



CAREER OPPORTUNITIES

MISSISSIPPI STATE BOARD OF MASSAGE THERAPY

If you are interested in applying for an independent contract position with the Mississippi State Board of Massage Therapy, please refer to the Background Application below.

Ensure that you check the box of which you have interest and refer to the sample Scope of Services attached for that particular position.

Contracts are only issued July 1 and may or may not have a renewal option.

The deadline for next fiscal year contracts is May 20. You must provide a letter indicating your interest and enclose the required background check application and fee.

Mail to:

**MISSISSIPPI STATE BOARD OF MASSAGE THERAPY
ATTN: BOARD CHAIRMAN
POST OFFICE BOX 20
MORTON, MS 39117**

BACKGROUND CHECK APPLICATION

MISSISSIPPI STATE BOARD OF MASSAGE THERAPY

Post Office Box 20, Morton, MS 39117

601-732-6038

www.msmt.state.ms.us

POSITION APPLYING FOR: (CHECK AT LEAST ONE):

- INVESTIGATOR (\$44 per investigation; mileage reimbursement outside 50 mile radius)
- INSPECTOR (\$44 per investigation; mileage reimbursement outside 50 mile radius)
- TECHNICAL SUPPORT
- C.P.A
- Accounting Services (Must have access thru MAGIC)
- BOARD MANAGEMENT SERVICES (Amount determined thru contract negotiations)

Read the application and accompanying instructions carefully. Answer ALL questions completely. If additional space is needed for an answer, attach a separate sheet indicating the section and/or number to which the information applies. Date and sign any such attached sheets. Send completed form to MSBMT at the above address along with the following:

- a) One completed fingerprint card that meets FBI processing standards;
- b) Money Order or Cashier's Check for \$40.00 payable to the Mississippi State Board of Massage Therapy.
- c) Materials listed in Section B, Line 4 if you answered "yes" to any questions in Section B.

DO NOT CALL THE BOARD OFFICE. YOU WILL BE NOTIFIED WHEN YOUR BACKGROUND CHECK IS CLEARED, OR IF WE NEED ADDITIONAL INFORMATION.

SECTION A APPLICANT INFORMATION			
LEGAL LAST NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME	DATE OF BIRTH (month/day/year) / /
PERSONAL MAILING ADDRESS			BIRTH PLACE (CITY/COUNTY/STATE)
CITY	STATE	ZIP	
RESIDENCE STREET ADDRESS, CITY, STATE, ZIP (IF DIFFERENT THAN ABOVE)			
LIST ALL STATES LIVED IN FOR PAST 10 YEARS			
LIST ANY OTHER NAMES EVER USED INCLUDING NICKNAMES, ALIASES, MAIDEN, PRIOR MARRIED, ETC.			
SOCIAL SECURITY NO.	DAYTIME PHONE	ALTERNATE PHONE	

