



Alabama Massage Therapy Licensing Board Compliance Visit General Information Sheet

AMTLB Administrative Code Chapter 532-X-5

The Alabama Massage Therapy Licensing Board conducts survey visits and evaluates Massage Therapy (MT) Schools to ensure compliance with AMTLB-approved guidelines and that the program meets curriculum requirements for the training and preparation for MTs through competency evaluation.

Prior to the visit, the AMTLB staff will provide the potential dates of the survey visit to the MT School Coordinator. Documents for the survey visit are located on the AMTLB website at <https://amtlb.alabama.gov/education/massage-therapy-school-resources>.

A Board Survey Visit will include the following:

- Interviews with the School Coordinator, Lead Instructor, and Students
- Tour of facilities, including classrooms and labs
- Copy of contract if teaching services performed by an outside agency
- Review of any additional documents that were not submitted to the Board via flash drive*

Timeline for Survey Visit at a Glance

Time Frame	Activity
30 days prior to Survey	a) The AMTLB staff telephones to provide general information about the entire process. b) Following the phone call, you will receive a letter informing you of the upcoming Survey Visit month. The letter will specify a time frame for the survey and may suggest two possible dates for the visit.
20 days prior to Survey	The AMTLB staff sends a letter confirming the date for the Survey.
15 days prior to Survey	The program sends the completed MT Self-Compliance Evaluation Tool to the Alabama Massage Therapy Licensing Board office no later than the date listed in the confirmation of survey visit letter. Other documents may be requested after the MT Self-Compliance Evaluation Tool is reviewed, either to be sent via email or to have on-site during the survey. *There is no need to duplicate documents previously submitted for the on-site review.
7 days prior to Survey	The AMTLB staff sends a letter with a tentative agenda and details about the Survey.
30-60 days post-Survey	The AMTLB sends a post-survey letter with recommendations and an electronic copy of the Survey Tool, utilized for the program evaluation.

Basic Instructions:

1. Save the MT Self-Compliance Evaluation Tool with narratives, embedded links, along with supporting documentation to a flash drive.
2. Instructions and examples of the following required forms are available under the MT Schools Resources tab on the website at <https://amtlb.alabama.gov/education/massage-therapy-school-resources>.
 - **MT Self-Compliance Evaluation Tool:** Write a narrative to address each criterion within the MT Self-Compliance Evaluation Tool. Provide evidence of compliance such as links to the documents, webpages, uploads, etc. Sources of information/assessment methods are provided but are not allinclusive.



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Basic Instructions (continued):

- **Qualifications of School Coordinator, Lead Instructor, Classroom, and Clinical Instructors:** Download and complete the Excel spreadsheet from the website. Ensure that information related to all classroom, clinical, and lab instructors are entered on the correct tab(s). Please remember to include the School Coordinator's and Lead Instructor's information as well. Complete and save the Excel spreadsheet. Then embed the link to the MT Self-Compliance Evaluation Tool where applicable.
- **MT Curriculum Verification Form:** Complete the PDF fillable document. Then embed the link to the MT Self-Compliance Evaluation Tool where applicable.
- **Educational Facilities Tool:** Download and complete the PDF fillable document. Complete and submit one tool for **each MT instructional site**. Then embed the link to the MT Self-Compliance Evaluation Tool where applicable.
- **Clinical Affiliations Grid:** Download and complete the PDF fillable document. Then embed the link to the MT Self-Compliance Evaluation Tool where applicable.

Please do not hesitate to contact AMTLB Education Programs staff if you have questions by phone at 334-230-3999 or via e-mail at message.therapy.schools@amtlb.alabama.gov.