



CALIFORNIA MASSAGE THERAPY COUNCIL

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To: **CAMTC Approved Schools**
From: **Joe Bob Smith, Director, Educational Standards Divisions**
Date: **March 20, 2020**
Subject: **Electronic Transcript Submission Plan**

As a follow-up to CAMTC's March 19, 2020, email informing everyone that CAMTC is not currently sending or receiving physical mail or packages and that any documents you would like CAMTC to receive and review must be submitted electronically, we are providing this additional information for schools.

One protocol that must change for schools is the submission of transcripts. CAMTC's Policies and Procedures for Approval of Schools ("Procedures") section 5.B.c. requires that schools submit Official Transcripts by postal mail. CAMTC is temporarily reversing that policy and **requiring that transcripts shall be submitted electronically** until further notice.

- Transcripts shall continue to meet the requirements listed in Procedures section 5.B.a. with the following exceptions:
 - 5.B.a.(8) – An authorized signatory may digitally sign transcripts.
 - 5.B.a.(9) – Schools may elect to omit official school seals that are embossed or otherwise affixed after printing or substitute with a printed seal or watermark.
- Schools shall submit transcripts as follows:
 1. Every student transcript shall be an individual electronic file.
 2. Files shall be in pdf format.
 3. Each file name shall be exactly "Lastname.Firstname.Schoolcode.TranscriptDate.pdf" (for date format please use 4-digit year followed by 2-digit month followed by 2-digit day as in "YYYYMMDD"; for example, "Smith.Joseph.SCH0555.20200319") to ensure that the transcript gets paired with the correct applicant.
 4. Transcripts shall be submitted from a known email associated with your school.
 5. Schools shall submit Official Transcripts, via email, to transcripts@camtc.org.
Please do not submit transcripts to any other CAMTC address and do not send correspondence other than transcripts to this email address.

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****Schools should re-submit electronically all transcripts sent via postal mail within the last two weeks to ensure that CAMTC receives them.****

CAMTC may revise this temporary measure as time goes on. For now, it will provide a quick, safe way for schools to submit transcripts so that CAMTC can continue to process applications for certification as efficiently as possible.