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Workforce Solutions North Texas Board Administration
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Website: www.ntxworksolutions.org

Workforce Solutions Board Outreach Committee Meeting Public Notice

August 6, 2020

Members of the Outreach Committee will meet at 1:00 PM on Tuesday, August 11, 2020 via ZOOM. If you are not a current member of the committee and would like to attend the meeting via Zoom, please contact Kendra Ball for a link and passcode at kendra.ball@ntxworksolutions.org by August 10, 2020 at 1pm.

1. Opening Remarks and Introductions
2. Vernon College Program Additions
 - a. Court Reporting
 - b. Massage Therapy
3. Review and Ratify Eligible Training Provider (ETP) Policy Revisions
4. Discussion on Purpose/Role/Frequency of Outreach Committee
5. Closing Remarks and Next Meeting Date

This notice is being submitted for posting at the Workforce Solutions North Texas Board office, 1501 Midwestern Pkwy., Suite 101, Wichita Falls, Texas this the **6th day of August, 2020 at 12:30 p. m.**

Executive Director

July 28, 2020

Dear Texas Workforce Commission North Texas Board:

This letter is pertaining to the need for a court reporting school conducted through Vernon College. It is my understanding TWC understands there is a shortage nationwide and statewide but is not sure of a local need for more educated, certified court reporters and captioners in our area.

All court reporters who work in and around the Wichita Falls area are approaching retirement within a few years. Even now when subs are required, they must be found from the Metroplex area, which is a hard sell to get them to drive to our area since there are shortages everywhere. Therefore, rarely is finding a sub easily accomplished.

From my own perspective, I am a Certified Shorthand Reporter who works primarily as a Certified Broadcast Captioner at Midwestern State University and Vernon College. There are no other Certified Captioners in this area. The closest are, again, a few who possess that certification in the Metroplex area.

Captioners may work remotely if technology is extremely reliable for seamless transmission via Internet live-streaming while receiving the audio via phone. As of now, when I require the services of a sub, it is next to impossible to find someone. If a sub is found to provide captions remotely, there are always problems providing quality services due to technological shortcomings for our area. I stay booked providing captioning and many times have scheduling conflicts which prevent me from being two places at one time. In those instances, deaf and/or hard-of-hearing students choose to record lectures which I transcribe after hours so the students are provided with complete lecture after the fact. I could work remotely for any higher learning institution in the United States (or the world for that matter as far as English was being used), but I choose to remain faithful to this area in attempting to fill the needs here primarily.

Along with this, I try my best to provide court reporter services when needed in the surrounding counties. More often than not, there are scheduling conflicts and I am unable to help fellow court reporters; but I attempt as best I can to fill the needs when they arise. I have worked in Wichita, Archer, Clay, Montague, Jack, and Young Counties and have been continually solicited to work in many locales in West Texas and the Metroplex which I have had to continue to decline.

Should you have any questions about this shortage which will only become more drastic and severe in the near future, please feel free to contact me at e.heckle@ymail.com, which is a Yahoo! account.

Thank you for your consideration and attention to this matter.

Sincerely,

Ellen L. Heckle

TX CSR, RPR, CRR, CRC



Cayce Coskey, CSR, RPR
3082 Van Horn Rd
Iowa Park, TX 76367
940.447.4740
clcoskey@gmail.com

July 30, 2020

Dear Texas Workforce Commission-North Texas Board,

My name is Cayce Coskey. I am currently the Official Court Reporter for the Honorable Gary W. Butler in County Court At Law No. 1 in Wichita Falls, TX. I have been working as a court reporter for 24 years, beginning my career with a freelance firm in Dallas, then branching out to start my own freelance business, and eventually becoming an official for 7 years. After 7 years as an official, I went back into the freelance world and subbed in court, took depositions, and wrote CART (Communication Access Realtime Translation) for deaf and hard of hearing individuals in the university setting before moving to Wichita Falls in 2007 where I again worked on my own as a freelance court reporter in court and at Midwestern State University before being hired in County Court At Law No. 1 by the Honorable Jim Hogan in 2008 and I have remained there since his retirement when Judge Butler was elected to the bench.

I have a passion for this profession and the benefits and flexibility it affords me. As you know, there is a shortage of court reporters/captioners in our great State of Texas. My colleagues and I believe this poses a significant opportunity for prospective court reporting students in Wichita Falls and our surrounding North Texas area, and we have eagerly anticipated the launch of a court reporting program by Vernon College. According to the *Court Reporting Industry Outlook Report* conducted by Ducker Worldwide between 2013-2014, half of all court reporters in the US work in four states. Texas is one of those states. This same report estimated that by 2018, the difference between supply and demand of court reporters across the US was approximately 5,500. This fact alone ensures job security for court reporters and captioners entering the job market immediately following completion of the program and certification.



In addition, there are very few court reporters in Wichita Falls and surrounding areas. My fellow court reporters and myself consistently have difficulty finding reporters to cover for us if we need to be out for vacation or sickness and often have to hire from the metroplex, costing the county more in travel & accommodation costs. Also, when an official reporter retires or moves from the area, our judges must go outside Wichita Falls and the surrounding area to find applicants. The shortage has made a substantial impact in North Texas and throughout our state. Furthermore, while we are close to Oklahoma, their court reporters cannot work in Texas because of certification requirements. However, potential students who live in Oklahoma could attend Vernon College's online program & be certified in Texas or another state of their choosing once they complete their training. Wichita Falls is also close enough to Oklahoma for students to commute should a live program become available in the future.

Another obstacle our city, county and surrounding area faces with regard to the shortage is CART access for the deaf and hard of hearing community both in the primary and secondary education arena and our religious & public sector. Captioners provide closed captioning for not only television programs and movies, but also provide CART captioning for events such as graduations, meetings, jury duty, concerts, sports, classroom instruction, church, doctor visits, etc., and the individuals (captioners) who provide such services are extremely scarce here.

In closing, let me assure you that you will have a network of local court reporters who love this profession at your disposal to assist you, Vernon College, and future court reporters in the promotion, education & advocacy of court reporting.

Sincerely,

Cayce Coskey

CERTIFIED SHORTHAND REPORTER, REGISTERED PROFESSIONAL REPORTER

Occupation Analysis - Law Clerk

Assists judges with research and other legal and administrative work, particularly for cases to be decided in court. Organizes legal files, researches laws and prior decisions, reviews briefs submitted by attorneys. May draft and file legal documents or assist litigation attorneys. Works in a short term position typically held by law students or recent law school graduates

Common job titles: Law Clerk, Jag - Judge Advocate General, Legal Clerk, Cold Calling, Summer Law Clerk

Active Selections: TX, Wichita Falls, TX (Metropolitan Statistical Area), Law Clerk

