



OREGON SCHOOL *of* MASSAGE

9500 SW Barbur Blvd., Suite 100
Portland, OR 97219
503-244-3420
1-800-844-3420

Transcript Evaluation Request

In order to accurately evaluate your transcript, the following must be provided:

- **Official or Unofficial Transcript** with clearly defined number of completed hours or credits. Please note: the Oregon Board of Massage Therapists (OBMT) requires official transcripts from the school that originated your education. Even if OSM transfers a course on to our transcript, you will be required to submit official transcripts from all training to the OBMT when you apply for the Practical Exam.
- **Individual course descriptions for courses taken.** These course descriptions must clearly define what content was covered in the course. In addition, you may submit a syllabus if you feel includes more helpful information.

Name: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

Anticipated Start Quarter: _____

Anticipated Program Choice: Eastern Focus Western Focus Undecided

Please indicate the agencies for which you would like your transcript evaluated:

- Oregon Board of Massage Therapists
- Washington Department of Health – Massage Therapy

Please allow up to 2 weeks for your evaluation letter to arrive in the mail. Please note: OSM evaluates credit hours at 10 clock hours per 1 credit for all incoming transcript evaluations, unless otherwise noted on your transcript.

- Transcripts provided
- Course descriptions/catalogue provided
- \$25 Fee - Employee Initials/POS #: _____ / _____



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Transcript Evaluation Guidelines

- The purpose of OSM's transcript evaluation process is to evaluate prior credit for transfer towards our 555-hour certificate program. OSM can transfer up to 40% of our program, or 222 clock hours. **
- The OSM transcript evaluation fee is \$25 and is due at the time your request is submitted. Once your transcripts have been evaluated, the transfer fee is .75 cents per clock hour to be transferred. Please note: OSM evaluates credits at 10 clock hours per 1 credit for all incoming transcript evaluations, unless other conversion information is provided.
- Please allow approximately 2 weeks to receive your evaluation letter. It will outline the courses that have been accepted for transfer and also the remaining courses required at OSM to complete the 555-hour certificate program. The evaluation letter will indicate the remaining fee to officially transfer your courses.
- All transcripts submitted must document satisfactorily completed coursework within the last 5 years to be considered for transfer. If your education is older than 5 years, please refer to the Challenge Guideline information sheet.
- Satisfactorily completed training includes the following:
 - Course was taken from an accredited college or trade school
 - Course hours were completed in-class, not online or via mail
 - Each course was fully completed
 - Satisfactory grades were awarded – at OSM a satisfactory grade is 75% or better
- Coursework will be evaluated based on compatibility with OSM's curriculum. Students may be asked to take our Massage Fundamentals course, which is instrumental to the basis of our program.
- If the material isn't fully compatible with our program, you may be asked to repeat a similar course at OSM.
- You may be asked to interview with one or more of our instructors to evaluate retention of previous course material and placement in our program.
- **Please Note: If you have completed more than 222 hours, please contact the Oregon Board of Massage Therapists for a practical exam application at 503-365-8657 or download it at www.oregon.gov/obmt. Submit the application with your official transcripts to start the evaluation process with the board. The fee is \$50 and the Oregon Board will hold your application on file for 2 years to allow you to complete your training towards licensing.