CE PROVIDER TECHNOLOGY RESOURCE

FSMTB | CE Registry™

FSMTB © 2025 ALL RIGHTS RESERVED

TABLE OF CONTENTS

Registering as a CE Provider in CE Registry 3

Adding General Provider Policies to your Provider Account 7

Managing Your Instructors 9

Add a New Session 17

Uploading Course Completion Rosters to CE Registry 23

Course Completion Roster Uploads 24

Select Course & Session 24

Roster Template 26

Roster Assistant 27

Roster Upload Complete 28

Survey Feedback 30

Common Questions 34

Glossary 36

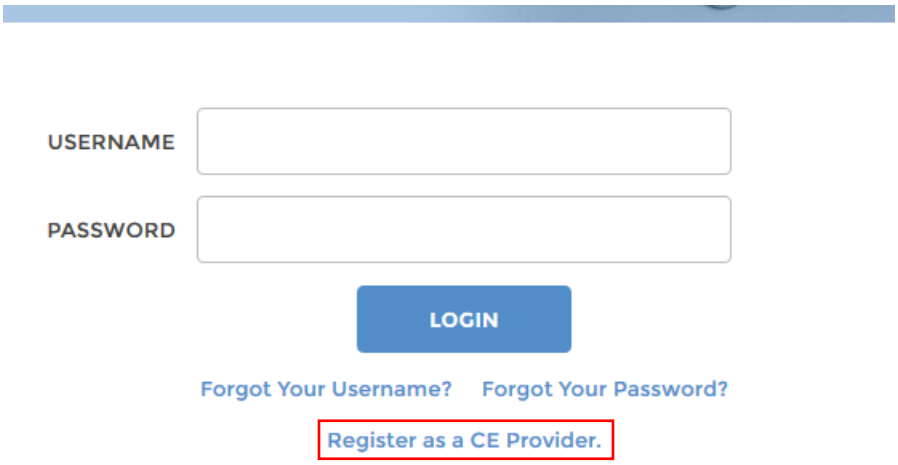
Reminder 40

This is a technology resource designed to familiarize and assist CE Providers with the functions of CE Registry. If there is any information in this document that seems unclear, please contact us at CE@fsmtb.org for clarification. Your feedback will help us to improve our communication.

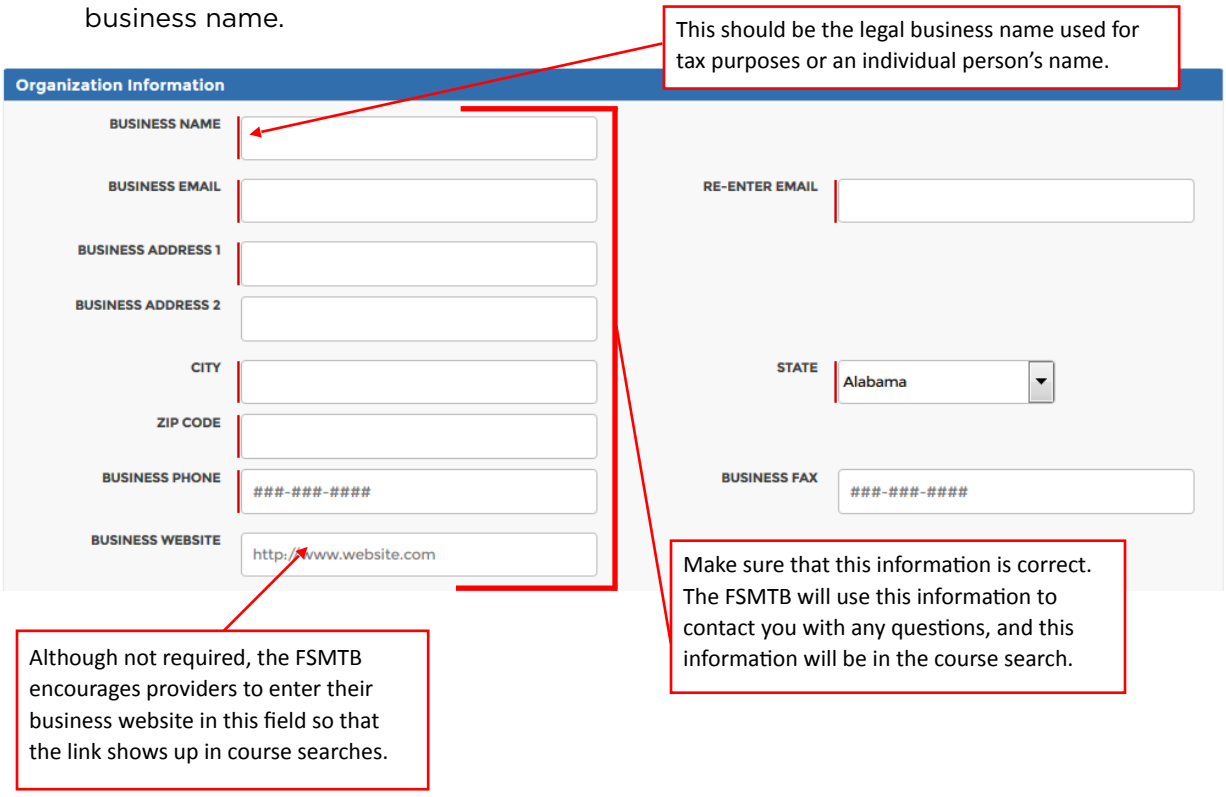
FSMTB © 2025 ALL RIGHTS RESERVED

Registering as a CE Provider in CE Registry

1. To register, begin by navigating to the registration page from fsmtb.org and clicking on "Register as a CE Provider."

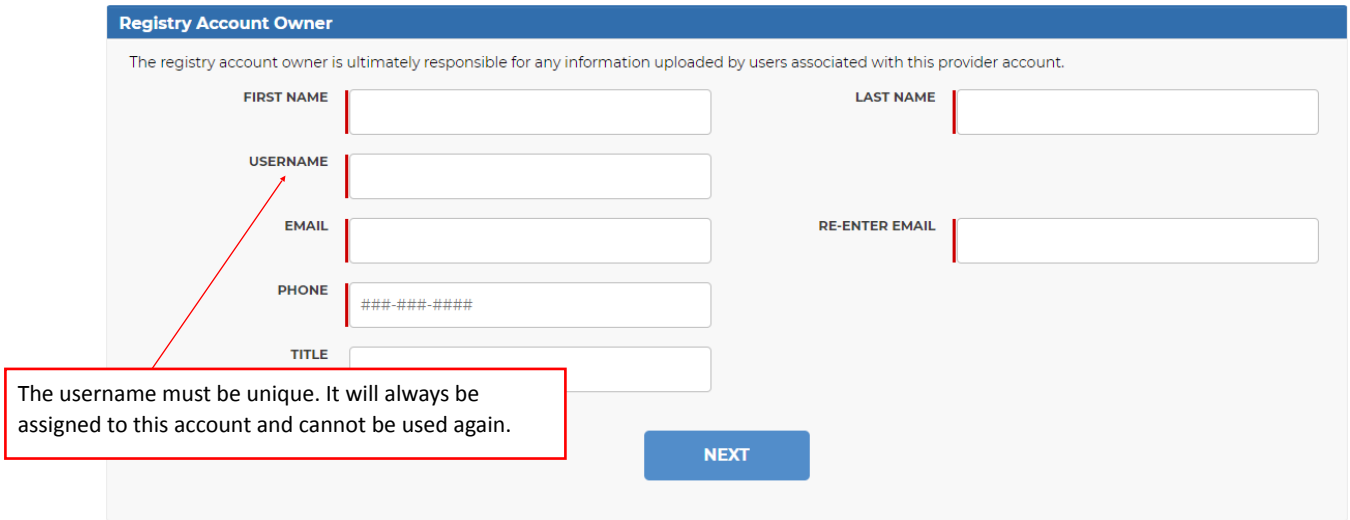


2. Register your business to have access to CE Registry starting with the overall business information below. Fields marked with a red bar are required. The business name will show up in course searches. Individual providers may opt to use their own name as the business name.



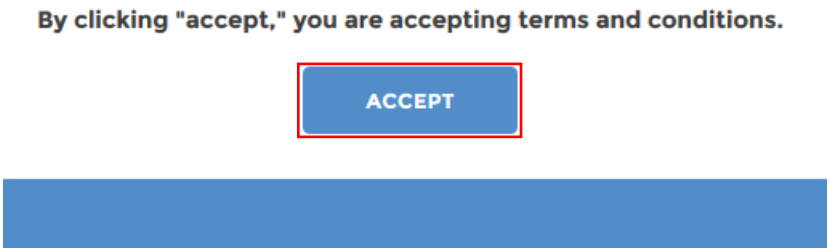
FSMTB © 2025 ALL RIGHTS RESERVED

3. Fill out the Registry Account Owner information fields. The Registry Account Owner is the individual responsible for instructors, courses and all actions taken by users created within this account. They are accountable for all official communications with the FSMTB. Fields marked with a red bar are required. Each Registry Account Owner is allowed up to three administrative users in the system. More users may be added if needed, for a fee.



Click “Next” to continue.

4. You will be presented with the CE Registry Terms and Conditions. Acceptance of the Terms and Conditions is required for access to CE Registry.



Click “Accept” to continue.

FSMTB © 2025 ALL RIGHTS RESERVED

5. Complete the payment information fields. Successful payment of the fee is required for access to CE Registry. Only Visa and MasterCard are accepted. Upon clicking “Submit” the fee will be processed.

Credit Card Information

CARD NUMBER

EXPIRATION DATE

MM YYYY

SECURITY CODE

FIRST NAME

LAST NAME

BILLING ADDRESS

BILLING CITY

BILLING STATE

Alabama

BILLING ZIP CODE

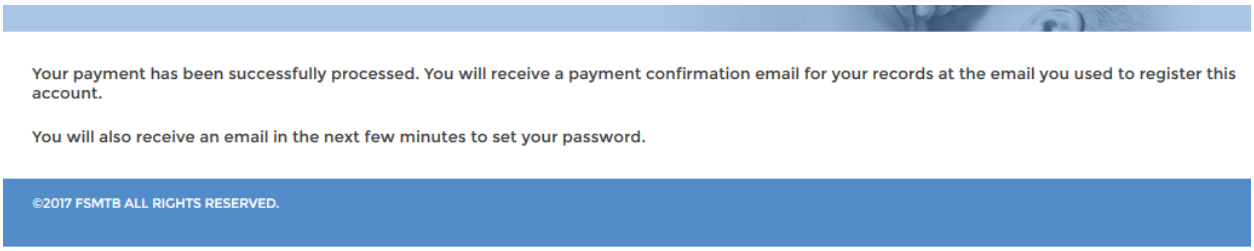
By clicking this button, I authorize payment. Please press "Submit" only once.

SUBMIT

Click only once to avoid multiple charges.

FSMTB © 2025 ALL RIGHTS RESERVED

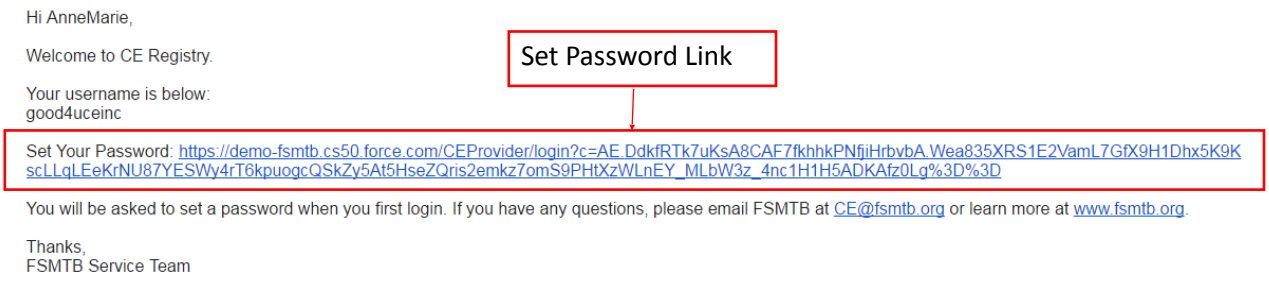
You will receive a payment confirmation at the email address you provided.


Your payment has been successfully processed. You will receive a payment confirmation email for your records at the email you used to register this account.

You will also receive an email in the next few minutes to set your password.

©2017 FSMTB ALL RIGHTS RESERVED.

6. Retrieve the email that contains the "Set Your Password" link from the email address that is associated with the username that you created.



Hi AnneMarie,

Welcome to CE Registry.

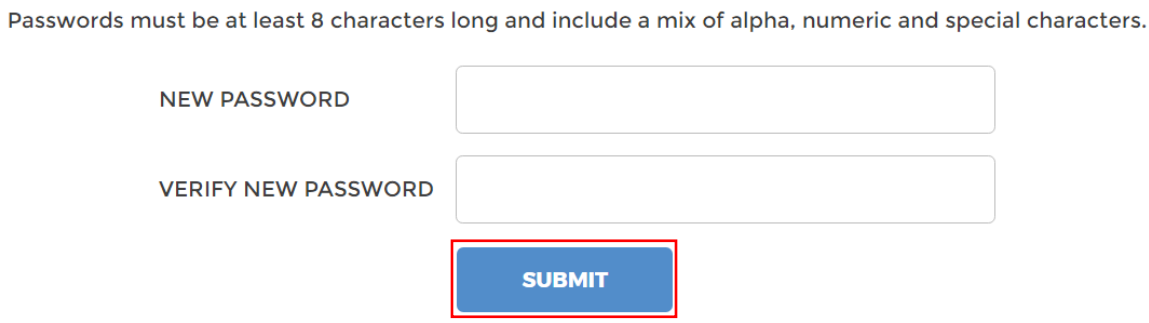
Your username is below:
good4uceinc

Set Your Password: https://demo-fsmtb.cs50.force.com/CEProvider/login?c=AE.DdkfRTk7uKsA8CAF7fkhhkPNfjiHrbvbA.Wea835XRS1E2VamL7GfX9H1Dhx5K9KscLLqLEeKrNU87YESWy4rT6kpuogcQSkZy5At5HseZQris2emkz7omS9PHtXzWLnEY_MLbW3z_4nc1H1H5ADKAfz0Lg%3D%3D

You will be asked to set a password when you first login. If you have any questions, please email FSMTB at CE@fsmtb.org or learn more at www.fsmtb.org.

