



Associated Bodywork  
& Massage Professionals

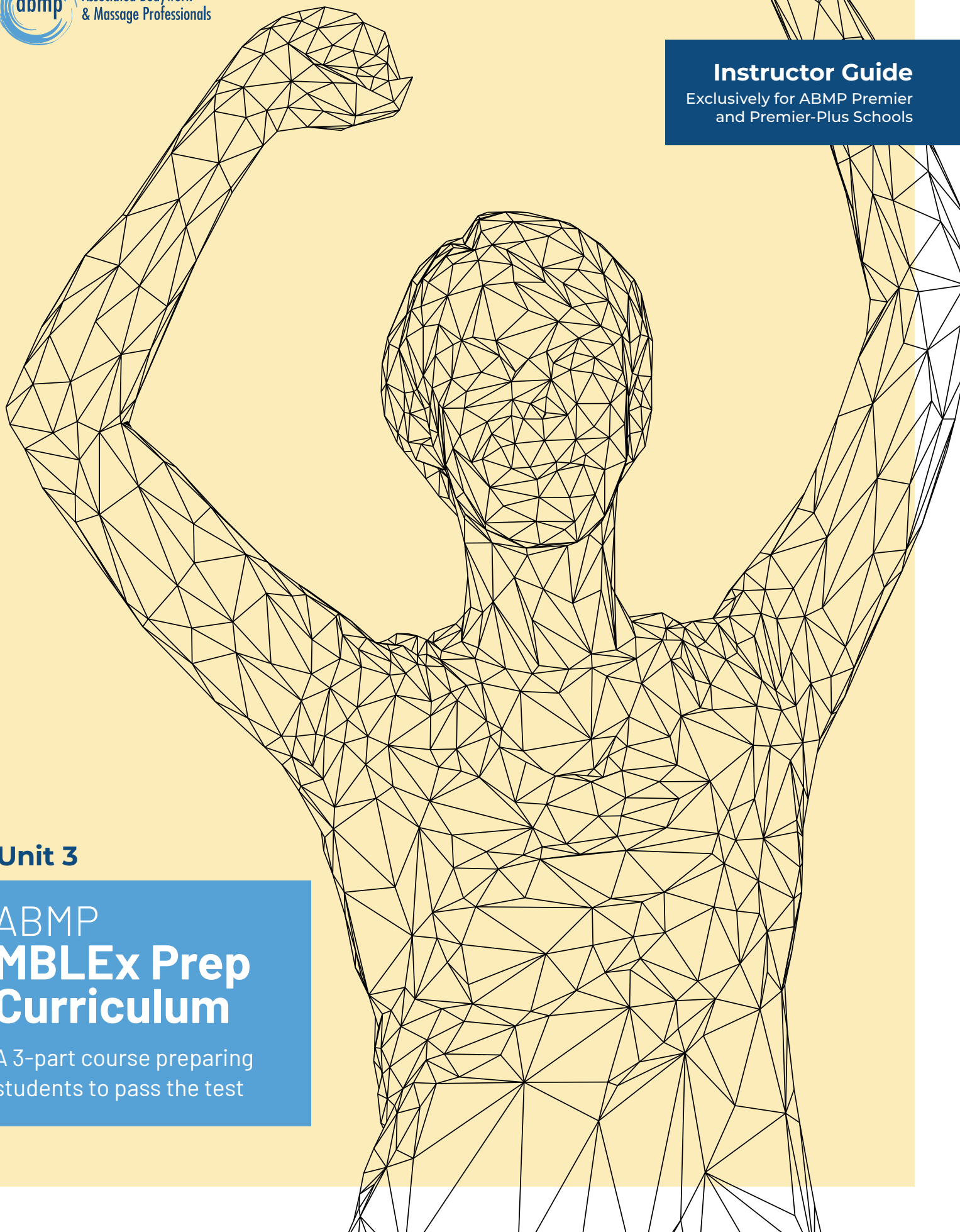
## Instructor Guide

Exclusively for ABMP Premier  
and Premier-Plus Schools

### Unit 3

# ABMP MBLEx Prep Curriculum

A 3-part course preparing  
students to pass the test





Whether you have two hours, two weeks, or two months to devote to this topic, ABMP's three-part MBLEx prep course is adaptable for instructors to fit into current curriculums at any point in their programs.







