

WHAT IS AN APPROVE CEU COURSE AND HOW ARE CEU COURSES APPROVED

Becoming a Provider

Anyone who wishes to teach a CEU course must first register with the Board as a CEU provider and meet all of the requirements as stated in **§3703. Board Approval of Providers and Programs** of the LBMT occupational standards.

How are courses approved?

Approved providers are required to submit each course they desire to teach to the designated Board member(s) for approval.

What is the criteria in which a course is approved?

As per **§3703. Board Approval of Providers and Programs**. Programs shall be relevant to the focus of massage theory, practice, methods, or laws, regulations, business or ethical principles pertaining to the practice of massage or the operation of a massage therapy business. Courses shall not include instruction in diagnosis, treatment of illness or disease or any service or procedure that otherwise exceeds the scope of practice of massage therapy as defined in R.S. 37:3552(10)

What responsibilities do the providers have for each course?

As per **§3703. Board Approval of Providers and Programs**. Each certificate shall contain the providers name, provider number and title of the program, name of the instructor, the number of CEU hours, Licensee's name and LCEU#. Providers are required to submit attendance records to the Board office that match the LCEU# and keep records of attendance for at least two years.

Why is it so important to have the provider number and LCEU# on the certificate?

Both are requirements in LBMT laws/occupational standards. The provider number confirms that the course was taught by a registered, qualified provider and the LCEU# ensures that the course was approved by the Board and attendance can be matched by the office.

I see that a course I want to take is with a registered provider, is that course automatically approved by the Board?

No. The provider chooses which course(s) they submit for approval and the course may not have been approved by the Board if submitted. Always verify with the provider and or LBMT website prior to taking the course.

Are courses from national associations such as the AMTA, ABMP or FSMTB automatically approved?

No. Associations are required to go through the approval process to ensure courses meet the above referenced criteria as stated in LBMT laws and occupational standards.

If the instructor is certified by an association such as the AMTA, ABMP or FSMTB are the courses automatically approved?

No. The instructor is required to go through the approval process to ensure courses meet the above referenced criteria as stated in LBMT laws and occupational standards.

What if I submit a course with my renewal that is not approved by the Board or does not have the provider number and LCEU# on the certificate?

Your renewal will be returned and the application amount refunded. If the course is not approved it will be returned. If the certificate does not have the LCEU# the office cannot verify attendance. If the provider failed to print the LCEU# on the certificate, you can reach out to the provider and write the number on the certificate and resubmit for processing. If the provider is unable to provide the LCEU# the course may not have been approved or registered with the Board. You will have until March 31st to make the corrections. It is the LMT's responsibility to make sure the course is approved prior to submitting for credit.

What if the course is approved on the website but the certificate does not contain the LCEU#?

It is the responsibility of the provider to include this information on the certificate, if the provider failed to do so, contact the provider for the correct LCEU# and write the course number on the certificate to be submitted.

Can I get a course approved by the Board if the provider or course is not approved?

Yes. If you have taken a course or want to take a course that is not registered with the Board you can complete the "Non-Standard CEU" request form located on the website on the Establishment page. There is a 50.00 dollar fee. Remember, courses that are not relevant to the practice of massage therapy as stated in the laws/occupational standards will not be approved.

How long does it take to have a non-standard course approved?

If the designated Board member is able to approve the course it could take up to 7 days. If the designated board member feels approval from the entire Board is required, the course will be reviewed at the next scheduled Board meeting. Please keep this in mind if you are attempting to have a course reviewed close to the end of renewal season, it may not be processed in time. Call the office for more information.

I am a member of a national association and have a transcript of all of the CEU courses I have taken. Can I send the transcript instead of the certificates?

No. You will need to upload each certificate. Transcripts do not have the course/provider number and cannot be matched for attendance.

You may find the above information in La. R.S. 37:3551, et seq., Chapter 57 and LAC, Title 46, Part XLIV ("Louisiana Law" tab, Practice Act/Rules and Standards). Please review all information in the Practice Act and Rules. **The information above is a courtesy reminder. Each licensee is responsible for understanding all Laws, Rules, Practice Act etc. that govern the profession.**