



MBLEx

Massage & Bodywork Licensing Examination

Candidate Handbook

Federation of State Massage Therapy Boards
fsmtb.org

Effective July 2017



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Federation of State Massage
Therapy Boards

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Introduction

About This Handbook

This Handbook serves as the principal source of information for those applying to take the Massage & Bodywork Licensing Examination (MBLEx). Since every situation and every applicable rule cannot be cited in a document like this, other Federation of State Massage Therapy Boards (FSMTB) policies, practices, and instructions may also apply.

This Handbook provides the information you will need about eligibility requirements, application procedures and fees, examination scheduling, examination content and scoring. You are advised to periodically check our website (www.fsmtb.org) for any changes in FSMTB policies, requirements, or forms that may be made after this Handbook is published. Although FSMTB gives applicants and candidates as much advance notice as possible when policies and procedures change, it is always your responsibility to make sure that you are fully informed about the current requirements and policies.

You should also consult the website (www.fsmtb.org) to learn about any updates that may be introduced regarding eligibility, exam administrations, exam content or other policies.

The policies and procedures in this Handbook may be modified, amended, or cancelled by FSMTB at any time, with or without notice.

This edition of the Handbook supersedes all prior policies or procedures as to the subjects addressed in it and all representations, oral or written.

The FSMTB requires carefully reading and thoroughly understanding every topic in this *Candidate Handbook*.

Contact Us

If you are unsure about an examination policy or procedure, please contact FSMTB at mblex@fsmtb.org or call the dedicated MBLEx toll-free number 1.866.9MB.EXAM (1.866.962.3926).

About FSMTB

The FSMTB is a fully autonomous, non-profit organization established in 2005. It operates under Section 501(c)(3) of the Internal Revenue Code. All revenue collected by the organization is used to enhance FSMTB programs, improve the quality of its examinations and services and provide support to its Member Boards in fulfilling their responsibility of protecting the public.

Seven Directors, who are voted into office by general election at the Annual Meeting of the FSMTB, govern the FSMTB. In making nominations, the Nominating Committee considers diversity in ethnicity, gender, geographic distribution and professional experience.

Our mission is to support our Member Boards in their work to ensure that the practice of massage therapy is provided to the public in a safe and effective manner. In carrying out this mission, FSMTB shall:

- Facilitate communication among Member Boards and provide a forum for the exchange of information and experience.
- Provide education, services and guidance to Member Boards that help them fulfill their statutory, professional, public, and ethical obligations.
- Support efforts among Member Boards to establish compatible requirements and cooperative procedures for the legal regulation of massage therapists, in order to facilitate professional mobility and to simplify and standardize the licensing process.

- Ensure the provision of a valid and reliable licensing examination to determine entry-level competence.
- Improve the standards of massage therapy education, licensure, and practice through cooperation with entities that share this objective, including other massage therapy organizations, accrediting agencies, governmental bodies and groups whose areas of interest may coincide with those of Member Boards.
- Represent the interests of its Member Boards in matters consistent with the scope of the Bylaws.

As part of fulfilling our mission, the FSMTB has developed a licensing examination that provides unified, nationally-verified, entry-level standards for safe and competent practice of massage & bodywork. The first Massage & Bodywork Licensing Examination (MBLEx) was given in July 2007 during the Pilot Testing phase of development. The MBLEx was developed with the help of leading massage and bodywork professionals throughout the nation. Throughout this development period, the FSMTB followed national guidelines for testing in order to ensure a fair, valid, and reliable examination. The first administration of the MBLEx was a milestone event in the growth of the profession in the United States.

Contacting You

FSMTB's primary mechanism of communication with you will be via email. It is your responsibility to keep FSMTB apprised of your current email address. If you do not have an email address, FSMTB will communicate with you via USPS which may result in delays in communication. Such delays will not extend any timeframes or deadlines.

If your name changes, please submit the Change of Contact Information Form (available at fsmtb.org) along with the appropriate supporting documentation, e.g., marriage certificate, divorce decree or court documents showing a legal name change.

Complete the Change of Contact Information Form, and mail it to FSMTB, PO Box 198748, Nashville, TN 37219. You may also email your change of contact information to mblex@fsmtb.org.

Privacy

For security reasons, before any information is released over the phone, the caller will be asked for identifying information. You may be asked to provide, for example, your date of birth or your address. This security feature helps FSMTB protect your personal information from being inappropriately released. Examination results are never released over the phone.

Confidentiality Policy

The FSMTB respects the privacy of all examination applicants and candidates. All materials submitted or received in connection with applications and all examination results are held in confidence and not disclosed to third parties, except upon written permission from the applicant or candidate, upon appropriate request from governmental licensing bodies, or as required by law. FSMTB will not communicate with a third-party such as your school, parent, spouse or friend regarding your examination result or examination experience without your express consent.

