



**FSMTB**  
FEDERATION OF STATE  
MASSAGE THERAPY BOARDS

## Massage Education Policy FAQs

### **What actually is the Education Policy?**

You can find the [Massage Education Policy](#) at fsmtb.org.

### **Why do I need to submit an education record before my student or graduate can take the MBLEx?**

On July 1, 2017, the [Massage Education Policy](#) goes into effect. The policy requires candidates seeking access to the MBLEx to substantiate either graduated from or enrollment in and having received education and training in all subject areas of the MBLEx Content Outline from an approved massage therapy education program. The only way for us to know if an applicant is from your school is for you to confirm this as primary source verification.

### **How does my school become approved by FSMTB?**

FSMTB does not approve schools or massage curricula. An approved massage therapy education program is one that is approved or recognized by the state board or agency authorized to regulate massage therapy in the state in which the school is located.

If your school is in a state where the massage therapy board/agency does not approve or recognize education programs, approval or recognition from the relevant state department of education (DOE) or like agency will apply. If there is a status difference between the massage board and the state DOE, then the decision of the massage board will apply.

If your school is in a state with no massage board and no DOE oversight, then FSMTB will review candidate education records for substantial equivalency.

### **When do I need to start submitting education records for my students?**

The FSMTB [Massage Education Policy](#) went into effect July 1, 2017.

### **How do I follow my state's privacy laws and FSMTB's education policy at the same time?**

As of July 1 2017, the MBLEx application will provide notice that prior to gaining authorization to take the MBLEx, applicants are required to request and ensure that her/his massage educational records are submitted directly to FSMTB by her/his massage therapy education program. This process, completed by students, provides schools with the necessary authorization to release massage educational records to FSMTB.

## How does a student request his/her educational records from her/his school?

To request educational records, a student will follow the same process taken to send records to other relevant entities, such as state licensing boards or agencies.

## How do I submit education records?

Each school will have its own secure login. Once logged in, you will have three options for submitting records. Choose whichever one is best for you.

**Option 1.** Upload a PDF document for one student: Save an individual student's record as a PDF and upload it through fsmtb.org.

**Option 2.** If you do not have a way to produce a student education record, you can use the online form provided by FSMTB. Log in through fsmtb.org to fill out and submit the form to verify a student's education.

**Option 3.** If you want to send multiple student records at one time and your data management system has the capability, you can export multiple PDF records plus an accompanying CSV (comma separated value) file with identifying information, into a zip file and upload it through fsmtb.org.

## Can I mail in a hard copy of an education record?

No. FSMTB requires that all education records be submitted electronically via the Education Record Center, which is available on the homepage of fsmtb.org.

## What needs to be included in the education record for each student?

School Name

School Address

If Program is based upon hours or credits

Program start date

Program end date (if applicable)

Student's first name, middle name, last name and any other name by which she or he has been known

Student's date of birth

Student's address

Course information: course name, hours/credits earned, grade student attained

Student's Social Security Number (or ITIN)\*

\* Provision of a full or partial Social Security Number (or ITIN) is **recommended** for security purposes and ease of application processing. However, this identifier is not required.

## There's no way I can customize a form for FSMTB. Now what?

You don't need to. Just make sure the 10 things (listed above) are included on your version of the form.

### **Is there a fee for submitting education records?**

No, FSMTB will not collect any fees from schools or students to submit education records.

### **Does a student need to graduate from a massage therapy program before I can submit education documentation for her/him?**

No. A student does not need to complete a program before she/he applies for the MBLEx. School administrators can submit education documentation for current or former students.

### **What if I have transfer students?**

If you have accepted transfer courses from other massage/bodywork programs, they should be included in the education records that you submit.

### **Can I upload records on behalf of all of my campuses?**

Each user and/or campus must have a unique email address to access the Education Record Center.

### **I don't have time to send the student records.**

We tested the system multiple ways with multiple users. Working at a comfortable pace, it took less than a minute to log in, click on a file and hit upload. Things that could end up taking more than a minute are: forgetting your password and having to take a few minutes to create a new one; not being able to locate your student record in your files; exporting a large number of records from your system; or a power outage occurs and your computer has no battery backup.

### **Why do we even need this policy?**

Because we trust the schools – you are the best source to verify and prove whether an individual attended your massage program. This helps us identify and combat fraud – it validates legitimate education and identifies fake “schools.”

## **Federation of State Massage Therapy Boards**

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