Thanks,
FSMTB Service Team

7. Create a new password. Secure your new password in a way that you can remember it for later use.

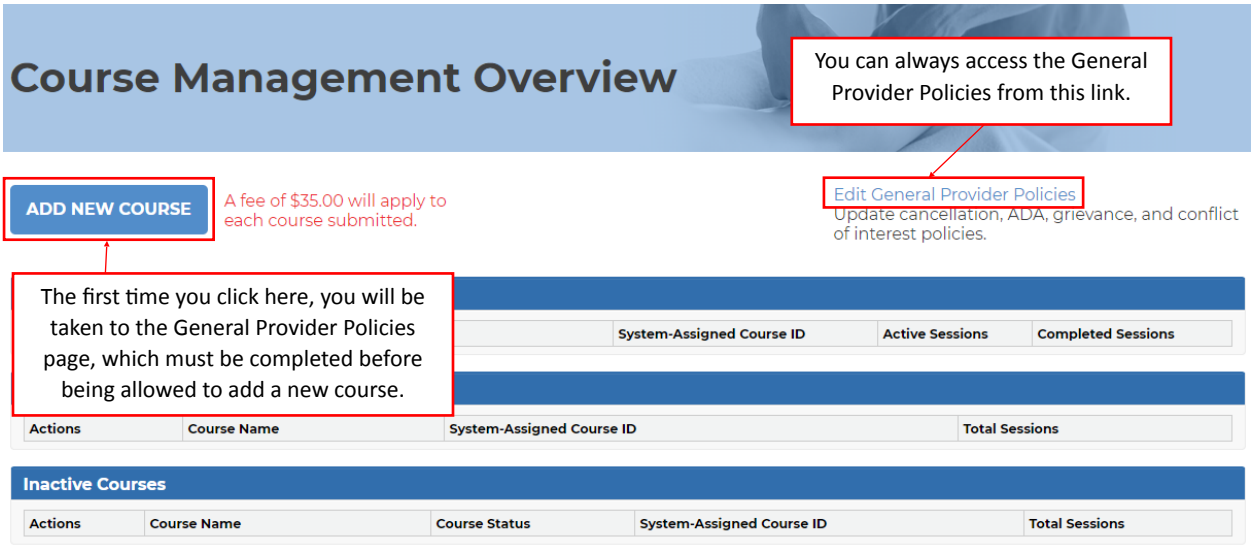


Click "Submit" to continue.

FSMTB © 2025 ALL RIGHTS RESERVED

Adding General Provider Policies to your Provider Account

1. Sign in to CE Registry and navigate to the Course Management Overview page. Click on either the “Add New Course” button or the “Edit General Provider Policies” link.

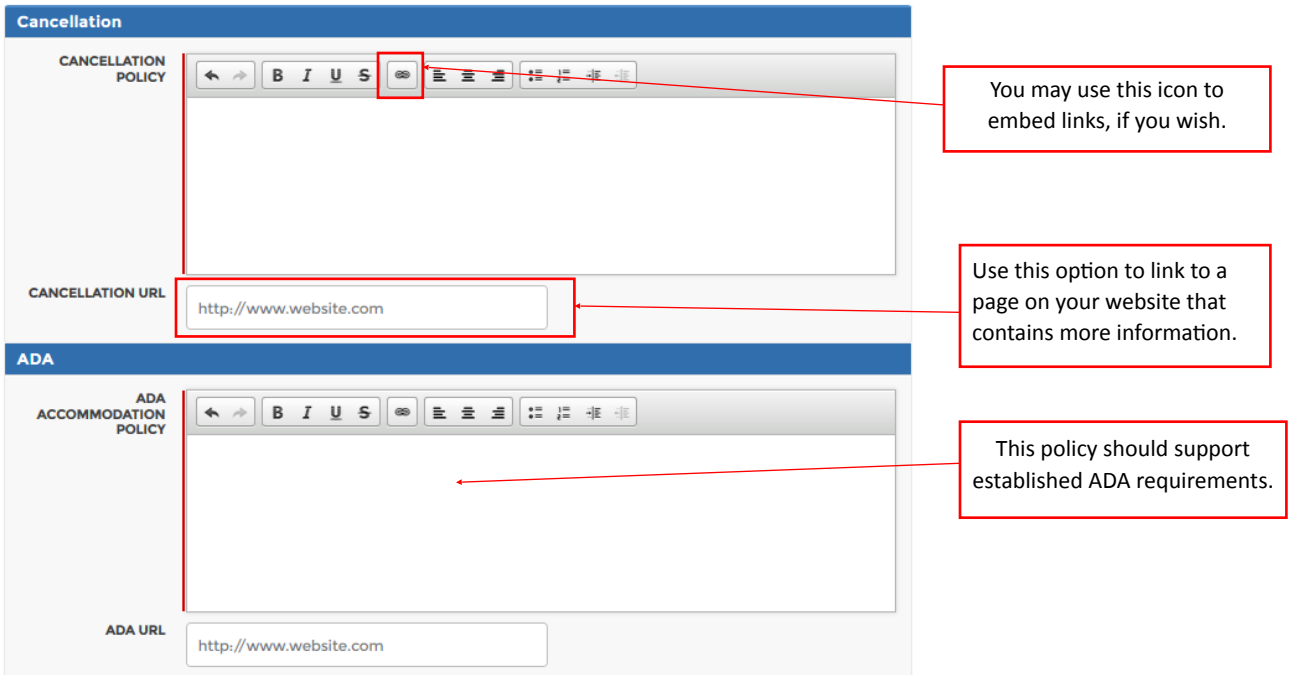


2. The General Provider Policies page is where cancellation, ADA, grievance and conflict of interest policies, along with registration details are provided. Policies may be modified, if necessary, when you edit specific courses and sessions. Therapists will be able to see this information when searching for CE courses in the Course Search on the FSMTB website.

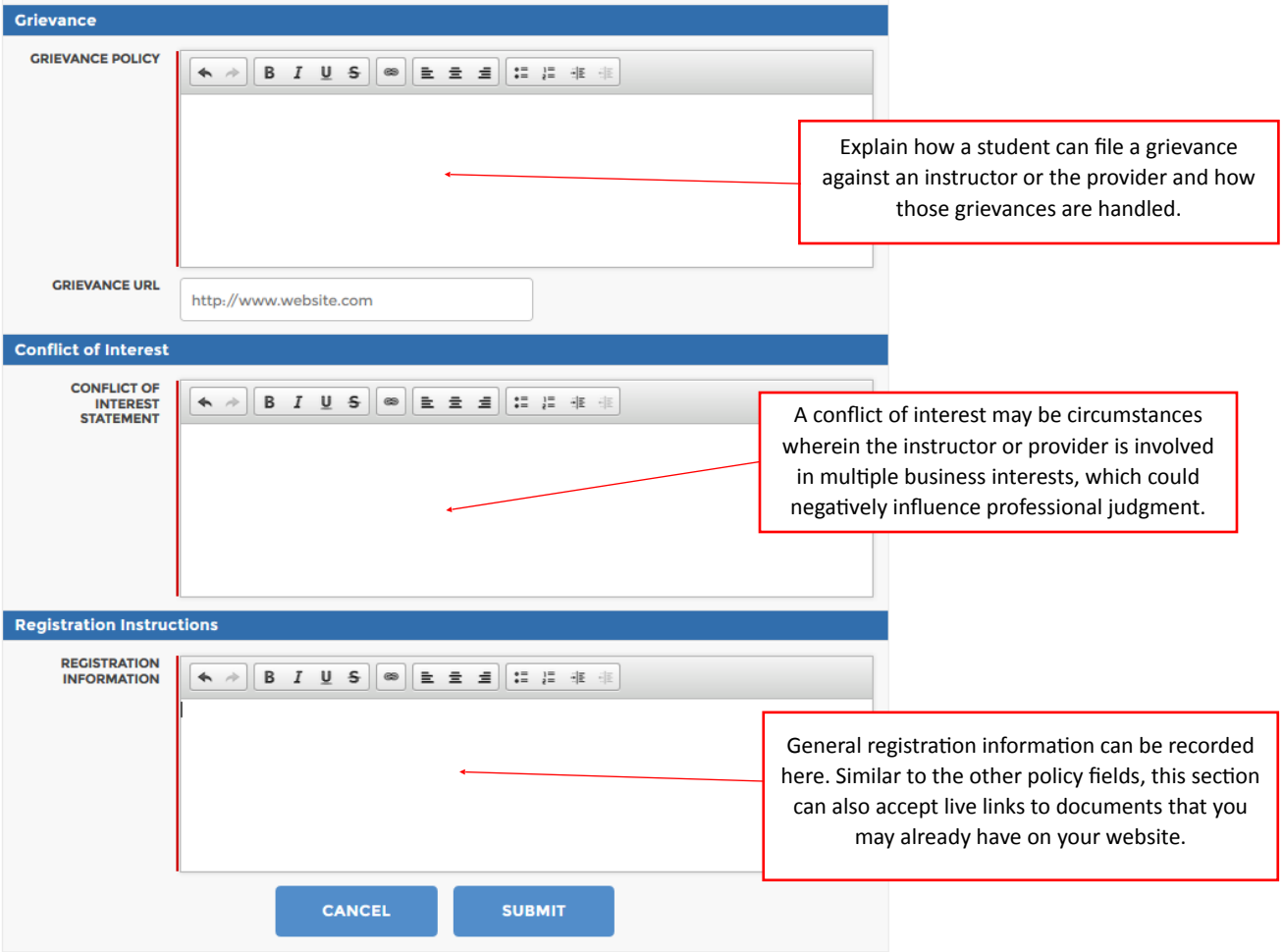
FSMTB © 2025 ALL RIGHTS RESERVED

General Provider Policies

Please provide cancellation, ADA, grievance and conflict of interest policies along with registration details that will apply to all of your courses. Policies may be modified, if necessary, when you edit specific courses and sessions. Therapists will be able to see this information when searching for CE courses on the FSMTB.org website.

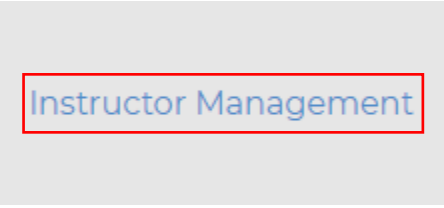


FSMTB © 2025 ALL RIGHTS RESERVED



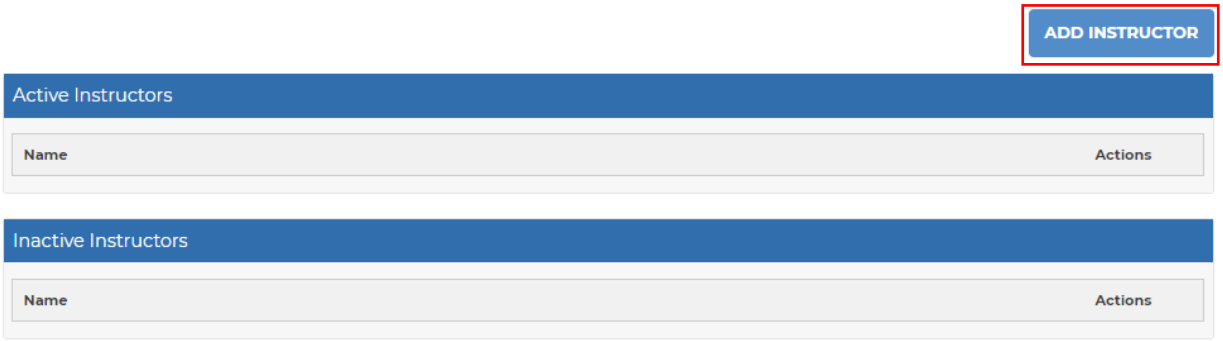
Managing Your Instructors

1. Sign in to CE Registry. Navigate to the Instructor Management screen via the "Instructor Management" tab at the top of the page.

