



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 and being listed in the MBLEx application 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. A School’s inclusion on the application drop-down menu does not imply endorsement or approval of the School by the FSMTB.

The School acknowledges and agrees to:

1. Maintain its approval or recognition by the appropriate state education authorizing entity for massage therapy schools and programs;
2. 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;
3. 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;
4. Update and maintain as current all EVC Application information and documentation, including the state authorization documentation/certificate; massage program(s) offered, program hours/length, and program documentation/course catalog(s);

5. Not create or access FSMTB Examination Accounts/logins/passwords, complete or submit MBLEx applications, Result Transfer Forms, or other such forms on behalf of School students or graduates;
6. Only verify their student(s) or graduate(s) that meet the requirements of the FSMTB Massage Education Policy;
7. Timely provide education records, transcripts, or other education substantiation information as requested by the FSMTB;
8. Not use the School's EVC account to verify education for a student/graduate of another school or a closed school;
9. Upon request, provide transcripts and education records to FSMTB that must contain the following information:
 - a. School name and address on official letterhead;
 - b. student legal name; address (mailing and residence, if different);
 - c. student date of birth; last four digits of social security number;
 - d. date of initial enrollment;
 - e. date of program completion or graduation (if applicable);
 - f. course name/title;
 - g. class hours (or credits) offered for each course;
 - h. class hours (or credits) completed by the student for each course;
 - i. grade, pass/fail, or other performance assessment on each course;
 - j. delivery method for each course (in-person or online/distance learning);
 - k. designation of any transfer hours or credits (if applicable);
 - l. school/program from which any transfer hours/credits were accepted (if applicable);
 - m. printed/typed name of the Registrar or Keeper of Records for the School;
 - n. signature of the Registrar/Keeper of Records;
 - o. and the date the official transcript was issued.
10. Update School contact information immediately upon any changes in School name, location, phone number, email, School owner/program director, School registrar or keeper of records, or EVC authorized user(s);

11. Maintain the EVC User Account(s) and password(s) in a secure manner and accessible only by authorized School staff;
12. 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;
13. Immediately acknowledge and timely and promptly comply with any other FSMTB requests;
14. Comply with all other FSMTB policies and procedures, including but not limited to FSMTB's [Terms of Use](#).

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 deny, 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 further acknowledges that adverse action may include imposition of administrative fees and monetary penalties; that FSMTB may take action with or without advance notice and that FSMTB's determination is final. FSMTB may update these Terms & Conditions at any time.

*****[FSMTB Massage Education Policy](#) defines an approved massage therapy education program as 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.***

Please note: Federal or state apprenticeship training, even if administered by an approved massage education program, is not currently subject to FSMTB's Massage Education Policy and therefore not eligible for EVC access.