

Alabama Massage Therapy Licensing Board New Massage Therapy School Application Checklist

Yes	No	Examples of Evidence
Administrative Code Chapter 532-X-5-.06 Criteria		
<p>To be approved by the Board a massage therapy school located in the State of Alabama must apply directly to the Alabama Massage Therapy Licensing Board for approval, and shall meet all of the following requirements for approval:</p> <p>(a) Submit a completed application for approval of the Board, with the registration fee, and include the following information:</p>		
		Completion of Application
		Registration fee included
1. Sample transcript and diploma.		
		Sample Transcript
		Sample Diploma
2. Provide documentation of a curriculum plan, catalog, or other course description that includes a minimum number of required hours of instruction in the subjects required by the Board as delineated in this chapter.		
		Catalog
		Curriculum Plan
		Syllabi
		Course Descriptions
		Course Materials (handbooks, guidelines, etc.)
		Massage Therapy Curriculum Verification Chart
3. Proof of coverage of the required to carry professional and general liability insurance with an "A" rated or better insurance carrier for at least one million dollars (\$1,000,000).		
		Proof of Professional and General Liability Insurance
4. A list of instructors and the instructors' credentials.		
		Job Descriptions for Massage Therapy Instructors
		List of Current Massage Therapy Instructors
		Curriculum Vitae for Massage Therapy Instructors
		Instructor Qualification Form
		Proposed Total number of Massage Therapy Instructors to be Employed
		Proposed Instructor-to-Student Ratio for Classroom, Lab, and Clinical