## ABMP MBLEX PREP CURRICULUM

### UNIT 3

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# INTRODUCING THE ABMP MBLE<sub>x</sub> PREP CURRICULUM

Whether you have two hours, two weeks, or two months to devote to this topic, ABMP's three-part MBLE<sub>x</sub> prep course is adaptable for instructors to fit into current curriculums at any point in their programs.

**Incorporate it from the start of your program.** Using both ABMP Exam Coach and ABMP Five-Minute Muscles, this ABMP MBLE<sub>x</sub> Prep Curriculum shows how you can incorporate MBLE<sub>x</sub> study and learning strategies from the *start* of your program, helping build skill sets that will support students throughout their training.

**Or find a place for it at the end of your program.** Does your program consolidate exam preparation into the final sections of the curriculum? If so, we've built a pathway for you to get your students over this final, critical testing hurdle as well. This program is adaptable for any length of time you have allotted for test prep.

This three-unit curriculum can be adapted in multiple ways to meet your needs. Each unit includes:

- **A PowerPoint** presentation with lecture scripts and built-in learning activities that give you ample content for getting learners ready for their licensing exams.
- **An Instructor Guide** complete with lecture outlines, learning objectives, activity instructions, and student handouts. All content within is cross-linked so you can easily find the resources you need; or print a copy for your curriculum notebook.
- **A Student Guide** with partnering lecture outline notes, activity directions, and fillable handouts and study aids.

## **This curriculum is broken into three courses:**

### **UNIT 1: BECOMING A STELLAR STUDENT**

Expose students to the skills, tools, and resources that will set them up for success from the start. Creating study plans, discovering their own hurdles, and mastering study skills are just some of the focal points for students in this unit. *Deliver at the start of a cohort, or prior to Unit 2. Continue to use the activities throughout your program.*

### **UNIT 2: PASS THE MBLE<sub>x</sub> WITH FLYING COLORS**

Teach students the strategies they need to ace the test on the first try. From learning the best test-taking approach to handling test anxiety, this unit is the core of the MBLE<sub>x</sub> prep course. *Deliver 8–10 weeks prior to graduation.*

### **UNIT 3: THE FINAL ENTRYWAY**

Guide students through each step of their test application and state credentialing process. Students will do the research to understand their own state requirements, and then apply for the MBLE<sub>x</sub> in class. Guidance through these final stages is critical for ultimate student success. *Deliver in last few weeks of program.*

This curriculum is exclusively available to ABMP Premier and Premier-Plus School partners. Need help? Have questions? Connect with your ABMP liaison at [education@abmp.com](mailto:education@abmp.com).



2 HOURS

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# UNIT 3 OVERVIEW

## THE FINAL ENTRYWAY

*How to Apply for the MBLEx and Obtain  
State Credentials*

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*Because financial concerns are a common obstacle, it is recommended that the MBLEx test fee be included as part of a student's overall tuition so that when the time comes, they aren't left with an education, but no means to enter the profession.*



## At a Glance

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### WHERE DOES THIS FIT IN MY CURRICULUM?

Last few weeks of program, when students are ready to start applying for the MBLE<sup>x</sup>

### WHAT SHOULD I KNOW ABOUT THIS UNIT?

**Implementation Time:** 2 hours

**Prerequisites:** None

**Lesson Includes:** Interactive lecture with PowerPoint slides, peer activities, discussion and concept implementation activities

**Delivery Vehicle:** Online remote learning or in-classroom experience

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### INTRODUCTION

All too often, students complete massage programs but never sit for the MBLE<sup>x</sup>. Studies have shown there are a variety of reasons for this, ranging from not having the funds to pay the fee to feeling overwhelmed by the application process.

