

## Chapter RL 91

### APPLICATION

RL 91.01 Application for registration.  
RL 91.03 Reciprocal registration.

RL 91.04 Accommodations relating to a disability.

**RL 91.01 Application for registration.** An individual applying for registration as a massage therapist or bodyworker shall submit all of the following to the department:

(1) An application on a form provided by the department.

Note: Application forms are available upon request to the department at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) The fee required under s. 440.05 (1), Stats.

(3) Evidence satisfactory to the department that he or she:

(a) Has completed at least 600 classroom hours of study in a course of instruction.

(b) Subject to ss. 111.321, 111.322 and 111.335, Stats., does not have a conviction record.

(c) Has in effect malpractice liability insurance coverage in an amount that is not less than \$1,000,000 per occurrence and \$1,000,000 for all occurrences in one year.

(d) Has passed the national certification examination for therapeutic massage and bodywork offered by the national certification board for therapeutic massage and bodywork or a substantially equivalent examination approved by the national commission of certifying agencies of the national organization for competency assurance or that is developed, administered or approved by the department relating to the practice of massage therapy or bodywork.

(e) Has passed an examination on state laws and administrative rules governing massage therapy or bodywork.

(f) Has successfully completed a course consisting of 8 classroom hours in adult cardiopulmonary resuscitation and standard first aid, unless the 8 classroom hours are completed as part of a course of instruction as provided under s. RL 92.01 (5) (e).

History: Cr. Register, February, 1999, No. 518, eff. 3-1-99; emerg. am. (Intro.), r. (3) (a), renum. (3) (b) to (e) to be (3) (a) to (d) and am. (3) (a) and (d), cr. (3) (e) and (f), eff. 9-3-00; am. (Intro.), r. (3) (a), renum. (3) (b) to (e) to be (3) (a) to (d) and am. (3) (a) and (d), cr. (3) (e) and (f), Register, January, 2001, No. 541, eff. 2-1-01.

**RL 91.02 Special registration time limits.** History: Cr. Register, February, 1999, No. 518, eff. 3-1-99; r. Register, January, 2001, No. 541, eff. 2-1-01.

**RL 91.03 Reciprocal registration.** (1) An individual applying for registration on the basis of a similar license, registration or certification in another state or jurisdiction of the United States or another country shall:

(a) Submit an application on a form provided by the department.

Note: Application forms are available upon request to the department at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(b) Pay the fee required under s. 440.05 (2), Stats.

(c) Submit evidence satisfactory to the department that the individual:

1. Holds a current similar license, registration or certificate to practice massage therapy or bodywork in another state or jurisdiction of the United States or another country.

2. Is not currently under investigation for a matter related to his or her practice of massage therapy or bodywork in the other state, territory or country.

3. Has never been disciplined for a matter related to his or her practice of massage therapy or bodywork in the other state, territory or country.

4. Subject to ss. 111.321, 111.322 and 111.335, Stats., does not have an arrest or conviction record.

5. Is not currently a party in pending litigation in which it is alleged that he or she is liable for damages for acts committed in the course of the practice of massage therapy or bodywork.

6. Has never been found liable for damages for acts committed in the course of the practice of massage therapy or bodywork.

7. Has in effect malpractice liability insurance coverage in an amount that is not less than \$1,000,000 per occurrence and \$1,000,000 for all occurrences in one year.

(2) In determining whether to grant a reciprocal registration, the department shall consider whether the requirements for a license, registration or certificate in the other state or jurisdiction are similar to the requirements for registration as a massage therapist or bodyworker in this state.

History: Cr. Register, February, 1999, No. 518, eff. 3-1-99; am. (1) (Intro.) and (c) 1., Register, January, 2001, No. 541, eff. 2-1-01.

**RL 91.04 Accommodations relating to a disability.** A qualified individual with a disability shall be provided with reasonable accommodations requested in connection with the completion of an application for registration as a massage therapist or bodyworker.

History: Cr. Register, February, 1999, No. 518, eff. 3-1-99.

CHAPTER 10

The first part of the chapter discusses the importance of maintaining accurate records of all transactions. This is essential for the proper management of the business and for the preparation of financial statements. The second part of the chapter covers the various methods of recording transactions, including the double-entry system and the use of journals and ledgers. The third part of the chapter discusses the importance of reconciling the books and the preparation of a trial balance. The fourth part of the chapter covers the various methods of adjusting the books, including the accrual method and the deferral method. The fifth part of the chapter discusses the importance of closing the books and the preparation of a balance sheet. The sixth part of the chapter covers the various methods of distributing the profits of the business, including the dividend method and the bonus method. The seventh part of the chapter discusses the importance of maintaining accurate records of the assets and liabilities of the business. The eighth part of the chapter covers the various methods of valuing the assets and liabilities of the business. The ninth part of the chapter discusses the importance of maintaining accurate records of the income and expenses of the business. The tenth part of the chapter covers the various methods of calculating the income and expenses of the business. The eleventh part of the chapter discusses the importance of maintaining accurate records of the cash and bank balances of the business. The twelfth part of the chapter covers the various methods of reconciling the cash and bank balances of the business. The thirteenth part of the chapter discusses the importance of maintaining accurate records of the inventory of the business. The fourteenth part of the chapter covers the various methods of valuing the inventory of the business. The fifteenth part of the chapter discusses the importance of maintaining accurate records of the fixed assets of the business. The sixteenth part of the chapter covers the various methods of valuing the fixed assets of the business. The seventeenth part of the chapter discusses the importance of maintaining accurate records of the depreciation of the fixed assets of the business. The eighteenth part of the chapter covers the various methods of calculating the depreciation of the fixed assets of the business. The nineteenth part of the chapter discusses the importance of maintaining accurate records of the income tax of the business. The twentieth part of the chapter covers the various methods of calculating the income tax of the business. The twenty-first part of the chapter discusses the importance of maintaining accurate records of the capital of the business. The twenty-second part of the chapter covers the various methods of valuing the capital of the business. 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