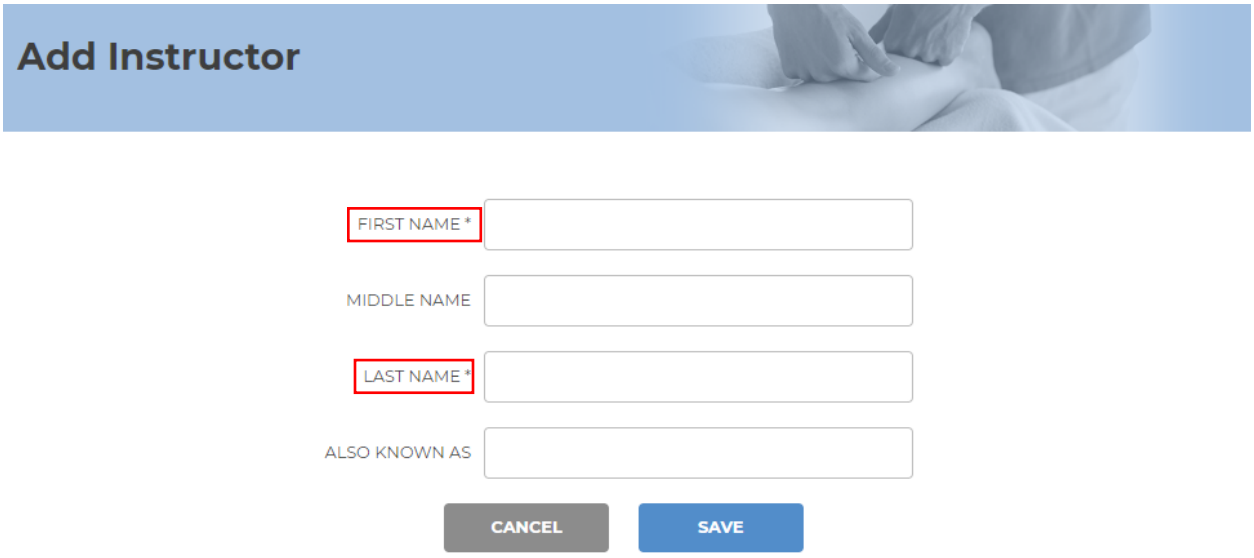


FSMTB © 2025 ALL RIGHTS RESERVED

2. Click the “Add Instructor” button.

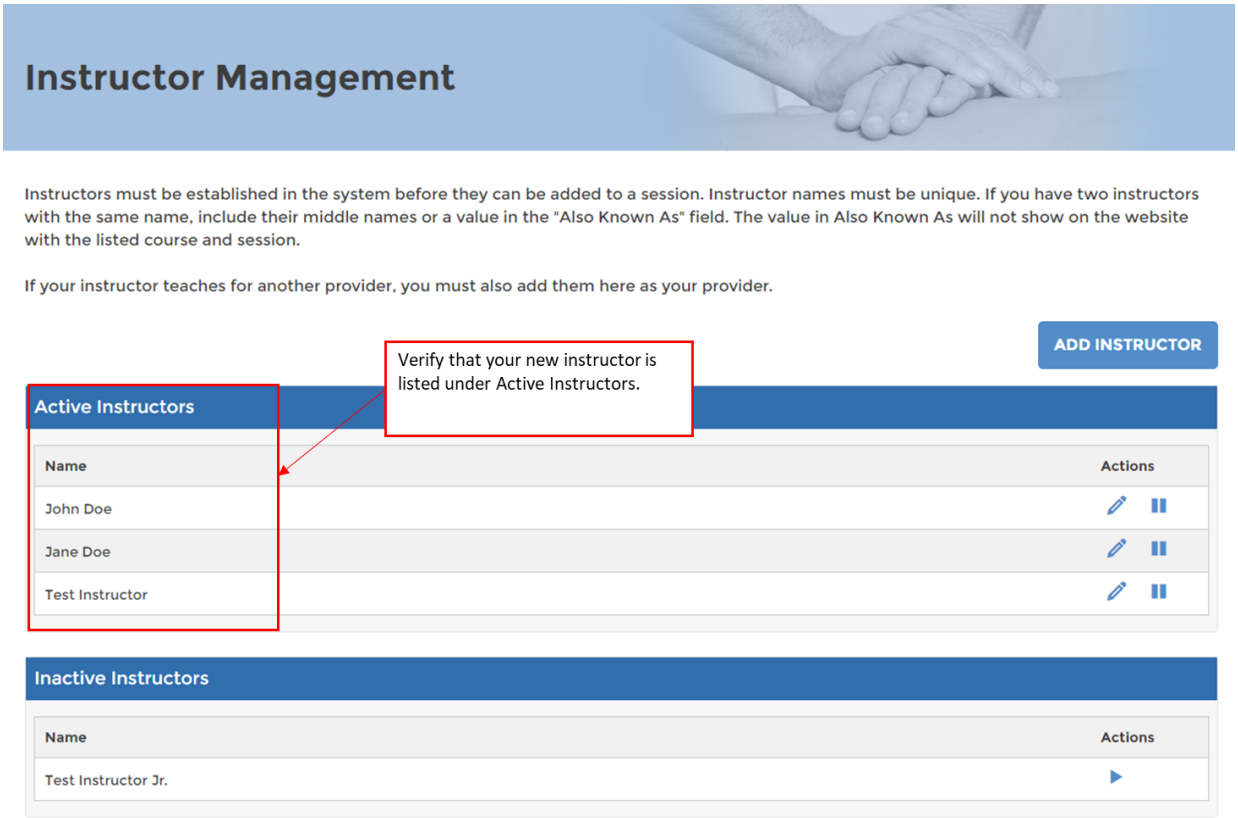


3. A new page will appear with additional instructions on adding the new instructor. Fields marked with an asterisk are required.

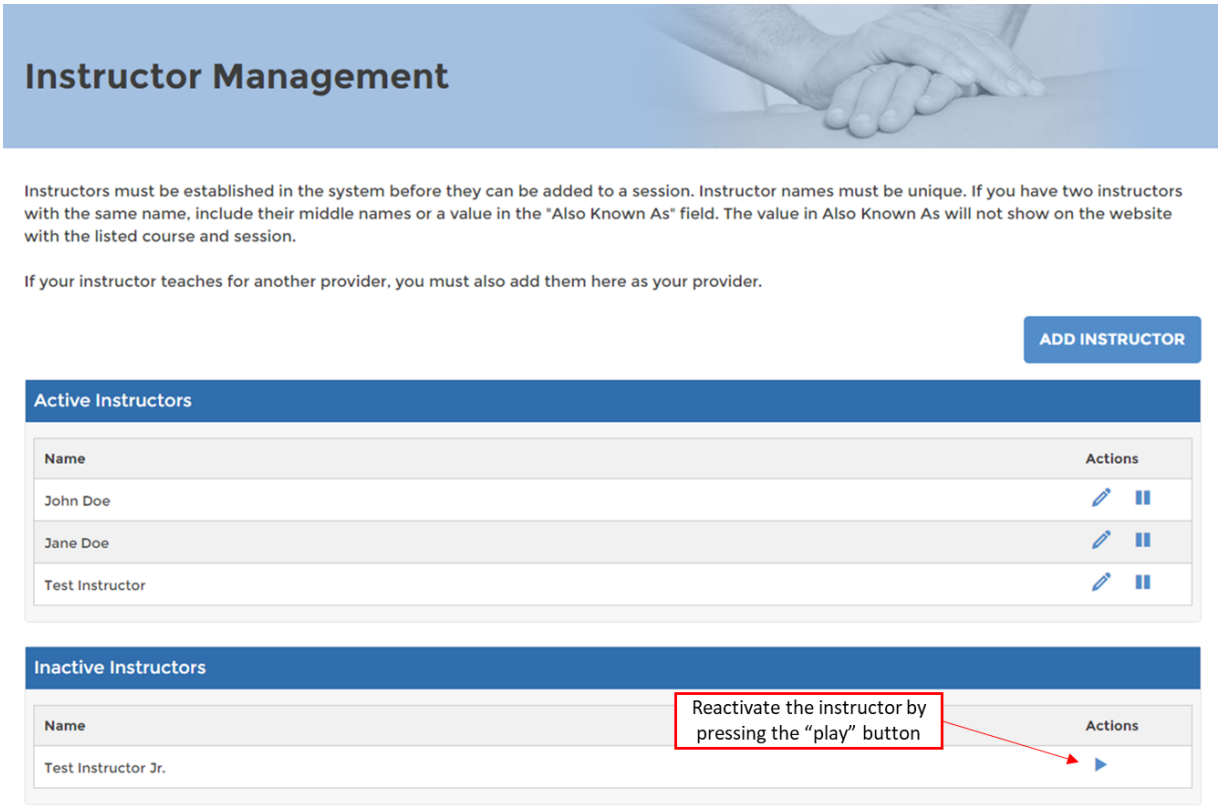


4. Click “Save.” Verify that your new instructor is listed under Active Instructors.

FSMTB © 2025 ALL RIGHTS RESERVED



5. When an instructor is inactive, you can reactivate the instructor by pressing the “play” button.

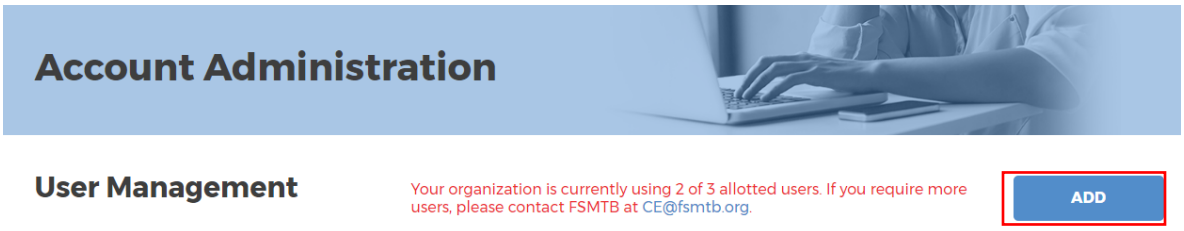


FSMTB © 2025 ALL RIGHTS RESERVED

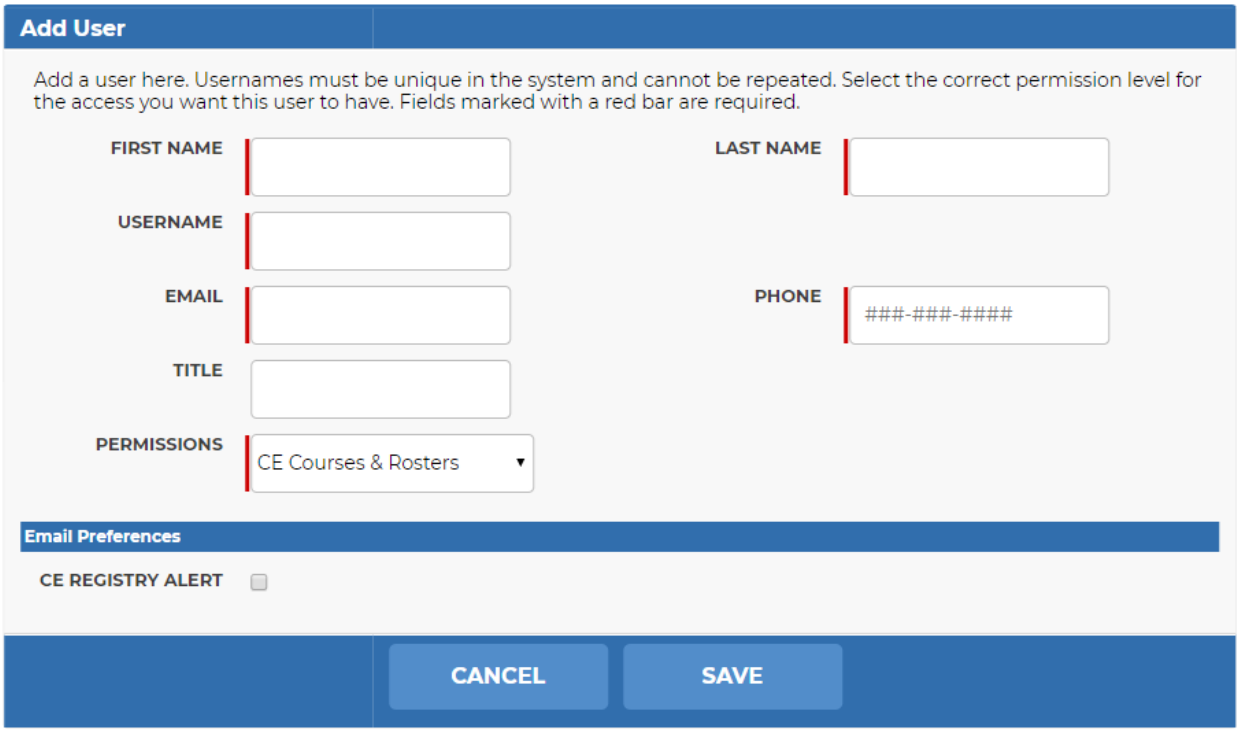
Adding Another User to Your Provider Account

1. Sign in to CE Registry. Navigate to the Account Administration screen via the “Account Administration” tab at the top of the page.

2. Click the “Add” button under the User Management section.

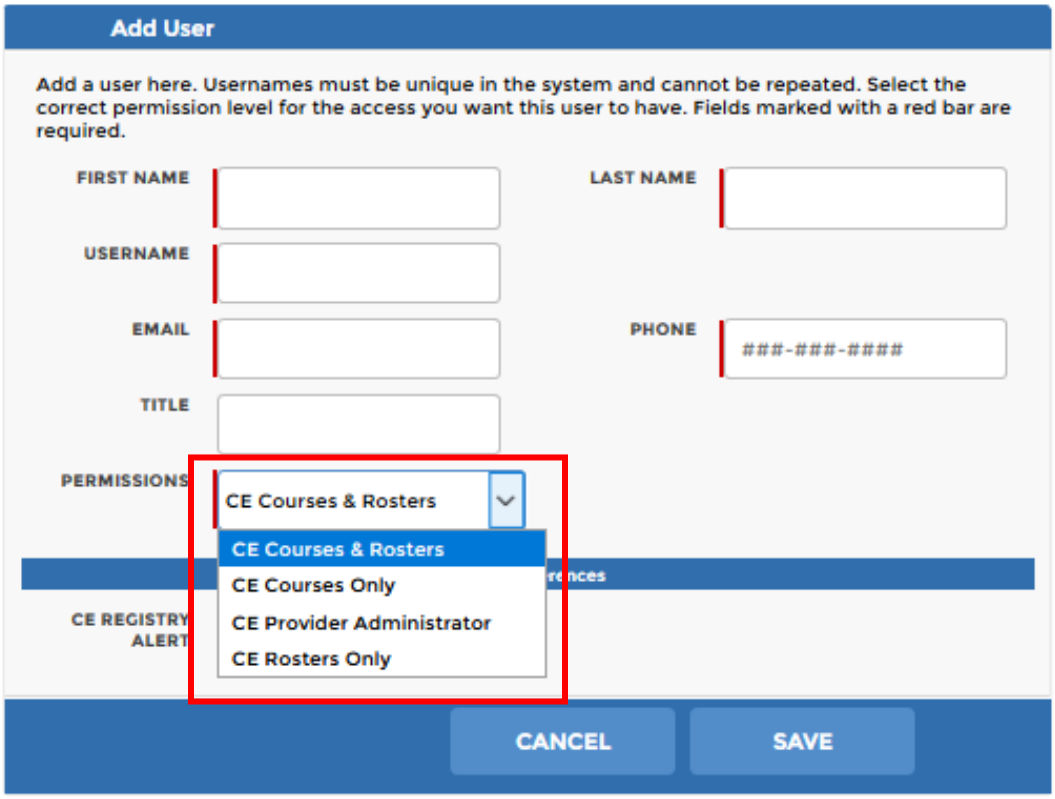


3. A popup box will appear with additional instructions to add the new user. Fields marked with a red bar are required.

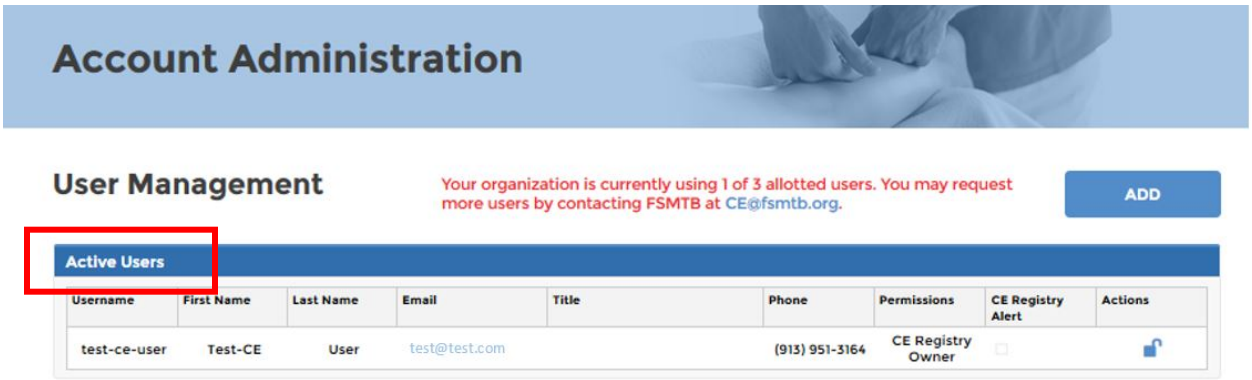


FSMTB © 2025 ALL RIGHTS RESERVED

4. From the left-hand drop-down Permissions menu, select the level of access you permit this user to have, such as CE Courses & Rosters (the default setting); CE Courses Only; CE Provider Administrator; or CE Rosters Only.