Walking students through this process in class, along with giving them the necessary information on where and how to apply for their state credentials, removes common obstacles and answers students' questions in real time as they move through the process. It is also a great way to inspire excitement that they are so close to their dream, rather than dread over the processes that must be completed for the applications.

Because financial concerns are a common obstacle, it is recommended that the MBLE<sup>x</sup> test fee be included as part of a student's overall tuition so that when the time comes, they aren't left with an education but no means to enter the profession.



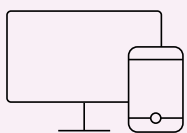
#### Time Frame

Unit 3 of the ABMP MBLE<sup>x</sup> Prep Curriculum is designed to be presented near the end of the training program when students are ready to schedule their test date. *The implementation time for Unit 3 material is 2 hours.*



## INSTRUCTOR PREPARATION FOR THIS UNIT

- Download and review the [Unit 3 PowerPoint presentation](#) and associated lecture notes.
- Inform students they will need to come prepared with payment for the MBLEx, unless the payment has been wrapped into tuition and will be paid by the school.
- Know state laws, regulations, and requirements for your state and the associated website(s).
- Read through “Pass the Test” in ABMP Student Life. Instructor access: [abmp.com/members/school-home/abmp-student-life/pass-test](http://abmp.com/members/school-home/abmp-student-life/pass-test).
- Download and read the [MBLEx Candidate Handbook](#) and be prepared to walk students through a short summary of each section (it is not necessary to read the entire handbook in class). If you are unclear on any aspect of the handbook or the application process, contact the [Federation of State Massage Therapy Boards \(FSMTB\)](#).



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### Equipment

- PowerPoint projector or smart TV
  - Laptop or other device
  - Speakers
  - Computer or other devices with internet for student use
- 

### TEACHER RESOURCES

- [Unit 3 PowerPoint presentation](#) (includes sample lecture notes)
- ABMP Exam Coach
- *ABMP MBLEx Prep Instructor Guide: Unit 3*
  - [Lecture Outline](#)
  - [Activity Instructions and Student Handouts](#)
- [ABMP Student Life—“Pass the Test”](#)
- [MBLEx Candidate Handbook](#)



### STUDENT RESOURCES

- ABMP Exam Coach
- [ABMP MBLEx Prep Student Guide](#)
  - [Lecture Outline](#)
  - [Activity Instructions and Student Handouts](#)



### Graduate Support

Make sure your students know about ABMP's graduate support resources that come as part of their membership.



## LEARNING OBJECTIVES

Having participated in a **2-hour interactive lecture** and associated activities, the learner will:

- Identify key people on and off campus who can support the MBLEx and state credentialing process.
- Identify key resources to support the MBLEx and state credentialing process.
- Answer necessary questions about state credentialing requirements.
- Sign up for an FSMTB Examination Account.
- Download and read documents and handbooks to guide the MBLEx application process.
- Apply online to take the MBLEx.

## CLASS TIME BREAKDOWN

TIME	ACTIVITY	DESCRIPTION	MATERIALS
<b>5 MINUTES</b>	Lecture	The Final Steps; Identify Your People; Know Your State Requirements	Lecture Outline
<b>15 MINUTES</b>	Activity	Know State Requirements	"Pass the Test Checklist"
<b>15 MINUTES</b>	Lecture	Apply for the MBLEx	Lecture Outline
<b>60 MINUTES</b>	Activity	MBLEx Application Tasks	Online access for each student
<b>TIME VARIES</b>	Homework	<i>MBLEx Candidate Handbook</i> and Readiness to Test	<i>MBLEx Candidate Handbook</i>
<b>15 MINUTES</b>	Q&A	Wrap-up and final Q&A to address student concerns	N/A



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## LESSON EVALUATION

### POST-CLASS

Fill in details of what worked, what didn't, what you would change when you teach this course again, how the students responded, if learning objectives were met, how you were able to observe if they were met, and any other relevant notes. Continue to add to this evaluation as you refine your course.



# Lecture Outline: The Final Entryway

**Unit 3: “The Final Entryway”** is designed to be taught in the final weeks prior to graduation and will walk students through the test application processes in real time.

