



Terms & Conditions for Use of FSMTB's Education Verification Center

The Federation of State Massage Therapy Boards (FSMTB®) develops and maintains the Education Verification Center (EVC) for use by an approved* massage therapy school or program ("School") to efficiently submit the massage education status for students or graduates as part of FSMTB's Massage & Bodywork Licensing Examination (MBLEx®) application process. Use of the EVC is a privilege granted to a School by the FSMTB that comes with obligations and responsibilities that must be fulfilled by the School.

In consideration for FSMTB's permission to a School to utilize the EVC, the School agrees to these Terms and Conditions. These are conditions both on the granting of initial permission and continued use of the EVC and the School's inclusion on the MBLEx application system's drop-down menu of approved schools/programs.

The School acknowledges and agrees to:

- Maintain its approval or recognition by the appropriate state education authorizing entity for massage therapy schools and programs.
- Notify FSMTB immediately if the School is disciplined or sanctioned by any state education authorizing entity or the state massage therapy regulatory board or agency.
- Notify FSMTB if the state approval or recognition status is under investigation, audit, or otherwise in question by the state authorizing entity for the School.
- Only verify a student or graduate that meets the requirements of the [FSMTB Massage Education Policy](#).
- Timely provide education records, transcripts, or other education substantiation information as requested by the FSMTB.
- Upon request, provide transcripts and education records to FSMTB that contain the following information:
 - School name and address on official letterhead;
 - student legal name; address (mailing and residence, if different);
 - student date of birth; last four digits of social security number;
 - date of initial enrollment;
 - date of program completion or graduation (if applicable);
 - course name/title;
 - class hours (or credits) offered for each course;
 - class hours (or credits) completed by the student for each course;
 - grade, pass/fail, or other performance assessment on each course;
 - delivery method for each course (in-person or online/distance learning);

- designation of any transfer hours or credits (if applicable); school/program from which any transfer hours/credits were accepted (if applicable);
 - printed/typed name of the Registrar or Keeper of Records for the School;
 - signature of the Registrar/Keeper of Records;
 - and the date the official transcript was issued.
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- Update School contact information immediately upon any changes in School name, location, phone number, email, School owner/program director, or authorized users.
 - Provide only truthful and accurate information and upon discovery of any errors or omissions, immediately notify the FSMTB of such errors/omissions and needed correction with an explanation.
 - Immediately acknowledge and timely and promptly comply with any other FSMTB requests.

The School acknowledges and agrees that failure to comply with any of these terms and conditions or otherwise take any action or fail to act in alignment with these and any other FSMTB policy and procedure is grounds for FSMTB to suspend, revoke, remove from the drop-down menu in the MBLEx application, or otherwise restrict or condition the School's access and authority to utilize the EVC and any other FSMTB programs and services. The School acknowledges that FSMTB may take this action with or without advance notice and that FSMTB's determination is final. School acknowledges that FSMTB may update these Terms & Conditions at any time.

**FSMTB Massage Education Policy states: 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. In the event the massage therapy board/agency does not approve or recognize education programs, approval or recognition from the relevant state department of education or like agency, in the state in which the school is located, shall apply. In the event of a conflict between the state board/agency and department of education, the approval or recognition of the massage therapy board/agency shall prevail.*

By submitting this Registration for the EVC and using the EVC, the School and any users on behalf of the School, agree that compliance with these Terms & Conditions and any other FSMTB policy or procedure is a requirement for granting of and continued access to the EVC.