Non-Discrimination Policy

The FSMTB does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, disability, marital or familial status, ancestry, national origin, nor any other category that is protected by federal law or applicable laws and regulations.

The MBLEx Process

1 Application

Applicant may apply online or by mail. The applicant must notify the school to provide verification of education to FSMTB.

2 Processing

FSMTB receives application and school verification. FSMTB processes the completed application within five business days.

3 Authorization to Test

FSMTB sends ATT via email. Candidate must test within 90 days.

4 Schedule MBLEx

Candidate may schedule online or call toll-free, selecting date, time, and location.

5 Confirmation

Appointment confirmation is sent to the candidate via email.

6 Take MBLEx

Candidate will receive result at the test center and FSMTB sends result to the designated state board or agency within 24 hours.

Application & Documentation Requirements

Before you submit an application to take the MBLEx you must make sure that you meet the criteria for eligibility.

Eligibility Requirements

To be deemed eligible to take the MBLEx by FSMTB, you must meet all of the following requirements:

- Submit a complete MBLEx Application;
- Request and ensure your massage therapy education program submits educational records directly to FSMTB;
- Acknowledge and agree in writing to abide by FSMTB policies;
- Verify that you have reviewed the Examination Content Outline and have education and training in the content subject areas; and
- Pay the required fee.

For applicants who are unable to meet the requirements for eligibility as outlined above, please contact FSMTB at mblex@fsmtb.org.

Massage Education Policy

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

- a. enrollment in and having received education and training in all subject areas of the MBLEx Content Outline from an approved massage therapy education program; or
- b. graduation from an approved massage therapy education program.

Substantiation documentation must be submitted to FSMTB directly from the education program.

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.

In the event the massage therapy board/agency does not approve or recognize education programs, and there is no approval or recognition from the relevant state department of education or like agency, in the state in which the school is located, the massage therapy education program must obtain approval from FSMTB.

Apprenticeship

If you received your massage education by completing an apprenticeship, check with the State Licensing Board or Agency to verify that it will consider your education acceptable for licensing BEFORE you apply to take the MBLEx.

MBLEx applicants with these circumstances will be required to submit verification that they have met the FSMTB educational requirements for taking the MBLEx with their MBLEx application, and also apply for their license to practice through their State Licensing Board or Agency before taking the MBLEx. In all such cases, FSMTB will verify with a State Licensing Board or Agency that the State is in possession of the individual's licensing application before the applicant will be approved to take the MBLEx.

Remember that passing the MBLEx does NOT guarantee that a State Board or Licensing Agency will issue you a license. Passing the MBLEx is only one component of licensure requirements.

International Education

If you received your massage education outside of the United States, an independent review of your massage therapy education and training by an agency designated by the FSMTB is required. Further information about the education review procedures can be found at fsmtb.org

FSMTB recommends checking with the State Licensing Board or Agency to verify that your education is acceptable for licensing BEFORE you apply to take the MBLEx.

Passing the MBLEx does not guarantee that a state Board or Licensing Agency will issue you a license. Passing the MBLEx is only one component of licensure requirements.

Documentation

Individuals applying directly to the FSMTB must complete and submit an MBLEx Application along with the fee. The application is not complete until your school provides FSMTB with verification of your education.

You may obtain a paper MBLEx application form from FSMTB by mail or print an MBLEx application form from our website. Alternately, you can save time and paper by applying directly online at www.fsmtb.org.

Be sure that the name you submit on your MBLEx application matches the name on the two pieces of identification that you plan to bring to the testing center.

Insufficient Documentation Notification

It is solely your responsibility to ensure FSMTB receives all required or requested information and documentation. If your application is incomplete, FSMTB will, as a courtesy, notify you via email, telephone, or US mail, informing you of any documentation or information that is needed to complete your application.

The FSMTB will retain incomplete applications for six months. If requested documentation for an incomplete application is not received prior to six months, the application expires and reapplication is required.

Authenticity and Adequacy of Documentation

The FSMTB may verify the authenticity of all documents before determining your eligibility to test. Submission of an application does not automatically guarantee your eligibility to take an exam on any particular test date.

The following guidelines apply to all information submitted as part of the MBLEx application:

Accuracy is essential. Falsification, misrepresentation, or omission of any required information on the application or in supporting documentation are grounds for denial of your application, invalidation of your MBLEx result, and suspension of future access to the MBLEx or other FSMTB programs and services.

All documentation must contain your name exactly as it appears on your application and a numeric identifier. Examples of numeric identifiers include date of birth or social security number.

Applicants are solely responsible for ensuring that FSMTB receives all required or requested documentation. The FSMTB is not responsible for lost, undelivered, or misdelivered documents; therefore, we recommend that you apply online. If you wish to submit written materials, use a traceable form of delivery such as return receipt, Express Mail, First-Class Mail or Priority Mail with delivery signature confirmation, or a private overnight delivery service such as FedEx or UPS.

