



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.
- **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 it includes more helpful information.

Name: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

Anticipated Start Quarter: _____

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.

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



Transcript Evaluation Guidelines

The purpose of OSM's transcript evaluation process is to evaluate prior credit for transfer towards one of our certificate programs. OSM can transfer up to 40% of our program 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 credit transfer fee is 75 cents per clock hour. OSM evaluates credits at 10 clock hours per 1 credit for all incoming transcript evaluations, unless other conversion information is provided.
- 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 discuss challenge test options with Admissions.
- Satisfactorily completed training includes:
 - Course was taken from an accredited college or trade school
 - Course hours were completed in-class, not online or via mail
 - Satisfactory grades equating to 75% or better were awarded
- Coursework will be evaluated based on compatibility with OSM's curriculum. Students may be asked to take our Massage Fundamentals and/or the Communication/Ethics courses, which are instrumental to our program.
- If the material isn't fully compatible with our program, you may be asked to repeat a similar course at OSM or schedule an interview with an instructor to evaluate retention of previous course material and placement in our program.
- Allow approximately 2 weeks to receive your evaluation letter. The letter will outline courses that have been accepted for transfer and remaining courses required at OSM to complete your chosen certificate program. The evaluation letter will indicate the remaining fee to officially transfer your courses.
- **Please Note: If you have completed more than 40% of our program hours, please complete an Oregon license application with the Oregon Board of Massage Therapists online at: www.oregon.gov/obmt. Submit the application with your official transcripts to start the evaluation process with the board. The board will hold your application on file for up to 12 months to provide time for you to complete training towards licensing.