



Message Credentialing  
P.O. Box 47877  
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360-236-4700

## **Massage School Transfer Program Application Table of Contents**

### **Academic Standards**

The school or program instructors, or apprentice trainer shall regularly evaluate the quality of the instruction and require a clearly defined set of standards of competence and progress for the students. Graduation from the program shall be dependent on mastery of the knowledge and skills presented.

- A clear statement of policy defining the minimum standards for measuring student progress.
- Copies of policies and procedures for:
  - Admission (how you determine who can be admitted)
  - Transfer of credits (how you determine hours/credits that can be transferred)
  - Progression (how learning is measured)
  - Graduation
  - Withdrawal
  - Dismissal (corrective measures used when a student is found not to be meeting minimum standards)

### **Records**

Attendance records and education performance records are accurate and organized.

- Sample transcript and certificate of completion

### **Eligibility**

Washington schools must have been approved by the Washington Workforce Training and Education Coordinating Board (the Workforce) and the Washington State Board of Massage (the Board).

- Copy of Washington State Workforce Training and Education Coordinating Board Certificate or other states equivalency (if applicable).
- Copy of the Washington State Board of Massage program approval letter.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).