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**VIRTUAL/TELECONFERENCE  
MESSAGE THERAPY AND BODYWORK THERAPY AFFILIATED  
CREDENTIALING BOARD**

**Virtual, 4822 Madison Yards Way, Madison**

**Contact: Tom Ryan (608) 266-2112**

**August 25, 2025**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-4)**

**B. Approval of Minutes of May 19, 2025 (5-7)**

**C. Reminders: Conflicts of Interest, Scheduling Concerns**

**D. Introductions, Announcements and Recognition**

**E. Administrative Matters – Discussion and Consideration**

1. Department, Staff and Board Updates
2. Board Members – Term Expiration Dates
  - a. Ehmer, Jaime L. – 7/1/2027
  - b. Kue, Ab O. – 7/1/2027
  - c. McNeil, Lisa L. – 7/1/2027
  - d. Novak, Laura A. – 7/1/2027
  - e. Townsend-Davila, Charisma J. – 7/1/2027
  - f. Trudeau, Ramona J. – 7/1/2027
3. Wis. Stat. s. 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board

**F. Legislative and Policy Matters – Discussion and Consideration**

**G. Administrative Rule Matters – Discussion and Consideration (8-13)**

1. Drafting Proposals: MTBT 3, Relating to Education (9-12)
2. Pending or Possible Rulemaking Projects (13)

**H. Federation of State Massage Therapy Boards (FSMTB) Matters – Discussion and Consideration**

**I. Discussion and Consideration of Items Added After Preparation of Agenda:**

1. Introductions, Announcements and Recognition

2. Nominations, Elections, and Appointments
3. Administrative Matters
4. Election of Officers
5. Appointment of Liaisons and Alternates
6. Delegation of Authorities
7. Education and Examination Matters
8. Credentialing Matters
9. Practice Matters
10. Public Health Emergencies
11. Legislative and Policy Matters
12. Administrative Rule Matters
13. Liaison Reports
14. Board Liaison Training and Appointment of Mentors
15. Informational Items
16. Division of Legal Services and Compliance (DLSC) Matters
17. Presentations of Petitions for Summary Suspension
18. Petitions for Designation of Hearing Examiner
19. Presentation of Stipulations, Final Decisions and Orders
20. Presentation of Proposed Final Decisions and Orders
21. Presentation of Interim Orders
22. Petitions for Re-Hearing
23. Petitions for Assessments
24. Petitions to Vacate Orders
25. Requests for Disciplinary Proceeding Presentations
26. Motions
27. Petitions
28. Appearances from Requests Received or Renewed
29. Speaking Engagements, Travel, or Public Relation Requests, and Reports

## **J. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 448.02(8), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

## **K. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1. Proposed Stipulations, Final Decisions and Orders**
  - a. 23 MAB 011, 23 MAB 018 & 23 MAB 023 – Deondre M. Lewis **(14-19)**
  - b. 24 MAB 0006 – Ping Lu **(20-26)**
- 2. Administrative Warnings**
  - a. 25 MAB 0011 – H.S.M. **(27-28)**
  - b. 25 MAB 0012 – J.L.M. **(29-30)**
- 3. Case Closings**
  - a. 24 MAB 0015 – P.L.R. **(31-35)**
  - b. 24 MAB 0019 – X.L.L. **(36-49)**

**L. Deliberation on Proposed Final Decisions and Orders**

1. Qing Qing Chen, Respondent – (DHA Case Number SPS-23-0066/ DLSC Case Number 23 MAB 017) **(50-63)**
2. Hanshuang Ouyang, Respondent – (DHA Case Number SPS-25-0008/ DLSC Case Number 24 MAB 001) **(64-74)**

**M. Deliberation on Matters Relating to Orders Fixing Costs**

1. Xi Wang Filion, Respondent – (DHA Case Number SPS-24-0002/DLSC Case Number 22 MAB 020) **(75-105)**

**N. Deliberation of Items Added After Preparation of the Agenda**

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Order
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. Case Closings
15. Board Liaison Training
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

**O. Consulting with Legal Counsel**

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**P. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate**

**Q. Open Session Items Noticed Above Not Completed in the Initial Open Session**

**R. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates**

**ADJOURNMENT**

**NEXT MEETING: NOVEMBER 17, 2025**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
MESSAGE THERAPY AND BODYWORK THERAPY  
AFFILIATED CREDENTIALING BOARD  
MAY 19, 2025**

**PRESENT:** Jaime Ehmer, Ab Kue, Lisa McNeil, Laura Novak, Charisma Townsend-Davila (*arrived at 9:04 a.m.*), Ramona Trudeau (*arrived at 9:01 a.m.*)

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist.; and other Department Staff

**CALL TO ORDER**

Jaime Ehmer, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

**MOTION:** Lisa McNeil moved, seconded by Laura Novak, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF FEBRUARY 24, 2025**

**MOTION:** Ab Kue moved, seconded by Lisa McNeil, to approve the Minutes of February 24, 2025, as published. Motion carried unanimously.

