



Ref. #: \_\_\_\_\_

Date: \_\_\_\_\_

Fees: \_\_\_\_\_

**APPLICATION FOR MASSAGE THERAPY LICENSURE**

Please complete **ALL** sections of the application form and sign it. Be sure to enclose **ALL** required documentation and fees. **Incomplete (or incorrect) information or missing documentation (and/or fees) will result in a delay in the processing of your application.**

**Section 1: Client Information**

Name: \_\_\_\_\_  
Family/Last                                      Given/First                                      Second/Middle

Name on Educational Records: \_\_\_\_\_  
(if different)                                      Family/Last                                      Given/First                                      Second/Middle

Male     Female    Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Country of Study: \_\_\_\_\_  
Month    Day    Year                                      (other than USA)

Mailing Address: \_\_\_\_\_  
Number                                      Street                                      Apt. #

\_\_\_\_\_ City                                      State                                      Zip/Postal Code                                      Country

Telephone: (    ) \_\_\_\_\_ (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_  
Day                                      Evening

Email: \_\_\_\_\_  
If you submit an e-mail address, IERF will e-mail you with updates on the status of your evaluation. If you do not provide an e-mail address, you can still check the status of your application on our website at www.ierf.org.

Have you previously used the services of IERF?  No     Yes    if yes, Date: \_\_\_\_\_    File #: \_\_\_\_\_

**How did you learn about IERF?** (check appropriate boxes)

Educational Institution     State Licensing/Certification Board     National Professional Association/Certification Board

Attorney     Friend     Recruiter     Internet     Advertisement

Other (please specify): \_\_\_\_\_

**Section 2: Purpose of the Evaluation (check appropriate boxes)**

Please indicate below the state board(s) to which you wish to apply. This information must be specified for the completion of an evaluation.

**For the Board(s) in:**  CA     CO     IN     Other: \_\_\_\_\_     Other: \_\_\_\_\_

**Section 3: Training Chronology**

List below all educational and training institutions you have attended or are attending. Write the name of each certificate/diploma received.

Name of Institution	Location (city/country)	Entered (month/year)	Departed (month/year)	Name of Diploma or Certificate if Awarded (in original language)

Are you licensed to work as a massage therapist in your home country?

Yes (if yes, please be sure to submit copies of all related documents)

No (if no, please explain why): \_\_\_\_\_

**Section 4: Fees** (see Section 5 for a description of the services)

**A. REPORT**

Please note that there is no rush service available for Massage Therapy licensure evaluations.

**Massage Therapy Report** (\$165) \$ \_\_\_\_\_

**B. ADDITIONAL SERVICES**

1. **Extra Copies**

State: \_\_\_\_\_ (add \$20) \$ \_\_\_\_\_  
 State: \_\_\_\_\_ (add \$20) \$ \_\_\_\_\_  
 State: \_\_\_\_\_ (add \$20) \$ \_\_\_\_\_  
 State: \_\_\_\_\_ (add \$20) \$ \_\_\_\_\_

2. **Photocopying Fee**, if applicable (add \$20) \$ \_\_\_\_\_

**C. MAILING OPTIONS**

As required by all state boards, your evaluation will be addressed and mailed directly to the Board.

1. **Evaluations** (prices are per address)

**Regular Mail** (\$0)

applicant  
 state board(s) in: \_\_\_\_\_

**Domestic**

**Secure Mailing** (add \$20 each) \$ \_\_\_\_\_

applicant  
 state board(s) in: \_\_\_\_\_

**Next Day Delivery** (add \$35 each) \$ \_\_\_\_\_

applicant  
 state board(s) in: \_\_\_\_\_

**International Secure Mailing** (add \$75) \$ \_\_\_\_\_

applicant

2. **Return of Original Documents Submitted by Applicant**

**Domestic Secure Mailing** (add \$20) \$ \_\_\_\_\_

**Domestic Next Day Delivery** (add \$35) \$ \_\_\_\_\_

**International Secure Mailing** (add \$75) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**Section 5: Services and Fees**

**A. REPORT**

A file number will be assigned and notification will be sent upon receipt of the application. Every effort will be made to mail the evaluation within 15-20 business days. Yet if additional documentation and/or fees is/are required, the turnaround time will be effective from the date of receipt of all required materials (including the Training Verification Form).

Please note that evaluation reports may vary, depending on the individual requirements of each state board.

**Massage Therapy Report** – \$165 per application. This report identifies the institution(s) attended, dates of attendance, credential(s) earned, and the United States educational equivalent.

