

VI. Requirements for a Regular License:

A. License Application (Form 01)

Complete all sections of the six-page form. You must use the original Application you received from the Board (copies of the Application will NOT be accepted) and you must sign the Affidavit of Applicant on the back of the Application in the presence of a Notary Public.

B. License Fee and State Bureau of Investigation Criminal History Records Check Fee

A **non-refundable** fee of **\$190.00** must accompany your Application. This fee includes Application review, obtaining your criminal history report from the North Carolina State Bureau of Investigation and licensing. All fees must be made payable to the North Carolina Board of Massage and Bodywork Therapy (NCBMBT) in the form of a money order, certified check, or cashier's check.

Clip your payment to the front of your Application. **Personal checks, cash, or credit cards will NOT be accepted. Fees are non-refundable**, even if your Application is denied or you choose not to complete the application process.

C. Photograph

Include one original color 2 x 2 inch passport type photo of your head and shoulders taken within six months preceding the date of your Application. **(Only passport type photos accepted-all others will be returned)**. Staple your photo to the front of your Application.

D. High School Education or Equivalent

Include a copy of **one** of the following documents to verify that you have met the basic education requirement (massage therapy school transcripts and diplomas will not be accepted for this requirement):

- i. High school diploma
- ii. General Equivalency Diploma (GED)
- iii. Diploma from an accredited post-secondary institution of higher learning (massage therapy school transcripts and diplomas do not meet this requirement)

-OR-

- iv. High school or college transcript that includes a **date of graduation**

E. Documentation of Age

Copy of your driver's license or birth certificate to show you are at least 18 years of age.

F. Statement of Moral Character (Form 02)

Submit **four** (4) official moral character forms with your Application. **Three** (3) may be completed and signed by currently licensed healthcare practitioners. However, at least **one** (1) must be completed by one of your massage therapy school instructors. If your school is no longer in existence and you cannot locate any of your massage therapy school instructors, another licensed healthcare professional may complete the fourth moral character form. If you need a fourth healthcare practitioner to fill out the moral character

form, you may print the moral character form from the Document Center on the Board's website www.bmbt.org. You must document why you have four healthcare practitioner forms, which can be explained in a separate notation or on the fourth moral character form. The Board will verify your school is no longer in existence and no instructor is available.

If you are a recent massage therapy school graduate and have not known a healthcare practitioner for a minimum of three years, this timeframe will be waived.

Each moral character form must be in a sealed envelope with the attesting healthcare practitioner's or instructor's signature across the back flap of the envelope. **Relatives of applicant cannot complete the moral character form.** Ministers, Estheticians and Cosmetologists are not considered licensed healthcare practitioners and cannot complete these forms.

Healthcare Practitioners licensed under Chapter 90 of the General Statutes who are authorized to complete these forms are:

Acupuncturist	Dietician	Pharmacist
Athletic Trainer	Massage Therapist	Physical Therapist
Audiologist	Medical Doctor	Physician Assistant
Chiropractor	Nurse-RN, LPN or CNA	Podiatrist
Counselor-LPC or MFCC	Occupational Therapist	Psychologist
Dentist	Optician	Social Worker
Dental Hygienist	Optometrist	Speech Pathologist

Applicants who live outside the State of North Carolina or who have been residing in the State for less than six months or do not currently know any licensed healthcare practitioners in North Carolina may have licensed healthcare practitioners and massage therapy school instructors from their home state complete these forms. All licensed healthcare practitioners **MUST** include their state of licensure and their license number. **Any moral character form submitted without all required information will be returned.**

G. Official Massage Therapy School Transcript

An official massage therapy school transcript **in a sealed envelope** with the school's seal or school official's signature across the back flap of the envelope must be submitted. The official massage therapy school transcript must provide a date of graduation; otherwise a copy of your massage therapy school diploma will be required. You may contact your massage therapy school and request the sealed transcript be mailed directly to the Board.

If you graduated from a school outside the State of North Carolina that is not approved by this Board, you must submit **all** of the following documents:

- i. Copy of the school's current state license or approval to operate, or the statutory exemption from licensure or approval.
- ii. Copy of the current school catalog.
- iii. Copy of the program curriculum or syllabus for the school the applicant attended, including course description and the number of classroom hours of supervised instruction in each course.

If the school you attended has ceased operation, you must submit the Affidavit of Professional Training form (**Form 05**) which is available on the Document Center of the Board's website www.bmbt.org. Please submit with the Affidavit of Professional Training copies of any school documents you may have, such as transcripts or course curriculum.

H. Verification of Official Curriculum (Form 03-A)

Section I of this form (Form 03-A) is to be completed by the applicant.

Section II of this form is to be completed by the applicant's massage therapy school. The school may submit the completed form in a sealed envelope to the Board or it may be included with the applicant's sealed transcript.

I. Name Affidavit (Form 04)

If your name on any of the supporting documentation included in your Application is different from your legal name shown on your Application, you must complete and submit the Name Affidavit (Form 04). (Example: proof of high school is in your maiden name but your Application is listed in your married name).

J. License Verification Form (Form 06)

One verification form must be received from each state licensing board in which you have ever been **licensed, registered, or certified** to practice massage and bodywork therapy – whether your credential is current or expired. A copy of your massage license does not meet this requirement. You may make copies of the License Verification form (Form 06), if needed.

K. Electronic Fingerprint Submission Release of Information for Criminal History Record Check

Applicants for licensure must consent to a criminal history record check. Refusal to consent will constitute grounds for the Board to deny licensure to an applicant. Each sheriff's office has their own policies concerning processing fingerprints. Please ensure that you check with your local sheriff's office for the availability for electronic fingerprint submission and take the approved SBI Electronic Fingerprint Submission Release of Information forms with you. **The Electronic Fingerprint Submission Release of Information and Applicant Information** forms are included in the Application packet. Once you have been fingerprinted, submit the Electronic Fingerprint Submission Release of Information form with your completed Application.