*Ramona Trudeau arrived at 9:01 a.m.*

**PRELIMINARY PUBLIC HEARING ON STATEMENT OF SCOPE: SS 009-25 ON MTBT 3,  
RELATING TO EDUCATION**

*Charisma Townsend-Davila arrived at 9:04 a.m.*

**Review Preliminary Hearing Comments**

**MOTION:** Lisa McNeil moved, seconded by Ramona Trudeau, to affirm the Board has provided an opportunity to receive public comments concerning Scope Statement (SS) 009-25 on MTBT 3, Relating to Education. Additionally, after consideration of all public comments and feedback the Board approves SS 009-25 for implementation. Motion carried unanimously.

**SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS, AND  
REPORTS**

**Consider Attendance: FSMTB Annual Meeting on October 5-7, 2025, in Kansas City, MO**

**MOTION:** Ramona Trudeau moved, seconded by Ab Kue, to designate Lisa McNeil to attend the FSMTB Annual Meeting on October 5-7, 2025, in Kansas City, MO. Motion carried unanimously.

**MOTION:** Laura Novak moved, seconded by Ab Kue, to designate Ramona Trudeau, as the Board's delegate, and Lisa McNeil as the Board's alternate delegate, to attend the FSMTB Annual Meeting on October 5-7, 2025, in Kansas City, MO. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Ramona Trudeau moved, seconded by Jaime Ehmer, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 448.02(8), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Jaime Ehmer, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Jaime Ehmer-yes; Ab Kue-yes; Lisa McNeil-yes; Laura Novak-yes; Charisma Townsend-Davila-yes; and Ramona Trudeau-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:21 a.m.

### **CREDENTIALING MATTERS**

#### **Application Reviews**

##### ***C.J.C. – Massage or Bodywork Therapist (IA- 569097)***

**MOTION:** Charisma Townsend-Davila moved, seconded by Ramona Trudeau, to deny the Massage or Bodywork Therapist application IA- 569097. **Reason for Denial:** Wis. Stats. ss. 460.14(2)(b) and (2)(g) and 440.03(13)(am), Wis. Admin Code ss. MTBT 5.02(1) and (26). Motion carried unanimously.

### **DELIBERATION ON DLSC MATTERS**

#### **Proposed Stipulations, Final Decisions and Orders**

**MOTION:** Jaime Ehmer moved, seconded by Charisma Townsend-Davila, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 24 MAB 001 & 24 MAB 0026 – YaQin Yang
2. 24 MAB 0007 – Xiaomei Chen
3. 24 MAB 0010 – Gonzalo F. Reategui
4. 24 MAB 0029 – Yongfen Li
5. 24 MAB 0032 – Jie Zheng
6. 24 MAB 0033 – Billy Hill

Motion carried unanimously.

## **Administrative Warnings**

### **25 MAB 0004 – L.N.R.**

**MOTION:** Jaime Ehmer moved, seconded by Ramona Trudeau, to issue an Administrative Warning in the matter of L.N.R., DLSC Case Number 25 MAB 0004. Motion carried unanimously.

## **Case Closings**

**MOTION:** Lisa McNeil moved, seconded by Ramona Trudeau, to close the following DLSC Cases for the reasons outlined below:

1. 24 MAB 0011 – X.L. – Insufficient Evidence
2. 25 MAB 0007 – X.L. – Insufficient Evidence
3. 25 MAB 0010 – D.J.Z. – Prosecutorial Discretion (P7)

Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Jaime Ehmer moved, seconded by Charisma Townsend-Davila, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:42 a.m.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

**MOTION:** Laura Novak moved, seconded by Lisa McNeil, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote).*

### **DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Charisma Townsend-Davila moved, seconded by Ramona Trudeau, to delegate ratification of examination results to DSPS staff and to delegate and ratify all licenses and certificates as issued. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Lisa McNeil moved, seconded by Charisma Townsend-Davila, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:44 a.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Nilajah Hardin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 08/13/25 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>									
<b>3) Name of Board, Committee, Council, Sections:</b> Massage Therapy and Bodywork Therapy Affiliated Credentialing Board											
<b>4) Meeting Date:</b> 08/25/25	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters Discussion and Consideration 1. Drafting Proposals: MTBT 3, Relating to Education 2. Pending or Possible Rulemaking Projects									
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPP Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A									
<b>10) Describe the issue and action that should be addressed:</b>  Attachments: -MTBT 3 Scope Statement -MTBT 3 Redlined Code Text -Rule Projects Chart											
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"><b>11) Authorization</b></td> <td style="width: 40%; border: none;"></td> </tr> <tr> <td style="border: none;">            Signature of person making this request         </td> <td style="border: none; text-align: center;">           08/13/25            Date         </td> </tr> <tr> <td style="border: none; height: 30px;">Supervisor (if required)</td> <td style="border: none; text-align: center;">Date</td> </tr> <tr> <td colspan="2" style="border: none;">           Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date         </td> </tr> </table>				<b>11) Authorization</b>		Signature of person making this request	08/13/25 Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date	
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<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											



# STATEMENT OF SCOPE

## MASSAGE THERAPY AND BODYWORK THERAPY AFFILIATED CREDENTIALING BOARD

**Rule No.:** MTBT 3

**Relating to:** Education

**Rule Type:** Permanent

**1. Finding/nature of emergency (Emergency Rule only): N/A**

**2. Detailed description of the objective of the proposed rule:**

The objective of the proposed rule is to update Wisconsin Administrative Code ch. MTBT 3 to align it with current practice in the profession regarding education.