**B. ADDITIONAL SERVICES**

1. **Extra Copies** – One official board copy and one applicant copy are included in the report fee. Additional official copies requested at the time of application cost \$20 per copy. Duplicate Copies requested once a report has been mailed require a separate application form and fees. There is a two-year limit on requests for copies of any evaluation.

2. **Photocopying Fee** – Please submit a set of photocopies (front and back) of all original documents, including translations. Otherwise, you will be assessed a \$20 fee.

**C. MAILING OPTIONS**

1. **Evaluations** – Evaluations are sent by regular mail. Secure Mailing may be requested for an additional fee of \$20 (domestic) and \$75 (international) per address. Next Day Delivery (domestic) may also be requested for an additional \$35.

2. **Return of Documents** – If submitting original documents, please select either Secure Mailing (\$20 for domestic and \$75 for international) or Next Day Delivery (\$35 for domestic) for the return of your academic records. These mailing options will have a tracking number. Otherwise your documents will not be returned to you, unless you instruct us in writing to return them via regular mail. IERF accepts no liability related to the loss or damage of documents during mailing.

**D. PAYMENTS**

- Payment in the form of a check, cashier's check, money order or credit card must accompany all applications, payable to IERF. For credit card payment (Visa or MasterCard only), please complete the Credit Card Information Form (available on our website at [www.ierf.org](http://www.ierf.org)).
- Overseas payments must be in U.S. dollars and drawn on a United States bank. If payment is being made by a bank draft, an additional \$15 processing fee is required.
- Fees are subject to change without notice.

**Section 6: Certification**

1. I certify that the information provided in this application is true and correct.
2. I certify that I have read the instructions and conditions in this application and that I understand and accept the terms and conditions stated.
3. I understand that the information provided by IERF on this application (or on its website) is subject to change at any time.
4. I understand that the evaluation reports prepared by IERF are advisory and are not binding upon any agency, institution or organization which may use them.
5. I release IERF from any liability for damages resulting from the use of an evaluation report by me or any third party.
6. I authorize IERF to release information about my application status and copies of my educational records where these are required by the agency for whom the evaluation is being prepared.
7. I acknowledge that the evaluation report, based on IERF research, may differ from my own interpretation or that provided by another party.
8. I release IERF from any liability for damages to or loss of any documents submitted.
9. I agree to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make, based on the recommended equivalency.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the signature on this application is not that of the person whose credentials are being submitted for evaluation, the act of signing certifies that the signatory has the authority to sign for and on behalf of the person whose educational credentials have been submitted for evaluation.

## Section 7: Document Requirements and Application Procedure

### Document Requirements

- A. The following must be mailed DIRECTLY to IERF by the training institution(s):
  1. The IERF **Training Verification Form (TVF)**, which can be downloaded from our website at <http://www.ierf.org/applications.asp>.
- B. The following must be mailed to IERF by the applicant:
  1. **Original Diplomas/Graduation Certificates** issued in the original language (indicating that a degree/qualification has been earned or that a program of training has been completed)
  2. **English translations**, if the documents are not officially issued in English
  3. If the school where you were trained has closed down and the educational records have not been archived at another academic institution, please submit a letter to IERF that explains your case.
  4. Other supporting documentation (i.e. professional license, proof of name change, etc.), if applicable

### Application Procedure

1. The state licensing board to which you are applying requires that IERF evaluation reports include training hours. In order for this Service to include the number of training hours that you completed, please submit the **Training Verification Form**, sent directly to IERF by the institution(s) of study. Without verification of hours of training, we may not be able to recommend full credit for the program you completed. We are unable to proceed with your evaluation without the TVF (if your school has closed down, please submit a letter to IERF that explains your case).
2. As required by all state boards, your evaluation will be addressed and mailed directly to the Board.

### Request for Additional Information

Be certain that you have all the necessary documents before sending your application, as missing documents will delay the processing of your evaluation. Please note that at any time during the evaluation process, IERF reserves the right to request original documents, additional documents, and/or that documents be sent directly to IERF by the issuing institutions. Please submit the requested documentation and/or fees **within 4 months**. Otherwise, your case will be closed and a \$80 fee will be required to re-open your case.