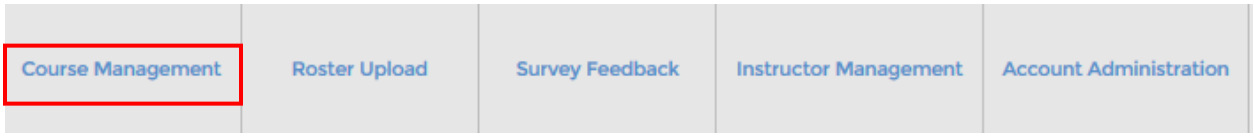
5. Click "Save." Double check that your new user is listed under Active Users. You are allotted up to three Users for your organization.



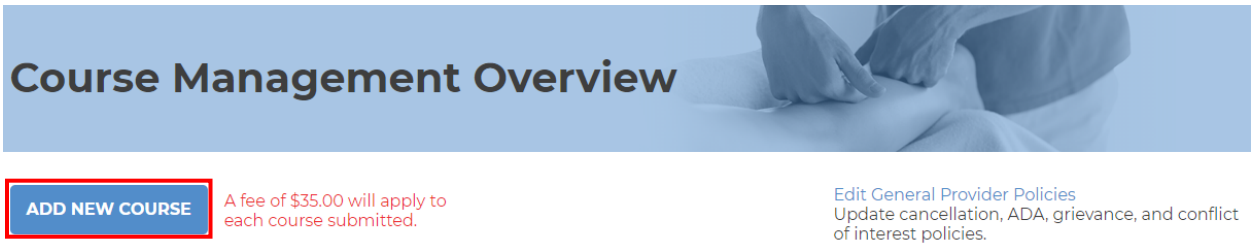
FSMTB © 2025 ALL RIGHTS RESERVED

Add a New Course

1. Sign into CE Registry. Navigate to the Course Management screen via the “Course Management” tab at the top of the page.

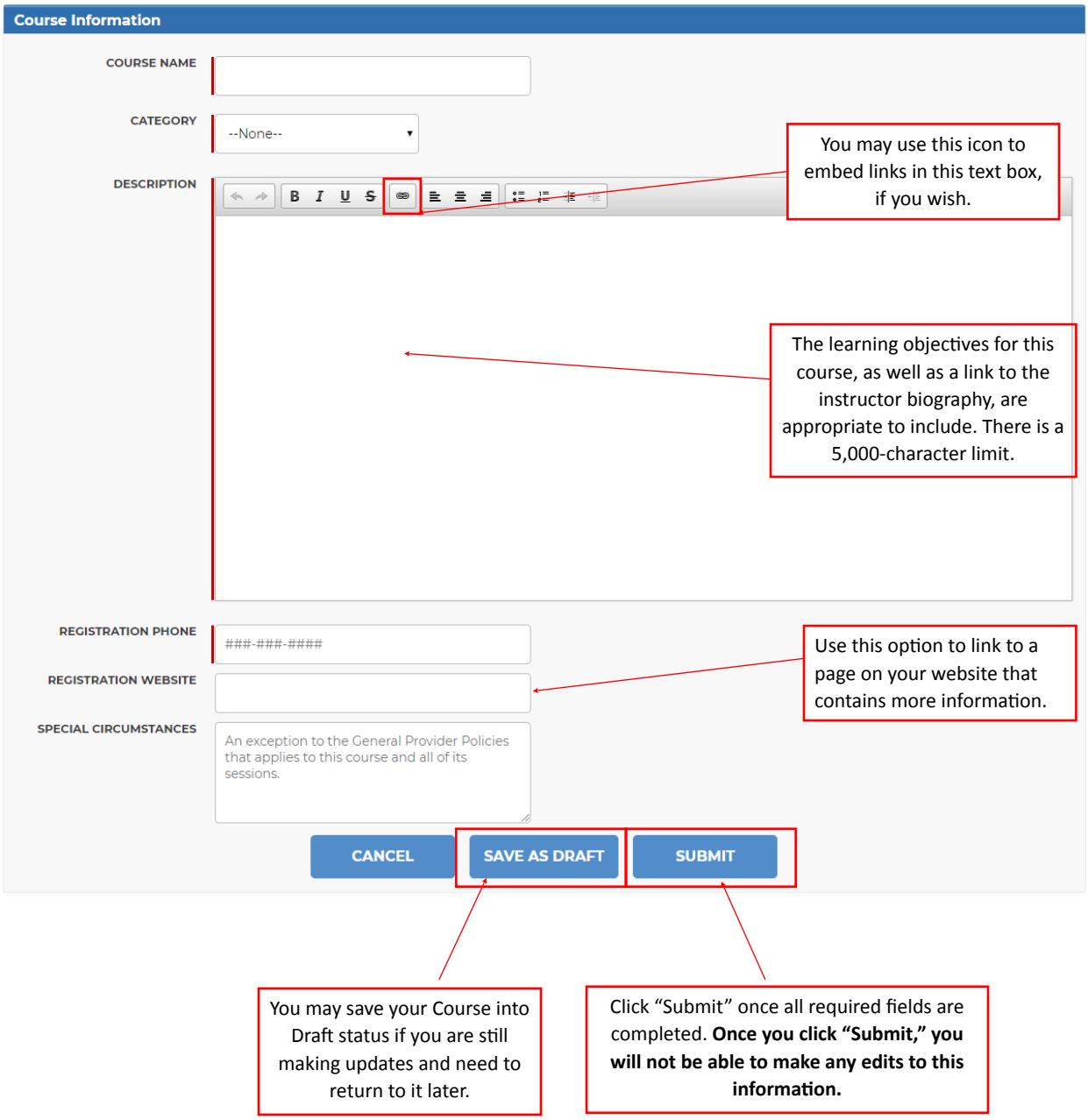


2. Click on the “Add New Course” button.



3. Fill out the Course Information page, including the Course Name; the Course Category (selected accurately from the dropdown menu); the Description of the Course as you want it to appear in the Course Search; the Registration Phone Number; and the Registration Website, if one is available. Fields marked with a red bar are required. Once you click “Submit,” you will not be able to make any edits to the Course. If further editing is required, email CE@fsmtb.org.

FSMTB © 2025 ALL RIGHTS RESERVED



FSMTB © 2025 ALL RIGHTS RESERVED

4. On the Payment Information page, all fields are required. Only Visa and MasterCard are accepted. Upon clicking “Submit,” the fee will be processed.

Credit Card Information

CARD NUMBER

EXPIRATION DATE

MM YYYY

SECURITY CODE

FIRST NAME

LAST NAME

BILLING ADDRESS

BILLING CITY

BILLING STATE

Alabama

BILLING ZIP CODE

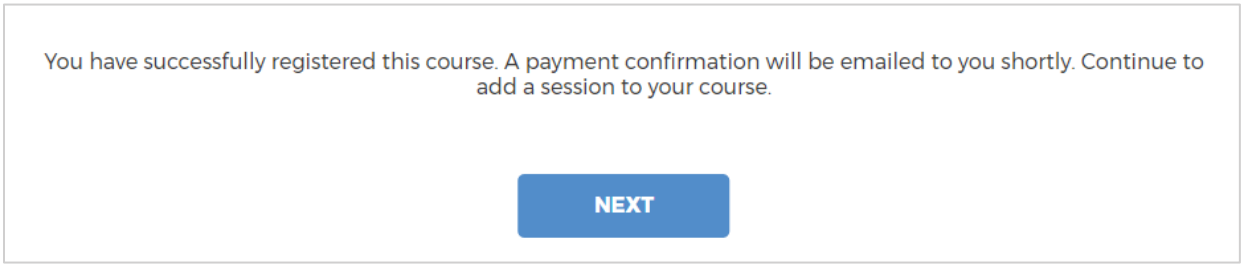
By clicking this button, I authorize payment. Please press "Submit" only once.

SUBMIT

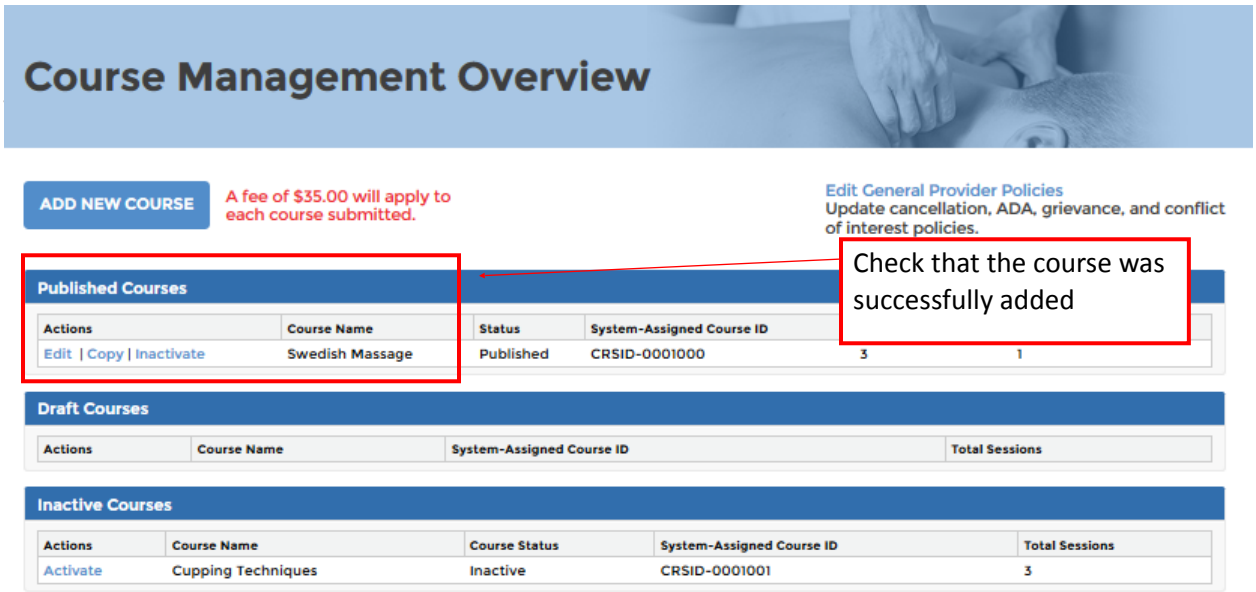
Click only once to avoid multiple charges.

FSMTB © 2025 ALL RIGHTS RESERVED

5. A popup will appear once successful payment is submitted. Upon clicking “Next”, session information can be added to the newly created course.

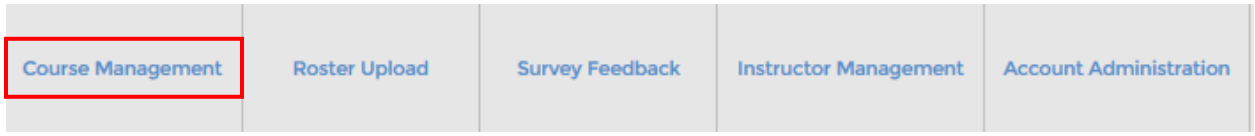


6. View the Published Course section of the Course Management Overview page to check that the course was successfully added.



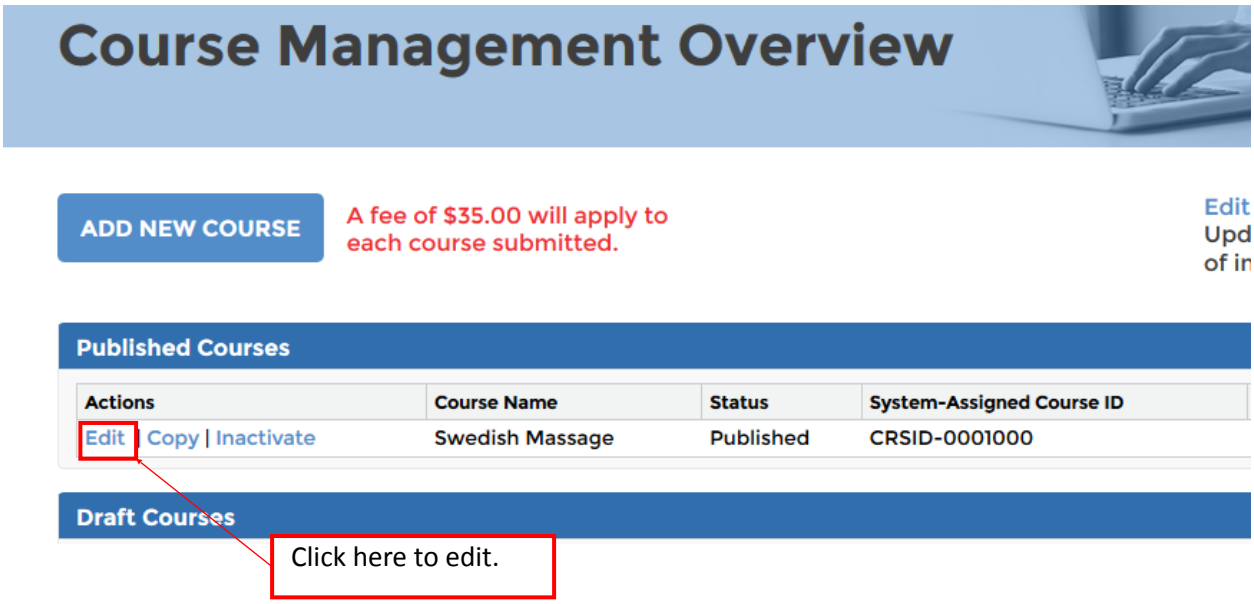
Add a New Session

1. Sign in with your CE Provider username and password. By default, you should be taken to the Course Management Overview page.