## 1. THE FINAL STEPS

### A. SESSION GOALS

- i. Identify Your People
- ii. Know State Requirements
- iii. Apply for the MBLEx

## 2. IDENTIFY YOUR PEOPLE

### A. ON CAMPUS

- i. Who is your on-campus support person for MBLEx and state credential support?
- ii. List that person's contact info on the “Pass the Test” checklist

### B. OFF CAMPUS

- i. Associated Bodywork & Massage Professionals (ABMP)
  1. [abmp.com](http://abmp.com), [abmp.com/advocacy](http://abmp.com/advocacy)
  2. ABMP Student Life “Pass the Test” (this is an instructor link; see student details in box on page 11)
- ii. Federation of State Massage Therapy Boards (FSMTB) – [fsmtb.org/mblex](http://fsmtb.org/mblex)
- iii. State Board
- iv. List each organization's contact information on the “Pass the Test” checklist

## 3. KNOW YOUR STATE REQUIREMENTS

### A. QUESTIONS TO ASK

- i. How many hours of education are required?
- ii. What is the designation?
- iii. Is a jurisprudence, verbal, or practical exam required?
- iv. Is a physical exam required?
- v. Is a medical error prevention course required?
- vi. Is CPR/First Aid required?
- vii. Is a TB test required?
- viii. Is a specialized HIV-AIDS training required?
- ix. Is a background check required?
- x. Are there local, as well as state regulations?

### Pro Tip

All activities are hyperlinked. Find a summary of all the Unit 3 activities starting on page 13.

### Log-In Issues?

If you have a student with log-in issues, refer to your school's ABMP Exam Coach Tracker account to verify the log-in email and then send a “reset password” link if needed.



## B. WHERE TO FIND THE ANSWERS

### i. “State Licensing Requirements” — [abmp.com/advocacy](http://abmp.com/advocacy)

1. Interactive map with current laws and regulations

### 2. “ABMP Massage State Regulation Guide” — [abmp.com/practitioners/state-requirements](http://abmp.com/practitioners/state-requirements)

- **ACTIVITY:** “Know Your State Requirements” – 15 minutes, pg. 18



## 4. APPLY FOR THE MBLEx

### A. BEFORE YOU APPLY

#### i. Class discussion—Ask yourself these questions:

- Do you feel ready to test?
- If so, how do you know?
- If not, what do you need to feel ready?

### B. APPLICATION PROCESS

- **ACTIVITY:** “MBLEx Application Tasks” – 60 minutes, pg. 20

#### i. Download the right documents

- MBLEx Content Outline – [fsmtb.org/mblex/exam-content](http://fsmtb.org/mblex/exam-content)
- *MBLEx Candidate Handbook* – [fsmtb.org/mblex](http://fsmtb.org/mblex)

#### ii. Sign up for an FSMTB Examination Account – [fsmtb.org/mblex/mblex-application](http://fsmtb.org/mblex/mblex-application)

#### iii. Read the *MBLEx Candidate Handbook*

#### iv. Determine your readiness to test

1. Use your ABMP Exam Coach results, and FSMTB study tools as needed

#### v. Apply and pay your exam fee through your FSMTB Examination Account

#### vi. Watch for the Authorization to Test (ATT), five days after applying



### C. FINAL STEPS

- **TAKE-HOME ACTIVITY:** “*MBLEx Candidate Handbook and Readiness to Test*” – time varies, pg. 21

#### i. Schedule your test – [pearsonvue.com/fsmtb](http://pearsonvue.com/fsmtb)

#### ii. Study! Encourage students to use ABMP Exam Coach

#### iii. Use ABMP Student Life “Pass the Test” for study tips, self-care recommendations, and more (Instructors access via [abmp.com/members/school-home/abmp-student-life/pass-test](http://abmp.com/members/school-home/abmp-student-life/pass-test); student access is detailed in box at right)



#### **“Pass the Test” Student Access**

The link in the outline above for “Pass the Test” is how instructors can access this resource.

