

State of Hawaii
Department of Commerce and Consumer Affairs
BOARD OF MASSAGE THERAPY
335 Merchant St., 3rd Floor, Honolulu, Hawaii 96813
Mailing Address: P.O. Box 3469, Honolulu, Hawaii 96801

This form can also be obtained at: <http://cca.hawaii.gov/pvl/boards/massage/>

**APPLICATION – MASSAGE SCHOOL CURRICULUM LETTER
FOR HAWAII STATE DEPARTMENT OF EDUCATION (“DOE”)**

To obtain massage school licensure from the Hawaii DOE, you may provide a letter from the Hawaii Board of Massage Therapy (“Board”), if the Board determines that your school’s curriculum meets the requirements to prepare a massage therapist for professional licensure.

FOR OFFICE USE ONLY
Reviewed on _____
Approved on _____

INSTRUCTIONS

1. Submit a completed application form and all required documents at least 25 business days prior to the Board meeting date;
2. Attach a completed "Education & Training Hours Coursework" form (MA-20). Attach additional sheets as needed for more courses. Courses that are listed on the coursework form must be found on the sample transcript. **All courses listed must be accompanied by a course description;**
3. Attach a sample transcript;
4. Attach a copy of your school catalog including course descriptions; and
5. Submit a non-refundable application fee of \$50.00. **Make check payable to: COMMERCE AND CONSUMER AFFAIRS** (check must be in U.S. dollars and from U.S. financial institution.)

Mail the completed application and required documents to:

Board of Massage Therapy
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

OR

Deliver to office location at:

335 Merchant Street, Room 301
Honolulu, HI 96813

SCHOOL NAME: _____

NAME OF SCHOOL'S AUTHORIZED REPRESENTATIVE: _____

BUSINESS ADDRESS: _____

TELEPHONE NO.: _____ EMAIL ADDRESS: _____

Certification of Requestor:

I certify that the statements, answers, and representations made in this application and in the documents attached are true and correct. I understand that this certification and any misrepresentation are grounds for the denial, refusal, or subsequent revocation of the letter by the Board, and is a misdemeanor (HRS section 710-1017, HRS section 436B-19, and HRS section 452-24).

(Date)

By _____
Signature of School's Authorized Representative

Its _____
(Title)

**EDUCATION & TRAINING HOURS COURSEWORK FORM FOR HAWAII
DEPARTMENT OF EDUCATION MASSAGE SCHOOL CURRICULUM APPROVAL**

This form can also be obtained at: <http://cca.hawaii.gov/pvl/boards/massage/>

School's Name: _____ (Please Print)

The MINIMUM massage education and training hours required is **570 hours** which shall consist of at least:

1. 50 hours of in-class coursework on human anatomy, physiology and structural kinesiology (“AP&K”)
2. 100 hours of in-class coursework on the theory and demonstration of massage (“Theory”) which shall include the following:
 - a. The proper procedure in massaging;
 - b. Record keeping;
 - c. Hygiene;
 - d. Theory;
 - e. Technique for specific conditions;
 - f. Contraindications of massage for specific techniques according to conditions;
 - g. Draping; and
 - h. Assessment of the client's condition and the general technique to be applied.
3. Not less than 420 hours of practical massage training under the supervision of a teacher in a school setting.

LIST all courses in the curriculum for which you are requesting approval. ***Attach additional sheets if needed.***
ALL courses listed must be accompanied by a course description and must be listed on the sample transcript that is submitted with your application. For each course, the number of AP&K Hours, Theory Hours and Practical Massage Hours must equal the number of Total Hours in the Course.

*** FAILURE TO PROVIDE THE REQUESTED INFORMATION WILL DELAY THE PROCESSING OF YOUR APPLICATION ***

Course #	COURSE TITLE	No. of AP&K Hours	No. of Theory Hours	No. of Practical Massage Hours	No. of Total Hours in Course