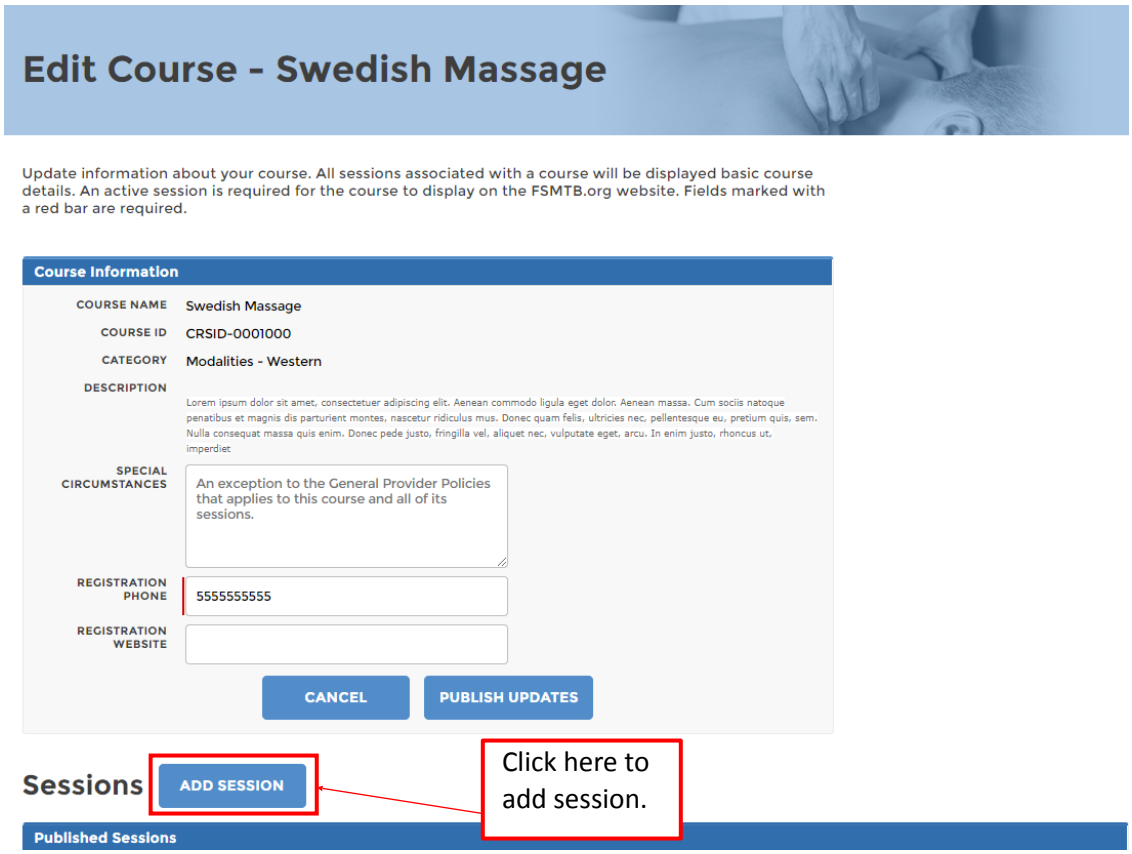


FSMTB © 2025 ALL RIGHTS RESERVED

2. Select a Published Course by clicking “Edit” in the Actions column on the Course Management Overview page.

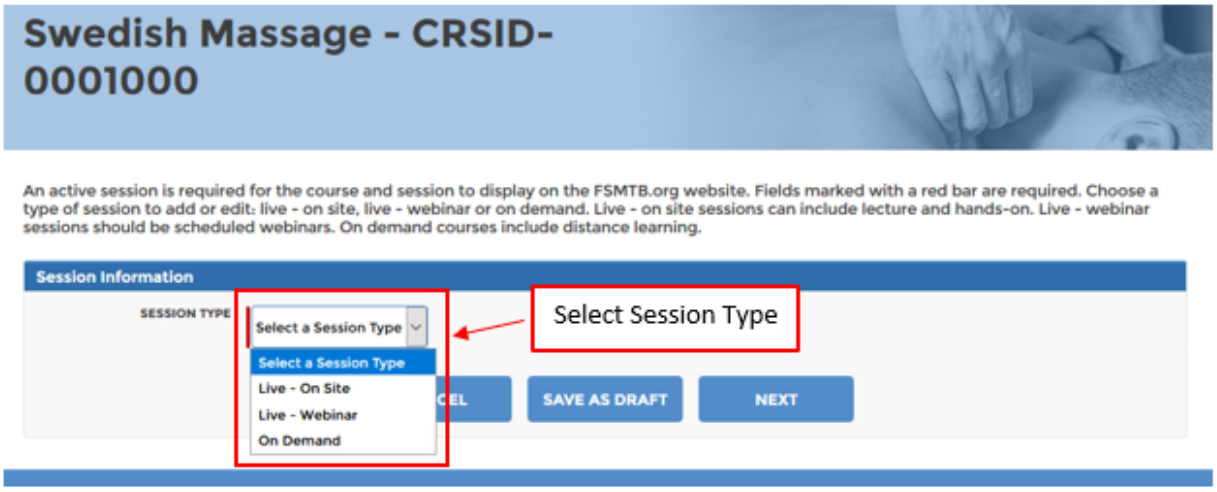


3. Under the Sessions Information section of the Edit Course page, click the “Add Session” button.



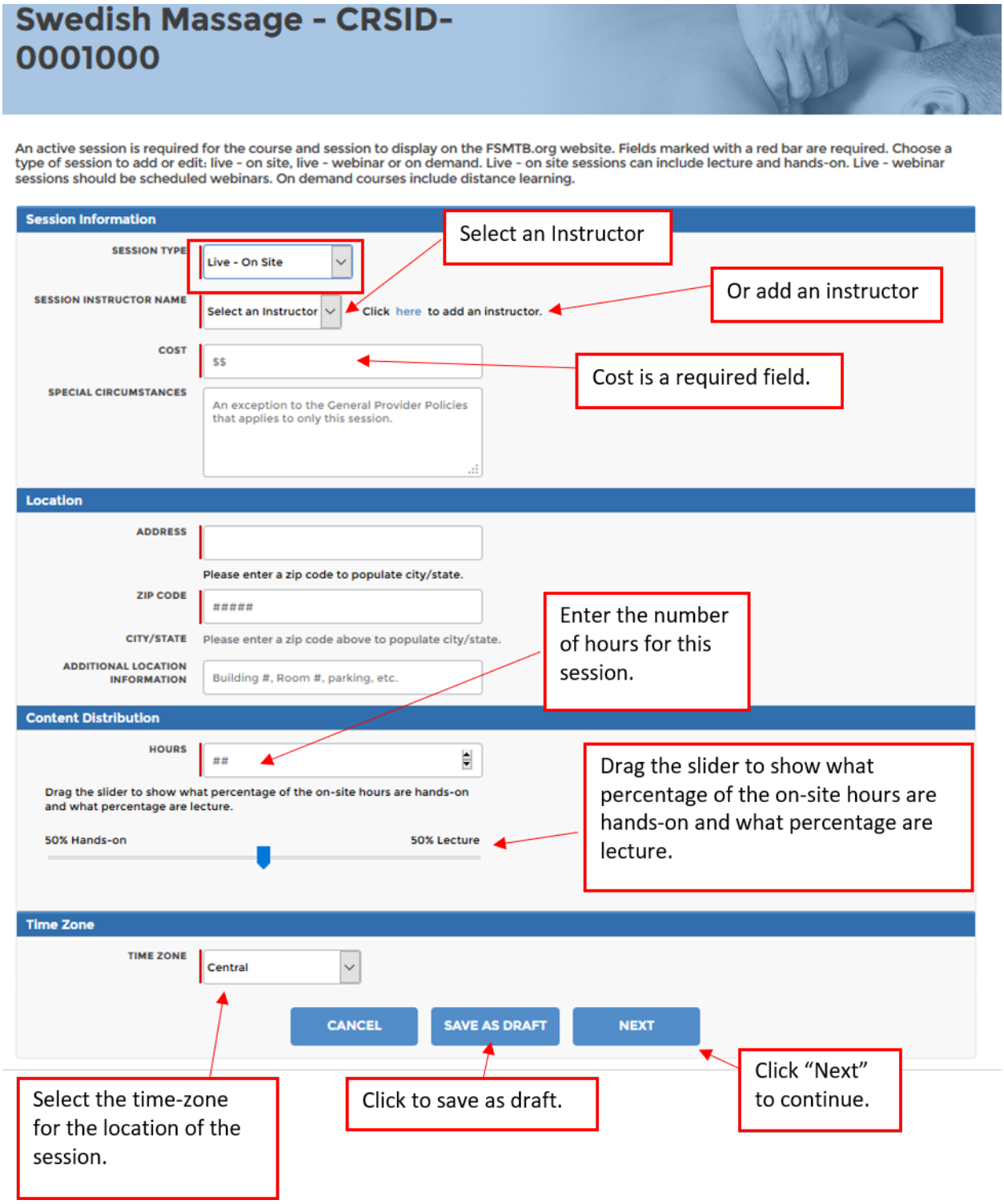
FSMTB © 2025 ALL RIGHTS RESERVED

4. Select the Session Type.



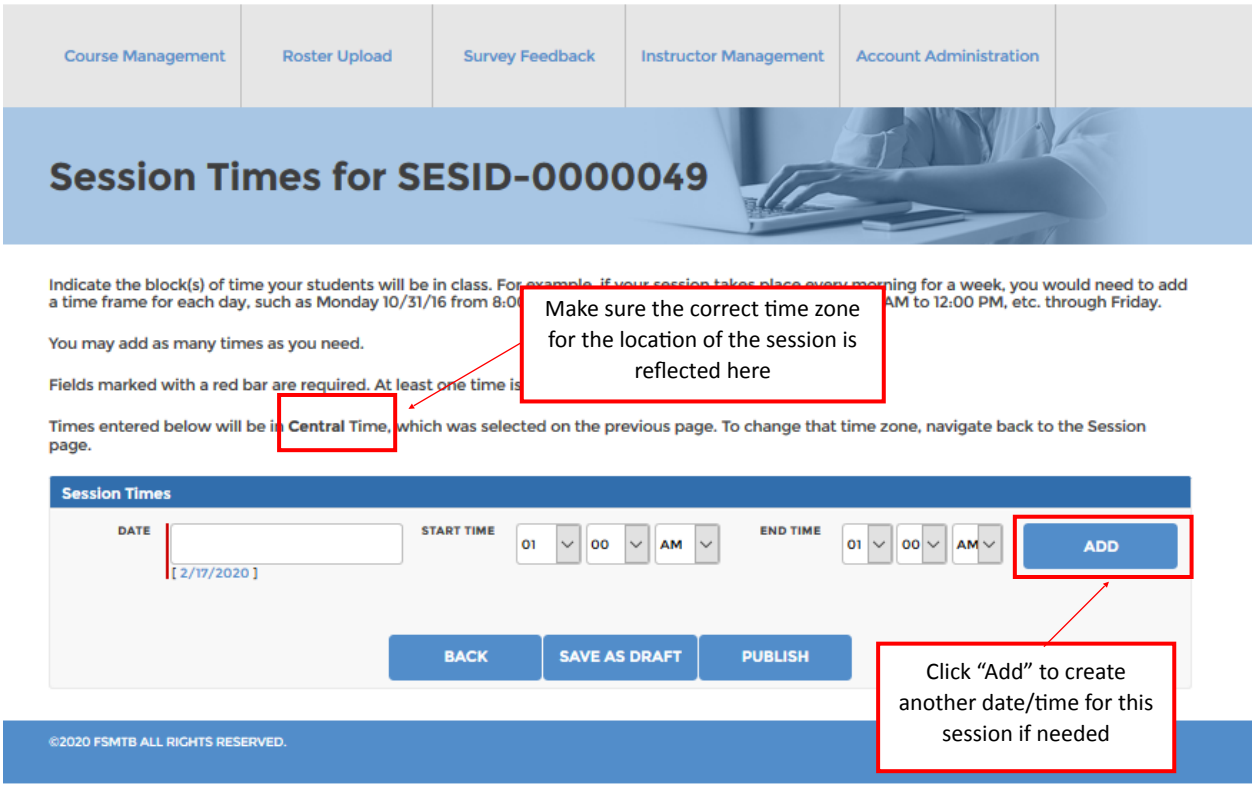
FSMTB © 2025 ALL RIGHTS RESERVED

5. Live – On Site



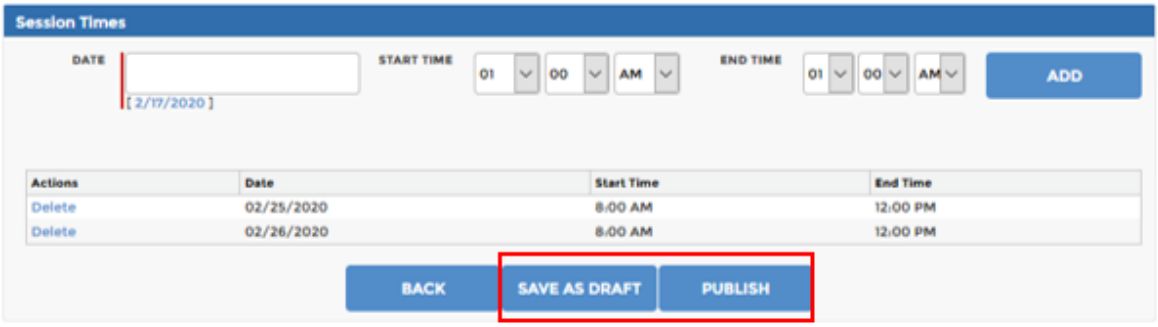
FSMTB © 2025 ALL RIGHTS RESERVED

6. Live – On Site Session Times
    - Make sure that the correct time zone is reflected in the text.
    - Indicate the block(s) of time your students will be in class. For example, if your session takes place every morning for a week, you would need to add a time frame for each day, such as Monday 10/31/16 from 8:00AM to 12:00PM, Tuesday 11/1/16 from 8:00AM to 12:00PM, etc., through Friday.
    - You may add as many blocks of time as you need.
    - Fields marked with a red bar are required. At least one block of time is required for a session to be valid.