Overview

Job Metrics

Job Postings

Last 12 Months

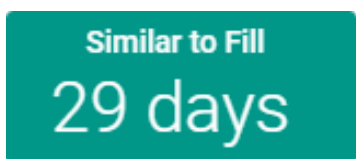


Projected Growth

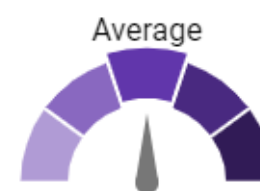
10 Years



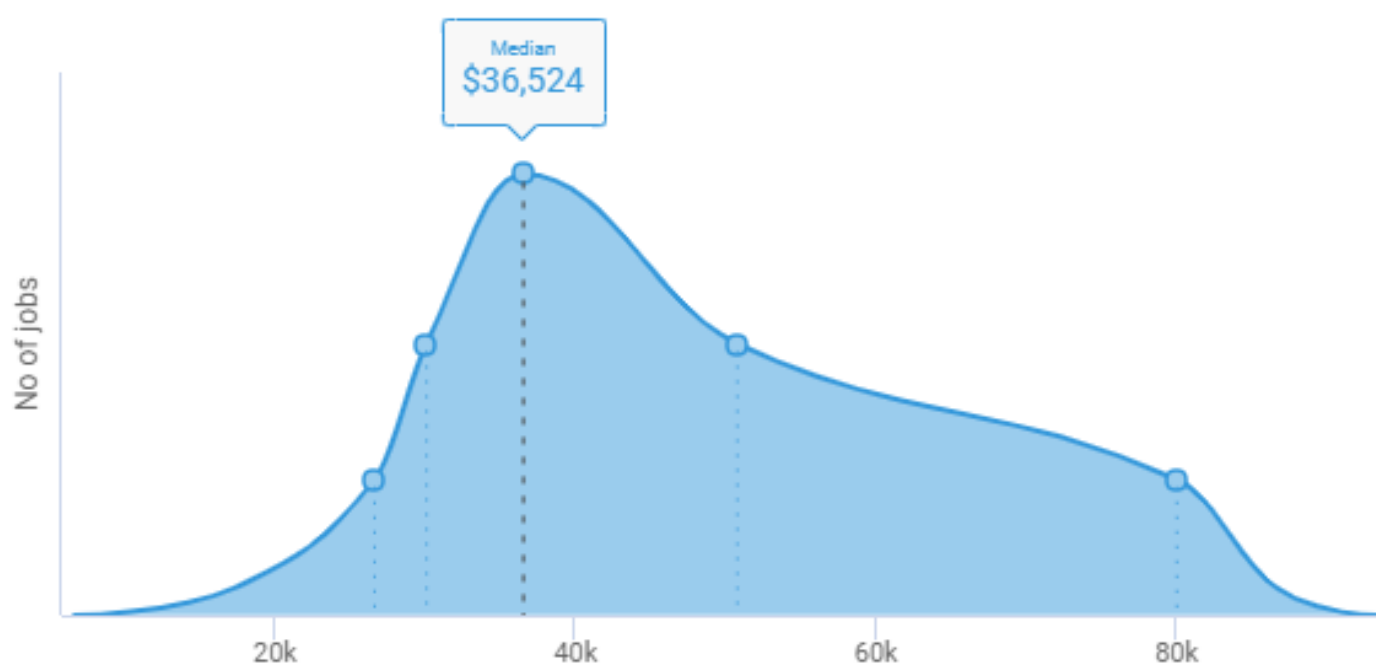
Time To Fill



Location Quotient

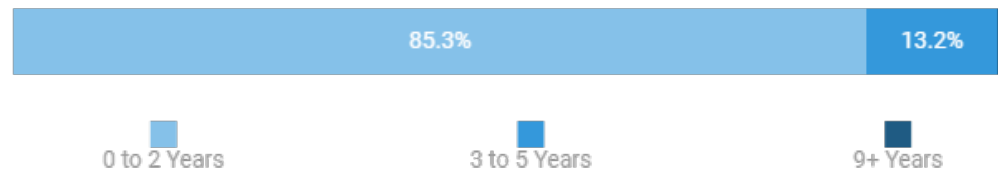


Salary Overall

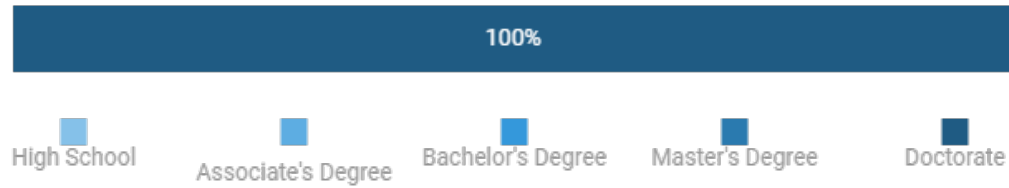


Job Qualifications

Years of Experience



Education Level



Top Skills

Specialized Skills

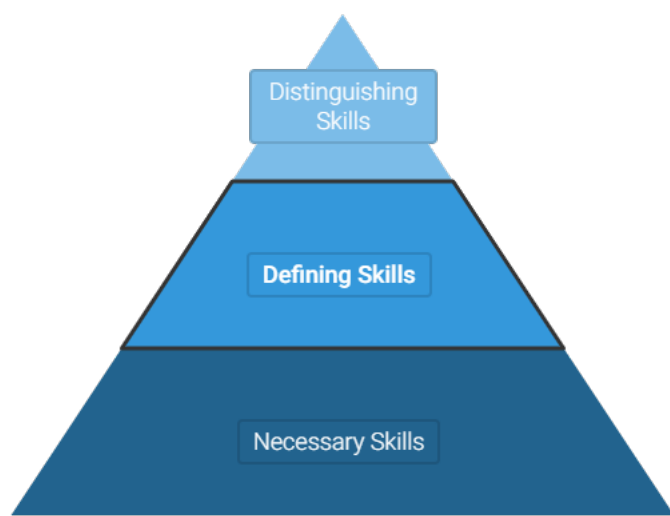
Data Entry
Legal Research
Customer Service
Legal Documentation
Litigation
Legal Document Composition
Copying

Baseline Skills

Writing
Communication Skills
Research
Organizational Skills
Microsoft Office
Computer Literacy
Detail-Oriented

Skills Explorer

Occupational Skills for Law Clerk



Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting Last 12 months	Projected Growth 2 Years	Location Quotient
Legal Research	Specialized	Defining		44		0.4 ▼
Legal Documentation	Specialized	Defining		40		0.8 ▼
Litigation	Specialized	Defining		35		0.6 ▼
Westlaw	Specialized	Defining		8		0.3 ▼

An occupation's Defining skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.

[Learn more](#) about Occupational Skill Categories

Top Requested Skills for Law Clerk

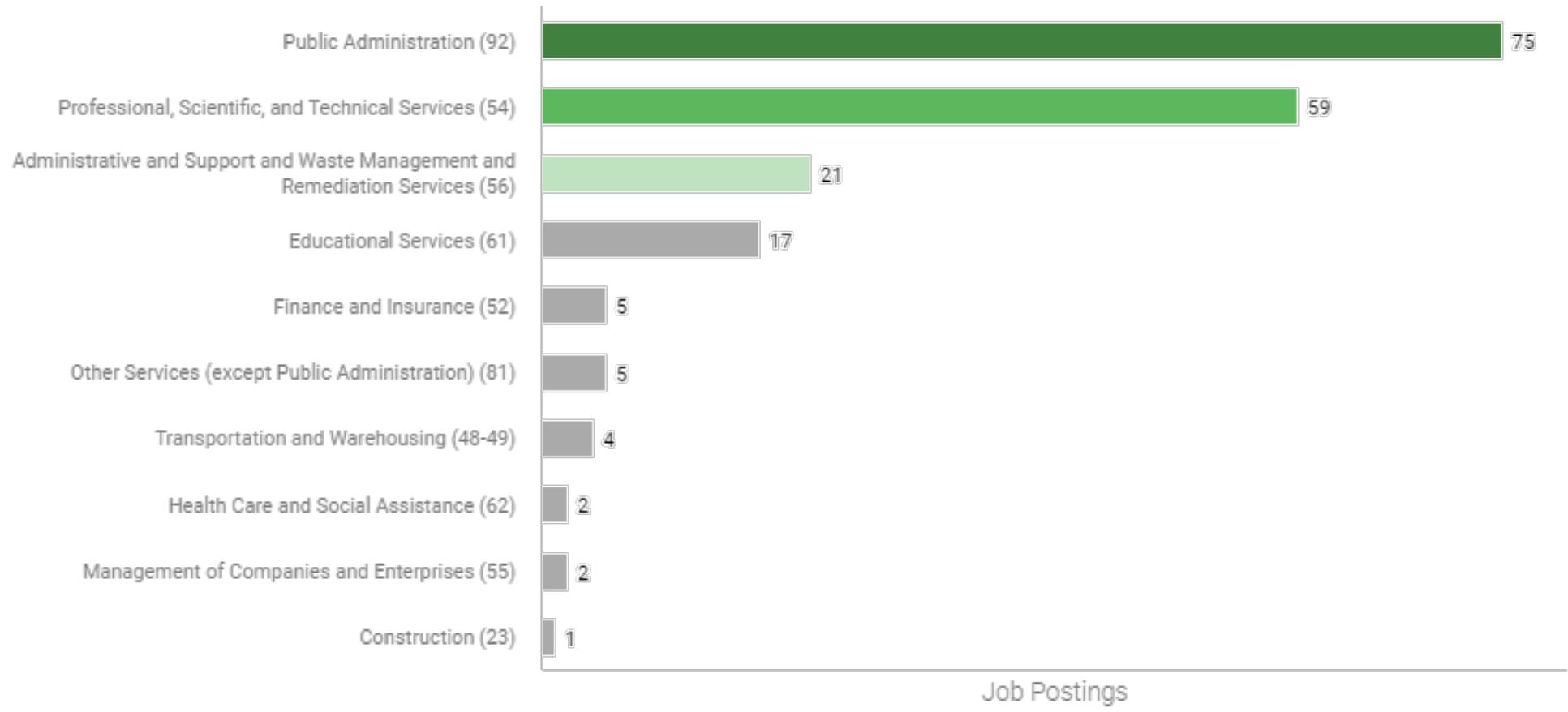
Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting Last 12 months	Projected Growth 2 Years	Location Quotient
Writing	Baseline	NA		67		0.6 ▼
Communication Skills	Baseline	NA		66		0.8 ▼
Data Entry	Specialized	Necessary		55		2.0 ▲
Research	Baseline	NA		52		0.6 ▼
Organizational Skills	Baseline	NA		51		0.8 ▼
Legal Research	Specialized	Defining		44		0.4 ▼
Customer Service	Specialized	Necessary		44		1.8 ▲
Microsoft Office	Software and Baseline	NA		43		1.1 ▬
Computer Literacy	Baseline	NA		40		0.9 ▬
Legal Documentation	Specialized	Defining		40		0.8 ▼
Detail-Oriented	Baseline	NA		38		0.7 ▼
Spanish	Baseline	NA		37		2.1 ▲
Litigation	Specialized	Defining		35		0.6 ▼
Word Processing	Software and Programming	NA		33		1.5 ▲
Written Communication	Baseline	NA		32		1.5 ▲
Bilingual	Baseline	NA		31		2.4 ▲
Typing	Baseline	NA		30		1.3 ▲
Legal Document Composition	Specialized	Necessary		30		0.9 ▬
Copying	Specialized	NA		29		1.8 ▲
Microsoft Excel	Software and Programming	NA		27		0.7 ▼
English	Baseline	NA		27		

						1.7
Case Management	Specialized	NA		26		1.5
Mailing	Specialized	NA		26		1.9
Cold Calling	Specialized	NA		26		3.5
Record Keeping	Specialized	NA		25		1.8
Building Effective Relationships	Baseline	NA		24		1.5
Multi-Tasking	Baseline	NA		23		0.7
General Office Duties	Specialized	NA		23		2.3
Time Management	Baseline	NA		22		1.2
Spreadsheets	Specialized	NA		20		1.1
Filing	Specialized	NA		19		0.8
Secretarial Skills	Specialized	NA		19		3.5
Microsoft Word	Software and Programming	NA		17		0.5
Physical Abilities	Baseline	NA		17		1.0
Administrative Support	Specialized	NA		17		1.0
Customer Contact	Specialized	NA		17		1.2
Telephone Skills	Baseline	NA		15		1.2
Problem Solving	Baseline	NA		15		1.3
Legal Document Preparation	Specialized	Distinguishing		15		0.8
Warrants	Specialized	NA		15		3.3
Memoranda Preparation	Specialized	Necessary		14		0.4
Statistical Reporting	Specialized	NA		14		4.5
Meeting Deadlines	Baseline	NA		13		0.8
Teamwork / Collaboration	Baseline	NA		13		0.9
Health Insurance Portability and Accountability Act (HIPAA)	Specialized	NA		13		1.8
Witness Interviews	Specialized	NA		12		2.2
Oral Communication	Baseline	NA		11		0.7
Sorting	Specialized	NA		11		2.3
Scheduling	Specialized	NA		10		0.5
Java Server Pages (JSP)	Software and Programming	NA		10		0.7

Employers & Industries

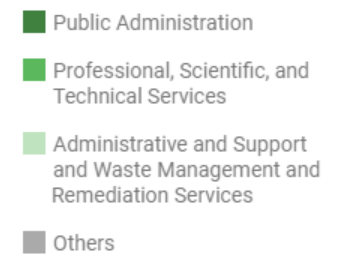
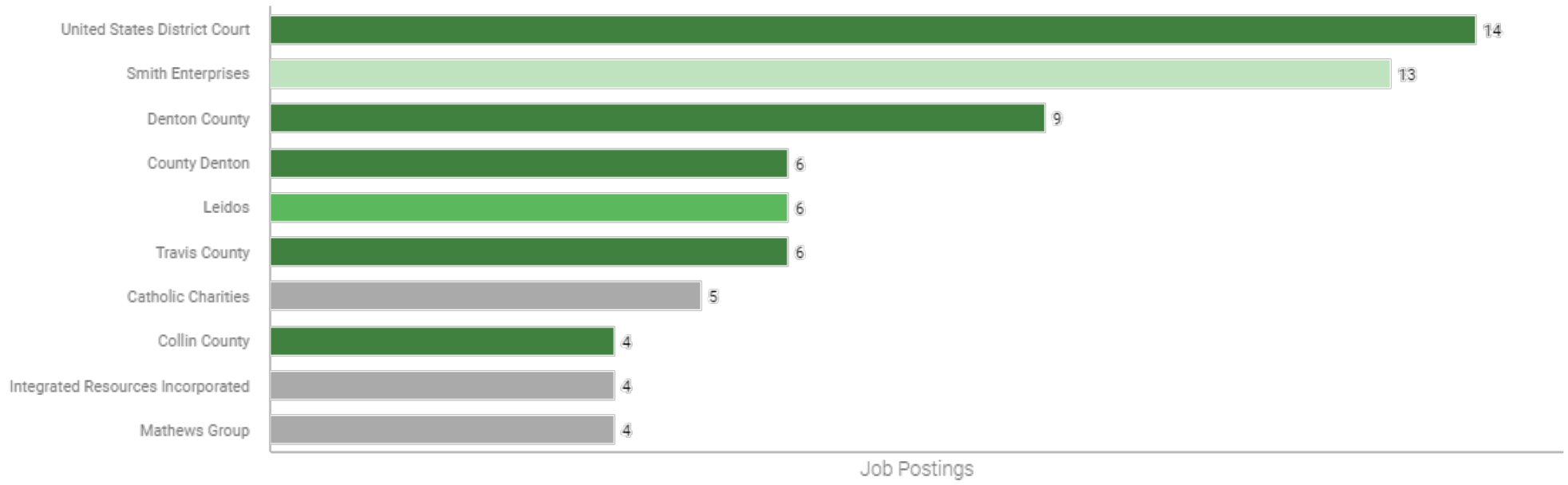
Top Industries