Students need to:

1. Log in to their ABMP account
2. Go to ABMP Student Life.
3. Click “Pass the Test” in the left-hand navigation.



# Notes

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# UNIT 3

## ACTIVITY SUMMARY

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### SECTION 1: THE FINAL STEPS

### SECTION 2: IDENTIFY YOUR PEOPLE

### SECTION 3: KNOW YOUR STATE REQUIREMENTS

Class Activity: “Know Your State Requirements” – 15 minutes

### SECTION 4: APPLY FOR THE MBLEX

Class Activity: “MBLEx Application Tasks” – 60 minutes

Take-Home Activity: “*MBLEx Candidate Handbook* and  
Readiness to Test” – time varies



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### SECTION 1

## THE FINAL STEPS

*No activities*

This outline shows all the activities you can use in Unit 3. Each activity and handout in the outline is hyperlinked for easy reference.

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### SECTION 2

## IDENTIFY YOUR PEOPLE

*No activities*

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### SECTION 3

## KNOW STATE REQUIREMENTS



#### **CLASS ACTIVITY (SLIDE 22)**

#### Know Your State Requirements

Help students begin their MBLEx journey by understanding regulations and requirements.

You will need:

- [Activity Instructions](#), pg. 18
- [“Pass the Test Checklist” Student Handout](#), pgs. 19-20
- [ABMP Massage State Regulation Guide](#)
- [“Questions to Ask” Student Handout](#), pg. 21

#### **Pro Tip**

Use the [ABMP Legislative Advocacy](#) page to help students find their state regulations and more!

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### SECTION 4

## APPLY FOR THE MBLEX



#### **CLASS ACTIVITY (SLIDE 29)**

#### MBLEx Application Tasks

Walk students through the MBLEx application process so they are familiar with the process.

You will need:

- [Activity Instructions](#), pg. 22
- [MBLEx Candidate Handbook](#)
- [“Pass the Test Checklist” Student Handout](#), pgs. 19-20



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## SECTION 4 (CONT.)

### APPLY FOR THE MBLEX



#### TAKE-HOME ACTIVITY (SLIDE 30)

##### *MBLEX Candidate Handbook* and Readiness to Test

Are your students ready to test? Walk them through these final preparations. Time varies.

You will need:

- [Activity Instructions, pg. 23](#)
- [“Pass the Test Checklist” Student Handout, pgs. 19-20](#)
- [ABMP Massage State Regulation Guide](#)
- [“Questions to Ask” Student Handout, pg. 21](#)



# ABMP STUDENT LIFE

It's a **FREE**,  
user-friendly suite  
of resources that  
supports massage and  
bodywork students  
as they progress  
through school.

## PICKED FRESH

Forms, checklists,  
worksheets, and  
more to help students  
stay organized.



## VIDEOS

Techniques  
and tips to  
build students'  
hands-on skills.



## TAKE 5

Healthy lifestyle advice  
to keep students on  
top of their game.



Plus, access to the ABMP Website Builder, key discounts, and more!



Are your students using  
their free account?

**[abmp.com/students](http://abmp.com/students)**



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# UNIT 3

## ACTIVITY INSTRUCTIONS AND STUDENT HANDOUTS

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*All the activities and accompanying student handouts used throughout this MBLEx Prep Curriculum are listed sequentially in this section, in accordance with how they appear in this course.*





## KNOW YOUR STATE REQUIREMENTS – 15 MINUTES

Unit 3 Lecture PPT, Slide #22

### YOU WILL NEED:

- “Pass the Test” Checklist (Student Handout)
- ABMP Massage State Regulation Guide
- “Questions to Ask” (Student Handout)

### INSTRUCTOR DIRECTIONS

1. Locate the “Pass the Test Checklist” and read over this handout.
2. Have students visit [abmp.com/advocacy](http://abmp.com/advocacy) and click on “State Licensing Requirements.” There they will find an interactive map; have them click on their state to obtain state laws, regulations, and requirements information. They will document these on the “Pass the Test Checklist.”
3. Download and save the “ABMP Massage State Regulation Guide.” You can always find the most current version here: [abmp.com/practitioners/state-requirements](http://abmp.com/practitioners/state-requirements).
4. Assign students to walk through the “Questions to Ask” handout, fill in appropriate answers, and discuss.