FSMTB © 2025 ALL RIGHTS RESERVED

7. Click “Publish” to confirm or “Save as Draft” to save and not publish.

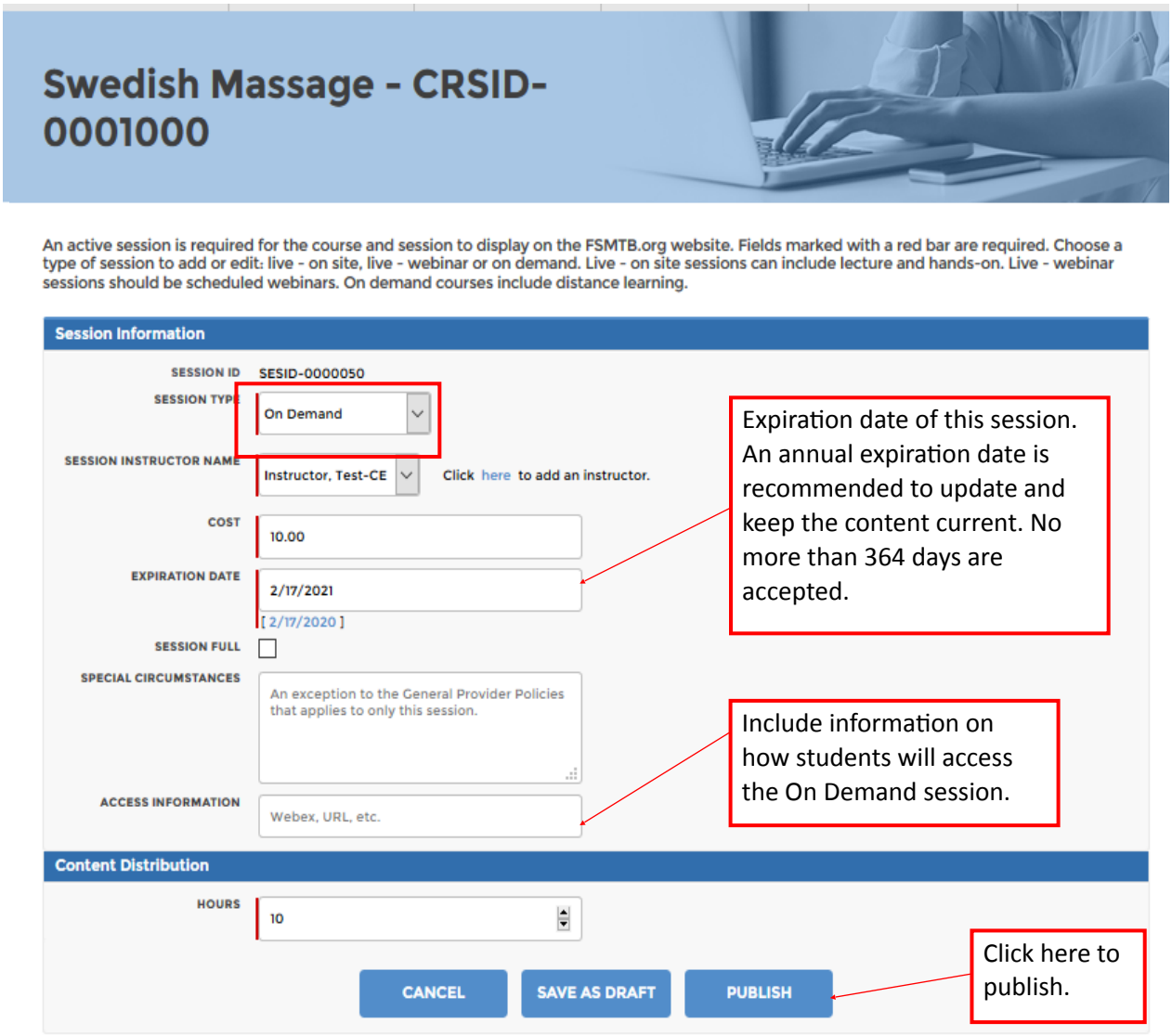


8. Live – Webinar

The session times screen is the same for both the “Live – On Site” and “Live – Webinar” methods of delivery with the same functionality.

FSMTB © 2025 ALL RIGHTS RESERVED

9. On Demand



Uploading Course Completion Rosters to CE Registry

Thank you for uploading your course completion roster to the FSMTB CE Registry. Doing so helps FSMTB provide important information to state licensing boards regarding continuing education completed by therapists for license renewal purposes.

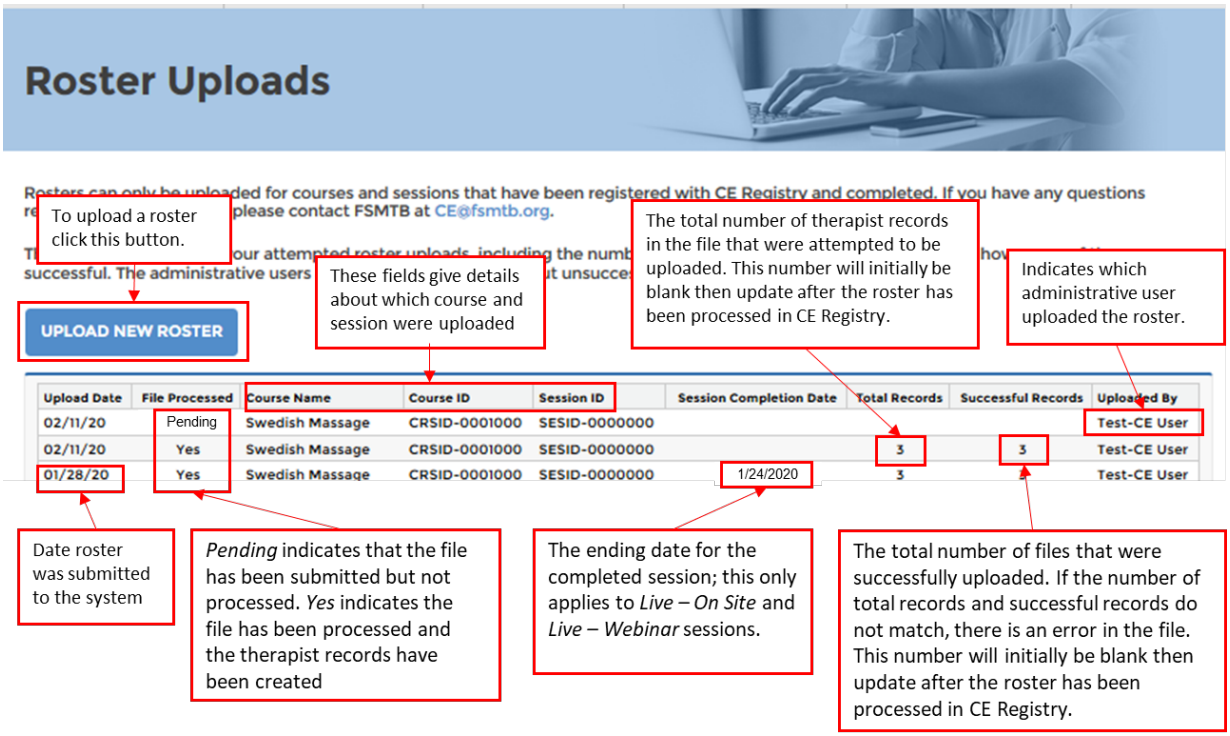
This section provides information about uploading rosters to the CE Registry. If you have difficulties at any point during the process and need assistance, please contact FSMTB at CE@fsmtb.org.

FSMTB © 2025 ALL RIGHTS RESERVED

COURSE COMPLETION ROSTER UPLOADS

You must have the correct administrative privileges to upload a roster. If an Administrative User wishes to upload a roster and does not see the roster upload button, they should contact their account administrator. Rosters can only be uploaded for courses and sessions that have been submitted to the CE Registry. On Demand rosters can be uploaded at any time, while Live – On Site and Live – Webinar rosters cannot be uploaded until the session has ended. There is a downloadable template on the "Roster Uploads" page for you to use to upload rosters to CE Registry. We strongly recommend that you use the template, though you can create your own. Sessions associated with providers or courses that have been revoked are not eligible for roster upload.

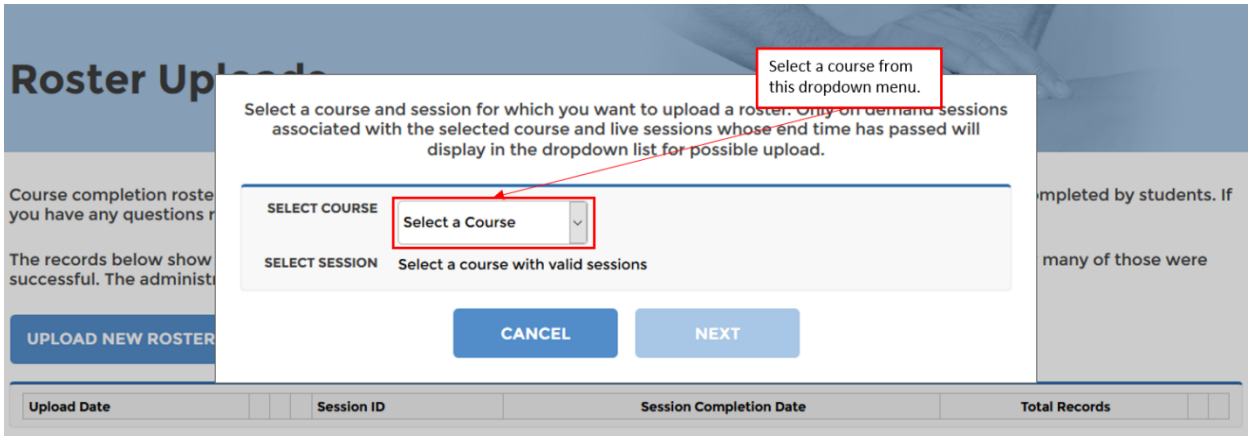
This page displays your previously uploaded rosters.

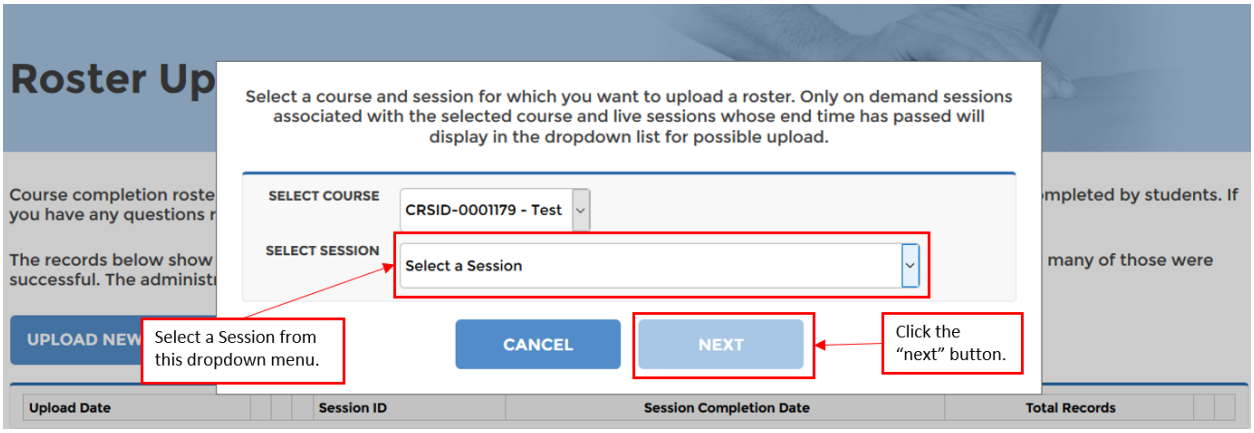


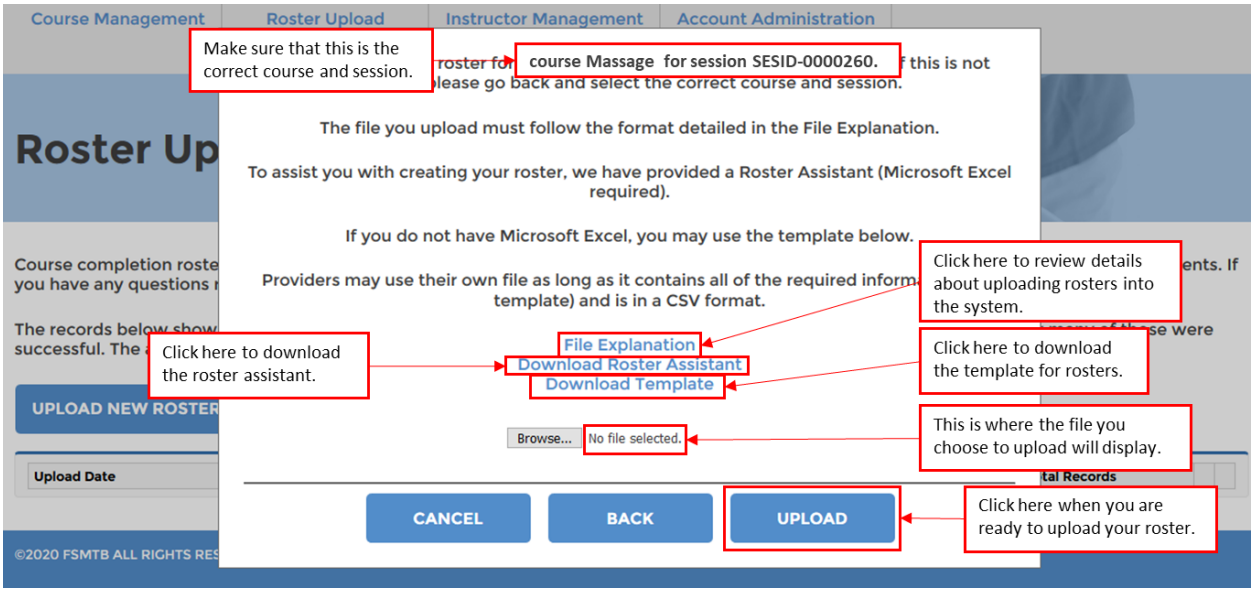
SELECT COURSE & SESSION

The system will require you to select a Course and Session to link to your roster. Only sessions where the end date has passed or that are "On Demand" will show in the Session list. The system will display Course and Session information for you to confirm that you made the correct selections. If an incorrect course or session is selected, click "Back" to make the correct selections.

FSMTB © 2025 ALL RIGHTS RESERVED





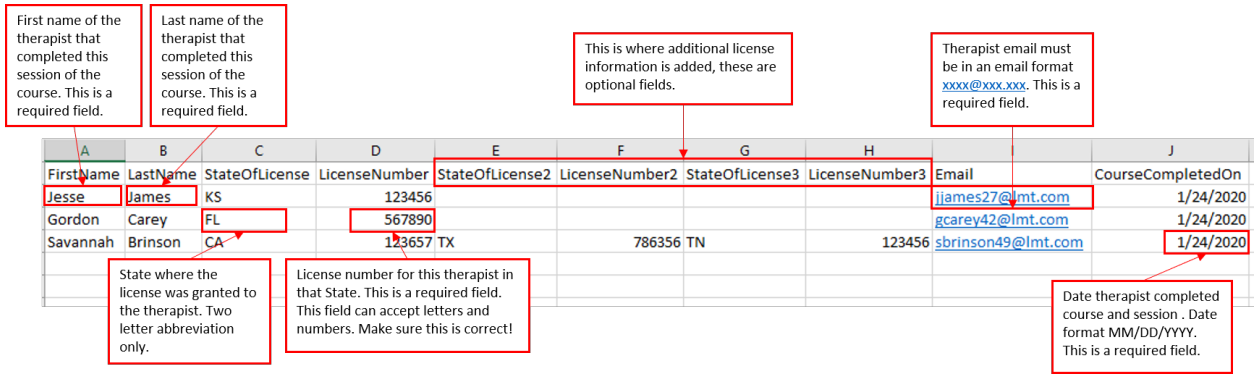


FSMTB © 2025 ALL RIGHTS RESERVED

ROSTER TEMPLATE

The template may be downloaded from the roster upload window. You may use the roster template or an alternative, as long as the alternative contains all information present in the template and it is **saved in Comma Separated Value (CSV) format**.