2digit

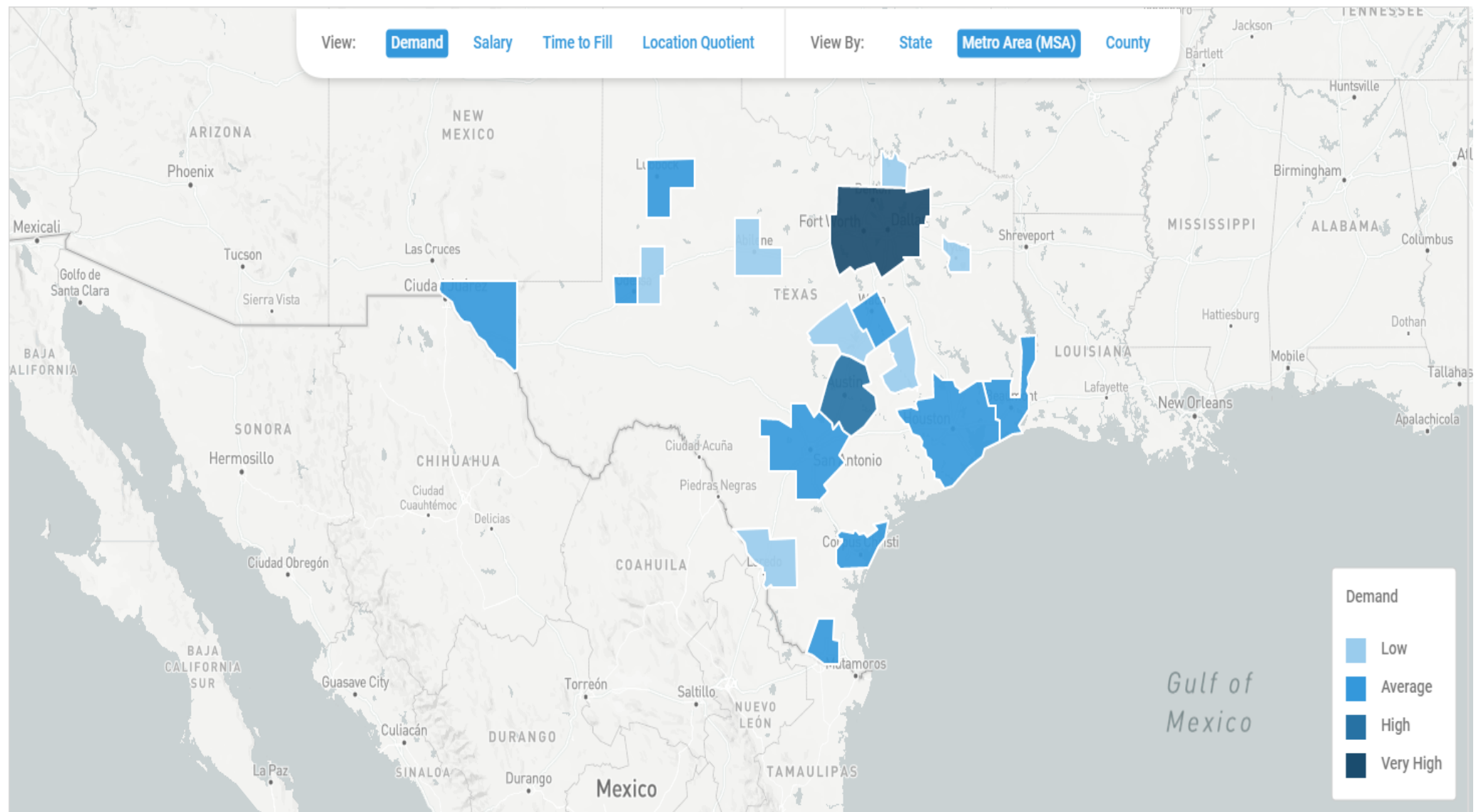


Top Employers

-



Top Locations



State	Job Postings Last 12 months	Median Salary	Time to Fill Days	Location Quotient
Dallas-Fort Worth-Arlington, TX	86	\$32k	30	1.1 ▾
Austin-Round Rock, TX	48	\$42k	32	2.1 ▴
Houston-The Woodlands-Sugar Land, TX	47	\$40k	27	0.7 ▾
San Antonio-New Braunfels, TX	20	\$40k	30	0.9 ▾
Corpus Christi, TX	8	\$37k	31	1.7 ▴
McAllen-Edinburg-Mission, TX	7	\$29k	38	1.2 ▾
Waco, TX	7	\$36k	31	2.6 ▴
Odessa, TX	5	\$31k	41	2.7 ▴
El Paso, TX	4	\$33k	26	0.6 ▾
Lubbock, TX	4	\$39k	28	1.2 ▾
Beaumont-Port Arthur, TX	3	\$30k	27	0.8 ▾
Sherman-Denison, TX	3	\$91k	16	2.7 ▴
Tyler, TX	3	\$100k	21	1.2 ▾
Abilene, TX	2	\$56k	19	1.2 ▾
Killeen-Temple, TX	2	\$38k	23	0.6 ▾
Laredo, TX	2	\$28k	26	0.8 ▾
College Station-Bryan, TX	1	\$49k	26	0.4 ▾
Midland, TX	1	\$43k	36	0.4 ▾

Related Jobs

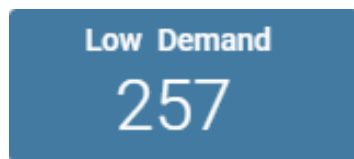
Law Clerk at a Glance

Salary



Job Postings

Last 12 Months

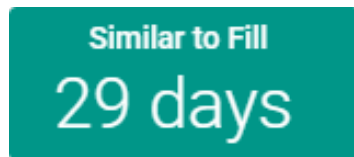


Projected Growth

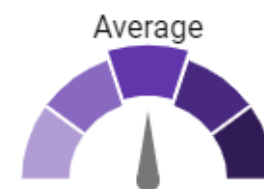
10 Years



Time To Fill

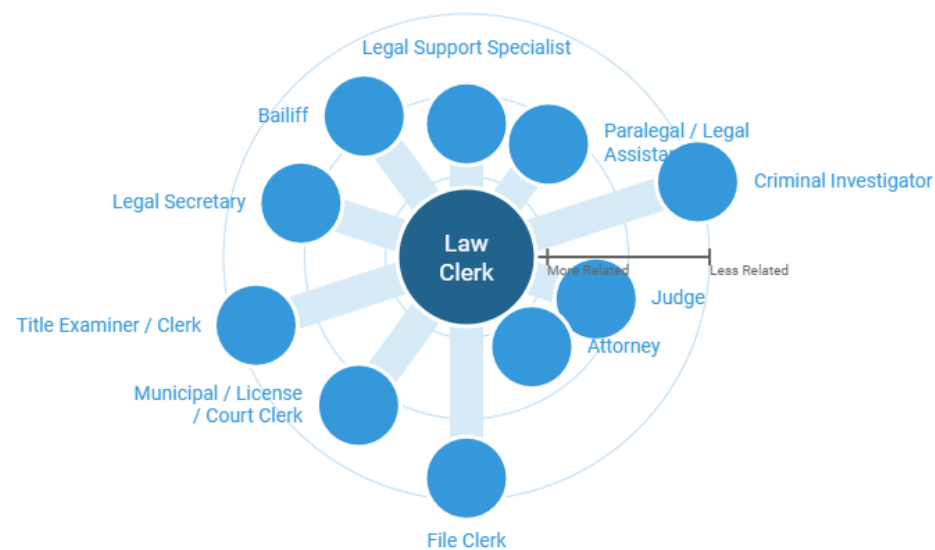


Location Quotient



Source: Burning Glass analysis of Bureau of Labor Statistics and state projections

Related Jobs



Occupation Analysis - Office Technician / Typist

Uses a computer and word processing software, or a typewriter, to type reports, correspondence and other documents in the office of a company or organization. Transcribes and types meeting discussions or reports that have been recorded.

