



## **COMTA-Endorsed Curriculum Policies & Procedures**

The recognition status of “COMTA-Endorsed Curriculum” was created and launched in April 2015 to meet the needs of the massage profession seeking a way to review/approve quality curricula programs without the full accreditation process. These policies and procedures were established to govern the status.

“COMTA Endorsed Curriculum” focuses on verifying the school or program’s curriculum and instructors, not the full operations of the school as is done in accreditation. **Therefore, COMTA-Endorsed Curriculum does not qualify as accreditation.** Further, COMTA-Endorsed Curriculum status only covers a school’s curriculum, and the “endorsement” does not extend to the school itself. Therefore, let it be understood that COMTA endorses *curriculum*, not programs or schools.

COMTA-Endorsed Curriculum review and approval process is governed by COMTA staff and is not subject to approval or oversight by the full Commission.

### **FEES**

*All fees are non-refundable.*

\$1,500 application fee (may be paid in two installments with Part I and Part II of application)

\$450 annual fee

### **APPLICATION & APPROVAL PROCEDURES:**

1. Create an account in COMTA’s online submission system (EDvera). *NOTE: Applications are **only accepted through EDvera.***
2. Submit Initial Application/Program Application (Part I) and application fee (minimum \$750).
3. After acceptance, submit Part II (Endorsed Curriculum Addendum) and remaining application fee balance (if applicable).
4. Undergo 60-90 minute virtual verification interview with COMTA staff to review documentation, answer questions and share additional information about curriculum.
5. COMTA staff completes Evaluation Report and submits for school response (if applicable).
6. School responds to Evaluation Report, providing additional information or making corrections as necessary.
7. COMTA staff performs final review to award status, effective for four (4) years.
8. The school will receive an official approval letter, certificate, and authorization to use the COMTA-Endorsed Curriculum badge.



## DEADLINES

### Applications

1. Initial Applications accepted at any time.
2. Part II of application must be submitted within three (3) months of acceptance of Part I.
3. Verification interview must take place within three (3) months of submission of Part II.
4. The process for correcting and finalizing COMTA-Endorsed Curriculum must occur within 12 months from acceptance of Part I before the application is void and all previously collected fees forfeited. If this occurs, a school may reapply and pay the initial application again.

## MAINTAINING THE STATUS

To remain eligible to claim COMTA-Endorsed Curriculum (CEC) status for the duration of the award period, the school must:

1. Submit an Annual Report, due **February 1** of each year. See requirements below.
2. Submit the annual fee of \$450, due **July 1** of each year.  
*Fees are only pro-rated the first year of earning the status; fees will not be pro-rated should a school relinquish or lose its status after submitting its annual fee.*
3. Adhere to all requirements listed in the COMTA-Endorsed Curriculum Requirements, including fair and accurate advertising of its status and recruitment of students

If schools fail to meet the requirements listed above, they are subject to a written warning from COMTA staff. If the requirement is not met within the deadlines established, or it is a repeated offense, the COMTA-Endorsed Curriculum status may be revoked.



## **ANNUAL REPORT REQUIREMENTS**

Annual Reports are submitted each year electronically per COMTA staff directions. The annual report will include:

1. Any updates to curricular program made within the past year
2. Current catalog
3. Report on most current student outcomes using COMTA's reporting procedures.
  - a. MBLEX pass rates
  - b. Completion rates
  - c. Placement rates

*(NOTE: The Commission collects the data for internal analysis and to ensure schools are tracking it as required.)*

4. Attestations to adhere to all requirements as stated in the COMTA- Endorsed Curriculum Requirements document.

## **RENEWAL**

1. The school should initiate the renewal process six (6) months prior to the status expiration by contacting the COMTA office with a letter of intent.
2. The renewal application mirrors the original application with simpler steps for processing:
  - a. No Initial Application document
  - b. A Program Change document to update program information and submit current materials (rather than "New Program Application")
  - c. Same application fee for administrative processing
  - d. Verification interview and evaluation report with response