Educational records must be provided electronically directly from the school to FSMTB.

Signature and Acknowledgment

Your signature on the *MBLEx Application Form* or submission of your *Application* electronically means that you understand and agree to certain conditions as part of your application. Specifically:

1. You acknowledge and agree to abide by all examination FSMTB policies and procedures, including the consequences of noncompliance.
2. You attest that you personally completed the application and the information contained in the application or in connection with your application is true and accurate. If it is determined by FSMTB that any information provided to FSMTB regarding your application is not true, falsified, or inaccurate, your application may be denied or your exam result may be invalidated.
3. You authorize FSMTB to obtain additional information about your qualifications and application for testing.
4. You acknowledge and agree that giving information about FSMTB exam questions or content to others by any means (oral, written, electronic or otherwise) in whole or in part, can result not only in a denial to release examination results,

invalidations of examination results, suspension from access to the MBLEx and other FSMTB programs and services, but also in possible legal action against you.

FSMTB has provided a video explaining examination security which can be viewed at fsmtb.org. We strongly advise all candidates to make time to view the video prior to taking the examination.

Application Approval

Submission of an application does not guarantee your eligibility to take the MBLEx. Once your application and all required documentation is received, there is typically a five-business-day processing period to process your payment and review your eligibility. The FSMTB will retain incomplete applications for six months. After that time, the application will expire without notice to the applicant.

Authorization to Test

After your application is approved, the FSMTB will issue an *Authorization to Test (ATT)* to you via email. Applicants who do not have an email address will receive the ATT via regular USPS mail.

The ATT will include information that you will need to register for the exam date and exam site of your choice. You must complete the exam within the 90-day period indicated on your ATT.

Be certain to review your ATT for accuracy. Your name should match the name on the two pieces of identification that you will bring to the testing center. If you detect an error on your ATT, FSMTB will require documentation of the correct information before your ATT will be reissued. Do not delay in contacting FSMTB if you have not received communication from us within five business days.

ATT Expiration

If you do not test within 90 days of your authorization to test date, you will be required to reapply as a new applicant subject to all application and fee requirements in place at that time. It is best to plan your time carefully and be prepared to test at the time you submit your application. FSMTB will not extend the expiration date of an ATT.

Fraud and Exam Irregularities

In the event of a fraudulent application, submission of fraudulent documents, inaccuracies, misrepresentations or discrepancies, the introduction of fraud at any point in the application process, sharing exam content after your exam administration, advance access to exam content prior to your exam administration (exam irregularities), or violation of any FSMTB and test site rules, policies or procedures, FSMTB reserves the right to impose fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

MBLEx Result Invalidations

Violation of any FSMTB examination policy or Pearson VUE testing site rule may be grounds for a candidate's MBLEx result being invalidated by the FSMTB. In the event of an examination policy violation or other application or exam irregularity, FSMTB will request that you submit correspondence responding to the policy violation and any documentation supporting your position. FSMTB will then review all information received and available to determine the necessary action(s), which includes, but is not limited to, the invalidation of your MBLEx result and/or suspension of future access to the MBLEx or other FSMTB programs and services. FSMTB will notify all State Licensing Boards and Agencies of all MBLEx result invalidations.

Testing Accommodations

The FSMTB complies with the Americans with Disabilities Act of 1990 (ADA) and will accept requests, from qualified candidates with a diagnosed disability, for accommodations to take the Massage & Bodywork Licensing Examination (MBLEx) if the request is reasonable, properly documented and does not fundamentally alter the examination or jeopardize exam security.

The *MBLEx Testing Accommodations Handbook* and request form are available at fsmtb.org. Please review these items for details on how to request testing accommodations.

Individuals who wish to request testing accommodations must notify the FSMTB at the time of submitting their MBLEx application by choosing the accommodations selection on the application. In conjunction with the MBLEx application, the applicant must submit an ADA Request Form and documentation of any applicable diagnosis. Please read the MBLEx Testing Accommodations Handbook at fsmtb.org.

If you require accommodations in the application process itself, please contact FSMTB for assistance.

There are no additional fees assessed to the exam candidate for testing accommodations. Candidates may request the same or different accommodations when retaking the examination.

Candidates who have been granted testing accommodations will receive an approval letter. You must sign and return the approval letter to FSMTB, accepting the accommodations granted, in order to receive your *Authorization to Test (ATT)*. You must bring the accommodations approval letter to the test site and present it at check-in. Accommodations cannot be requested on the day of the exam.

Fees

The MBLEx fee is \$195. All fees must be paid in U.S. (\$) funds by credit card, certified check or money order. Checks should be made payable to FSMTB. Personal checks are not accepted. Fees are due at the time of application submission. MBLEx application fees are not refundable; in part, or in full. Candidates who apply to retake the MBLEx are required to pay the exam fee of \$195.