Common job titles: Office Technician Typing, Clerk Typist, Transcriber For Law Enforcement Audios Remote, Document Processor, Law Enforcement Transcriber

Active Selections: Archer, TX, Baylor, TX, Cottle, TX, Foard, TX, Hardeman, TX, Jack, TX, Montague, TX, Wichita, TX, Wilbarger, TX, Young, TX, Clay, TX, Office Technician / Typist

Overview

Job Metrics

Job Postings

Last 12 Months

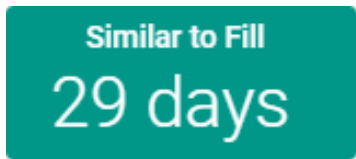


Projected Growth

10 Years



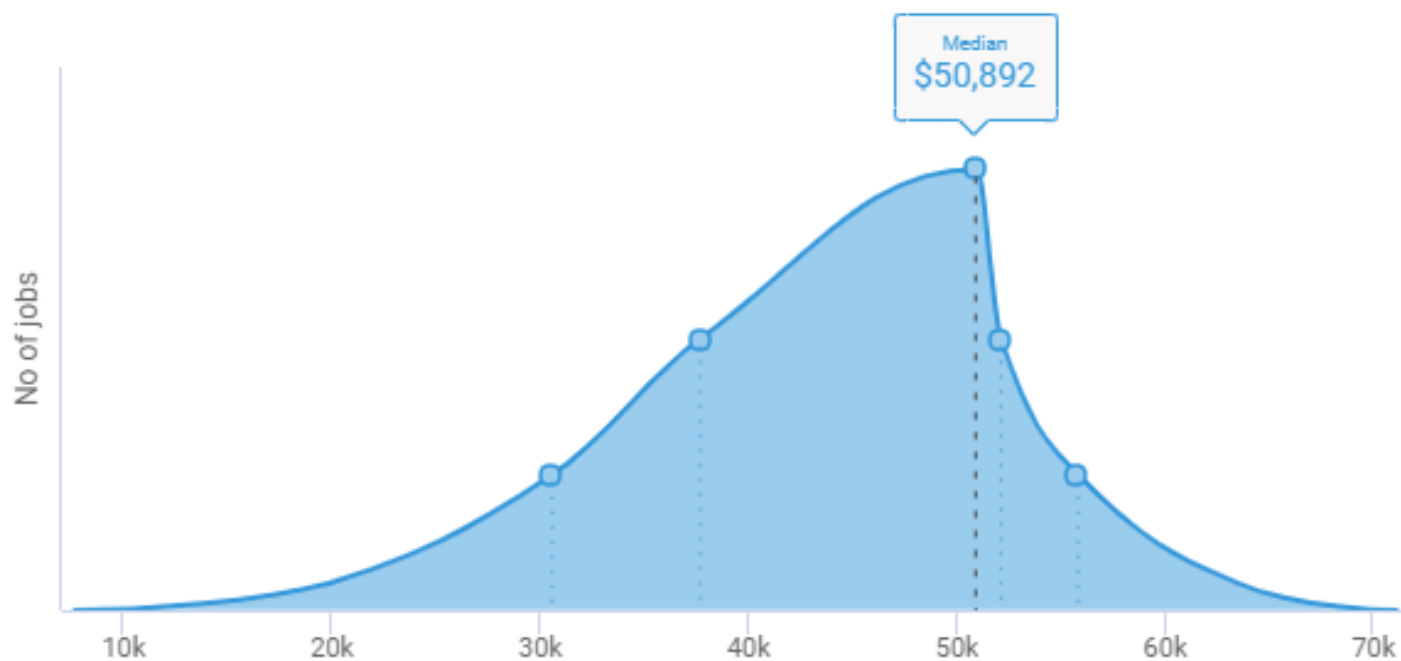
Time To Fill



Location Quotient



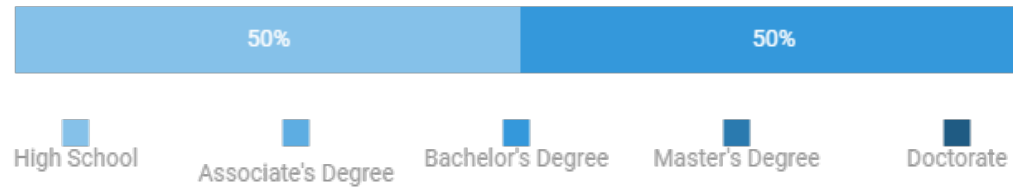
Salary Overall



Job Qualifications

No experience data available for this report with your selected filters.

Education Level



Certification

Frequency Requested

Occasionally

Sometimes

Often

Cdl Class C



Top Skills

Specialized Skills

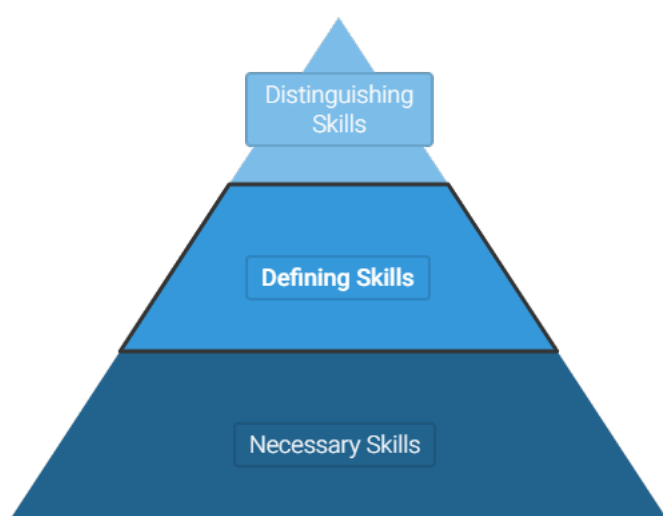
Transcription
Law Enforcement
Data Entry
Customer Service
Proofreading
Record Keeping
Spreadsheets

Baseline Skills

Microsoft Excel
Typing
Computer Literacy
Organizational Skills
Writing
Multi-Tasking
Telephone Skills

Skills Explorer

Occupational Skills for Office Technician / Typist







An occupation's Defining skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.

Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting Last 12 months	Projected Growth 2 Years	Location Quotient
Transcription	Specialized	Defining	✓	9		3.7
Law Enforcement	Specialized	Defining		9		4.8
Data Entry	Specialized	Defining		1	+0.2%	1.0
Proofreading	Specialized	Defining	✓	1		1.9

[Learn more](#) about Occupational Skill Categories

Top Requested Skills for Office Technician / Typist

Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting Last 12 months	Projected Growth 2 Years	Location Quotient
Transcription	Specialized	Defining	✓	9		3.7
Law Enforcement	Specialized	Defining		9		4.8
Microsoft Excel	Software and Baseline	NA		2		1.5
Typing	Baseline	NA		1		0.4
Computer Literacy	Baseline	NA		1		1.0
Organizational Skills	Baseline	NA		1		1.0
Writing	Baseline	NA		1		1.4
Multi-Tasking	Baseline	NA		1		1.7
Telephone Skills	Baseline	NA		1		2.2
Editing	Baseline	NA		1		2.3
Building Effective Relationships	Baseline	NA		1		2.7
Data Entry	Specialized	Defining		1	+0.2%	1.0
Customer Service	Specialized	Necessary		1	+16.1%	1.2
Proofreading	Specialized	Defining	✓	1		1.9
Record Keeping	Specialized	NA		1		2.5
Spreadsheets	Specialized	NA		1		2.6
Administrative Support	Specialized	NA		1		3.3
Secretarial Skills	Specialized	Distinguishing		1		3.5
Quality Assurance and Control	Specialized	NA		1		4.8
Calculation	Specialized	NA		1		

						6.7 
Budgeting	Specialized	NA		1		8.8 
Note Taking	Specialized	NA		1		9.6 
Purchasing	Specialized	NA		1		11.6 

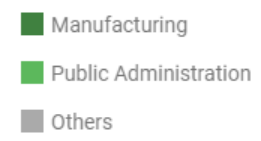
Employers & Industries

Top Industries

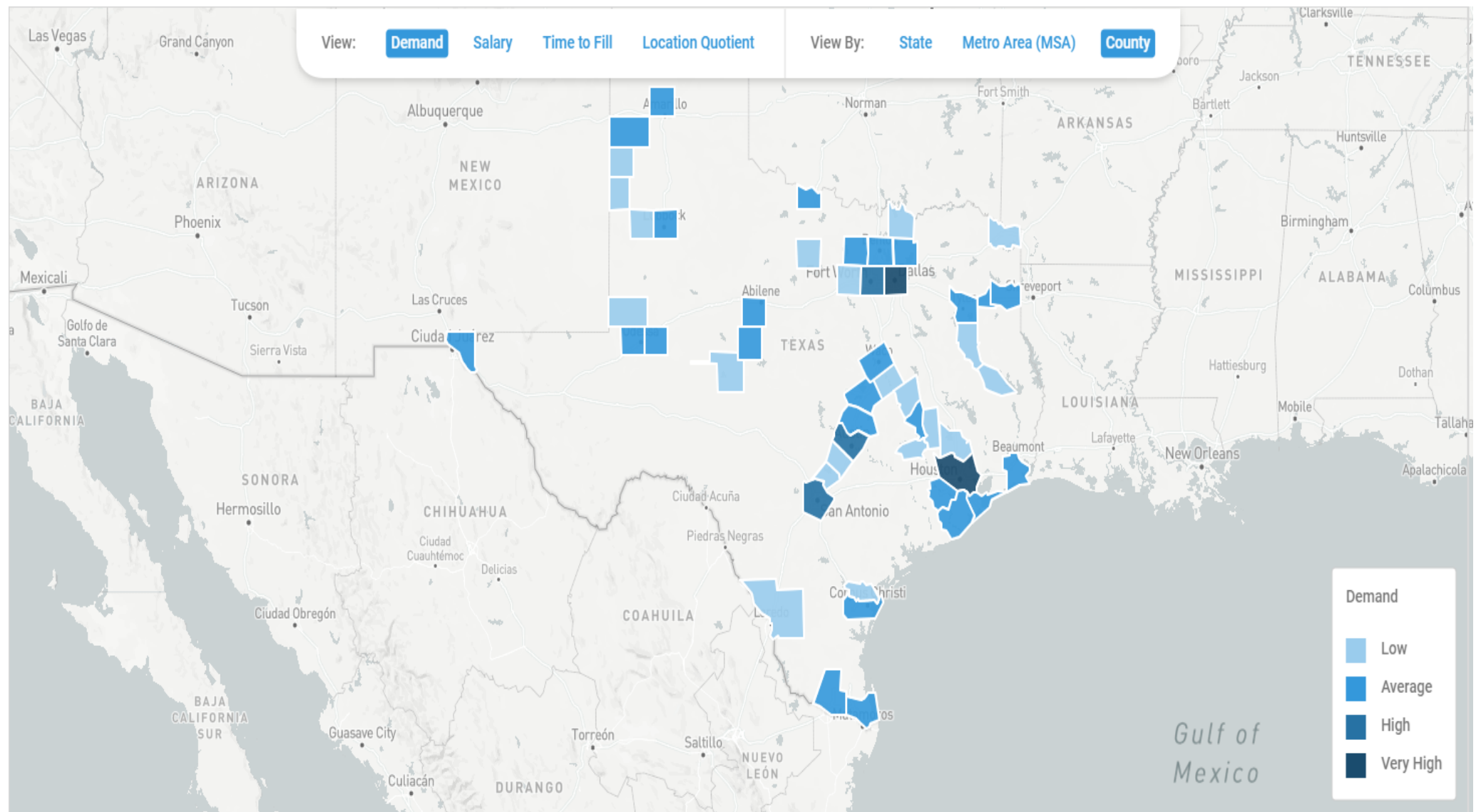
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Top Employers



