



2009 Candidate Information Bulletin State of Hawaii Massage Therapy Examination

The State of Hawaii Board of Massage Therapy (the Board) has contracted with Prometric Inc. to conduct its examination program.

At a glance

This bulletin is your guide to the process of obtaining a Hawaii Massage Therapy license. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your license

- 1 Obtain an application from the Board. Mail your completed application and fee to the Board at the address below.
Once the Board approves your application, you will be sent a letter of approval with an exam registration form.
- 2 Submit your exam registration form and the (\$80) exam fee to Prometric by the deadline date.
In return, you will receive an admission letter and exam appointment—Page 3.
- 3 Prepare for your exam, using this bulletin and other materials—Page 6.
- 4 Present your admission letter and required identification; then take the exam—Page 3.



To get answers not provided in this bulletin

For questions about exams:

Prometric
 Attn: HI Massage Therapy
 354 Uluniu Street, Suite 308
 Kailua, HI 96734
 Phone: 808.261.8182
www.prometric.com/hawaii

For questions about eligibility requirements and licensing:

State of Hawaii
 Department of Commerce and Consumer Affairs, Board of Massage Therapy
 P.O. Box 3469
 Honolulu, HI 96801
 Phone: 808.586.3000
www.hawaii.gov/dcca/areas/pvl

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Submitting your license application

You are not allowed to register for your exam until the Board approves your application and sends you a letter of approval and an examination registration form.



Important If an applicant takes an exam without Board approval, that applicant's test scores will be invalidated and the applicant will be subject to possible disciplinary sanctions.

Registering and scheduling exams

Exams are offered on specific dates at five different locations. Exam appointments are assigned according to availability and preference you indicate on the registration form. An exam schedule with testing locations, exam dates and registration deadline dates is available at www.prometric.com/hawaii.

Registering for your exam

When completing the registration form, you must provide your contact information, Social Security number, exam scheduling preferences and payment. Prometric will treat your Social Security number as **confidential**. It will be used only as an identification number in maintaining your record and reporting your score to the Board.

Complete the registration form carefully. Missing or incorrect information can cause your registration to be rejected and returned. Mail the form and fee to Prometric at the address shown on the form.



Note Your registration form must be **received** by Prometric **on or before** the deadline date. No exceptions will be made to this policy. Seating is limited, so submit your registration form early.

After receiving and processing your registration, Prometric will send you an admission letter (see Page 3) confirming the time and place of your exam.

If you are unable to take the exam on the scheduled testing dates offered because of religious restrictions, submit a letter of explanation with your exam registration form.

Walk-in testing at the Oahu location. Walk-in testing is available under certain circumstances. If you have been approved for an exam by the Board, you may take the exam by appointment on a date other than the scheduled testing dates offered. For an appointment, call the Prometric office. A "walk-in" fee of \$50 is added to the basic exam fee. All other conditions in this bulletin apply.

Fees. The exam fee is \$80. Payment can be made by Visa or MasterCard, check, or money order. Prometric will charge a **\$20 fee** for any returned check.



Important Once you have paid the exam fees, you may not reschedule the exam. Exam registration fees are not refundable or transferable.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 808.261.8182 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL accommodation. All exams are in English. If English is your second language, please note that a language barrier is not considered a disability.

Admission letters

If your registration form and payment are received by the registration deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the testing center or you will not be allowed to test.

You should receive your admission letter approximately five days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 808.261.8182.

Be sure to notify Prometric and the Board of any change of address.



Important If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail. However, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you will forfeit your fee. You must then reschedule your exam and pay another full exam fee.

Preparing for your exam

Preparing can help you pass your exam and possibly save time and money needed to take it again. You may use the content outline on Page 6 of this bulletin to prepare for your exam. The exam is based on this content outline.

Sample questions. A list of sample questions is included on Page 6 as an example of the type of questions that may be included in the exam.

What to bring on exam day

Bring all the following items with you to your exam appointment:

- Your admission letter from Prometric.
- A current, photo identification card with signature, such as a driver's license, passport, or school photo identification with signature. The photo and signature must be clearly recognizable. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have an official photo identification, you must bring a picture of yourself to a notary public and have the picture notarized.
- Two sharpened No. 2 pencils.



