



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

Request for Transcript Evaluation – Massage Therapist

You may request a transcript evaluation before you apply for a license so that you know whether or not the out of state school you attended, or the specific classes you took in college, are acceptable for licensure as a massage therapist in Texas. There is no charge for this service.

A transcript evaluation is not required prior to applying for licensure. If you apply and you lack hours, you have one year to complete the application.

Checklist of documents to submit for evaluation:

- An original transcript (or a copy notarized as an exact copy of the original)
- Course descriptions for the classes you wish us to consider for credit
- Verification of school's state accreditation and/or approval

Please mail the above documents to: DSHS-MASSAGE
 MAIL CODE 1982
 P.O. BOX 149347
 AUSTIN, TX 78714-9347

After completing the evaluation, the Massage Therapy Licensing Program will send you a form showing the hours we will accept, which you can then take to a Texas Massage School to enroll as a transfer student and complete the hours you lack for licensure.

Please print your mailing information on the lines below:

Name: _____

Street: _____

City, State, Zip: _____

Phone Number (optional): _____

Please be aware that processing time for a transcript evaluation can take anywhere from 2-6 weeks from the date we receive your official transcript and other documents.



PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us/> for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003 and 559.004) DSHS Publication #: F64-14211 Rev. 05/2014

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