Scheduling for a Specific Examination Date & Location

The FSMTB examinations are administered on a daily basis, year-round at test sites across the United States. Once you are approved to test and receive an *Authorization to Test (ATT)*, you will use that information to register for the exam date and exam site of your choice. Review the spelling of your name on the ATT. If it does not match the identification you will take to the testing site, be sure to contact FSMTB immediately via mblex@fsmtb.org and provide the correct spelling. If you detect an error on your ATT, FSMTB will require documentation of the correct information before your ATT will be reissued.

The ATT includes the beginning and end dates of the 90-day period in which you are eligible to schedule and take your exam. We recommend that you schedule your examination as soon as you receive your ATT so that you have the best opportunity to get the date and location that you want. Same day appointments and walk-ins are not permitted. To schedule your examination appointment, you may use the online scheduler at pearsonvue.com/fsmtb, or call the Customer Service Call Center at 888.790.4892 toll free Monday through Friday, 7:00 AM to 7:00 PM US Central Time.

Registration Confirmation Notice

After you schedule your examination you will receive a registration confirmation notice with specific information from Pearson VUE via email or postal mail (if you did not include an email address on your application) about the date, time and location of the test you are registered to take. The information will include directions to the test site and reporting time. It may be helpful, although it is not necessary, to bring your registration confirmation notice with you to the test center. Candidates who have received approval for testing accommodations must bring their accommodations approval letter to the test site and present it at check-in.

Changing Your Exam Registration

Within your 90-day eligibility window you may change your test date and/or test site online or via the Customer Service Call Center. Candidates who reschedule their exam appointments will be charged a fee of \$20 per appointment change. You may not make changes less than one business day prior to your appointment. Cancellations cannot be made by leaving a phone message; you must speak with a scheduling representative. If you cancel your appointment online, be sure to complete the entire process. You will receive an email with your cancellation confirmation when you successfully complete the cancellation process (by phone or online).

Test Center Locations

FSMTB examinations are administered at Pearson Professional Centers. Please check the website pearsonvue.com/fsmtb for current test center information.

What To Expect At The Test Center

FSMTB has provided a video explaining the testing experience which can be viewed at fsmtb.org. We strongly advise all candidates to view the video prior to taking the examination.

Exam Language

The FSMTB offers the MBLEx in the English and Spanish languages only. Examination language is chosen by the candidate when completing the application.

Examination Development

Scope of the Examination

Examination questions are designed to allow candidates to demonstrate their knowledge of facts and use of judgment. There are no trick or ambiguous questions.

Given the diversity of the massage & bodywork field there may be a small number of questions outside the training of every individual. This will vary from person to person depending on one's training. The number of these questions, however, is not enough to pose a barrier to passing the MBLEx. Qualified candidates with the requisite education and training should pass the examination.

Development of the Examination

The MBLEx is developed in stages. In the first stage, a job analysis is outlined by a panel of expert practitioners from many traditions and schools of thought in the field of Massage & Bodywork.

These outlines describe the functions of a practitioner and the knowledge needed to perform those functions. Since massage & bodywork is such a diverse field and is practiced in a variety of ways, the FSMTB takes great care to involve groups of educators and practitioners who are broadly representative of the field as it is practiced in the United States.

The job analysis is then validated by surveying practitioners throughout the United States. Several thousand practitioners typically participate in the job analysis surveys. The MBLEx content outline is created from the survey results.

The second, on-going stage of development involves other representative groups of practitioners across the country who work with FSMTB to write questions based on the MBLEx content outline. These new questions are reviewed by a committee of subject matter experts and are edited to ensure that they are clearly written and that there is only one correct answer to each question.

In developing the examination, every effort is made to respect and include the various forms of massage & bodywork practiced in the United States. Reviews of the field will be undertaken periodically to ensure that the examination remains relevant to current practice standards.

Commitment to a Fair, Valid, and Reliable Examination

The FSMTB contracts with an independent vendor for the ongoing development and psychometric analyses of the MBLEx.

Pearson VUE, the global leader in electronic testing for regulatory and other credentialing boards, is the professional testing agency contracted by FSMTB to assist in the administration, scoring, and reporting of the MBLEx. With the world's largest network of test centers, innovative technology and a commitment to excellent customer service, Pearson VUE provides a superior testing experience to candidates.