Important Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment or arrive late, you forfeit your fees.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Personal items

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the testing center.



Important Before an exam begins, the test center administrator will inspect briefcases, purses, and so on and will collect any materials that violate the rules.

Copyrighted questions. All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

If you think there is an error in a question, follow the process outlined in the “Appeals process” section on Page 5.

Your exam results

A score report will be mailed to you approximately 10 business days after your exam date. Your score report will provide you with information regarding your next step in the licensure process. To ensure confidentiality, scores will **not** be disclosed over the phone.

Passing score. A score of 75 percent or above is required to pass each exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Retake information. If you do not pass the exam, you will receive a retake exam registration form with your score report.

Optional services

Certificate of achievement

Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"×11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. All passing candidates receive an order form. The cost is \$15.

Exam reviews

If you do not pass your exam, you can register for an optional review of it. The review is a study session that is conducted much like an exam. The review is given once a month. To review an exam, contact Prometric. Neighbor island candidates should call for special arrangements. The fee for this service is \$50.

The purpose of a review is **not** to teach you the exam subject matter. Rather, it is an option you may choose for study purposes. A review is **not** considered an exam attempt and is not scored.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. Faxed appeals are not accepted because an original signature is required.

Exam content outline

The **Hawaii Massage Therapy Examination** is a closed-book exam that consists of 125 multiple-choice questions. You will have three hours to complete the exam. The outline lists the content areas covered in the exam and the percentage of questions asked from each subject area.

Exam references. The outline lists all references used to develop the exam. **Some information found in the references does not apply to the exam.**

Hawaii Massage Therapy Exam Content Outline

- I. **Laws and Rules - 8%**
 - A. Chapter 452
 - B. Chapter 84
- II. **Anatomy and Physiology - 60%**
 - A. Organization of the Body
 1. Directional and Locational Vocabulary
 - B. Cells and Tissues
 - C. Integumentary Systems
 - D. Skeletal System
 - E. Muscular/Skeletal/Kinesiology System
 - F. Circulatory/Lymphatic System
 - G. Nervous System
 - H. Endocrine System
 - I. Digestive System
 - J. Respiratory System
 - K. Excretory System
 - L. Reproductive System
- III. **Massage Theory - 16%**
 - A. Basics of Massage
 - B. Physiological Effects
 - C. Manual Modalities
 1. Effleurage
 2. Petrissage
 3. Tapotement
 4. Friction
 5. Vibration
 6. Finger Pressure
- IV. **Clinical Situations - 16%**
 - A. Contraindications and Pathology
 - B. Techniques for Specific Conditions
 - C. Sanitation/Infection Control
 - D. Clinical Practice

References

The following references were used to create the exam but are not allowed in the exam room.

1. *Hawaii Administrative Rules, Chapter 84*, Latest Edition, 2000, State of Hawaii—Department of Commerce and Consumer Affairs, 335 Merchant Street, Honolulu, HI 96813.
2. *Hawaii Administrative Rules, Department of Health, Chapter 11, Sanitation, Section 11-11-4*, Current Edition, 1981, Hawaii Department of Health—Sanitation Branch, 1250 Punchbowl Street, Honolulu, HI 96813.
3. *Hawaii Revised Statutes, Chapter 452*, Latest Edition, State of Hawaii—Department of Commerce and Consumer Affairs, 335 Merchant Street, Honolulu, HI 96813.

4. *Illustrated Essentials of Musculoskeletal Anatomy*, Fourth Edition, 2002, Megabooks, Inc., 2937 NE 19th Drive, Gainesville, FL 32609-3348.
5. *Mosby's Fundamentals of Therapeutic Massage*, Second Edition, 2000, Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.elsevier.com.
6. *The Anatomy Coloring Book*, Third Edition, 2001, Benjamin Cummings/Pearson Education, 1301 Sansome Street, San Francisco, CA 94111, www.aw-bc.com.
7. *The Human Body in Health and Disease*, Third Edition, 2001, Elsevier Science, 11830 Westline Industrial Drive, St. Louis, MO 63146, www.elsevier.com.