**3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:**

Currently, MTBT 3.01 outlines requirements for approved training programs for massage therapy or bodywork therapy licensure applicants. The Board will review and revise these requirements as needed to align them with current practice standards in the profession and in accordance with the Federation of State Massage Therapy Boards.

**4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):**

s. 15.085 (5) (b), Stats. states that “[each affiliated credentialing board] shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

s. 460.04 (2) (b), Stats. states that the affiliated credentialing board shall promulgate rules that establish “criteria for approving a training program for purposes of s. 460.05 (1) (e) 1. Rules promulgated under this paragraph shall require the training program to meet the requirements under s. 460.095 and to consist of at least 600 classroom hours.”

**5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

80 hours

**6. List with description of all entities that may be affected by the proposed rule:**

Individuals looking to enter the massage therapy and bodywork therapy profession and obtain licensure in Wisconsin.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:** None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

The proposed rule is likely to have minimal or no economic impact on small businesses and the state’s economy as a whole.

**Contact Person:** Nilajah Hardin, DSPSAdminRules@wisconsin.gov

Approved for publication:

*Jaime Ehymer*

Authorized Signature

1/13/2025

Date Submitted

Approved for implementation:

*Jaime Ehymer*

Authorized Signature

6/27/2025

Date Submitted

## Chapter MTBT 3

### EDUCATION

MTBT 3.01 Approved training program.

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**Note:** Chapter RL 92 was renumbered chapter SPS 92 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671. Chapter SPS 92 was renumbered MTBT 3 under s. 13.92 (4) (b) 1., Stats., Register August 2012 No. 680.

**MTBT 3.01 Approved training program. (1)** An applicant who has not graduated from a school of massage therapy or bodywork therapy approved by the department of safety and professional services shall submit an official transcript or other official documentation showing dates and total classroom hours attended and a description of the curriculum completed establishing that the applicant has completed an approved training program.

(2) Credit may be granted for an approved training program regardless of when the program was completed.

(4) In addition to satisfying the requirements of sub. (5), an approved training program shall be one of the following:

(a) An associate degree program, or a technical diploma program in massage therapy or bodywork therapy offered by a technical college established pursuant to s. 38.02, Stats.

(b) A course of instruction in massage therapy or bodywork therapy offered by a school that, at the time of the applicant's graduation, has approval or accreditation that is in good standing from one of the following:

1. An accrediting agency under s. MTBT 1.02 (1) (a) whose recognition by the United States department of education is current.

**Note:** A list of recognized accrediting agencies is available from the United States Department of Education's website at [www.ed.gov](http://www.ed.gov).

2. An accrediting agency under s. MTBT 1.02 (1) (b) that is located in the same state or territory in which the school is located and whose criteria for approval of schools is substantially equivalent, as determined by the board, to the criteria under s. SPS 404.04.

(5) An approved training program shall consist of a minimum of ~~600~~625 classroom hours of study and shall include the following subject areas:

(a) One hundred twenty-five classroom hours in anatomy, physiology, pathology, and kinesiology.

(b) Fifty classroom hours in business, law and ethics, which shall include at least 6 classroom hours in the laws of this state and rules of the board relating to the practice of massage therapy or bodywork therapy required by s. MTBT 2.01 (3) (b).

(c) Three hundred classroom hours in massage therapy or bodywork therapy theory, technique, and practice, which shall include 100 classroom hours of supervised hands-on practice.

(d) Twenty classroom hours in student clinic.

(e) Five classroom hours in adult cardiopulmonary resuscitation and standard first aid. The requirement of this paragraph may be alternatively satisfied as provided under s. MTBT 2.01 (3) (j).

- (f) One hundred classroom hours in additional massage therapy or bodywork therapy course offerings meeting the objectives of the course of instruction.

DRAFT

**Massage Therapy and Bodywork Therapy Affiliated Credentialing Board**  
**Rule Projects (updated 08/13/25)**

<b>Clearinghouse Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause</b>	<b>Current Stage</b>	<b>Next Step</b>
Not Assigned Yet	009-25	02/17/2027	MTBT 3	Education	Drafting Rule	Board Review of Preliminary Rule Draft
24-054	080-23	04/23/2026	MTBT 6	Temporary Licenses	Adoption Order Pending Publication	10/01/25 Anticipated Rule Effective Date