MBLEx Content Outline

ANATOMY & PHYSIOLOGY (12%)

- A. System structure
 - Circulation
 - Digestive
 - Endocrine
 - Integumentary
 - Lymphatic
 - Muscular
 - Nervous
 - Reproduction
 - Respiratory
 - Skeletal
 - Special Senses
 - Urinary
- B. System function
 - Circulation
 - Digestive
 - Endocrine
 - Integumentary
 - Lymphatic
 - Muscular
 - Nervous
 - Reproduction
 - Respiratory
 - Skeletal

- Special Senses
- Urinary
- C. Tissue injury and repair
- D. Concepts of energetic anatomy

KINESIOLOGY (11%)

- A. Components and characteristics of muscles
- B. Concepts of muscle contractions
- C. Proprioceptors
- D. Locations, attachments (origins, insertions), actions and fiber directions of muscles
- E. Joint structure and function
- F. Range of motion
 - Active
 - Passive
 - Resistant

PATHOLOGY, CONTRAINDICATIONS, AREAS OF CAUTION, SPECIAL POPULATIONS (13%)

- A. Overview of Pathologies
- B. Contraindications
 - Site specific
 - Pathology related
 - Special populations
 - Tools
 - Special applications
- C. Areas of caution
- D. Special populations
- E. Classes of medications

BENEFITS AND PHYSIOLOGICAL EFFECTS OF TECHNIQUES THAT MANIPULATE SOFT TISSUE (14%)

- A. Identification of the physiological effects of soft tissue manipulation
- B. Psychological aspects and benefits of touch
- C. Benefits of soft tissue manipulation for specific client populations
- D. Soft tissue techniques
 - Types of strokes
 - Sequence of application
- E. Hot/cold applications

% weighting is approximate • Content may change July 2018

CLIENT ASSESSMENT, REASSESSMENT & TREATMENT PLANNING (17%)

- A. Organization of a massage/bodywork session
- B. Client consultation and evaluation
 - Verbal intake
 - Health history form
- C. Written data collection
- D. Visual assessment
 - General
 - Postural
- E. Palpation assessment
- F. Range of motion assessment
- G. Clinical reasoning
 - Ability to rule out contraindications
 - Client treatment goal setting

- Evaluation of response to previous treatment
- Formulation of treatment strategy

OVERVIEW OF MASSAGE & BODYWORK MODALITIES/CULTURE/HISTORY (5%)

- A. History of massage & bodywork
- B. Overview of the different skill sets used in contemporary massage/bodywork environments
- C. Overview of massage/bodywork modalities

ETHICS, BOUNDARIES, LAWS, REGULATIONS (15%)

- A. Ethical behavior
- B. Professional boundaries

- C. Code of ethics violations
- D. The therapeutic relationship
- E. Dual relationships
- F. Sexual misconduct
- G. Massage/bodywork-related laws and regulations
- H. Scope of practice
- I. Professional communication
- J. Confidentiality
- K. Principles

GUIDELINES FOR PROFESSIONAL PRACTICE (13%)

- A. Proper and safe use of equipment and supplies
- B. Therapist hygiene
- C. Sanitation and cleanliness
- D. Safety practices
 - Facilities
 - Therapist personal safety

- Client safety
- E. Therapist care
 - Body mechanics
 - Protective gear (masks, gowns, gloves, etc)
 - Self-care
 - Injury prevention
- F. Draping
 - Safe and appropriate
- G. Communication
- H. Business Practices
 - Business planning
 - Strategic planning
 - Office management
 - Marketing
 - Hiring/Interviewing
 - Documentation and Records
 - » Client records
 - » Business records
- I. Healthcare and business terminology

% weighting is approximate • Content may change July 2018

Examination Day

Confidentiality and Exam Security

The FSMTB requires you to maintain the confidentiality and security of the test questions on its examinations. By applying for and/or taking the MBLEx, you are agreeing to maintain the confidentiality and security of the test questions, answer choices and content of the exam. All those who take the MBLEx are required to acknowledge that they understand and agree to the following:

- The examination is the exclusive property of the Federation of State Massage Therapy Boards.
- The FSMTB's examinations and the items contained therein are protected by United States copyright law.
- No part of an examination may be copied, reproduced or transmitted to any other person in part or in whole by any means whatsoever, including memorization.
- The theft or attempted theft of an examination, in part or in whole, is punishable as a felony.
- Copying, reproducing, memorizing or otherwise transmitting by any means (oral, written, electronic or otherwise) any exam content in whole or in part, is forbidden.

Your participation in any irregularity occurring before, during or after the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, or any other examination irregularity, including but not limited to the

failure to report any information about any irregularity or any suspected irregularity, may be sufficient cause for FSMTB, at its sole discretion, to terminate your participation, invalidate the results of your examination, seek monetary compensation, or take other appropriate action.

Report Time and Check-In

Arrive at the test center at least 30 minutes before your appointment.

Allow yourself sufficient time to find the test site. The FSMTB does not have information on nearby lodging or parking for the test centers.

You are advised to gather this information before the test day to avoid unnecessary delays. It may be helpful to travel to the test center on the same day of the week and same time of your appointment, prior to the actual test day, to ascertain traffic patterns and travel time to the location.

All candidates must sign in at the test center before the exam can begin. A digital photograph and biometric security procedures such as palm vein recognition will be employed as part of the check-in procedures. Testing center proctors and staff are prohibited from acting as translators at any point in the check-in and testing experience. Failure to complete the check-in procedure may result in being refused access to the examination.