SECTION B		BACKGROUND QUESTIONS	
1	Criminal Disclosure	YES	NO
	a) Have you ever been convicted* of any felony or misdemeanor criminal offense? **	<input type="checkbox"/>	<input type="checkbox"/>
	b) Are you currently under investigation, indictment, awaiting trial, verdict or sentencing in any criminal proceeding? **	<input type="checkbox"/>	<input type="checkbox"/>
	c) Do you have any criminal arrest or citation, which has yet to be adjudicated? **	<input type="checkbox"/>	<input type="checkbox"/>
	d) Are you a fugitive from justice?	<input type="checkbox"/>	<input type="checkbox"/>
	e) Are you presently on parole or probation or paying any restitution or fine?	<input type="checkbox"/>	<input type="checkbox"/>
	* ‘Convicted’ includes a guilty or ‘no contest’ plea, verdict of guilty by a judge or jury, or a forfeiture of bail. All convictions must be disclosed, even if they were later dismissed, a diversion program completed, or occurred when a minor. ** Include major traffic violations such as DUI, reckless driving, or driving while suspended or uninsured.		
2	Regulatory Disclosure (trade, occupation or profession)	YES	NO
	a) Have you every had a license or registration fined, reprimanded suspended, involuntarily terminated, revoked or otherwise subject to any type of disciplinary action whether or not you were ultimately sanctioned? *	<input type="checkbox"/>	<input type="checkbox"/>
	b) Have you ever surrendered or allowed to expire a license or registration, or were permitted to resign after allegations were made against you, in connection with or while under investigation, or while an action was pending? *	<input type="checkbox"/>	<input type="checkbox"/>
	c) Are you currently under investigation, involved in a hearing, trial, administrative proceeding or other action by the authority that issued the license or registration? *	<input type="checkbox"/>	<input type="checkbox"/>
	d) Have you ever received an adverse decision or judgment against you in a criminal, civil, or administrative action related to your business or professional activities? *	<input type="checkbox"/>	<input type="checkbox"/>
	e) have you ever acted, or attempted to act, in a regulated profession at a time when you were not licensed or legally authorized? *	<input type="checkbox"/>	<input type="checkbox"/>
	f) Have you ever had an application for a license or registration denied or issued with restrictions or limitations? *	<input type="checkbox"/>	<input type="checkbox"/>
	g) Have you ever been terminated from any employment for theft, fraud, or dishonesty?	<input type="checkbox"/>	<input type="checkbox"/>
	* Include if you were a participant in a partnership, corporation, or other business entity that was the subject of such action?		
3	Civil & Financial Disclosure	YES	NO
	a) Have you ever received an adverse decision or judgment against you related to a real property matter? *	<input type="checkbox"/>	<input type="checkbox"/>
	b) Do you have any unsatisfied judgments or liens against you? *	<input type="checkbox"/>	<input type="checkbox"/>
	c) Are you currently in arrears for child support? *	<input type="checkbox"/>	<input type="checkbox"/>
	d) Have you filed bankruptcy (personal or professional) in the past ten years? *	<input type="checkbox"/>	<input type="checkbox"/>
	e) Are you currently awaiting trial or a Court verdict in any civil proceedings (not including divorce or child custody)? *	<input type="checkbox"/>	<input type="checkbox"/>
Include if you were a participant in a partnership, corporation, or other business entity that was the subject of such action.			
4	If you answered “yes” to any of the questions in this section, you must send the following with this application		
	a) A detailed, written statement of explanation. Include dates, location, involved agencies and/or courts, nature, circumstances and disposition. Date and sign your written statement.		
	b) A 5-year employment history. Include the name, address and telephone number of your employer(s), dates and a brief description of your job duties. Account for all your time employed, unemployed, retired, homemaker and/or student.		
	c) Current, original letters from at least three (3) persons (not relatives) attesting to your good character and reputation. Letters must be signed, dated, and include contact information. Form letters are unacceptable.		
	d) If the incident(s) occurred in the past ten years, copies of official documents that confirm the nature and current status or disposition. Documents not required for bankruptcy (still must submit a and b above).		
You may attach additional information for consideration during the background check process.			

SECTION C		LICENSE HISTORY			
Have you previously submitted any application information to, been tested by or licensed with the Mississippi State Board of Massage Therapy?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
List all licenses or registrations you have ever held to engage in any regulated occupation, trade, or profession (including massage therapy). Include any pending or denied applications.					
STATE	TYPE	LICENSE NUMBER	DATE ISSUED	CURRENT YES	NO
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