Top Locations



State	Job Postings Last 12 months	Median Salary	Time to Fill Days	Location Quotient
Dallas, TX	148	\$32k	28	1.1 ↔
Harris, TX	95	\$42k	28	0.5 ↘
Travis, TX	80	\$38k	28	1.4 ↗
Bexar, TX	67	\$33k	28	1.0 ↔
Tarrant, TX	57	\$33k	28	0.8 ↘
El Paso, TX	34	\$33k	28	1.4 ↗
Collin, TX	21	\$37k	28	0.7 ↘
McLennan, TX	16	\$46k	28	1.8 ↗
Hidalgo, TX	14	\$39k	28	0.7 ↘
Jefferson, TX	14	\$53k	28	1.3 ↗
Taylor, TX	13	\$26k	28	2.6 ↗
Bell, TX	11	\$44k	28	1.1 ↔
Denton, TX	10	\$30k	28	0.5 ↘
Wise, TX	10	\$23k	28	5.6 ↗
Cameron, TX	9	\$44k	28	0.8 ↘
Lubbock, TX	9	\$46k	28	0.8 ↘
Williamson, TX	9	\$43k	28	0.7 ↘
Midland, TX	8	\$37k	28	1.1 ↔
Smith, TX	8	\$44k	28	1.0 ↔

Wichita, TX	8	\$52k	28	1.8
Galveston, TX	7	\$51k	28	0.8
Fort Bend, TX	6	\$47k	28	0.4
Harrison, TX	6	\$44k	28	2.9
Nueces, TX	6	\$39k	28	0.4
Potter, TX	6	\$36k	28	0.9
Brazoria, TX	5	\$47k	28	0.6
Ector, TX	5	\$44k	28	0.8
Gregg, TX	5	\$44k	28	0.8
Runnels, TX	5	\$51k	28	20.8
Brazos, TX	4	\$28k	28	0.5
Deaf Smith, TX	4	\$68k	28	6.3
Falls, TX	4	\$52k	28	15.5
Hays, TX	4	\$46k	28	0.8
Hockley, TX	4	\$55k	28	4.6
Andrews, TX	3	\$42k	28	4.7
Robertson, TX	3	\$30k	28	9.1
Webb, TX	3	\$45k	28	0.4
Young, TX	3	\$50k	28	5.1
Bailey, TX	2	\$51k	28	9.5
Bowie, TX	2	\$42k	28	0.6
Parker, TX	2	\$34k	28	0.7
Parmer, TX	2	\$51k	28	4.3
San Patricio, TX	2	\$38k	28	1.3
Tom Green, TX	2	\$47k	28	0.5
Washington, TX	2	\$40k	28	1.6
Angelina, TX	1	\$29k	28	0.3
Cherokee, TX	1	\$48k	28	0.8
Comal, TX	1	\$25k	28	0.2
Grayson, TX	1	\$27k	28	0.3
Grimes, TX	1	\$34k	28	1.5
Montgomery, TX	1	\$32k	28	0.1

Related Jobs

Office Technician / Typist at a Glance

Salary



Job Postings

Last 12 Months

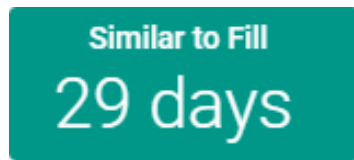


Projected Growth

10 Years



Time To Fill

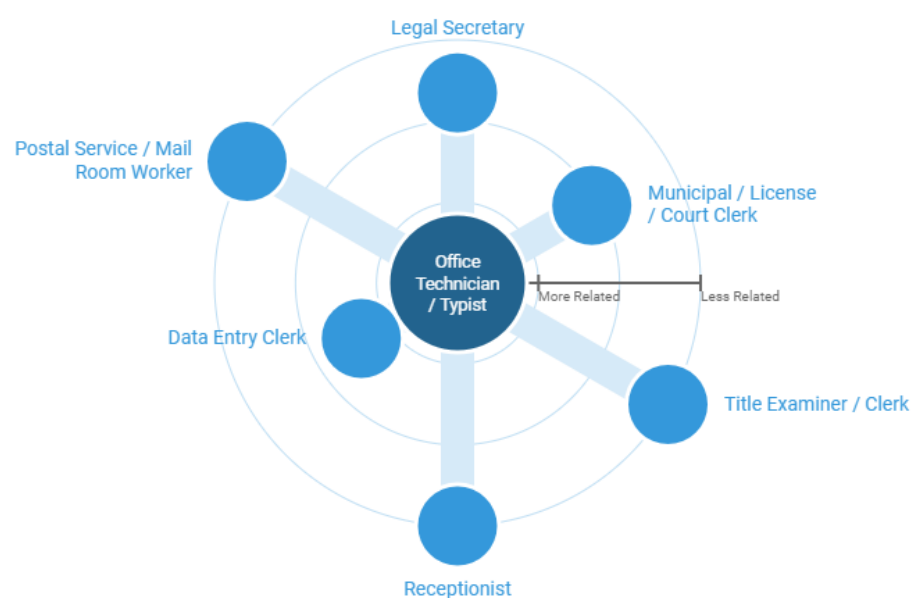


Location Quotient



Source: Burning Glass analysis of Bureau of Labor Statistics and state projections

Related Jobs



Christina Feldman

From: David Washburn <davidwashburnlmt@gmail.com>
Sent: Monday, July 20, 2020 3:52 PM
To: Christina Feldman
Subject: Letter of Support/WIOA/NTWB

CAUTION: This email originated from outside of Vernon College. Do not click links or open attachments unless you have verified the sender and know the content is safe.

This message originated from outside your organization

To: North Texas Workforce Board

I live in Wichita Falls, Texas. I am licensed in Texas as a Massage Therapist. I have been a massage therapist for 28 years. Starting out in my career, I was fortunate to be in another Texas city where massage was rapidly growing in popularity and respect, and as a member of national and state massage associations, I have followed the expansion of this industry with great interest. I am writing regarding the creation of a massage therapy training program at Vernon College.

I believe the following factors support the need for such a program.

1. While I don't have specific numbers to cite, I am aware that quite a few Massage Therapy Schools that once operated in the North Texas area have recently closed. These include schools in Abilene, and the DFW metroplex, and of course, the one in Wichita Falls. I am unaware of any new schools opening in the vicinity. I have heard from more than one colleague who has been asked where the nearest massage school is located. The resources available for affordable entry-level education are presently located no nearer than 2.5 hours away.

2. Over the past 11 years that I have practiced and taught massage therapy in the North Texas area, I have maintained a mailing list of massage therapists in the local area to inform them of the Continuing Education classes I offer. For a time, that list of licensees had slowly grown. Fairly recently (since 2017) that trend has reversed, and today the number of area licensees has declined by approximately twenty five percent.

3. When I moved here in 2009, there was no state licensing in Oklahoma, and a significant number of massage therapists residing in southern Oklahoma acquired and maintained Texas licensure in order to enhance their professional standing, and some of them would find employment on this side of the Red River. Oklahoma instituted a licensing program four years ago. Fewer Oklahoma massage therapists are obtaining Texas licensure, and I believe fewer of them are in the pool of potential employees in Texas massage businesses.

4. My personal impression of the demand for massage therapy in the immediate area is that it has grown. I haven't measured this directly, but my own practice (up until the pandemic shutdown), even without marketing efforts, has remained steady and the practices

of my colleagues seem to remain full with little concern about competition. Both I and many colleagues experience periods of being booked weeks out, and of turning away new requests for appointments. I am confident that there is considerable unmet demand for massage therapy services. Local residents would benefit by having more trained and licensed massage therapists in our North Texas area.

I hope this information can help in documenting the need for a massage therapy training program at Vernon College.

David Washburn
Licensed Massage Therapist
Licensed Massage Therapy Instructor

Christina Feldman

From: Joan-Elise Horwitz <tenmom3@gmail.com>
Sent: Tuesday, July 28, 2020 7:51 AM
To: Christina Feldman
Subject: Re: Vernon College Massage Therapy

CAUTION: This email originated from outside of Vernon College. Do not click links or open attachments unless you have verified the sender and know the content is safe.

This message originated from outside your organization

Dear Christina,
Attention : North Texas Workforce Board

I apologize for the delay in responding... I want to express my thoughts on a need for a Massage Therapy Educational program here in Wichita Falls. It has been nearly 20 years since I attended Massage school here in Wichita Falls and probably 10 years since there has been any formal Massage school program here. As a licensed massage therapist, continuing education is required and this means most people do this through online classes or with David Washburn... This is a rather limited base and yet it is such a broad and beneficial fieldAs a massage therapist, I have helped many people eliminate or reduce their pain, improve function, and avoid and/or heal from surgery. Wouldn't it be amazing to educate more people in Massage Therapy to help our community... not only on the client end but to produce students knowledgeable in this field who could practice here? The closest massage program is in Lawton and then, if I understand correctly, students have to seek licensing in TX in addition to OK. Why not have a TX program here and keep the interested massage school students contributing to our local economy! There is also no cohesive group or organization here for Licensed Massage Therapists and I think this is a direct result of not having a program here anymore. There is room for much improvement in the educational side of Massage Therapy and how we fit into the community. A local program could again bridge this gap!

Respectfully,
Joan Horwitz, LMT

On Thu, Jul 16, 2020 at 9:44 AM Christina Feldman <nfeldman@vernoncollege.edu> wrote:

Greetings local professionals,

Occupation Analysis - Massage Therapist

Uses massage to relieve tension, pain, and other ailments in patients, and promote general well-being. May specialize in a certain type of massage, such as deep-tissue or sports massage. May be self-employed or work in a private practice, spa, fitness center, or medical or chiropractic care facility.

