

FAQ: How do I satisfy the requirement for a pilot program when seeking approval for a continuing education course?

Rule 10.2.A.3.c.iii states: “The results of a pilot program or a description of the means for determining the number of hours of continuing education requested for the proposed program.”

The purpose of this requirement is to demonstrate that the proposed course material and all learning objectives both completely fill and can be taught effectively in the proposed number of hours. The Board evaluates the documentation and, in its judgment, determines the approved course hours. Suggested means of demonstrating this include:

1. Provide documentation that the same course with the same learning objectives and hours has been conducted previously under another massage-related entity's approval process. If this means is used, the course must be currently approved by that entity on the date that the course is submitted to the Board.
2. Conduct one or more "pilot" classes of the proposed course and provide documentation from the instructor and the attendees of the actual time to complete the course. The attendees receive no continuing education credit for a pilot class. This means is most likely required for an instructor with little or no teaching experience and/or for a course that has not been taught previously.
3. Provide documentation that similar approved course material
 - a. has been taught recently and reasonably frequently by the instructor, and
 - b. equals or exceeds the number of hours for the proposed course, and
 - c. that the teaching experience of the instructor reliably results in adjusting that similar material to completely fill the proposed hours for the new course.
4. Other effective means of documenting the pilot program, as determined by the Board.