All student directions can also be found in the *ABMP MBLEx Prep Student Guide*. Download a guide for your students at [abmp.com/mblex-prep](http://abmp.com/mblex-prep).

### STUDENT DIRECTIONS

1. Locate the “Pass the Test Checklist” and read over this handout.
2. Visit [abmp.com/advocacy](http://abmp.com/advocacy) and click on your state to obtain state laws, regulations, and requirements information. Add this info to your “Pass the Test Checklist.”
3. Download and save the “Massage State Regulation Guide.” You can always find the most current version here: [abmp.com/practitioners/state-requirements](http://abmp.com/practitioners/state-requirements).
4. Walk through the “Questions to Ask” handout, fill in appropriate answers, and discuss.



## PASS THE TEST CHECKLIST

- ☐ I have viewed my state requirements. They are:
  - 
  - 
  - 
  -
- ☐ I have visited my state board of massage website and I have looked at the information provided by my board.
  - My state board of massage website address is:
  - My state board of massage phone number is:
- ☐ I have visited the FSMTB website and I have downloaded the "MBLEx Content Outline." I have compared the outline to the information provided by ABMP in my Student Life newsletter. Log in to [abmp.com](http://abmp.com) to read Pass the Test.
- ☐ I have compiled my completed exams, quizzes, and notes into one organized place to make it easier to study for the MBLEx.
- ☐ I have reviewed the ABMP Student Life links related to additional study tips that can help me pass the MBLEx ([abmp.com/members/student-life](http://abmp.com/members/student-life)). These are the three primary study methods I intend to use to pass the test:
  - 
  - 
  -
- ☐ I have reviewed sample study plan forms and written an 8-week study plan in preparation for the MBLEx. (These are activities covered in Unit 2: Pass the MBLEx With Flying Colors.)
- ☐ I have applied to take the MBLEx by completing these steps:
  - I have read, cover to cover the *MBLEx Candidate Handbook* (available at [fsmtb.org/mblex](http://fsmtb.org/mblex)).
  - I have determined that I am ready to take the test.
  - I have applied online or sent in my completed application form and fee.
  - I have received my Authorization to Test (ATT) and reviewed the ATT information.
  - I have used the information on the ATT to schedule my test online at [pearsonvue.com/fsmtb](http://pearsonvue.com/fsmtb).
- ☐ I have used ABMP Exam Coach to practice approaching multiple-choice questions strategically.

*Continued on next page*



## PASS THE TEST CHECKLIST (cont.)

☐ I have determined my level of anxiety about sitting for the MBLEx. On a scale of 1 to 10 with 10 representing the most stress, I give myself a \_\_\_\_\_. Three strategies I will use to reduce my test anxiety now and on the day of the test are:

- 1.
- 2.
- 3.

- ☐ I have planned ahead to ensure that things flow smoothly on the day of the test. I have:
- Located the testing site and determined where to park on the day of the test.
  - Taken the computer-based testing tutorial at [pearsonvue.com/fsmtb](https://www.pearsonvue.com/fsmtb).
  - Spaced out my study so that I can get a full night's sleep on the evening before the test.
  - Located and packed my two required forms of acceptable identification.
  - Planned my testing day to arrive 30 minutes before my official reporting time.
  - Planned what I will eat and drink on testing day to ensure I feel energized.
  - Planned what I will wear to ensure I have the right layers to feel comfortable in the testing environment.
  - Understood the rules around using the restroom or eating a snack during the test.