SECTION D		ACKNOWLEDGEMENT, CONSENT & SIGNATURE	
Read this section carefully before signing below.			
<p>I understand it is my responsibility to read the accompanying instructions thoroughly and to submit a complete application, including required documents and fees. If the information developed by MSBMT requires the submission of additional information, it is my responsibility, upon request by MSBMT, to provide the requested information. I further understand that failure to do so may cause my application to be considered incomplete which will result in termination of this application.</p> <p>I understand and acknowledge that submission of this signed application authorizes the MSBMT to process the including fingerprint card through and receive information from the Mississippi Highway Patrol and the Federal Bureau of Investigations relating to any arrest or criminal history information of record.</p> <p>I further understand MSBMT has access to and may receive information from a nationwide data bank regarding licensing and disciplinary action information.</p> <p>I authorize all past and present employers, business associates, agencies and any other person to furnish to MSBMT or its representatives, any information they have, including without limitation my credit worthiness, character, ability, business activities, general reputation, history of employment and, in the case of former employers, complete reasons for my termination.</p> <p>I further understand that if I have otherwise qualified, I will not be considered for employment until the background check process and review has been completed. If I have successfully completed the background check process and review but do not successfully complete the remaining requirements of the employment process within twelve months from the date of the successfully completed background check process and review, the successfully completed background check process and review is no longer valid.</p> <p>I certify that my answers on this application and accompanying documents are true, correct, and complete to the best of my knowledge. Any information found to be knowingly or negligently misrepresented, incomplete or inaccurate, will be grounds for application denial, suspension or revocation. Failure to disclose pertinent information will cause substantial delays in the process and may result in the employment consideration denial.</p>			
Original Signature of Applicant			Date
FOR MSBMT OFFICE USE ONLY			
Conference Letter		Cleared	

MSBMT Board Investigator Job Description

MISSISSIPPI BOARD OF MASSAGE THERAPY

Summary of Job Description: Board Investigators work under the supervision of the MSBMT and its Executive Director, and are directly accountable to the MSBMT. Duties and responsibilities of Board Investigators include, but are not limited to, the following:

Investigation of professional misconduct complaints and/or allegations received by the MSBMT concerning massage therapists in Mississippi.

Investigations are initiated only by direct order of the MSBMT and may include both licensed and unlicensed massage activities. Board Investigators will follow established MSBMT investigative protocols. The matters of the investigations are to be held in absolute confidentiality between the investigator and the MSBMT.

Collection of data, information, and evidence pertinent to aforementioned professional misconduct. Complaints and/or allegations.

Collection of such information may include examination of massage therapists' records and practice establishments. All such data collection will be performed with the strictest confidentiality and respect for clients' privacy in accordance with relevant laws of the state of Mississippi and the federal government, as advised by MSBMT legal counsel.

Preparation of detailed written reports of investigations and submission of said reports to the MSBMT within ten (10) working days of the completion of each stage of the investigation.

Such reports must follow established MSBMT format, and must be prepared in a manner that will support legal activities that could lead to prosecution.

Testify in administrative MSBMT hearings.

Additionally, Board Investigators may be required to testify in any subsequent legal proceedings that result from MSBMT professional misconduct investigations.

Monitor the activities and practices of massage therapists who have been disciplined by the MSBMT.

Such surveillance will be done in accordance with established MSBMT protocols.

Quarterly reports will be furnished to the MSBMT on MSBMT-disciplined massage therapists, as needed or as required by MSBMT.

6. Board Investigators must recuse themselves from investigating any establishment or therapist a) with whom they have had or currently have a financial relationship, or b) any establishment or therapist that is located within a 50 mile radius of the Board investigator's base location or c) in conflict with established MSBMT Conflict of Interest or Mississippi ethics and government provisions found in §25-4-101 et. Seq. Miss. Code (1972) Ann. In such instances, the Chair of the MSBMT will assign an Investigator selected from the Board Members of the MSBMT.

Summary of Minimum Qualifications: MSBMT Investigators must possess a full, valid, and unrestricted license to practice massage therapy in Mississippi for a minimum of three (3) years. Prior investigative experience is preferred. Applicants for the position of Board Investigator must submit a completed application form to the MSBMT, including references. Any Board Investigator must be approved by a majority vote of the MSBMT.