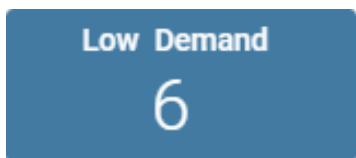
Common job titles: Massage Therapist, Licensed Massage Therapist, Licensed Massage Therapist Lmt, Certified Massage Therapist, Skin Therapist

Active Selections: Archer, TX, Baylor, TX, Cottle, TX, Foard, TX, Hardeman, TX, Jack, TX, Montague, TX, Wichita, TX, Wilbarger, TX, Young, TX, Clay, TX, Massage Therapist

Overview

Job Metrics

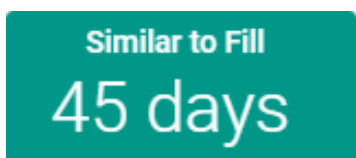
Job Postings
Last 12 Months



Projected Growth
10 Years



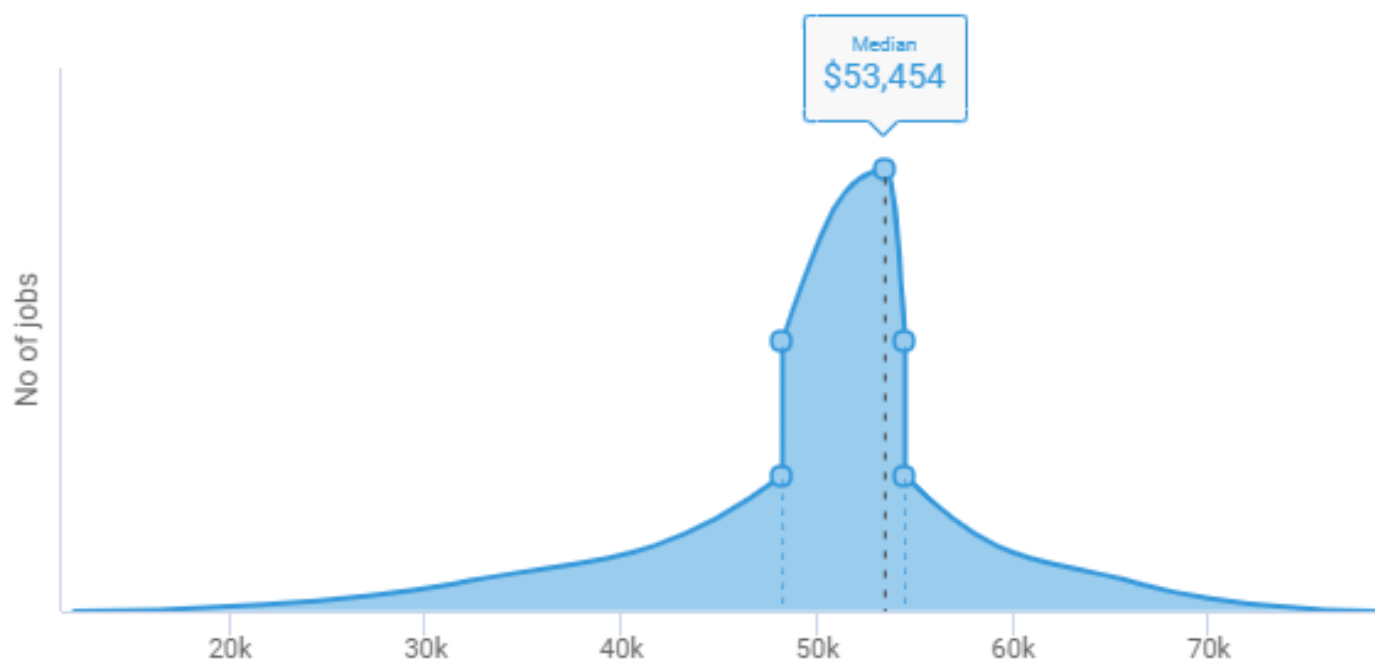
Time To Fill



Location Quotient



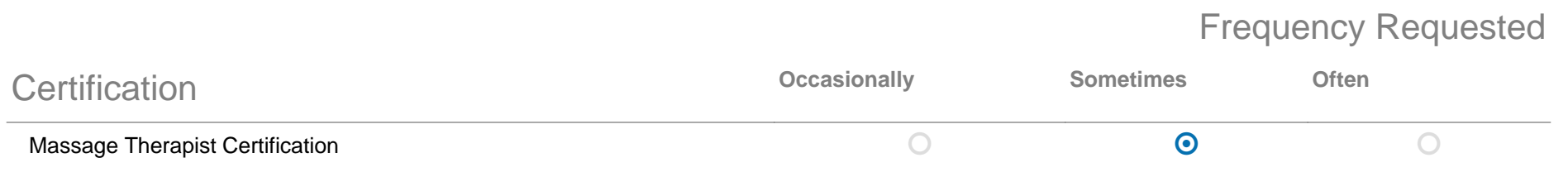
Salary Overall



Job Qualifications

No experience data available for this report with your selected filters.

No education data available for this report with your selected filters.



Top Skills

Specialized Skills

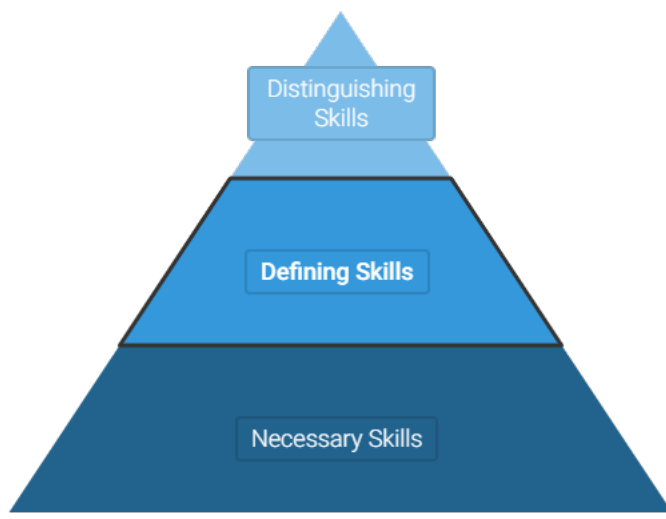
Massage
Massage Therapy
Deep Tissue Massage
Hot Stone Massage
Therapeutic Massage

Baseline Skills

Range of Motion

Skills Explorer

Occupational Skills for Massage Therapist



An occupation's Defining skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.

Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting Last 12 months	Projected Growth 2 Years	Location Quotient
Massage	Specialized	Defining		6	-4.1%	0.4
Massage Therapy	Specialized	Defining		6	-7.1%	0.4
Deep Tissue Massage	Specialized	Defining		2	+17.0%	0.5
Hot Stone Massage	Specialized	Defining		2		1.7

[Learn more](#) about Occupational Skill Categories

Top Requested Skills for Massage Therapist

Skill	Skill Type	Occupational Skills Category	Salary Premium	Job Postings Requesting Last 12 months	Projected Growth 2 Years	Location Quotient
Massage	Specialized	Defining		6	-4.1%	0.4
Massage Therapy	Specialized	Defining		6	-7.1%	0.4
Deep Tissue Massage	Specialized	Defining		2	+17.0%	0.5
Hot Stone Massage	Specialized	Defining		2		1.7
Range of Motion	Baseline	NA		1		5.6
Therapeutic Massage	Specialized	Distinguishing		1		1.4

Employers & Industries

Top Industries

2digit



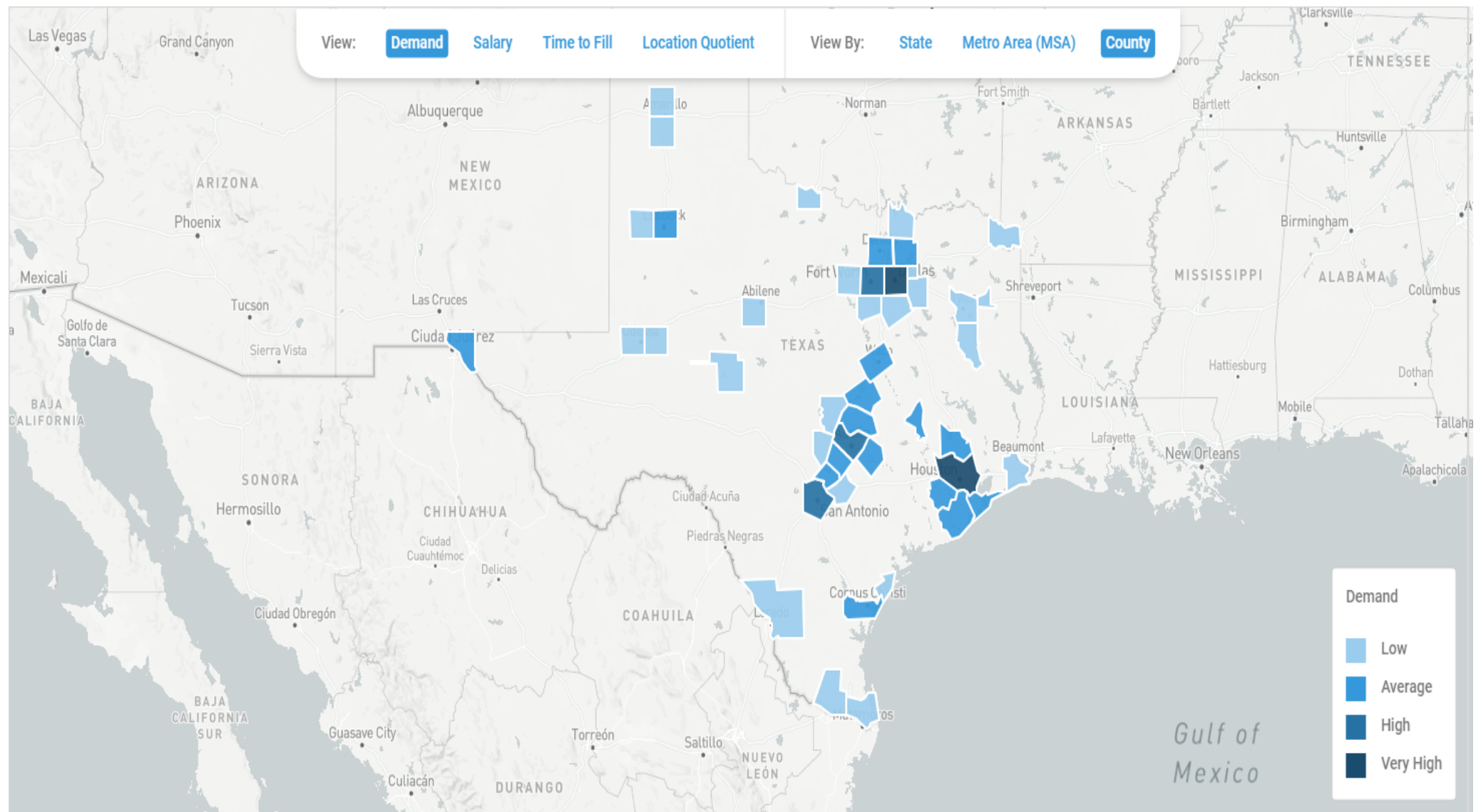
Top Employers

-































- Other Services (except Public Administration)
- Others

Top Locations



State	Job Postings Last 12 months	Median Salary	Time to Fill Days	Location Quotient
Dallas, TX	405	\$44k	42	1.4 ▲
Harris, TX	287	\$47k	42	0.7 ▼
Travis, TX	265	\$43k	42	2.2 ▲▲
Tarrant, TX	236	\$47k	42	1.6 ▲▲
Bexar, TX	225	\$41k	42	1.5 ▲
Collin, TX	121	\$48k	42	1.9 ▲▲
Denton, TX	111	\$45k	42	2.8 ▲▲
Williamson, TX	110	\$46k	42	4.1 ▲▲
Fort Bend, TX	40	\$50k	42	1.3 ▲
El Paso, TX	39	\$46k	42	0.8 ▼
Galveston, TX	34	\$42k	42	1.8 ▲▲
Montgomery, TX	31	\$50k	42	1.0 ▬
Nueces, TX	27	\$44k	42	0.9 ▬
McLennan, TX	26	\$46k	42	1.4 ▲
Lubbock, TX	22	\$44k	42	0.9 ▬
Bell, TX	18	\$50k	42	0.9 ▬
Hays, TX	18	\$46k	42	1.7 ▲▲
Comal, TX	17	\$48k	42	1.9 ▲▲
Brazos, TX	16	\$46k	42	0.9 ▬

