



## ASSIGNED SCHOOL CODE REQUEST AND UPDATE FORM

Since 1992, the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) has worked to advance the standards of the massage profession. National Certification stands for credibility, integrity and professional commitment. In order for students to be eligible to take National Certification examinations, and make it easier on their students to register, we encourage schools to acquire an Assigned School Code.

NCBTMB Assigned Schools receive pass rate reports for first time test-takers every six months. Reports do not include personal student information. Potential students can search for an Assigned Schools on the NCBTMB website at [www.ncbtmb.org](http://www.ncbtmb.org).

To apply for an Assigned School Code, or to update existing information, please complete this form in its entirety. To be considered:

- schools must meet all applicable local, state and federal requirements relating to the operation of a massage therapy and bodywork program
- schools must meet current NCBTMB requirements
- complete and submit this form, along with all supporting documentation

*Please note that satellite branches of a school are required to be independently registered with NCBTMB and each location or branch must submit its own documentation.*

The NCBTMB School Outreach Team will review the completed form and required documentation. They will notify you immediately if any items are missing for consideration.

- When an Assigned School Code is approved, schools will receive a numeric code for graduates to use when they apply for National Certification.
- When an Assigned School Code is denied, schools will receive a letter providing the rationale for refusal. NCBTMB may, at its discretion, provide schools with an opportunity to address an issue.

If fraudulent activity is found or suspected, NCBTMB reserves the right to deny or revoke an Assigned School Code at any time. **NCBTMB may release the following information to government, law enforcement and/or regulatory authorities at its discretion: disciplinary actions against a school; exam data, candidate performance and school affiliation.**

### **Required Supporting Documentation**

Please submit the following documents, along with your completed Assigned School Code Request Form. All documents must be sent in English.

- The massage therapy program section of your catalog with course descriptions.
- A curriculum outline documenting hours, as they relate to NCBTMB's minimum curriculum breakouts shown on page two (2) of this form.



- A copy of your school's policy on instructor qualifications, including a resume for each instructor in your massage therapy program.
- A copy of proof that the school is licensed to teach massage therapy and/or bodywork through your state Department of Education or other state-licensing agency.
- A copy of the school's accreditation certificate, if applicable.
- A sample of your school's diploma and official transcript. Official student transcripts must follow the same pattern as the sample submitted and must include:
  - subject matter or course name
  - number of clock hours of instruction
  - credit to clock hour conversion information (if applicable)
  - final grades in all courses
  - dates of attendance or start date/end date
  - date of graduation or successful completion
  - authorizing signature and the school's seal (if applicable)

### **Minimum Curriculum Requirements**

A program must consist of a **minimum of 500 hours** of instruction delivered as follows:

- **300 hours delivered in-class (face-to-face) OR in a distance education format (CD, DVD, online, videotape, telecourse, hybrid course, etc.) OR some combination of both.**
- **200 hours of hands-on instruction delivered in-class (face-to-face) only. Hands-on instruction is defined as instruction delivered within your school by your massage therapy instructors.**

### **Minimum Curriculum Breakouts**

The minimum 500 hour program of instruction must include:

- 200 hours of massage and bodywork assessment, theory and application instruction
- 125 hours of instruction on the body systems (anatomy, physiology and kinesiology)
- 40 hours of pathology
- 4 hours of business
- 6 hours of ethics
- 125 hours of instruction in an area or related field that theoretically completes your massage program of study

### **Unacceptable Courses/Programs within a 500 Hour Program**

Unacceptable courses and/or programs include, but are not limited to:

- Courses that do not adhere to the NCBTMB [Code of Ethics](#) and [Standards of Practice](#).
- Physically invasive courses (i.e., ear candling, colonics, TMJ/inter-oral massage, etc.).
- Apprenticeships/Mentoring/Unsupervised Clinicals.
- Courses that instruct with electricity (i.e., electrical stimulation, ultra-sound, etc.).



- Courses that are beyond the scope of practice for a massage therapist, as determined by a student's training and education, and, when applicable, regulatory bodies.