Candidates are not permitted to leave the building during the examination.

Lateness On The Day Of The Exam

You must arrive by the report time on your registration confirmation notice or you will not be admitted to the test center. You will be considered absent if you arrive late.

Absences On The Day Of The Exam

The FSMTB is liable for all associated test delivery costs for an applicant, whether the applicant tests or not. If you do not appear for the MBLEx for which you have registered, your Authorization to Test (ATT) will no longer be valid. If you choose to reapply to take the MBEx, you will be subject to application and fee requirements at that time.

Required Identification

You must bring TWO forms of identification (ID) to the test site - see examples below.

The **primary form** of identification must include a photograph and signature, and must not be temporary or expired.

The **secondary form** of identification may include a photograph but a photograph is not necessary; however, it must include a signature and must not be expired.

PRIMARY (PHOTO, SIGNATURE, NOT EXPIRED)	SECONDARY (SIGNATURE, NOT EXPIRED)
Government issued U.S. State/Territory driver's license*	U.S. Social Security Card
Government issued U.S. State/Territory ID	School ID
Government issued Passport or U.S. Certificate of Naturalization	Employee ID/work badge
Military ID	Bank issued credit card, ATM or debit card
Alien registration card (green card or permanent resident visa)	Any ID on the Primary list

* NOTE: a temporary driver's license, a learner's license, a learner's permit or driver's license renewal paperwork is NOT acceptable.

The same version of your name must appear on your application, the Authorization to Test, and on the identification you present at the testing center. The accuracy of your first and last names on your ID is critical and must match your name as submitted on your MBLEx application. Your middle name or initial is less critical and is not a required field on the MBLEx application. If you have a middle name or initial on your ID and not on your MBLEx application, or vice versa, it will not prevent you from testing.

You will not be admitted to the examination without proper identification. If the test center staff question the identification presented, you may be asked for additional proof of identity. You will be refused access to the examination if you have not proven your identity. Note that MBLEx application fees are not refundable; in part, or in full.

Admission to the test center and access to the examination does not imply that your identification is authentic and does not preclude subsequent invalidation of your MBLEx results due to misrepresentation, impersonation, forgery or fraud.

FSMTB has provided a video explaining identification requirements which can be viewed at fsmtb.org. We strongly advise all candidates to make time to view the video prior to taking the examination.

Weather

In the event of inclement weather or unforeseen emergencies, Pearson VUE will determine whether circumstances warrant the closure of a particular test center.

The examination will not be rescheduled if the supervisor is able to open the test location. You may contact the Customer Service Call Center at 888.790.4892 to determine if your test center is closed.

If an examination is cancelled by Pearson VUE, candidates scheduled for that center will be contacted by Pearson VUE to reschedule another exam date. You will not incur any additional exam fees if your test is cancelled by Pearson VUE or FSMTB for any reason.

The FSMTB is not responsible for any personal expenses (e.g., travel, food, and lodging) incurred for an exam administration that is cancelled due to inclement weather or unforeseen emergencies.

Proctors

Proctors will assist you with the check-in process at the test center and will observe examinations in progress. Proctors can review test center protocol and procedures but are prohibited from answering questions about exam content or from providing support for any computer screen prompts. Proctors monitor breaks and require you to provide biometric verification if you need to leave and reenter the exam room during the examination.

Prohibited Items

Cell phone access is prohibited at any time while at the test center.

Items that can NOT be taken into the testing room include but are not limited to:

Backpack or bag	Computers of any kind	Large jewelry of any kind	Radio transmitter or receiver
Beverage of any kind	Cup or container of any kind	Magazine	Recording device or player
Bluetooth devices of any kind	Digital scanning or imaging device, stick or pen	Notebook	Ruler or slide rule
Books or textbooks	Earplugs	Notes in any form	Study materials of any kind
Briefcase or other luggage	E-cigarettes or gum	Outline	Sunglasses
Calculator	Electronic device of any kind	Pager or beeper	Umbrella
Calendar, day planner, or other organizer	Electronic, printed or live translators	Paper of any kind	USB storage device
Camera of any kind	Eyeglasses case	Paper or electronic dictionary	Wallet or clutch
Car or house keys	Food or snacks of any kind	Pens, pencils, erasers	Watch of any kind
Cellphone or smart phone	Good luck charms	Pencil sharpener	Weapon of any kind, including pocket knife
Cigarettes or tobacco products	Hat, cap, visor or head covering	Plastic bag	
Coat, jacket, gloves	Headphones or earphones	Purse or handbag	

Lockers are provided at the test center to store a small number of personal belongings. It is the candidate's responsibility to surrender all items voluntarily, prior to testing. FSMTB is not responsible for any items that are lost or stolen at the test center. Any person possessing

prohibited items or accessing lockers during the examination, whether inside or outside of the testing room, will not be allowed to continue their examination and will receive a failing result due to an incomplete examination. FSMTB reserves the right to confiscate any prohibited item.