## Section 8: Terms and Conditions

1. **Advisory** – The evaluation reports prepared by IERF are advisory in nature and in no way limit an agency or institution in making its own determination as to the level of education and allocation of credit to be allowed for the foreign credentials. The evaluation report, based on IERF research, may differ from the applicant's own interpretation or that provided by another party.
2. **Agency Criteria** – Any questions concerning specific requirements and procedures for licensure, employment, or admissions criteria should be addressed by the applicant to the appropriate licensing board, agency or institution.
3. **Altered or Irregular Documents** – If forged, altered, or falsified documents are submitted to IERF, the request for evaluation will be immediately cancelled. All documents (original and photocopies) become the property of IERF. No refund will be issued. The information will be made available to the appropriate parties (academic institutions, government agencies, professional organizations and other evaluation services).
4. **Applicable Law** – In the event of any disputes between the applicant and IERF, such disputes shall be governed by California law and shall be subject to the jurisdiction of the Los Angeles County courts.
5. **Contact** – IERF services are conducted solely by regular mail and the internet. Academic records, however, may only be submitted by regular mail or Courier Service.
6. **Correspondence** – Changes to an application must be submitted in writing. Once the evaluation is completed, an applicant has 90 days from the date of issue of the evaluation report within which to raise any questions concerning its content. Thereafter, the file will be closed.
7. **Damaged or Lost Documents** – Original documents submitted by the applicant are returned by a secure mailing service. While every effort is made by IERF to ensure the proper handling of educational documents, IERF accepts no liability related to the loss or damage of documents.
8. **Limited Liability of Service**
  - a) **Delay**: While every effort will be made to complete the evaluation within the requested timeframe, IERF cannot guarantee processing times and assumes no liability related to the delay of an evaluation report.
  - b) **Report**: IERF shall not be responsible for any incidental or consequential damages that an applicant may incur if the educational equivalency anticipated by the applicant is not issued as the evaluation report, based on IERF research, may differ from an applicant's interpretation or that provided by another party. IERF shall not be liable for any damages resulting from the use of the evaluation report. Furthermore, the applicant agrees to reimburse IERF for any and all costs, including legal expenses, which may incur as a result of any claim that the applicant (or anyone having any interest in the applicant's earnings or services) may make, based on the recommended equivalency.
9. **Reassessment of Equivalencies** – IERF bases its evaluation analysis on the best information available to professionals in applied comparative education in the United States at the time when the evaluation is made. When additional information becomes available, IERF reserves the right to reassess educational equivalencies when copies of an evaluation report are requested.
10. **Re-Evaluation Request** – Evaluations based on documents not submitted with the original request are considered to be new evaluations, and a new payment of the fee is required. Requests to change a General Report to a Detail Report (or the reverse) will be subject to the fee applicable to that report. The amount paid for any previous evaluation report is not credited toward the charge for a re-evaluation.
11. **Refunds** – No refunds will be issued once an application has been submitted, even if the applicant disagrees with the evaluation.
12. **Returned Checks** – a check that is returned due to insufficient funds is subject to an additional \$30 fee.
13. **Verification** – IERF reserves the right to contact educational and governmental institutions for additional information and/or verification of the authenticity of the credentials submitted, including, but not limited to, sending copies of credentials to the institution.
14. **Authorization for Release** – IERF may release information about an applicant's status including copies of educational records where these are required by the agency for whom the evaluation is being prepared. If needed, IERF may also release an applicant's contact information to the designated recipient(s) of the evaluation report.
15. **Refusal of Service** – IERF reserves the right to refuse service to anyone.
16. **Educational Records** - Educational records sent directly to IERF by an educational authority will become the property of IERF and will not be released to the applicant.
17. **Information Subject to Change** – The information provided by IERF on this website and on the application is subject to change at any time.

## Section 9: Final Checklist

- Send a Training Verification Form to all relevant institutions of training (must be mailed DIRECTLY to IERF by the institution(s) of training).
- Please ensure that the following items are sent to IERF with the completed application form:
  - Training records/Academic records
  - Training hours (if applicable)
  - Translations (if applicable)
  - Photocopies of all original documents submitted (including translations)
  - Payment: check, cashier's check, money order or credit card, payable to IERF
    - Fee for the report
    - Fee for extra copies (if applicable)
    - Fee for photocopying (if applicable)
    - Fee for mailing options (if applicable)

*P.O. Box 3665, Culver City, California 90231-3665, USA*

*Tel: 310.258.9451; Fax: 310.342.7086*

*www.ierf.org; Email: information@ierf.org*

*Charter Member of the National Association of Credentials Evaluation Services (NACES) - [www.naces.org](http://www.naces.org)*

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