	\$836.00	\$0.00	\$0.00	\$836.00
<input checked="" type="checkbox"/> Ground:	\$102.38	\$0.00	\$0.00	\$102.38
<input checked="" type="checkbox"/> Conference:	\$1,175.00	\$0.00	\$0.00	\$1,175.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
<b>Net Total:</b>	<b>\$2,986.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,986.32</b>

**ALASKA BOARD OF MASSAGE THERAPISTS**  
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**Budget Recommendations for FY 2020 (continued)**

**Non-Travel Budget Requests**

- Not Applicable                       Resources                       Examinations  
 Membership                       Training                       Other

Product or Service	Provider	Cost Per Event
Federation of State Massage Therapy Board	FSMTB	\$998.00

The Federation of State Massage Therapy Boards (FSMTB) is a non-profit organization whose members are licensing boards and agencies for massage and bodywork. Our current membership includes the licensing boards and agencies of 41 states, the District of Columbia, and the US territory of Puerto Rico. Our mission is to support our Member Boards in fulfilling their responsibilities of public protection.

FSMTB serves as a resource for information for our members, a facilitator for member-to-member communication, the provider of a valid and reliable licensing examination that assesses entry level competence and safety, and an advisor for implementation of initiatives that improve the regulatory environment of the massage profession and foster and enhance public protection. The following are just a few of the membership programs and services we offer for our Member Boards or agencies:

**Massage & Bodywork Licensing Examination (MBLEx)**

Provision and governance of the MBLEx, which was developed in response to the need for a national licensure examination that reflected standards that met the needs of the regulatory and professional communities. This examination assesses entry level competence to practice safely and is the sole licensing examination utilized by the majority of regulated states across the nation. By utilizing the MBLEx, states carry zero financial burden for this service.

(Reference: AS 08.030(8) )

**Massage Therapy Licensing Database (MTLD)**

FSMTB has developed the **Massage Therapy Licensing Database (MTLD)**, to provide a comprehensive view of massage therapists regulated in the United States, to facilitate the role of public protection among state licensing boards and agencies, and to support licensure portability. This service is an integral component for reducing fraud in the licensure process by allowing board staff access to therapist records which will show disciplinary actions taken by other jurisdictions. The uploading of data into this system began in 2019 and states incur zero financial burden for participating in this service. (Was presented to Division in 2018 but was denied because the resources were not available in IT)

**Human Trafficking Task Force Report**

The FSMTB Human Trafficking Task Force comprised of state regulatory representatives, worked with the FBI and Polaris on its creation of a Human Trafficking Task Force Report that contains data and research related to the impact of Human Trafficking on the Massage Therapy profession. It also outlines steps to take that have been identified as beneficial for combating sex trafficking (a branch of Human Trafficking) under the guise of illicit massage businesses.

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### **Continuing Education Registry (CE Registry)**

This national program collects continuing education provider and course information for access by member boards. This information is required to meet standards developed by regulators specifically for this program. Completion results are accessed in the therapist record of MTLD so that member boards can make determinations for license renewal. FSMTB has oversight over providers and course information in the system through its license renewal committee which is made up of regulatory volunteers from member boards and agencies.

### **Regulatory Education and Competence Hub (REACH)**

REACH is an online education portal created by the FSMTB to offer regulatory education course topics requested by member boards. Regulatory education topics focus on laws and rules, ethics, and public safety required for license renewal or disciplinary actions. These courses have been created to address an identified knowledge gap that has been unsuccessfully filled by current CE Providers.

**Annual Meeting** - FSMTB covers expenses for one delegate from each state to attend the FSMTB Annual Meeting in order to ensure a voice and a vote for each member board/agency. FSMTB encourages as many board members and support staff as possible to participate. In addition to covering delegate expenses, FSMTB offers a discounted registration fee for all board and staff members to attend the annual meeting. Annual Meeting for board delegates is 100% 3rd party booked/reimbursed. The last annual meeting costs for October 2018 were approximately \$2750.00.

**MBE Summit** - FSMTB also offers a Member Board Executive Summit, designed for Executive Directors and Senior Staff to meet and discuss issues and solutions relevant to massage regulation. Again, the FSMTB covers expenses for one staff member to attend the MBE Summit, with discounts for additional members to attend. The annual FSMTB Executive Summit for the administrative staff is 100% 3rd party booked/reimbursed. The last Executive Summit meeting cost for April 2019 were approximately \$2311.00.

