

ASSIGNED SCHOOL APPLICATION CHECKLIST

Included is a checklist of the information and items you will need to complete the Assigned School application. To start your application, please visit the NCBTMB website here.

1. ACCREDITED SCHOOL REQUIREMENTS

CURRICULUM REQUIREMENTS:

- The minimum 500-hour core curriculum must be in Western-based massage therapy education and must, include:
 - 125-hours of instruction in the body's systems, anatomy, physiology, and kinesiology
 - 200-hours of in-class, on-campus, supervised hands-on instruction in assessment, theory, and application instruction
 - 40-hours of pathology
 - 10-hours of business and ethics instruction (min. 6-hours in ethics)
 - 125-hours of instruction in an area or related that theoretically completes your massage program of study
- NCBTMB will accept a portion of classes via a Learning Management System (LMS). Access to the LMS must be given to NCBTMB. At least 200 hours of instruction must be in person. See below for additional information and requirements.

REQUIRED DOCUMENTATION CHECKLIST:

- Complete contact information
- Copy of accreditation approval with expiration date
- Copy of a signed, sample transcript for all massage therapy programs the school offers
- A breakdown of the curriculum hours. (See above for minimum requirements in each area)
- All education submitted on the Assigned School application must meet NCBTMB's acceptable course content guidelines. In addition, all course content and curriculum must be acceptable by the state where the school is located. Applications will be rejected if NCBTMB unacceptable content is included, no matter the length of the program.
- Access to the LMS must be given to NCBTMB if offering online education.

NCBTMB only accepts applications from schools within the United States or its territories for the Assigned School program. The only exception is if a school outside of the United States or its territories holds accreditation from a third-party agency

recognized by the United States Department of Education. Please note that even if a school is located outside

of the United States and is accredited, education provided there may not qualify for state licensure. It is the responsibility of the individual prospective student to verify acceptance of education with state massage licensing boards.

2. NON-ACCREDITED SCHOOL REQUIREMENTS

CURRICULUM REQUIREMENTS:

- The minimum 500-hour core curriculum must be in Western-based massage therapy education and must, include:
 - 125-hours of instruction in the body's systems, anatomy, physiology, and kinesiology
 - 200-hours of in-class, on-campus, supervised hands-on instruction in assessment, theory, and application instruction.
 - 40-hours of pathology
 - 10-hours of business and ethics instruction (min. 6-hours in ethics)
 - 125-hours of instruction in an area or related that theoretically completes your massage program of study
- NCBTMB will accept a portion of classes via Learning Management System (LMS). Access to the LMS must be given to NCBTMB. At least 200 hours of instruction must be in person. See below for additional information and requirements.

REQUIRED DOCUMENTATION CHECKLIST:

- Complete contact information
- Proof of required business license
- Proof of business ownership
- Proof of approval to operate an educational institution
- List of instructors and their resumes and qualifications
- Licenses and credentials of massage therapists (within states that require licensure),
- Your school's attendance policy
- Your school's program descriptions with course catalog
- Syllabi outlines for each course
- Copy of a signed, sample transcript for all massage therapy programs your school offers
- Breakdown of curriculum hours
- All education submitted on the Assigned School application must meet NCBTMB's acceptable course content guidelines. In addition, all course content and curriculum must be acceptable by the state where the school is located. Applications will be rejected if NCBTMB unacceptable content is included, no matter the length of the program.

- Access to the LMS must be given to NCBTMB if offering online education.

NCBTMB only accepts applications from schools within the United States or its territories for the Assigned School program. The only exception is if a school outside of the United States or its territories holds accreditation from a third-party agency recognized by the United States Department of Education. Please note that even if a school is located outside of the United States and is accredited, education provided there may not qualify for state licensure. It is the responsibility of the individual prospective student to verify acceptance of education with state massage licensing boards.

Online Core Curriculum Requirements for NCBTMB Assigned Schools

State Approval and Accreditation

- It is the responsibility of the school owner to know if online education is accepted in their state. NCBTMB is not responsible for verifying the acceptance of online education in each state.
- Schools with online curriculum must be accredited by a national, regional or state accrediting institution.

Courses NCBTMB will Accept Online

- Sciences (Anatomy, Physiology, Pathology, Kinesiology)
- Business
- Ethics
- History
- General education (courses that complete associate degrees)

Learning Management System

- Must have a learning management system (LMS) for instruction, which includes:
 - Individual login/account for students to access the system.
 - Ability for interaction between the instructor and students.
 - Ability for instructors to be present online with students in accordance with school and accrediting body rules.
 - Discussion board for student to student interaction.
 - Course information, including syllabus, start and end dates and required resources
 - Instructor office hours and live class schedules.
 - Technical support with posted hours of availability.
 - Ability to track student activity to ensure course and program log in requirements are met.
- NCBTMB staff must be able to view the LMS to ensure it meets requirements.
- Course material may be delivered electronically or in physical textbook form.
- A minimum of 200 hours of hands on massage classes must be taught in person.