To obtain Hawaii regulations, you may contact the Board or go to www.state.hi.us/dcca/pvl.

Sample Questions

The following samples may be useful to review for the type of questions that may be included in the exam.

- 1 What is the massage stroke that consists of manipulations that press and roll the muscles under the hands?
 - a Friction
 - b Petrissage
 - c Tapotement
 - d Vibration
- 2 The massage technique called tapotement should never be used over the
 - a upper arms.
 - b legs.
 - c kidneys.
 - d shoulders.
- 3 A muscle that contributes the most to a particular movement is called the
 - a fixator.
 - b contributor.
 - c superior.
 - d prime mover.

- 4 Skeletal muscles normally work
- a one at a time.
 - b in groups.
 - c autonomically.
 - d isometrically.
- 5 The thyroid gland produces the hormone
- a estrogen.
 - b somatotropic.
 - c thyroxin.
 - d insulin.
- 6 The deltoid muscle is located on the
- a back.
 - b chest.
 - c shoulder.
 - d thigh.
- 7 Which group of vertebrae supports the head and neck?
- a Cervical
 - b Coccygeal
 - c Lumbar
 - d Thoracic
- 8 Which of the following is **NOT** considered a benefit of athletic massage?
- a Improved pulse rate
 - b Relief from muscle stiffness
 - c Reduced healing time
 - d Reduced chance of injury
- 9 What type of strokes should not be performed on the Achilles tendon?
- a light
 - b deep
 - c superficial
 - d quick

Answers to sample questions: 1-B; 2-C; 3-D; 4-B; 5-C; 6-C; 7-A; 8-A; 9-B.

Vocabulary list

The following is a list of important vocabulary words intended to assist non-English speaking candidates to prepare for the Massage Therapy licensing exam. The list contains only words considered to be difficult for non-English speaking candidates to find in their translating dictionaries. It is not a complete vocabulary list for the exam, and not all words on this list are used on the exam.

abdomen	deltoid	invigorating	proteins
abduction	dermis	involuntary	pus
abrasion	digestive	inward	quadratus
absorbent	dioxide	irritability	radial
acute	diseases	isometric	radiculopathy
adduction	draping	kinesiology	relaxation
adipose	dorsal	kneading	respiratory
administered	dorsi	lactation	restlessness
adrenal	downwards	lacteals	reticular
adrenalin	ducts	lactic	rotation
alternating	edema	latissimus	sacrospinalis
anatomical	effleurage	lessened	sagittal
anterior	endorphins	lesion	salivary
aneurysm	epidermis	ligament	sebum
aorta	excretion	lumbar	sensory
artery	extremities	lymph	severe
arterioles	extensor	lymphatic	sitz
articulations	fascia	manipulated	skeletal
arthritis	fatty	masseter	spasm
astringent	feathering	median	spinal
auricles	femoral	melanoma	stimulation
autonomic	fibrosis	metatarsal	stratum
bloodstream	fibrous	mid	strengthen
bodily	fissure	mobility	striated
bony	flaccid	monoxide	succession
bursae	fleshy	mucous	superficial
brachii	flexion	muscular	sympathetic
calcium	flexing	nervousness	synapse
capillaries	friction	neuron	tapotement
carbohydrates	fundamental	nitrogen	therapist
carbonate	ganglia	non-striated	therapy
carcinoma	gastrocnemius	normalize	thigh
cardiac	groin	nourished	thrombocytes
cartilage	harmful	nutrients	thyroid
cerebral	headache	obesity	tightness
chucking	hemoglobin	occlusion	torso
circulatory	homeostasis	passive	towards
compression	hormone	pancreas	transverse
circumduction	hydrogen	patron	trapezius
connective	hydrotherapy	pectoralis	tremulous
constrictive	indicated	percussion	triceps
constriction	inflexible	perspiration	uncomfortable
constrictor	inflexion	petrissage	ulnar
contraction	inhalation	phlebitis	uneven
contraindicated	inhibit	pituitary	venous
cornium	injury	pivot	vesicles
corpuscles	insomnia	platelets	
counterpoint	integumentary	polarity	
cranium	intermittently	preeclampsia	
cranial nerves	interruption	pregnancy	