Translators

Translators or interpreters are not permitted at any test center, including print, electronic or in person. Test center proctors and staff are prohibited from acting as translators at any point in the check-in and testing experience.

Candidates are prohibited from bringing a translator to translate for them during any part of the examination appointment, including check-in.

Clothing

Candidates are advised to wear clothing that will be comfortable for various temperature conditions at the test center. Note that eye glasses, layered clothing and accessories will be inspected prior to granting access to the testing room and examination.

Test Length and Time Allowed

Candidates taking the Massage & Bodywork Licensing Examination must complete a 100-item multiple choice examination on computer. Candidates must complete all questions on the exam in order for the exam result to be calculated.

Candidates have two (2) hours to complete the examination process. Of this time, a maximum of five minutes is allotted to the security and confidentiality agreement and five minutes to a brief survey.

When scheduling the appointment to test, candidates may select an exam center and exam date of their choice, within the 90-day authorized testing window.

EXAMINATION	NUMBER OF ITEMS	TIME ALLOWED
Security Agreement	N/A	5 minutes
MBLEx Survey	N/A	5 minutes
Massage & Bodywork Licensing Examination (MBLEx)	100	110 minutes

Be aware that you have limited time to read and respond to the introductory screens. While there is adequate time to read and respond, there is not enough time to leave the testing room or do anything other than proceed to the exam. Proctors at the test site will instruct you on what to do if you finish the exam before the allotted time has passed.

Examination Breaks

There are no scheduled breaks during the examination unless approved for specific testing accommodations during the MBLEx application process.

Unscheduled breaks during the examination are taken on your own time. The clock does not stop if you take a break during the examination to eat or use the restroom. Plan your exam time carefully. Security protocols will be in effect as you exit and reenter the testing room; there is no time adjustment for security checks.

How Many Times Can I Take The MBLEx?

FSMTB does not limit the number of times a candidate may take the MBLEx; however, a State may impose a limit. Check to see if your State Licensing Board or Agency has a limit on the number of times a candidate may attempt to pass the MBLEx.

FSMTB allows candidates who have failed the MBLEx and candidates who were not permitted access to the MBLEx for any reason to retake the examination after thirty (30) days has elapsed from the previous examination appointment. You must reapply online or mail in the MBLEx application form and fee.

Exam Administration Conditions

Should you experience any concerns, challenges or difficulties during the administration of the examination (too hot, too cold, too noisy, testing issues, technology issues, etc.), it is your responsibility to notify a proctor about your concern at the time of your examination and before you leave the test center. Candidates should also notify FSMTB in writing within two business days after the exam administration about concerns that were reported at the test center so that FSMTB can take appropriate action. FSMTB, in consultation with the test administrator, will investigate and verify the incident.

Concerns not resolved at the test center should be submitted in writing to FSMTB. If you have any concerns that need to be reported to FSMTB they must be submitted to FSMTB within two days of your examination date. Please send your written report to FSMTB via email to info@fsmtb.org.

Examination Results

Examination results are reported as PASS or FAIL to indicate whether or not a candidate has demonstrated the knowledge required to meet standards of competence as defined by the profession.

Candidates will receive their unofficial examination result at the test center, upon completing the examination.

This report will indicate whether you have passed or failed. If you fail, you will be given diagnostic information indicating your performance in each content area. The indicators on the diagnostic summary are provided to assist your future study efforts. FSMTB never releases copies of examinations or individual examination items.

Computer Adaptive Testing (CAT)

The MBLEx has a fixed length of 100 questions and is a computer adaptive test. Candidates must answer every question in the order presented. With CAT, when a candidate answers a question correctly, the next question has a slightly higher level of difficulty. The difficulty level of questions presented to the candidate continues to increase until a question is answered incorrectly. Then a slightly easier question is presented. In this way, the exam is customized to the candidate's ability level.

FSMTB has provided a video explaining Computer Adaptive Testing which can be viewed at fsmtb.org. We advise all candidates to make time to view the video prior to taking the examination.

Criterion-Referenced Scoring

The passing standard for the Massage & Bodywork Licensing Examination is adopted by the FSMTB Board of Directors using a recommendation from a panel of subject matter experts under the direction of professionals in testing and psychometrics. The criteria define the minimum acceptable level of competence required for the safe and effective practice of Massage & Bodywork. The passing standard is determined by a criterion-referenced method, which is commonly used in licensing examinations. A criterion-referenced passing score applies minimum standards for competent practice to all candidates.

Criterion-referenced standard setting begins with the establishment of a minimum acceptable level of competence for safe practice that candidates must possess in order to pass the examination. The standard setting is a group process. The group is comprised of licensed practitioners representing various aspects of the practice, geographic areas, and levels of expertise. To ensure that the description of the profession represents the job tasks of practitioners entering the profession, input from entry-level practitioners is always included. Criterion-referenced scoring provides safeguards to both the candidate and the consumer.