**Good Luck! At ABMP we are so excited for you. This is a big step and you're almost there. If you need anything, give us a call at 1-800-458-2267. We're here to help!**





## QUESTIONS TO ASK

As you prepare to take your test, it's important to understand your state requirements for licensure. Use the resources provided, including the "ABMP Massage State Regulation Guide" at [abmp.com/practitioners/state-requirements](https://abmp.com/practitioners/state-requirements), to answer the questions below:

1. How many hours of education are required?
2. What is the designation?
3. Is a jurisprudence, verbal, or practical exam required?
4. Is a physical exam required?
5. Is a medical error prevention course required?
6. Is CPR/First Aid required?
7. Is a TB test required?
8. Is a specialized HIV-AIDS training required?
9. Is a background check required?
10. Are there local, as well as state regulations?



## ACTIVITY INSTRUCTIONS

Use with Unit 3, Section 4—Apply for the MBLEx



# MBLEx APPLICATION TASKS – 60 MINUTES

Unit 3 Lecture PPT, Slide #29

### YOU WILL NEED:

- “MBLEx Content Outline”
- *MBLEx Candidate Handbook*
- “Pass the Test Checklist” (Student Handout), pgs. 19-20

This activity helps get students one step closer to their goal. Having them apply for the MBLEx during class, eliminates frustration, thwarts procrastination, and ensures students are ready to enter this important phase.

All student directions can also be found in the *ABMP MBLEx Prep Student Guide*. Download a guide for your students at [abmp.com/mblex-prep](http://abmp.com/mblex-prep).

### STUDENT INSTRUCTIONS

1. Use the link on your class outline to download the “[MBLEx Content Outline](#).”
2. Use the link on your class outline to download the “[MBLEx Candidate Handbook](#).”
3. Use the link on your class outline to sign up for an [FSMTB Examination Account](#).
4. Walk step-by-step through each section of the FSMTB Candidate Handbook, specifically focusing on the Application Process chart.
5. Apply for the MBLEx.
6. Check completed tasks off your “[Pass the Test Checklist](#).”





## MBLEx CANDIDATE HANDBOOK AND READINESS TO TEST — TIME VARIES

Unit 3 Lecture PPT, Slide #30

### YOU WILL NEED:

- ABMP Exam Coach
- ABMP Five-Minute Muscles
- ABMP Student Life
- *MBLEx Candidate Handbook*

Encourage students to continue their preparatory process by exploring these resources, taking an FSMTB practice exam, and focusing on their study goals.

### STUDENT INSTRUCTIONS

1. Continue with our classroom activity and read the entire *MBLEx Candidate Handbook* from cover to cover.
2. Using ABMP Exam Coach results and any FSMTB study tools, determine your readiness to test.
3. Feeling ready? Schedule your exam.
4. Study! ABMP Exam Coach test prep mimics the MBLEx testing experience. Use your subscription to study, and take unlimited quizzes and practice exams.
5. Use ABMP Student Life “Pass the Test” section for study tips, self-care recommendations, and more. Students can access it at [abmp.com/members/student-life/pass-the-test](https://abmp.com/members/student-life/pass-the-test).



# *Directory of Resources*

Here is an alphabetical listing of class activity instructions and accompanying student handouts found in this ABMP MBLEx Prep Curriculum: Unit 3.

## **Class Activity Instructions**

Know Your State Requirements —18

MBLEx Application Tasks — 22

MBLEx Candidate Handbook/Readiness to Test — 23

## **Student Handouts**

Pass the Test Checklist — 19-20

Questions to Ask —21

### **Reminder**

As your students prepare to test, make sure they are using their ABMP Exam Coach subscription to its fullest. Need help? Contact your school liaison at [education@abmp.com](mailto:education@abmp.com).



# CORNERSTONES

## The ABMP Instructor Development Program



**Transform your  
classroom!**

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Designed for both the first-year teacher and the experienced instructor, Cornerstones is a new library of interactive CE courses combining the very best of ABMP's school resources with new research on how students most effectively retain information, bringing you immediate takeaways to improve your classroom and learner experiences.

Instructors will learn to be more thoughtful about student discussion activities, how to structure material to increase student comprehension, and best practices on curriculum development, planning, and implementation as Cornerstones walks you step by step through key concepts, all while sharing proven tools that benefit student success.