Reimbursement of Board Investigator : Investigators shall be reimbursed at a rate of \$25.00/hour, exclusive of travel time and mileage, to a maximum of \$250.00/investigative case. Any anticipated expenditure that exceeds the \$250.00/case maximum must have prior approval of the MSBMT. Mileage shall be reimbursed monthly at the rate approved by the State of Mississippi based on the Federal Registry, and must be submitted on Mississippi State Form 13.20.10, (Revised 05/2005 TRAVEL REIMBURSEMENT).

Evaluation of MSBMT Investigators: Reports and performance of Board Investigators will be reviewed annually by the MSBMT. Performance reviews may occur more frequently at the discretion of the MSBMT.

MSBMT BOARD INSPECTOR

Job Description

MISSISSIPPI BOARD OF MASSAGE THERAPY

Summary of Job Description: Board Inspectors work directly under the supervision and direction of the MSBMT and its Executive Director, and are directly accountable to the MSBMT. Duties of Board Inspectors include, but are not limited to, the following responsibilities as outlined in Section 750 of the MSBMT Rules and Regulations.

On-Site Inspections of Mississippi massage therapy establishments to ensure compliance with MSBMT regulations. The schedule and format of such inspections is set by the MSBMT, and includes both scheduled and unscheduled inspections to establishments as the MSBMT deems necessary.

Preparation of detailed written reports of all inspections, and submission of said reports to the MSBMT within seven (7) working days of the completion of the investigation. Such reports must follow established MSBMT format and must be prepared in a manner that will support any subsequent legal activities that could lead to prosecution.

Collaborative work with MSBMT Board Investigators as deemed necessary by the MSBMT.

Summary of Minimum Qualifications: Board Inspectors shall be of good moral and ethical character. A minimum of three (3) years experience in site inspections, site audits, or other comparable site evaluations experience is preferred. Applicants for the position of Board Inspector must submit a completed application form to MSBMT, including references. All Board Inspectors must be approved by majority vote of the MSBMT.

Evaluation of On-Site Inspectors: Reports and performance of On-Site Inspectors will be reviewed annually by the MSBMT. Performance reviews may occur more frequently at the discretion of the MSBMT.

MSBMT C.P.A.

JOB DESCRIPTION

Scope of Services. The Independent Contractor shall perform and render the following services:

- a. Maintain a receipt log of fees received by category and all expenses detailed by line item as authorized by the Board in a QuickBooks program for dissemination monthly to the Board Treasurer;
- b. Work with Board to establish an annual budget and submit for filing as required;
- c. Attend Joint Legislative Budget hearings at the request of the Board;
- d. Provide/Prepare financial account detail and historical results as requested for budget preparation. Assist with budget preparation as necessary for review. Submit initial and any approved revisions of Board approved budget to for input into Statewide Automated Accounting System (SAAS);
- e. Prepare quarterly financial reports for MSBMT;
- f. Maintain files of all accounting records in a systematic, orderly manner for auditor's and budget preparation and for review as necessary;
- g. Serve as an advisor concerning MSBMT financial matters; and other matters as requested.
- h. Furnish in a timely manner complete, detailed, past and current monthly expenditure and income reports to Mississippi State Board of Massage Therapy for monthly MSBMT review.
- i. Prepare all bank reconciliations.
- j. Reconcile all State system generated reports to Quickbooks.

MSBMT - ACCOUNTING SERVICES

JOB DESCRIPTION

Scope of Services

Accounting Services

- Provide assistance in planning for, converting to and implementing MAGIC.
- Provide assistance in determining the method needed to purchase goods and services and communicate the method which should be used; Enter all purchase orders in the state accounting systems as needed;
- Enter contracts on the MATA site as required;
- Enter all payment vouchers and governmental payments and transfers into the state accounting systems in order for payments to be generated;
- Enter travel vouchers into the state accounting systems and process the travel for payments;
- Enter cash receipt documents into the accounting system to transfer funds to the Treasury;
- Maintain property records and prepare property reports for submission as required;
- Review all expenditures for correctness to ensure state guidelines are met prior to processing the transactions;
- Review reports and communications from regulatory agencies and offer advice in responding to the communications;
- Maintain agency accounting files for Board records; and,
- Provide additional accounting services as needed to ensure the monthly accounting functions are performed.