Retaking an Examination

Reapplying For The Exam

To reapply to take the MBLEx, candidates must submit a new application online or by mail, inclusive of exam fee.

Once FSMTB is in receipt of the completed application and associated fees, upon review and approval, a new *Authorization to Test (ATT)* will be sent to you by FSMTB, with your 90-day authorization period beginning after a 30-day waiting period has elapsed since your previous exam appointment.

If FSMTB is in receipt of your education record/transcript, it is not necessary to resubmit the same documentation.

If directed by a State Board or Licensing Agency to retake the MBLEx after previously passing it, the applicant is required to be approved by the State Board or Licensing Agency to retest before an ATT will be issued.

Achieving Licensure

The MBLEx is used by State Licensing Boards and Agencies as part of their licensing requirements. Applicants who have passed the MBLEx by applying directly to a State for licensure do not automatically receive a State license to practice. Please note that the license to legally practice is issued by State Licensing Boards and Agencies, not the FSMTB. The FSMTB provides the Massage & Bodywork Licensing Examination which is only one component of licensure requirements.

Even though you may receive a passing result on the MBLEx, this does NOT mean that you are licensed, and you may not represent or advertise that you are licensed until you receive official notification of licensure from the State Licensing Board or Agency in the State you wish to practice.

Reporting MBLEx Results to Licensing Boards

Candidates must indicate on their MBLEx Application the State to which they wish their official exam result sent. The first result report request is fulfilled at no additional cost to the candidate. A second State may be chosen on the application for an additional fee.

Subsequent requests for your exam results to be reported to a State Licensing Board or Agency may be requested by completing the MBLEx Result Transfer Form available at fsmtb.org. Candidates are solely responsible for submitting result transfer requests in a timely manner. You should check with the State in which you are applying for licensure-related deadlines.

When FSMTB reports your official MBLEx result to the State that you have designated, it is reported along with the identification and educational information that you provided to FSMTB on your application. This ensures that your exam result is matched correctly to the licensing application you submit to the State. State Boards and Licensing Agencies will contact FSMTB if there are any discrepancies in the information when comparing your MBLEx result file to your application for licensure.

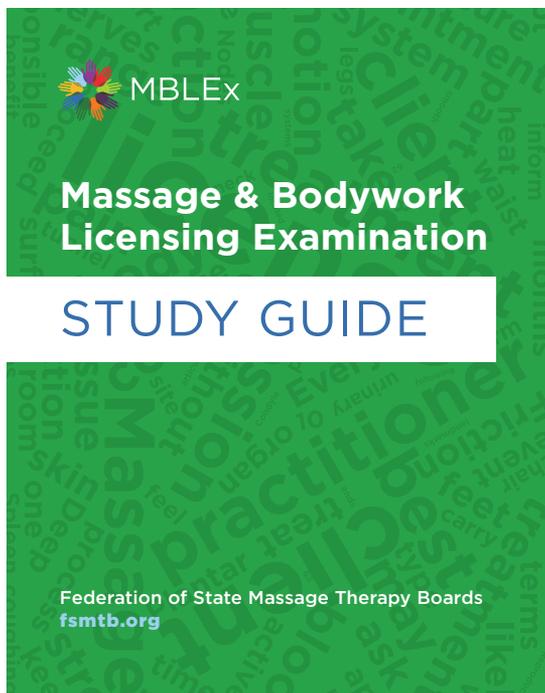
In the event of a discrepancy or inaccuracy that calls into question your eligibility to take the MBLEx, FSMTB may request that you submit documentation to verify or otherwise substantiate the information that you provided on your MBLEx application. If any of the information on your MBLEx application is determined to be inaccurate, misrepresented or falsified, FSMTB reserves the right to invalidate your MBLEx result, suspend future access to the MBLEx or other FMSTB programs and services, or impose other conditions on access to the MBLEx. FSMTB reserves the right to impose fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

It is the candidate's responsibility to meet State licensure requirements. Contact information for State Licensure Boards and Agencies is available on our website at www.fsmtb.org.

We hope you have a positive and successful experience taking the MBLEx as you move towards becoming a licensed professional.

MBLEx Study Guide

The official study guide for the Massage & Bodywork Licensing Examination (MBLEx) is available in a convenient spiral-bound book. The Study Guide is the only official MBLEx preparation resource, published by the organization that owns and governs the MBLEx.



The Study Guide provides information related to MBLEx study tips, covers the content areas of the examination, and includes a 100-item MBLEx practice exam that allows candidates to assess their comprehension of sample MBLEx content.

Access the order form on the FSMTB's website, www.fsmtb.org. For questions, please email studyguide@fsmtb.org or call 913.681.0380.



MBLEx

MASSAGE & BODYWORK
LICENSING EXAMINATION

Federation of State Massage Therapy Boards

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