Courses that are counted towards the 200 hours of hands-on in-class supervised instruction must contain physical instruction. Courses, such as the following will not be accepted:

- Herbology
- Stand-alone aromatherapy
- Yoga
- Qigong breathing

**Continue to next page to complete application or update your information.**





Alternate Contact

Name of School Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**1. Is your school currently licensed or approved to operate in your state?**

**Yes** \_ **No**

If you answered "yes", please provide the following:

Name of regulatory body: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

On what date does the license expire? \_\_\_\_\_

**2. Has a sanction been imposed on your school or program by a licensing or regulatory body in any state or jurisdiction? A sanction is the imposition of a penalty based on the violation of procedures, policy, law, regulation, etc.**

**Yes**      **No**

If you answered "yes", please describe the circumstances and the current status of the sanction, along with a copy of the sanction letter.

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**3. Is your school or program accredited?**

**Yes      No**

If yes, by whom: \_\_\_\_\_

When does your accreditation expire? \_\_\_\_\_

**4. Does your program consist of a minimum of 500 hours instruction with no more than 300 hours of the instruction being delivered in a distance education format?**

**Yes      No**

**5. Does your school have more than one 500+ hour program?**

**Yes      No**

Please list all massage therapy programs, including number of hours.

<b>Program</b>	<b>Total Number of Hours</b>
_____	_____
_____	_____
_____	_____

**6. Does your school have qualification standards in place for instructors?**

**Yes      No**

If you answered “yes”, please provide a copy of your school’s policy regarding instructor qualifications.

**Application Checklist:**

It’s important to us to process your application in a timely manner. Please be sure to include the following documents with your completed application form.

- The massage therapy program section of your catalog with course descriptions.
- A curriculum outline documenting hours, as they relate to NCBTMB’s minimum curriculum breakouts shown on page two (2) of this form.
- A copy of your school’s policy on instructor qualifications, including a resume for each instructor in your massage therapy program.
- A copy of proof that the school is licensed to teach massage therapy and/or bodywork through your state Department of Education or other state-licensing agency.



- A A copy of the school's accreditation certificate, if applicable.
- A sample of your school's diploma and official transcript. Official student transcripts must follow the same pattern as the sample submitted and must include:
  - subject matter or course name
  - number of clock hours of instruction
  - credit to clock hour conversion information (if applicable)
  - final grades in all courses
  - dates of attendance or start date/end date
  - date of graduation or successful completion
  - authorizing signature and the school's seal (if applicable)

### 7. Agreement

By providing my signature below, I attest that I have read and understand the requirements for an Assigned School Code. I have voluntarily enclosed documentation for review by NCBTMB. I agree to indemnify and hold harmless NCBTMB, its Trustees, officers, employees and agents from any and all liability for injury or damages suffered by me or the institution I represent.

I agree to submit updates, along with the appropriate supporting documentation, to NCBTMB within thirty (30 days) when any of the information provided on or with this form has changed.

This includes but is not limited to changes in curriculum, school name, school ownership and licensing status. I understand that NCBTMB reserves the right to temporarily suspend the Assigned School code and render the school's graduates ineligible for National Certification should NCBTMB determine that a school has not met its obligation to inform NCBTMB of any change in information. I also understand that any misrepresentation of fact made in this application, the supporting documentation or in future communications to NCBTMB may be found cause for disciplinary or investigative proceedings. NCBTMB retains the right to revoke or suspend the Assigned School code as it deems necessary in order to protect its certification program.

**I understand that an assigned school code does not represent school accreditation, endorsement or approval of any kind, other than the school's curriculum meets NCBTMB minimum educational requirements.**

**I affirm that all statements made by me in this application are true and correct to the best of my knowledge and that I have the authority to submit this application for an Assigned School Code on behalf of my school.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Thank you for applying for an Assigned School Code, or for updating your Assigned School information. NCBTMB will conduct a complete and thorough review of your school's information upon receipt. If an Assigned School Code is granted or renewed, an acceptance letter and certificate will be mailed to the school contact at the address provided.

**Please submit this form along with supporting documentation via fax, email or regular mail.**

**Fax** form and attachments: 866-289-1706

**Email** form and attachments: [schooloutreach@ncbtmb.org](mailto:schooloutreach@ncbtmb.org)

**Mail** form and attachments:

National Certification Board for Therapeutic Massage & Bodywork  
Attn: School Outreach  
1901 S. Meyers Road, Suite 240  
Oakbrook Terrace, IL 60181-5243