Year – End Processing Services

- Preparing required GAAP schedules;
- Providing budget assistance including entering the LBO request into the ABRS system; and,
- Completing year-end processing including updating security requests, signature letters, and other annual compliance functions associated with accounting.

MSBMT TECHICAL SUPPORT

JOB DESCRIPTION

1. **Scope of Services** Contractor shall provide onsite/offsite backup, monitoring and maintenance and onsite/remote helpdesk support of workstations and servers during normal business hours.

MSBMT MANAGEMENT SERVICES

JOB DESCRIPTION

The Independent Contractor shall perform and render professional association management services in compliance with Board direction, its laws, rules and regulations. The Independent Contractor shall provide:

- 100% dedicated personnel and resources and ability to provide full scope of services with in-house personnel;
- Minimum of 1500 square feet dedicated solely for office space, file storage, records, workspace, equipment, board meetings and hearings and testing of up to ten (10) applicants;
- Utilities;
- Wireless internet access;
- Fax;
- Alternate phone lines;
- General office supplies (not Board specific);
- Fire insurance of \$25,000;
- General liability insurance (aggregate limit) of \$1,000,000; each occurrence limit of \$500,000; and
- Necessary clerical, and secretarial services, Monday through Friday, except for posted State Holidays.

These services shall include but not be limited to the following:

A. BOARD MEETINGS:

1. Schedule physical location for Board Meetings and post all notices required for public notice. Notify all Board members immediately of any schedule change in time, date or location;
2. Set up site with all information required for approval and vote;
3. Establish need for teleconference and set up required equipment for same;
3. Work with the Board via the Chair to plan agenda and meeting;
4. Develop the agenda and necessary reports for Board meetings;
5. Close the agenda 10 days prior to each scheduled Board meeting and email agenda and any non-confidential documents to Board members to be received at least 7 days prior to any Board meeting including, but not limited to, agenda, financial documents, executive director reports, agenda request, etc.;
6. Attend the meetings or send appropriate staff and record minutes;
7. Disseminate to board chairman a draft copy of such minutes for review;
8. Distribute to board members within 7 days after any meeting the following:
 - a. Board Minutes
 - b. Official attachments to the Minutes
 - c. Revised Cause Log

- d. Chronological and dual referenced Motion History Log
- e. Chronological and dual referenced Executive Session Motion History Log
- 9. Prepare letters to instructors regarding board action which may have been taken during the meeting regarding their licensure applications;
- 10. Prepare letters to continuing education providers regarding board action which may have been taken during the meeting regarding their applications for providership and/or programs;
- 11. Prepare letters to all individuals who received disciplinary action at the board meetings;
- 12. Prepare files for dissemination to legal counsel and hearing officers regarding forthcoming hearings;
- 13. Update Executive Director Report with Board actions taken for dissemination to staff for licensing action;
- 14. Forward to staff instructions relative to Board actions taken from AFIS reports (request for additional information, court documents, etc.)