- The system will ask you to provide multiple states and license numbers for therapists who hold multiple licenses. A minimum of one state and corresponding license number is required. Up to three state and corresponding license numbers may be provided.
- Only licensed therapists will be accepted into the system. Do not list therapists who do not have a valid license.



A	B	C	D	E	F	G	H	I	J
FirstName	LastName	StateOfLicense	LicenseNumber	StateOfLicense2	LicenseNumber2	StateOfLicense3	LicenseNumber3	Email	CourseCompletedOn
Jesse	James	KS	123456					jjames27@lmt.com	1/24/2020
Gordon	Carey	FL	567890					gcarey42@lmt.com	1/24/2020
Savannah	Brinson	CA	123657	TX	786356	TN	123456	sbrinson49@lmt.com	1/24/2020

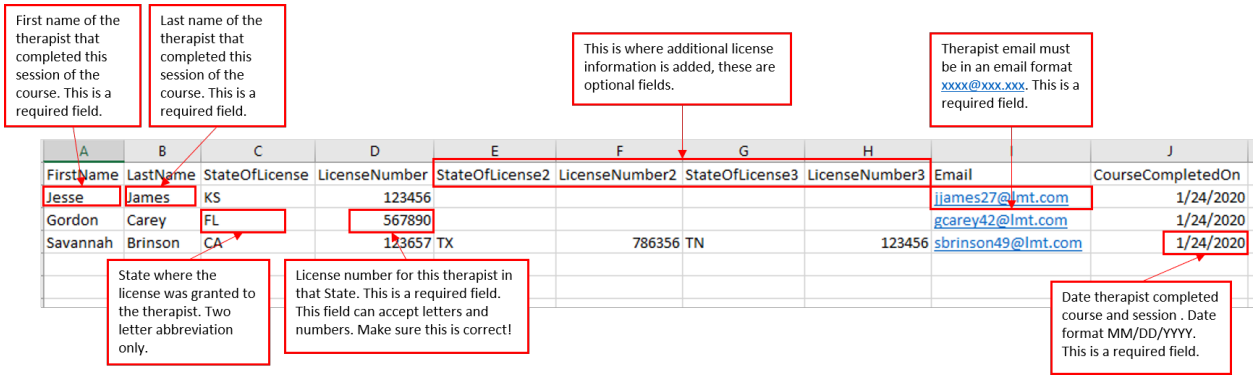
Once a valid CSV file is created, click “Browse” and select the file from your computer. Then, select “Upload” to submit the roster to the system.

FSMTB © 2025 ALL RIGHTS RESERVED

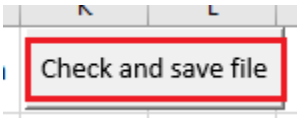
ROSTER ASSISTANT

The roster assistant is similar to the roster template and may be downloaded from the roster upload window. You may use the roster assistant to assist in the roster creation. The roster assistant is different from the roster template as it will help keep the roster in the proper format, inform the provider of potentially missed information, create the file with the proper format, and saves the file to the desktop for easier finding.

- The system will ask you to provide multiple state and license numbers for therapists who hold multiple licenses. A minimum of one state and corresponding license number is required. Up to three state and corresponding license numbers may be provided.
- Only licensed therapists will be accepted into the system. Do not list therapists who do not have a valid license.



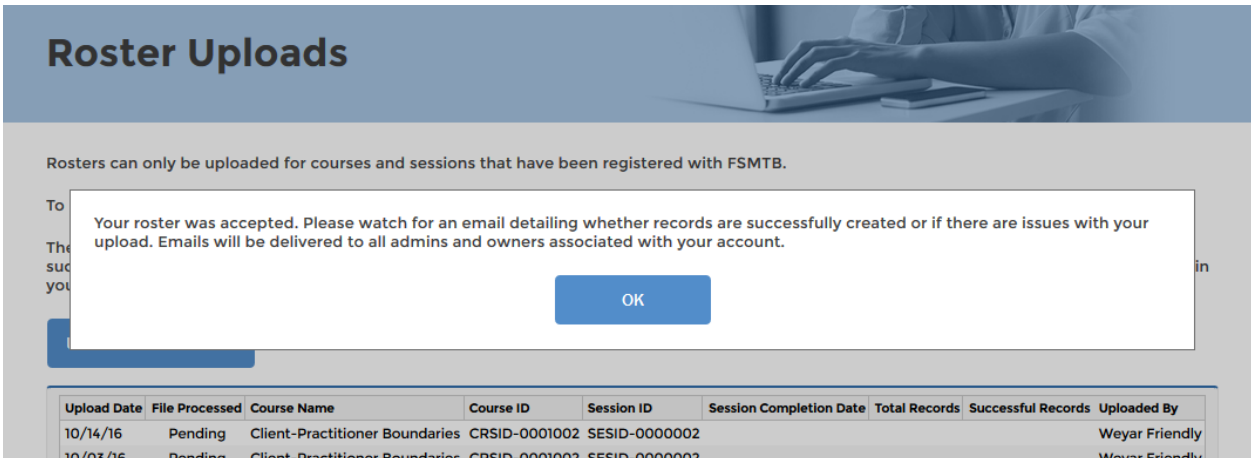
- Click the “Check and save file” button then follow the prompts.



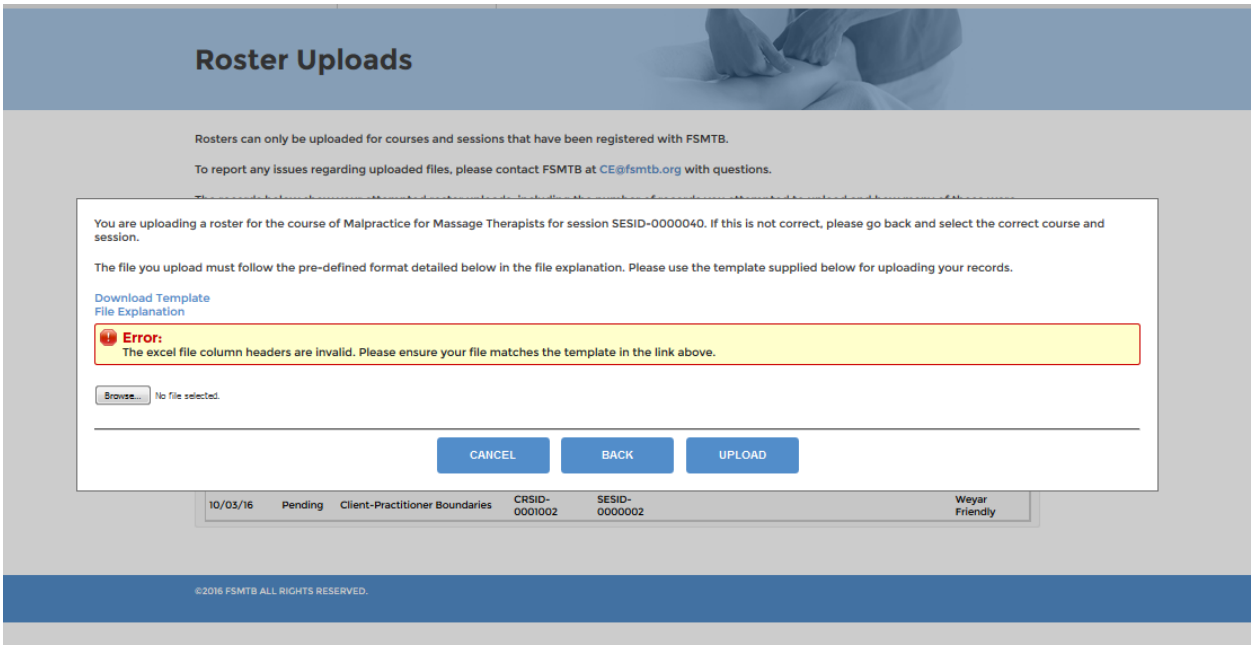
FSMTB © 2025 ALL RIGHTS RESERVED

ROSTER UPLOAD COMPLETE

If your roster does not have any problems, a pop-up window will display confirming that your upload has been accepted.



- The Roster Upload Overview page will also show your new upload attempt after you click “OK” on the popup.
- If your roster has a problem, such as the *column names do not match expected values* or *column names are out of order*, the system will display a pop-up asking you to correct the file and try the upload again.



- If there is a problem, the system will also email all administrative users and the owner on the account, indicating which course, session and record had problems.

FSMTB © 2025 ALL RIGHTS RESERVED

Once your upload is complete, the system will import the roster into the Massage Therapy Licensing Database (MTLD).

The roster upload may not be immediate; it may take a few hours.

- If there is a problem with individual records on your roster upload, the system will email all administrative users and the owner on the account with the following information:
    - Course and session for which the roster was submitted;
    - Records affected, including the number of problems, the type of problem and the rows affected.

Below is an example of an email indicating a problem with a roster.

CE Provider,

The roster your provider uploaded on Nov 2 2016 9:31AM CST had one or more records that did not meet requirements for entrance into MTLD and subsequently failed.

Records that did meet requirements were successfully imported into MTLD.

Below is general information about the file your provider uploaded:

Course ID: CRSID-0001026
Course Name: Ethics in Massage Therapy
Session ID: SESID-0000029

Below is information related to record(s) that experienced errors:

- 1 record(s) with the error "Data longer than expected": Row(s) 28
- 1 record(s) with the error "Missing License Number/Unable to find match": Row(s) 30

Please try uploading a file of only the records that had errors. If you need additional assistance, please contact FSMTB at CE@fsmtb.org.

Thanks,
FSMTB Service Team

Do not upload the same roster more than one time!

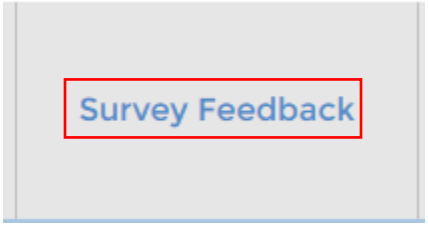
If the same roster is uploaded more than once, the new file will override the previous file. **If you need to correct records, create another roster and only submit the rows that had errors.** Be sure to include all of the information found in the row that was identified in the email, e.g., therapist first and last name, license state(s) and number(s), email and completion date. Go through the upload process again to submit only the corrected individual records.

FSMTB © 2025 ALL RIGHTS RESERVED

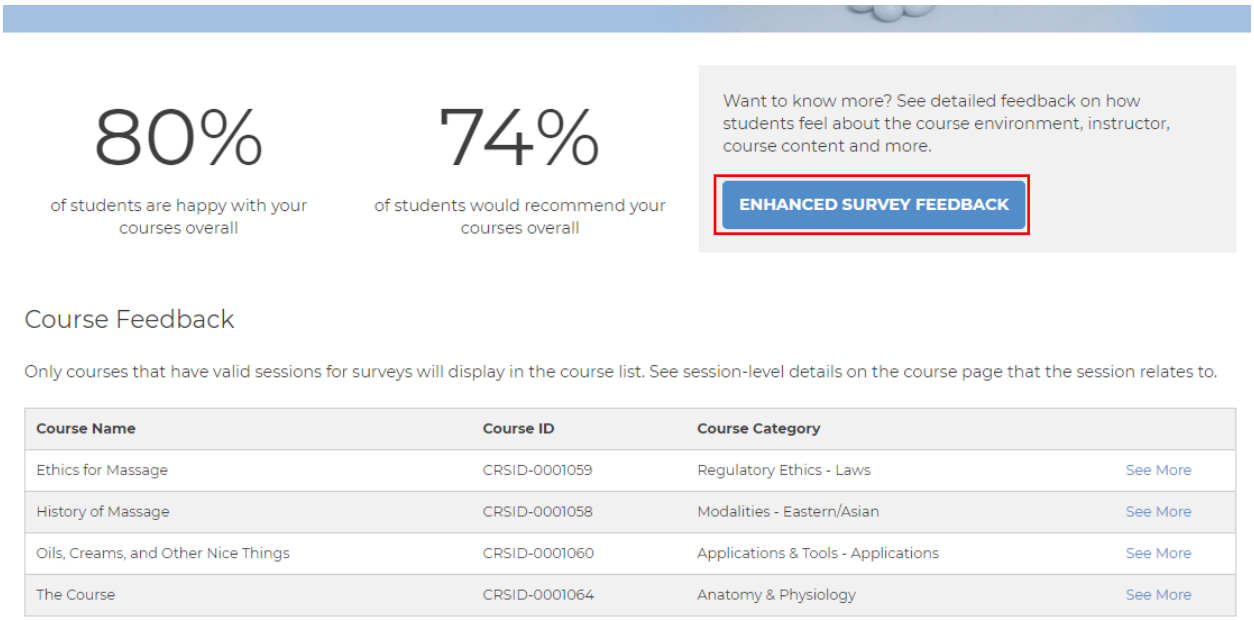
Survey Feedback

When your account has received 50 or more positive survey results, you will be given access to the Survey Feedback page.

1. Sign in to CE Registry. Navigate to the Survey Feedback screen via the “Survey Feedback” tab at the top of the page.



2. Click the “Enhanced Survey Feedback” button to purchase more detailed feedback.



3. Click “Add to Order” and a new page will appear with additional options. You may select specific courses or instructors to review.

FSMTB © 2025 ALL RIGHTS RESERVED

FSMTB
FEDERATION OF STATE MASSAGE THERAPY BOARDS

Hello, John Doe of Test Provider. Logout

Course Management | Roster Upload | Therapist Feedback | Instructor Management | Account Administration

Select Feedback

Select which courses or instructors you would like to purchase enhanced feedback for. This information will let you know what students are saying about your instructors, the environment, the course content and more. Use this feedback to improve your courses and modify them based on what students are saying.

You can select up to five courses and/or instructors to download feedback for. Only courses with sessions that have had surveys sent will show up in your list. Each item you add will incur its own cost.

Once you purchase a survey, you'll be directed to a download page where you can download the feedback from a link. This link will always be available, but only include survey feedback from a time frame based on the day you purchase. If you select feedback for an instructor who teaches at other providers, you will only get feedback for the courses they teach at your school.