Bastrop, TX	15	\$43k	42	5.1 
Brazoria, TX	15	\$43k	42	0.8 
Guadalupe, TX	14	\$50k	42	2.3 
Smith, TX	14	\$44k	42	0.8 
Midland, TX	13	\$51k	42	0.8 
Hidalgo, TX	11	\$43k	42	0.3 
Cameron, TX	10	\$44k	42	0.4 
Gregg, TX	9	\$50k	42	0.6 
Jefferson, TX	8	\$55k	42	0.4 
Ellis, TX	6	\$52k	42	0.7 
Rockwall, TX	6	\$50k	42	1.3 
Wichita, TX	6	\$53k	42	0.6 
Johnson, TX	4	\$42k	42	0.5 
Kaufman, TX	4	\$39k	42	0.8 
Potter, TX	4	\$34k	42	0.3 
Taylor, TX	4	\$46k	42	0.4 
Webb, TX	4	\$54k	42	0.2 
Ector, TX	3	\$46k	42	0.2 
Aransas, TX	2	\$44k	42	1.8 
Blanco, TX	2	\$49k	42	3.8 
Burnet, TX	2	\$38k	42	0.8 
Cherokee, TX	2	\$41k	42	0.8 
Parker, TX	2	\$45k	42	0.3 
Bowie, TX	1	\$25k	42	0.1 
Grayson, TX	1	\$40k	42	0.1 
Hockley, TX	1	\$52k	42	0.5 
Randall, TX	1	\$40k	42	0.2 
Tom Green, TX	1	\$36k	42	0.1 

Related Jobs

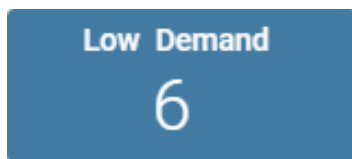
Massage Therapist at a Glance

Salary



Job Postings

Last 12 Months

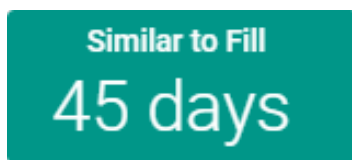


Projected Growth

10 Years



Time To Fill

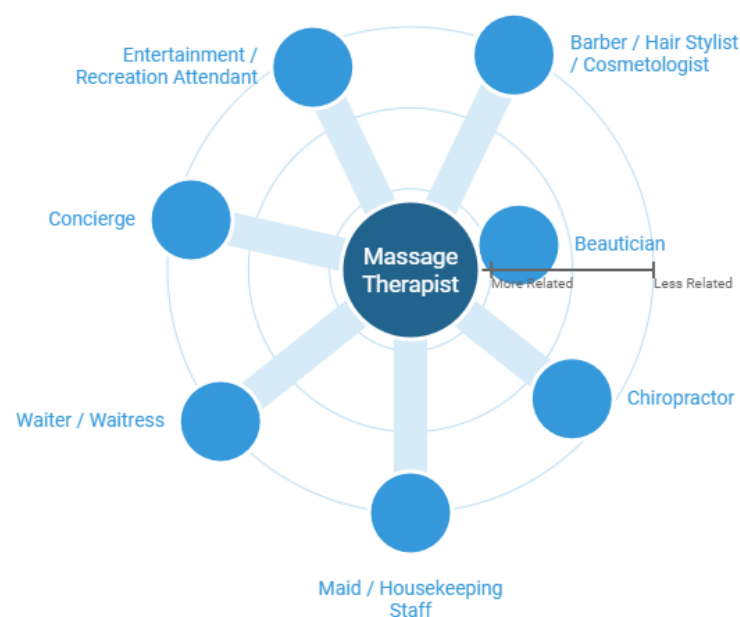


Location Quotient



Source: Burning Glass analysis of Bureau of Labor Statistics and state projections

Related Jobs



WORKFORCE SOLUTIONS NORTH TEXAS ELIGIBLE TRAINING PROVIDER (ETP) POLICY

DATE: July 17, 2020

TO: Interested Parties

FROM: Lisa McDaniel, Executive Director, Workforce Solutions North Texas Board

SUBJECT: Eligible Training Provider System Policies

PURPOSE:

To provide the contractors, vendors, and training providers of Workforce Solutions North Texas Board (WSNT or “Board”) with the Board’s policies for:

- Target Occupations List;
- Training provider eligibility and performance requirements;
- Procedure for requesting to add programs to the Statewide Eligible Training Provider List;
- Approval of training provider program requests;
- The local appeals process; and
- Other related policies.

REFERENCES (including all changes and updates):

- [WIOA Law Text](#)
- [40 TAC Chapter 841](#)
- WD 05-19, Workforce Innovation and Opportunity Act, Eligible Training Provider Program, Eligibility Criteria, and Performance Expectations
- WD Letter 12-19, Funding Training Programs Outside of LWDAs through ITAs
- WD Letter 14-19, Workforce Innovation and Opportunity Act: Individual Training Accounts and Training Contracts
- WD Letter 17-19, Registered Apprenticeship Training Programs and the Eligible Training Provider List
- WD Letter 29-19, Statewide Eligible Training Provider List
- [Texas Education Code Section 61.003](#)
- [Texas Education Code Chapter 132](#)

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA) federal and state rules, Local Workforce Development Boards are required to identify and review lists of in-demand occupations, and in-demand industries as well as maintain a target occupation list.

Customers who receive training services using Individual Training Accounts (ITAs) must select training providers from the Texas Workforce Commission (TWC) Statewide List of Eligible Training Providers (Statewide List or ETPL), which is guided by the combined statewide list of target occupations from all 28 boards. Training providers are required to submit requests to workforce

boards for training programs they would like to add to the Statewide List. Requests that receive board approval are then reviewed by TWC for approval (certification) and subsequent addition to the Statewide List.

This policy change was approved by a vote of the WSNT Board on 8/27/2020.

POLICIES/PROCEDURES:

A. Review The Demand Occupations Report (DO Report)

A demand occupation is an occupation that leads to self-sufficiency and that currently has or is projected to have a high number of openings. The Board reviews a Demand Occupations Report from Labor Market and Career Information (LMCI) department at TWC, in part, because it is the first step in developing the Target Occupations List. The Target Occupations List determines which types of training programs the Board will fund with federal (Workforce Innovation and Opportunity Act/WIOA) dollars.

In order to be considered from the Demand Occupations Report, an occupation must pay the Board's designated Self-Sufficiency Wage. In addition, the Board considers various labor market data, such as the following, when evaluating occupations.

- **Hiring**—How much hiring is projected? Ideally, the occupation will have projected annual openings of at least 60 per year. This is a count of total demand, which includes openings from growth (expansion/new positions created) and replacement (exits and transfers of workers).
- **Current Unemployment**—The occupation should have an unemployment rate below that of the overall area unemployment rate. This criterion should take into consideration the seasonal nature of the occupation.
- **Recent Hiring Trends**—How many postings were listed for the occupation in the previous 12 months? Does the source indicate a lot of hiring for this occupation? This criterion should take into consideration the hiring practices and methods typical of employers for the occupation in question (do those employers tend to post openings in public job recruitment sites?). It should also consider the seasonality of the occupation.
- **Anticipated Growth**—What is the growth projection? Ideally, the occupation will have an annual average growth projection of at least 1% and/or a 10-year growth projection of at least 10%.

These criteria are considered in tandem and may be evaluated with other data such as the average number of days to fill a position or the current number of openings in WorkInTexas.

Note: All of this is evaluated together with the local knowledge board staff has regarding the labor market. Staff communicates regularly with individual employers, employer associations, chambers, training partners, area independent school districts, and economic development entities to stay abreast of labor market needs, such as emerging, expanding, or declining occupations; skill gaps; and expanding/contracting industries.

It is also important to note that occupations may be included for reasons other than being in high demand. Some occupations/training programs may be part of a special partnership or grant initiative with Texas Workforce Commission (TWC). Federal legislation also allows boards to include “emerging” occupations, even though data may be limited to determine the eventual scope

of the new function. Emerging occupations are those whose requisite knowledge, skills, and abilities are not defined by occupations in current occupational coding structures (i.e., Standard Occupational Classification) or career planning guides. Basically, these are new occupations in the workforce: new titles with new skills. New occupations develop when employers need workers to do tasks that have never been done before—managing websites in the early 1990s, or repairing wind towers in the 2000s, for example. Workers in existing occupations may add these new tasks to their jobs, sometimes creating a specialty. However, if the needed task is sufficiently different and becomes the primary job of enough workers, the specialty grows to be an occupation in its own right.

The Board reviews occupations that are included on the Demand Occupations Report before presenting changes to the Targeted Occupations List for the Outreach Committee to consider and subsequently to the full Board for consideration.

B. The Target Occupations List (TOL)

A target occupation meets demand occupation criteria, and is also an occupation the Board targets for Workforce Innovation and Opportunity Act (WIOA) training funds. Occupations are targeted based on their training needs, as well as meeting the following policies regarding the use of training funds.

- The occupation must require formal training.
- The training must result in a certificate or credential or deliver a demonstrated skill.

An occupation can only be included on the Target Occupations List if it meets the above criteria. Each workforce board's Target Occupations List (and any changes thereto) must be submitted to the Texas Workforce Commission. TWC then combines all of the boards' lists into the Statewide Target Occupations List.

On a case-by-case basis the Board will consider adding occupations that have been determined to have a high potential for sustained demand and growth in this workforce area, based on sufficient and verifiable documentation. Therefore, if a provider wishes to submit a training program that does not represent an occupation on the local or statewide Target Occupations List, the provider must present documentation to support the following items:

1. Justification for including the occupation on the Target List (e.g., new industry moving into the area),
2. Projected growth in the workforce area for the next three years,
3. Number of projected annual job openings in the area,
4. Average entry wage in the workforce area, and
5. Job qualifications/training requirements.

Upon consideration of the request and accompanying documentation, the Board will determine whether to add the occupation to the list. Acceptable documentation includes any of the following:

1. Recent economic statistics (labor market information);
2. Information/letter(s) provided by employer(s);
3. Posted job openings;
4. Newspaper articles;

5. Information provided by a professional organization(s) related to the occupation or industry;
6. Local employer-based advisory groups; and/or
7. A letter of support from a Board area chamber(s) and/or a community economic development director.

C. The Growth Occupations Report

The Growth Occupations report from LMCI provides guidance on where to invest limited resources—including training dollars and staff time. It also drives focus to sectors that have a significant economic impact as well as workforce impact, and assists in identification of potential industries that should be recruited/assisted with expansion because they are likely to be more successful. An industry sector is included if it:

- Has a substantial current or potential impact (including jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy: and
- Contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.

