

**COMMISSION ON MASSAGE THERAPY ACCREDITATION
(COMTA)**

APPLICATION FOR ADDING AN ELIGIBLE PROGRAM

The application and documentation must be submitted via the New Program Application in EDvera Accreditation Management System. A fee of \$500 applies for any documents submitted by any other method.

INSTRUCTIONS FOR APPLYING FOR AN ELIGIBLE PROGRAM

1. Complete the online application form information.
2. Attach the following required documents. NOTE: Upload all documents under “*Course Outline + Supporting Documents*” of the application form.
3. Submit appropriate fee for the change, payable to COMTA (See appendix A.3). **Applications will not be processed without payment.**

REQUIRED ATTACHMENTS TO THE ONLINE APPLICATION

1. Submit a report with the following information:
 - a) Describe the proposed changes and their relationship to the program elements in place as part of the most recent accreditation evaluation.
 - b) Specify how these courses, programs and/or hours relate to the institutions mission and objectives.
 - c) Identify the process the institution used in determining the need for this expansion of programming, courses and/or hours.
 - d) Submit a business plan including enrollment projections and revenue projections.
 - e) Identify the intended timeline for starting the new program and any changes to facilities or equipment necessary.
2. Prepare a Curriculum Competency Chart (Appendix D.2) demonstrating how the competencies are taught and assessed in the new program.
3. Submit a Program Content Form (Appendix F.1) listing the course subject and hour/credit breakdown of the new program.
4. Provide evidence that the institution has the recognition of the appropriate jurisdictional authority to administer the program and provide the credential proposed.
5. Submit current financial statements and budget showing adequate resources to begin the new program.
6. Identify the instructional staff hired to meet the additional requirements and submit the COMTA Instructional Staff forms for each instructor (Appendix D.7) and the job description for each proposed instructor specifically identifying the qualifications and expectations of each position.

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FOLLOWING COMMISSION INTERIM APPROVAL:

1. Complete an abbreviated SSR (see below) which addresses the Standards with the new program as the focus. The SSR is due no later than six (6) months after the first group of students begin the program.
2. If the program being added is different than the type currently accredited (i.e. new degree; adding esthetics to massage; adding massage to esthetics), an Off-site Peer Review and On-site Visit will be conducted within twelve (12) months of the start of the program to verify compliance with the Standards.

REQUIREMENTS FOR ABBREVIATED SELF STUDY REPORT

Upon initial approval, COMTA Staff will provide the school with a Self-Study Report document, which will contain the following requirements:

1. Standard I - Program Approval
2. Standard II (A-E) – Curriculum & Instruction
3. Standard II.F (if applicable) - Externship
4. Standard III.B – Faculty Qualifications
5. Standard IV (all) – Instructional Facilities
6. Standard V.A – Program Admissions (file review)
7. Standard V.B – Program Advertisement/Disclosures
8. Standard X (if applicable) – Degree Programs
9. Standard IX (if applicable) – Distance Education
10. Standard XI.C (if applicable): Submit D.8 forms for any new staff hired
11. Standard XIII.C - Submit new catalog
12. Standard XIII.D - Submit new enrollment agreement & checklist
13. Standard XIV.A (student file review only)