Back

CHECKOUT

COURSES | INSTRUCTORS

Course Name	Course ID	Number of Sessions	Number of Responses	
Ethics for Massage	CRSID-0001059	2	62	ADD TO ORDER
History of Massage	CRSID-0001058	1	0	REMOVE
Oils, Creams, and Other Nice Things	CRSID-0001060	1	16	ADD TO ORDER
The Course	CRSID-0001064	1	0	ADD TO ORDER

Order

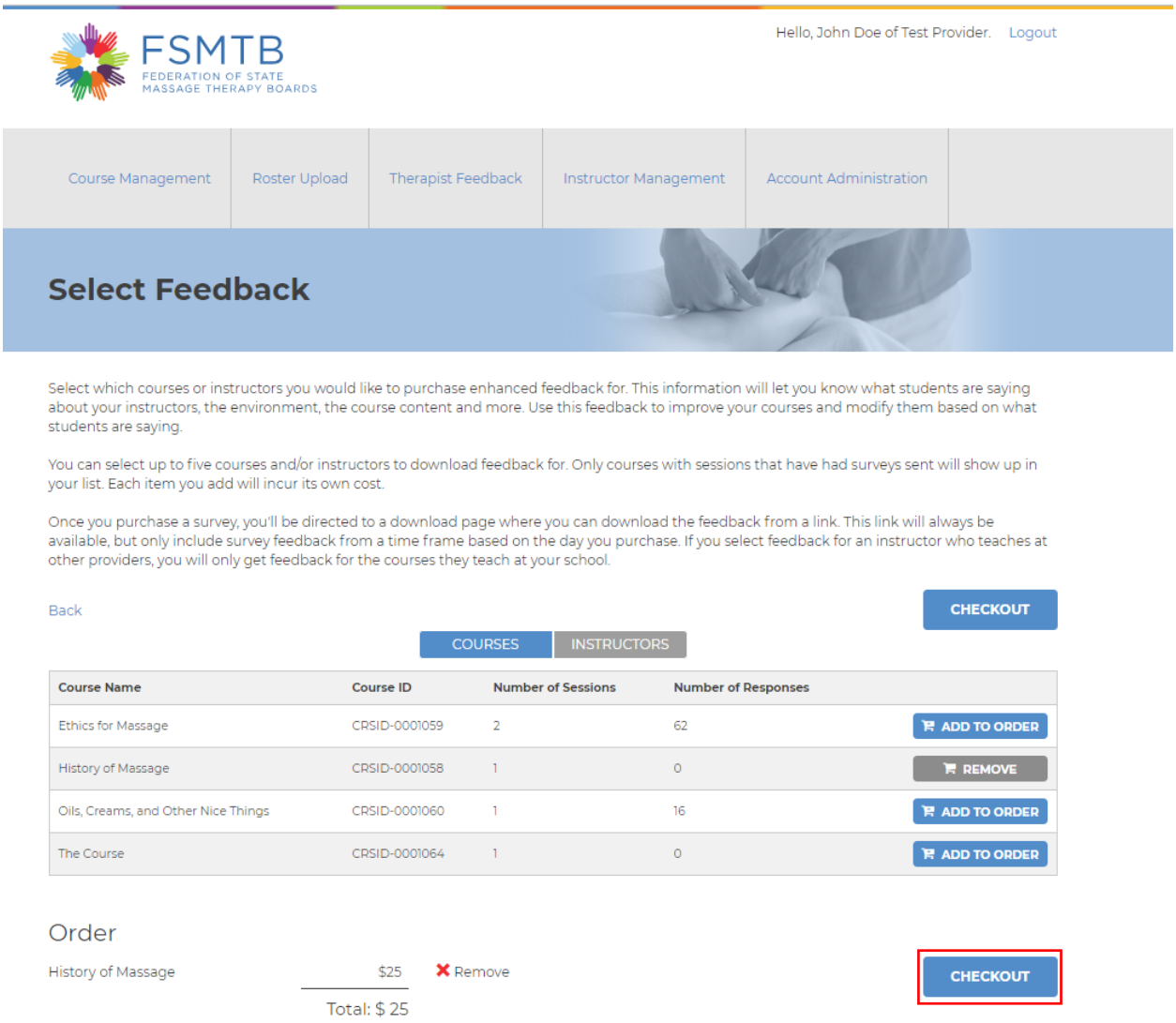
History of Massage $25 ✕ Remove

Total: $ 25

CHECKOUT

4. Confirm your order is correct and click "Checkout."

FSMTB © 2025 ALL RIGHTS RESERVED



5. Complete the payment information fields. Only Visa and MasterCard are accepted. Upon clicking “Submit,” the fee will be processed.

FSMTB © 2025 ALL RIGHTS RESERVED

Credit Card Information

CARD NUMBER

EXPIRATION DATE

MM YYYY

SECURITY CODE

FIRST NAME

LAST NAME

BILLING ADDRESS

BILLING CITY

BILLING STATE

Alabama

BILLING ZIP CODE

By clicking this button, I authorize payment. Please press "Submit" only once.

SUBMIT

Click only once to avoid multiple charges.

FSMTB © 2025 ALL RIGHTS RESERVED

Common Questions

Why upload a roster?

State licensing boards will be able to directly view the continuing education records of licensed therapists who have completed your course to determine what education a therapist has completed. It is the responsibility of all providers, as an accepted condition of use, to upload all completion rosters into the system. Failure to do so is grounds for revocation of registration.

Who should be included in my rosters?

Any licensed therapists who have successfully completed your course session should be included in your roster. Rosters will be uploaded for each session separately. For example, Session 1 and Session 2 both ended last Friday. You will upload all completers of Session 1 in your first roster, and all completers of Session 2 in your second roster.

How should I name my roster file?

The system will know how to file your roster without needing a specific naming convention. However, for the ease of your own recordkeeping, FSMTB recommends the following naming convention for all rosters:

Option 1: Date - CourseID - SessionID - *or* - **Option 2:** Date - Course Name - SessionID.

For example:

Option 1: 2016OCT12-CRSID-0001002-SESID-0000002

- 2016OCT12 is the date you uploaded the file,
- CRSID-0001002 is the Course ID
- SESID-0000002 is the session ID

- or -

Option 2: 2016OCT12 - Client-Practitioner-Boundaries - SESID-0000002

- 2016OCT12 is the date you uploaded the file
- Client-Practitioner-Boundaries is the Course Name
- SESID-0000002 is the Session ID. "

FSMTB © 2025 ALL RIGHTS RESERVED

Where do I find the template for the roster upload?

A link to download the template is included on the roster upload page. Once you have the template downloaded, you can use the same format for every roster upload. Make sure you save your roster upload in a CSV format. If you are opening the template in Excel, it will ask if you are sure you want to save it as a CSV file. You should confirm that you do want to save it as a CSV file.

What if I do not see my course and/or session on the selection screen?

Courses that have a status of Published or Inactive should show up as an option on the selection screen. Courses that have a status of pending review, draft or denied will not be available in this list.

Only sessions that are On Demand or Live (on site or webinar) and the end date has passed will display on the selection screen.

When/how often should a roster be uploaded?

Providers must submit verification of course completion to the FSMTB within thirty (30) days of participants' completion of the course.

What if I notice a mistake on a roster that I previously uploaded?

Please contact the FSMTB at CE@fsmtb.org to report the error. FSMTB may ask you to upload a new roster with the corrected record.

What if my course/session has someone who completes it later than other students?

You will simply upload an additional roster for that same Course and Session combination with only the student that completed that course/session later. Once a session is eligible for roster upload, it will remain in the choices for upload indefinitely.

Can I delete a roster once it is uploaded?

You will not have access to rosters once they have been uploaded. You will only see a record of the upload occurring. FSMTB recommends that you keep a file of the rosters you have uploaded for at least 90 days, for future reference.

FSMTB © 2025 ALL RIGHTS RESERVED

Can I delete a record once it has been created from a roster?

You will not have access to modify the records created from your roster upload. If you think a record needs to be deleted, please contact FSMTB at CE@fsmtb.org for assistance.

How long does it take to process my roster upload?

Rosters are processed at regular intervals, but please wait a few hours to see your roster upload processed.

What if my successful records are much lower than my total records?

If you are regularly seeing errors with multiple records when uploading rosters, please contact FSMTB at CE@fsmtb.org for assistance with your upload process. FSMTB will help you troubleshoot to discover what may be incorrect.

Glossary

Activate – The ability, by way of the Registry Account Owner or other administrative users, to activate other users of the provider account.

Active – A course that has been submitted and accepted, where sessions may be associated with it.

Admin – An individual user that can make all changes, get payment/renewal information, and create/edit and delete other users, except Owner.

Audit – Investigation of a complaint filed by a student, instructor, provider or agency.

Competence – The ability to apply knowledge, skills and behaviors required to function effectively, safely, ethically and legally within the context of the individual's role and environment.

Competency – An ability or skill.

Continuing Education – Education and training that maintains, improves, or enhances Massage Therapy practice.

Clock Hour – A full sixty (60) minute period, with at least fifty (50) minutes of instruction or learning activities.

Corrective Action – Required actions to correct deficits in a program prior to review by the Licensure Renewal Committee or other authority.

FSMTB © 2025 ALL RIGHTS RESERVED

Course – A single class or a series of classes about a particular topic, skill and/or technique or series of techniques, in a school or program.

Courses and Rosters Only – Type of user, created by an Admin, who can only edit course and roster information in the system.

Courses Only – Type of user, created by an Admin, who can only edit course information in the system.

Criteria – Indicators or measurements that are used to determine the level of adherence to the standards.

Denied – A submitted course that was reviewed to determine if it fits into an existing content category and was denied acceptance in the CE Registry.

Deactivate – The ability, by way of the admin owner or other admin, to deactivate other users of the provider account. This allows provider admins to restrict the use of the account by other designated users.

Diversity – Cultural, individual and role differences, including those based on age, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, and socioeconomic status.

Draft Course – Course information that has been entered but not submitted to be reviewed.

Fee – The cost of the registration or course review.

Hands-On Application – An inperson learning method involving active participation in the application of manual techniques.

Hands-On Instruction – Must be provided in the presence of an instructor under the purview of a provider registered and in good standing with the FSMTB, and must include hands-on participation by the licensee.

In Good Standing – Regarded as having complied with all obligations, while not being subject to any form of sanction, suspension or disciplinary action.

Inactive Course – A previously active course that has been inactivated. Inactive courses will not appear in the CE Registry course search on the website.

Inclusivity – The status of being open to everyone; not limited to certain people. Available without unlawful discrimination to everyone having the educational or experiential qualification to participate.

Instructor – A person who has achieved a particular skill or expertise and teaches this particular subject or skill to others: someone who instructs people.

Instructor Assistant – A person qualified and acting to assist with instruction but doing so under the direct supervision and authority of approved instructor.

Learning Domain – A defined area or category of learning (cognitive, psychomotor, affective, and interpersonal).

FSMTB © 2025 ALL RIGHTS RESERVED

Live – On Site – Instruction in a classroom environment where the instructor and learners are together at the same time and in the same physical location.

LRC – License Renewal Committee.

Maintained – Kept in a manner to be available, readable and accessible, includes converting electronic records to be able to access from modern electronic equipment and protecting data from loss.

Massage Therapist - An expert who uses massage, bodywork or somatic practices to promote, maintain or restore health and wellness.

Massage Therapy – The manual application of a system of structured touch to the soft tissues of the human body (see CE Standards & Registry Guidebook - Massage Therapy Model Practice Act, pages 10-11 for full definition).

On Demand – A course that students can complete on their own schedule, at their own pace. On Demand course types include eLearning, recorded webinars, audio conferencing, home study, text- and video-based courses.

Pending Course – A course with a category of "other," which is being reviewed to determine if it is acceptable for publication.

Professional – A person engaged or qualified in a profession that requires special education, training or skill and having a fiduciary responsibility to those served.

Provider – An organization or individual that offers continuing education to professional massage therapists for license renewal.

Provisional – Indicates providers who have not yet received 50 favorable reviews from students.

Published Course – A course that has been accepted and published in the CE Registry course search on the FSMTB website.

Reasonable Time Frame – A time period, beginning with the receipt of the learner's request, prior to the activity that gives the sponsor realistic and appropriate notice to arrange for the requested accommodations.

Registration – Creating an account in the CE portal system.

Registry Account Owner – An individual user who can make all changes, get payment/ renewal information, and create/edit and delete all other users.

Renewal – Continuing the account activation beyond the initial registration timeframe.

Restricted – A provider, course or session that has been restricted due to an unresolved audit or investigation. A provider account will have temporarily restricted access, a restricted course or session cannot be edited.

Revocation – A provider account that has been inactivated permanently.

FSMTB © 2025 ALL RIGHTS RESERVED

Rosters Only – Type of user, created by an admin that can only upload roster information in the system.

Security – Measures taken to guard against data loss, sabotage, crime, cheating or cyberattack, including theft of intellectual property or personal information.

Session – A scheduled or ondemand instance of a single course. Sessions may be scheduled over days or even weeks.

Standards – Agreed upon principles for developing and evaluating continuing education.

Submitted Course – Data about a prospective course that has been sent to the LRC for approval.

Supervisory Resources

> **Supervisor:** One that supervises, especially an administrative officer in charge of a business, government, school unit or operation.
>
> **Resources:** A supply of something that someone has and can use when it is needed.

Textbook – A book, whether printed or digital, about Massage Therapy, related sciences or professional development that is used as a fundamental part of an approved educational activity.

Timely – Done or occurring within an amount of time that is appropriate for the level of work required to respond and performed without unnecessary delay.

Topics Accepted – MBLEx content outline; Entry Level Massage Education Blueprint; Massage Therapy as defined in the Model Practice Act. See Course Category Policy.

Under Review – A provider, course or session where the Account Owner is in the process of taking corrective action in order to comply with FSMTB CE Standards.

University – An institution of higher learning that provides facilities for teaching and research and is authorized to grant academic degrees; specifically, one made up of an undergraduate division that confers bachelor's degrees and a graduate division that comprises a graduate school and professional schools, each of which may confer master's degrees and doctorates.

Webinar (Live) – A seminar or workshop in which the instructor and participants view the same screen at the same time. The webinar usually has an audio component that the instructor controls and functionality that allows participants to chat by entering text, answering polls, raising their hands and asking questions.

Webinar (Recorded) – A webinar in which the student cannot ask questions of the instructor in real time, but can communicate and ask question of the instructor via text, email, phone outside of the course delivery timeframe.

FSMTB © 2025 ALL RIGHTS RESERVED

Reminder

This technology resource was designed to assist CE Providers with the functions of CE Registry. If there is any information in this document that seems unclear, please contact us at CE@fsmtb.org for clarification. Your feedback will help us to improve our communication. Thank you.

FSMTB © 2025 ALL RIGHTS RESERVED

FEDERATION OF STATE MASSAGE THERAPY BOARDS
7300 College Boulevard, Suite 650
Overland Park, KS 66210
CE@fsmtb.org
913.681.0380

www.fsmtb.org

FSMTB®
FEDERATION OF STATE
MASSAGE THERAPY BOARDS