

INSTRUCTOR CHECKLIST for Student Success

Your students won't miss any of the important milestones on their journey from student to professional with this checklist. From passing the MBLEx to building a client base, we have you covered.

Curriculum

Is your curriculum aligned with the most current MBLEx content? Check with your publisher to ensure you are using the most recent editions of your textbooks. If you have limited control of your assigned curriculum, go ahead and supplement your resources with relevant material found via test prep resources. What does your Advisory Committee think about your curriculum?

Guest Speakers

Reach out to the local community and invite actively employed therapists to drive the focus on LMT careers. Where are your grads working? Bring them back to speak! Who sits on your Advisory Committee? These are your most important members.

Incorporate Test Questions in Classroom

It's hard to assign additional test prep outside of classroom time. Our students have so much on their plates. Choose 5 questions a day/week. Work these into your daily objectives. Take a short practice test together, review some flashcards as a group, small bites make the task less daunting.

Practice Test Taking

Are your students comfortable with online tests? This also depends on the type of online resources you have on campus. Do you utilize online tests in your current curriculum? For additional online test skill building, try to incorporate an online test practice environment. The more you simulate, the more comfortable your students will be on the "day of". (see test prep resources on back)

Budget the test fee: \$195 (April 2020 Fee increases to \$265)

Every school handles this differently. Is the testing fee and/or test prep program built into your tuition and fees? Consider doing this if you can, it allows you some leverage with students. Your students will have to be prepared to pay this fee otherwise, make sure they understand the fee increase next year.

Application through FSMTB: Schedule the test date!

After submitting the application to the FSMTB, students will receive an Authorization to Test, or ATT, via email. This Authorization to Test notice will contain information about when and where they can take the MBLEx in the area. DO NOT let a student graduate without a plan to test. The longer they wait, the less successful they will be. Confirm all test dates (and contact info) with students: develop a tracker for follow up.

Test drive the "day of"

Graduating groups can travel together to check out the location they will be testing. Just like simulating the test, they should be comfortable with traveling to the facility. What is the backup plan for the driver who has car trouble that morning?



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☐ **Create Business Cards with license #**

Business cards can be an important tool in your student's post-graduation arsenal, especially if they're going to be building a private practice. Suggest they have some printed that include their license number and possibly insurance info. Consider helping them brainstorm places they can hand out the cards so they feel comfortable distributing them.



☐ **Track test pass/fail results for accreditation and regulatory purposes**

As you know, your outcomes say it all. If your students aren't passing the MBLEx, your entire program suffers. Title IV funding can be impacted if your outcomes are not positive. New Federal regulations regarding Gainful Employment are on the horizon. Your catalog disclosures tell your story.



☐ **Build LinkedIn profile and Social Media presence for marketing purposes**

Social media can be a great way for new massage therapists to find and communicate with clients. Encourage recent graduates to make sure they have profiles built and are using them. It also never hurts to remind them that these profiles are now a part of their business and being careful to keep things professional is important.



☐ **Check State specific license renewal and continuing education requirements**

Now that they've graduated, obtained their licenses and are actively practicing, it's time to start paying attention to maintaining all their requirements. Remind students that many states have ongoing continuing education requirements and renewal rules. Encouraging them to mark the dates in their calendars right after graduation can help prevent issues down the line.

<https://www.fsmtb.org/consumer-information/regulated-states/>