To determine which industries to include, board staff runs a list of all industries and sorts it from largest to smallest, in terms of the number of individuals employed in the industry. The top 30 are extracted and evaluated for average wages paid. Using the Board-determined “living wage”, board staff remove the industries that do not have average wages at or above that level. With the remaining industries, the following data is examined.

- Hiring—How many positions are projected to be open/filled? Ideally, the industry will have projected annual openings of at least 100 per year. This is a count of total demand, which includes openings from growth (expansion/new positions created) and replacement (exits and transfers of workers).
- Anticipated Growth—What is the growth projection? Ideally, the industry will have an annual average growth projection of at least 1%.
- Connection to Demand Occupations—Does the industry employ workers in occupations on the Demand Occupations Report?
 - Ideally, the top 10 occupations within the industry will include at least 2 or 3 demand occupations and the number of positions will consist of at least 40%-50% in demand occupations.
 - In addition, is this a key industry for any of the Board’s Demand Occupations? If this industry is the primary employer for one or more of the Board’s Demand Occupations, then it is considered a key industry.

These criteria are considered in tandem and may be evaluated with other data such as the industry’s:

- connection to supply chain industries,
- relative share of the area GDP,
- number of establishments, or
- geographic distribution.

Again, all of this is evaluated together with the local knowledge board staff has regarding the labor market. For further information, please see the note in the section on Demand Occupations.

D. Training Provider Eligibility Criteria

Training providers must meet the following criteria for initial and continued eligibility.

1. A provider must be:
 - a. an institution¹ of higher education providing a program that leads to a recognized postsecondary credential;
 - b. an entity that provides Registered Apprenticeship training; or
 - c. a public or private training provider, which may include community-based organizations, joint labor-management organizations, and providers of Adult Education and Literacy (AEL) activities under Title II (if AEL training services are provided concurrently or in combination with occupational skills training, on-the-job training, incumbent worker training, and other training cited under WIOA §680.350).
2. Providers² must be appropriately licensed, regulated, or accredited, or be exempt from regulation under Texas Education Code, Chapter 132, with authorization in a Letter of Exemption from TWC Career Schools and Colleges.
3. Providers must submit the required program and student information requested by TWC, as specified in the ETP Reporting Requirements (located on the [TWC ETP page](#)); however, some data may not be required for new training programs that have never enrolled students.

E. Performance Requirements

As noted above, WIOA requires training providers to submit program information to the state, including information for calculating a program's performance outcomes. TWC uses the information from training providers to submit its mandatory ETP performance report to the US Department of Labor (DOL) and to meet the federal requirements for informed consumer choice.

TWC has removed the minimum performance standards from the criteria for determining the initial and continued eligibility of training providers. Pursuant to TWC's recommendation, the Board has removed its performance requirements until TWC issues additional guidance and technical assistance related to eligibility determinations and reporting for the ETP program.

F. Registered Apprenticeship Programs

Registered Apprenticeship programs are not subject to the same application and performance requirements as other providers because they go through a detailed application and vetting process to become Registered Apprenticeship program sponsors with the US Department of Labor (DOL). TWC will automatically add any Registered Apprenticeship program to the statewide Eligible Training Providers List (ETPL) that:

- is registered with DOL's Office of Apprenticeship Training; and
- notifies TWC of the desire to be included on the statewide ETPL.

Boards are not permitted to participate in the approval process for Registered Apprenticeship programs. Entities that are interested in adding their Registered Apprenticeship program to the ETPL must contact TWC directly at: etp.helpdesk@twc.state.tx.us

1-Note: Institutions of higher education are defined in Texas Education Code, section 61.003. Per a policy clarification from TWC, *those institutions are not required to provide additional information related to licensure for consideration.*

2-Note: Per a policy clarification from TWC, *Proprietary schools must comply with TEC Ch. 132, which relates to TWC Career Schools & Colleges licensure and exemption requirements. These schools must be licensed or exempted by CSC in order to be eligible for the statewide ETPL. Boards may use the [CSC Directory](#) to confirm their licensure or request evidence of licensure or exemption letter(s) directly from the provider.*

G. Program Criteria

Training programs must meet the following criteria for initial and continued eligibility.

1. Programs submitted for inclusion on the statewide list must align with a target occupation. Training programs must train for an occupation with a SOC/ONET code that matches a code on the WSNT Target Occupations List (a match at the 6-digit level), or the code of an occupation on the TWC Statewide Target Occupations List. If the program does not train for a target occupation, then the program certification³ request is denied.

3-Note: The terms “certified” and “approved” are used interchangeably to refer to programs that have received local and state-level approval to be added to the statewide ETPL. The terms “certification request” and “program application” are used interchangeably to refer to the process of a provider requesting to have any of their training programs added to the statewide ETPL.

As the Board periodically updates its Target Occupations List, programs may be removed from the list if they no longer train for an occupation on the Board or Statewide Target Occupations List. For more information about this, see section J.

2. A provider must demonstrate that it offers its training programs in partnership with businesses by providing (only one is required):
 - a. a letter of support from a local³ employer or employers;
 - b. evidence of the existence of an employer-based advisory committee;
 - c. letter of support by an industry association or organization; or
 - d. letter of support from a local economic development organization.

Providers of programs that demonstrate employer partnership through a letter of support (options a., c., or d.) must maintain current documentation by providing a new letter once the current version is more than 12 months old. Providers of programs that demonstrate employer partnership through an employer-based advisory committee must submit the latest copy of committee meeting minutes as they become available and at least once every 12 months.

H. Procedure for Adding New Programs

Per TWC policy, providers must submit their program requests to the workforce development board in which their primary campus is located, even if the campus of the training program is located in another workforce area. Therefore, providers whose primary campus is located in the North Texas WDA and who want training programs listed on the ETPL must submit the required program information to Workforce Solutions North Texas. Training providers should contact the Board’s ETP Coordinator to obtain the required form and additional information on how to submit programs for inclusion on the Eligible Training Provider List. The email address for the Board’s ETP Coordinator is: NTXBoard@ntxworksolutions.org

Adding programs to the statewide list is a two-step process. Once the required form and information are submitted to the Board’s ETP Coordinator, the information is reviewed and, upon approval, forwarded from the Board to TWC.

3-Note: Per policy clarification from TWC, *A letter of support for a program of training from any Texas employer will suffice to meet this expectation.*

Upon receipt of information from the Board, TWC will request the student data previously mentioned in Section D.3. directly from the training provider. Once TWC receives the data and approves the program, it is added to the statewide list.

Separate information is required for each training program. If requesting a given training program to be offered at different training locations, separate information is required for each training location. The training provider's program(s) will not be added to the statewide list until the requests have been approved by Workforce Solutions North Texas and certified by the Texas Workforce Commission.

Note: As noted earlier in this policy, Registered Apprenticeship programs are not subject to the same information and performance requirements as other providers. See section F for more information.

I. Board Notifications

The Board provides information regarding this ETP policy by listing it on the publicly accessible WSNT website, <https://ntxworksolutions.org/>.

Upon Board approval or denial of a training program, notification is emailed within 10 working days to the contact person listed on the program information.

The Board provides an open invitation to training providers to submit training programs for inclusion on the list. The invitation is published using digital mediums such as the Board's website and social media platforms.

J. Appeal Process

When a training program request does not meet all state and local requirements, the Board will notify the provider. If the provider chooses not to resubmit the program with the required information/documentation, their program request may be subsequently denied. The provider may appeal the denial of a training program using the Board's appeal procedure, located below. If the provider does not appeal or appeals unsuccessfully, they may reapply the denied program (with adjustments) so that the program or provider is currently in compliance with WIOA requirements.

Local boards do not have the ability to remove training programs from the statewide list—program removal can only be done by TWC. Per guidance received from TWC on this issue:

Programs may only be removed from the statewide ETPL for failure to comply with reporting requirements related to Annual Reporting or Eligibility Considerations, or for significant violations of WIOA rules or requirements.

The Board will report to TWC any known or suspected violations of state or local laws, or of WIOA requirements. In addition, if there are health or safety violations at a training location where a program/course is currently offered the Board will consult with TWC as to the appropriate course of action. However, providers wishing to appeal the removal of a program from the statewide list must file the appeal with TWC.

Providers may request the removal of a program that is currently certified and posted on the Statewide Eligible Training Provider List.

Customers attending a training program under WIOA sponsorship at the time it is removed from the Statewide List may continue to receive sponsorship for the training program until they complete or exit.

Filing an Appeal

Note: Training provider appeals may only be filed at the Board level when the program application was denied by the Board. Appeals for denials by TWC, or for program removal (which can only be performed by TWC) must be filed with TWC, as described below.

To file an appeal with the Board, training providers should contact the Board's ETP Coordinator, for instructions to file an appeal. Board staff will attempt to informally address the provider's concerns. However, if the issue is still not resolved, the ETP Coordinator will forward the appeal to the Board's Executive Director.

Within 60 calendar days of the filing an appeal, the Executive Director will notify the complainant and respondent, in writing, of his/her decision. The notice shall include findings of fact and conclusions of law, and shall provide information about appeal rights to the parties. If any party disagrees with the Board's decision, they may file an appeal with TWC. An appeal to TWC shall be filed in writing with TWC Appeals, Texas Workforce Commission, 101 East 15th St., Room 410, Austin, Texas 78778-0001, within 14 calendar days after the mailing date of the Board's decision. If the Board does not issue a decision within 60 calendar days of the date of the filing of the original appeal or complaint, an appeal to TWC must be filed no later than 90 calendar days after the filing date of the original appeal or complaint.

K. Out of State Training Providers

In accordance with TWC WD Letter 12-19, TWC no longer includes out of state training providers on the statewide ETP list. Therefore, out of state training providers may be approved by Workforce Solutions North Texas on a case by case basis and included on a local Board ETP list. Request for approval should be made to the Board's ETP Coordinator and review and approval/denial will be made by the Board.

L. TAA Training

TAA participants are not limited to programs on the ETPL, and may access training from any private or public school regulated by a state agency. Other guidelines impacting the choice of training programs that may be selected by TAA participants are listed in the Trade Adjustment Assistance Guide.

ACTIONS REQUIRED:

Training providers desiring to submit training program requests must comply with the requirements contained in this policy.

The workforce program subrecipient must ensure staff is aware of these policies and adheres to the requirements when considering a customer for training sponsorship.

EFFECTIVE DATE:

September 1, 2020

INQUIRIES:

Inquiries regarding this policy should be directed to the Board's ETP Coordinator.

ATTACHMENTS:

None

Rescissions:

Expiration: Continuing

DRAFT