B. OFFICE MANAGEMENT:

- 1. Provide and maintain office equipment. In the event Contractor uses equipment owned by the Board, it shall be used exclusively for Board business and no other purpose;
- 2. Receive, date stamp, stamp fees received daily;
- 3. Respond to incoming telephone, fax, email or postal communications within two business days.
- 4. Initiate communication and telephone calls as directed by the Board;
- 5. Provide administrative functions;
- 6. Provide current record storage;
- 7. Maintain records and files for the Board (both manually and electronically);
- 8. Process applications and mobile therapist cards for new licenses or permits following guidelines set by the Board, communicate with out of state massage therapy schools regarding curriculum and present to the Board upon completion for approval;
- 9. Management responsibilities associated and directed by the Board for the setup, establishment and implementation of policies and procedures;
- 10. Process and track complaints to the Board for appropriate investigative procedure; assign case numbers and maintain up-to-date logs regarding all actions taken;
- 10. Ensure that fees or fines levied by the Board are remitted as required with follow up necessary to enforce such fees or fines;
- 11. Process all license renewals and notices thereof;
- 12. Process applications for state testing, coordinate test sites, provide proctor(s), prepare exams and grade exams, and perform fingerprinting for one testing day per calendar month. One proctor shall be provided per testing day per location if the number of testing applicants is fourteen (14) or fewer. A second proctor will be provided when the number of testing applicants is fifteen (15) or more per testing day per location. If the number of testing days exceeds one (1) day per calendar month, Contractor will provide these services at the agreed fixed sum in Addendum B. Prepare and mail notifications regarding exam scores. Track results for reporting to schools and the Board. Provide information relative to formal request for review of examination results to identify areas of concentration and templates for future examinations. Issue score reports to students and to their respective Mississippi schools.
- 14. Assign license numbers for all licensed massage therapist, schools and instructors and maintain with updates for future use in the renewal process;
- 15. Maintain files for continuing education providers and programs and initiate and process renewals every two years or as prescribed and maintain monthly the CEU program and provider database for accessibility of program availability.
- 16. Maintain database for licensed instructors administer annual renewal process including printing of licenses.
- 18. Record and maintain automated attendant messages for the Board.

19. Communicate with ITS to maintain email connection and website updates; change continuing education providers and program dates; update search engines; post public notices.
20. Work with legal counsel to prepare for and schedule hearings; schedule court reporter; send legal correspondence on behalf of the Board.
21. Maintain in house and website database for active and inactive files; send correspondence annually to all active and inactive licensed massage therapists, reactivate LMT's on request; maintain and file reinstatement affidavits.
22. Work with Board designee to collect and migrate data to the proposed web-based operating system.
23. Work with designated person(s) to back up and/or archive records and deliver copies to the Board monthly unless otherwise prescribed for offsite storage.
24. Scan applications, correspondence, school information, complaints and other related data through Paperflow software.
25. Deposit monies weekly and manage all financial responsibilities for the Board;
26. Prepare travel vouchers for Board Members and counsel, as required;
27. Prepare massage therapy school inspections; assist in on-site inspections as needed; print and mail school licenses; maintain school inspection forms and prepare preliminary site review documents;
28. Communicate with inspectors and investigators for the Board; receive onsite inspection forms; document inspections, track violations, maintain chronological logs; develop inspection documents and report to the Board.
29. Report annually to Governor's office or any other reporting agency as required.
30. Assist, where instructed, with revisions to the MISSISSIPPI STATE BOARD OF MASSAGE THERAPY Rules and Regulations.
31. File proposed Rules through proper channels of the Mississippi Administrative Act, MS Secretary of State.
32. File Final Rules through proper channels of the Mississippi Administrative Act, MS Secretary of State.
33. Update operational database daily so that database information can be viewed by LMT's.
34. Upload continuing education credits from documents submitted by Mississippi approved providers.
35. Insure that fingerprinting is prepared in the manner required by the FBI and Mississippi CIC; transmit to the MS Department of Public Safety, CIC Division; print AFIS responses and advise applicants if additional information is required prior to licensing. Insure that legal counsel reviews all AFIS findings to determine if hearings are required according to MISSISSIPPI STATE BOARD OF MASSAGE THERAPY protocol.
36. Replicate database to website;
37. Maintain replacement/additional/and MTC online database as required by MS Interactive.
38. Provide total support for conversation to LARS.