### **Information**

The FSMTB provides the only comprehensive list of current and historical knowledge of 48 state's licensing requirements. Recently I contacted the State of Colorado for their 2014 statutes and regulations so I could ensure an applicant met Alaska's statutory requirements for licensure (AS 08.61.030). Colorado did not have/would not provide them but FSMTB had them to me within 24 hours of my request.

The FSMTB provides the only comprehensive list of contact information for the 48 states that are members. This information is invaluable when trying to obtain license verification information that has been left off of online verifications or mailed verifications requested and paid for by the applicant.

### **Summary of FY 2020 Fiscal Requests**

Board Meetings and Teleconferences:	\$4,270.00
Travel for Exams:	\$0.00
Out-of-State and Additional In-State Travel:	\$8,420.04
Dues, Memberships, Resources, Training:	\$998.00
Total Potential Third-Party Offsets:	-\$3,475.81
Other:	\$0.00
Total Requested:	<b>\$10,212.23</b>

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**Legislation Recommendations Proposed Legislation for FY 2020**

**No Recommendations**

The Board has no recommendations for proposed legislation at this time.

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**Recommendations**

The Board has the following recommendations for proposed legislation:

**ALASKA BOARD OF MASSAGE THERAPISTS  
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**Regulation Recommendations Proposed Legislation for FY 2020**

**No Recommendations**

The Board has no recommendations for proposed regulations at this time.

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**Recommendations**

The Board has the following recommendations for proposed regulations:

**Massage Establishment Regulations**

With the passage of HB110 the board will develop regulations that will define and regulate massage establishments with a mission of supporting local, state and federal law enforcement of illicit massage establishments and sex trafficking while developing solutions as a board to have minimal impact on the legitimate establishments that are operated by licensed massage therapists.

**Standards of Practice and Code of Ethics**

The board will update this regulation to the standards of practice and code of ethics as the pertain to the operation of massage establishments.

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**Goals and Objectives**

**Part I**

***FY 2019's goals and objectives, and how they were met:***

**Objective: Establishment Regulations**

The board continues to advance on the goal of developing regulations for massage establishments. As research continues the board has indentied a definition of a massage establishment that is contistent with the objective of supporting local, state and federal law enforcement of illicit massage establishments and sex trafficking while developing solutions as a board to have minimal impact on the legitimate establishments that are operated by licensed massage therapists.

**Objective: Apprenticeship Program**

The recommendations of a board subcommittee research of the Entry Level Analysis Project and national organizations including the Federation of State Massage Therapy Boards resulted in the adoption of a regulation that defines an apprenticeship program.

**Objective: Fingerprinting Requirement Regulation**

With the passage of HB110 fingerprinting requirements changes from being required every renewal to once every 3 cycles (Six years). A regulation was adopted to reflect the statutory change and to clarify that an application is considering, complete with the receipt of the criminal justice information.

**Objective: Blood Borne Pathogen Course Requirement**

With the passage of HB110 Blood Borne Pathogen requirements changed from a four course to a standard two- hour course. A regulation was adopted to reflect the statutory change.

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**Goals and Objectives**

**Part II**

***FY 2020's goals and objectives, and proposed methods to achieve them.***  
***Describe any strengths, weaknesses, opportunities, threats and required resources:***

**Establishment Regulations**

The board has the challenge of establishing effective regulation to address illicit establishment while have minimal impact on massage establishments that are legitimately operated by licensed massage therapists. The board will continue to utilize the resources of the FSMTB, Department of Wage and Labor, the Alaska Human Trafficking Workgroup and local and state law enforcement to develop establishment regulations that are effective meeting this challenge.

**625 Massage Therapy School Requirement Curriculum Breakdown**

The board will be reviewing application in 2020 with a new 625 hour requirement that is framed by a school curriculum break down. The board is aware that transcripts can be variable in the course descriptions of some schools and that fraud is a growing issue in the massage industry. The board will utilize its resources such as the FSMTB to help qualify transcript information presented to the board.

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**Sunset Audit Recommendations**

**Date of Last Legislative Audit:**      **October 11, 2017**  
**Board Sunset Date:**                    **June 30, 2022**

<b>Audit Recommendation:</b>	Improvements are needed to comply with the federal standards over criminal history record information obtained as part of the licensing process.
<b>Action Taken:</b>	Implimentation of OnBoard for secure transmission of confidential material, additional disclosure information relating to fingerprint cards and background reports was included on the board's website and in applications.
<b>Next Steps:</b>	N/A
<b>Date Completed:</b>	03/28/2019