L. Proof of Citizenship

If you are **NOT** a U.S. citizen, you must provide a copy of your green card or visa to document your eligibility for employment in the United States. **Please note any documents submitted to the Board in any language other than English must be accompanied by a certified translation.**

M. Documentation of Competency Assessment Examination

You must submit a copy of your official score report from **one** of the following exams: (a) NCETMB, (b) NCETM, (c) NCETMB, – NESL option, (d) NCETM – NESL option (e) ABTE, or (f) MBLEx. Please note the exam agencies may charge a fee for this service.

As of December 31, 2010, applicants who graduated from a North Carolina approved Massage Therapy School must take and pass the **MBLEx** as part of the application process. The Board no longer accepts any other exam from **in-State** graduates.

If the applicant obtained their massage therapy education outside of North Carolina, the Board will accept the national exams (NCETMB, NCETM-Please note national exams do not have to be current when you apply), the MBLEx exam or the ABTE exam administered by the NCCAOM.

Contact information for Exam Agencies:

- Federation of State Massage Therapy Boards - 1-866-962-3926 (MBLEx); www.fsmtb.org
- National Certification Board for Therapeutic Massage and Bodywork – 1-800-296-0664 (NCE Exams); www.ncbtmb.org
- National Certification Commission for Acupuncture and Oriental Medicine - 1-904-598-1005 (ABTE Exam); www.nccaom.org

N. The Jurisprudence Learning Exercise

All applicants are required to take and pass the Board's Jurisprudence Learning Exercise as part of the licensing process. See the cover letter which accompanies the Application packet for instructions, user ID and password.

VII. Application Checklist for a REGULAR LICENSE:

- Completed License Application Form with Notarized Affidavit of Applicant** *(Form 01; must be notarized and include supporting documentation)*
- \$190 License and SBI Fees** *(cashiers check, certified check or money order only)*
- Signed and dated Electronic Fingerprint Submission Release of Information form**
- One original colored passport type photo** *(2"x2" head and shoulders only)*
- Documentation of High School Graduation** *(copy of high school diploma, transcripts, GED or college diploma or transcripts)*
- Proof of Age** *(copy of driver's license or birth certificate)*
- Verification of Official Curriculum** *(Form 03-A; must be completed by your massage therapy school)*
- Official Massage Therapy School Transcript** *(transcript must be submitted with the Application in a sealed envelope with the school's seal or official signature across the back flap of the envelope or mailed directly to the Board)*
- Documentation of Examination** *(MBLEx only for in-state graduates; National, MBLEx or ABTE for out-of-state graduates)*
- Jurisprudence Learning Exercise** *(confirmation you have completed the JLE)*
- Four (4) Statements of Moral Character** *(Form 02)*
- Name Affidavit** *(Form 04; if applicable)*
- Verification of Licensure from other State(s)** *(Form 06; if applicable)*
- Massage Therapy School curriculum or catalog** *(if requested by Board staff)*
- Affidavit of Professional Training** *(Form 05; use if your massage therapy school/program is no longer in operation)*
- Proof of Citizenship** *(if applicable)*

(The Board reserves the right to request additional information or documentation if necessary)

VIII. Requirements for Licensure by Endorsement:

The Board may issue a license by endorsement to a practitioner who is **(A)** duly licensed, certified, or registered as a massage and bodywork therapist under the laws of another jurisdiction; or **(B)** from another state that does not license, certify, or register massage and bodywork therapists, if all requirements listed are met.

License by Endorsement A:

A. If you are licensed, certified, or registered in another state and applying for License by Endorsement A you must submit a completed Application (Form 01), signed, and notarized, and the following documents:

- 1) Documentation that you meet the regular license requirements A through H, I (if applicable), J, K, L (if applicable) and N (See Section VI for these requirements).
- 2) Documentation that the state or jurisdiction's requirements for licensure, certification, or registration as a massage and bodywork therapist are substantially equivalent to or exceed the requirements for licensure in North Carolina. You must submit a copy of the massage therapy school curriculum **you attended**, an official massage therapy school transcript and the Verification of Official Curriculum form **(Form 03-A)**. If the school you attended has ceased operation, you must submit the Affidavit of Professional Training form **(Form 05)** which is available on the Document Center of the Board's website www.bmbt.org.
- 3) Documentation of proficiency in the English language. If there is a question by the Board whether you have proficiency in English, you must take the "English as a Second Language" course and submit the test scores with your Application. The Board may request, on a case-by-case basis, that you come to the Board office for an interview with the License Standards Committee.

License by Endorsement B:

B. If you practice or have practiced in a non-licensing state or jurisdiction or do not meet the Board's minimum educational requirement of 500 in-class hours and are applying for License by Endorsement B, you must submit a completed Application (Form 01), signed and notarized, with the following documents:

- 1) Documentation that you meet the regular license requirements A through H, I (if applicable), K, L (if applicable), M and N (See Section VI for these requirements).
- 2) If you cannot meet the requirements of G and H listed in the requirements for a regular license, you may provide other credentials, to be reviewed by the Board on a case-by-case basis, which you deem to be substantially equivalent to the requirements. If the massage therapy school you attended has ceased operation, you must submit the Affidavit of Professional Training form **(Form 05)** which is available on the Document Center of the Board's website www.bmbt.org.
- 3) Documentation of proficiency in the English language. If there is a question by the Board whether you have proficiency in English, you must take the "English as a Second Language" course and submit the test scores with your Application. The Board may request, on a case-by-case basis, that you come to the Board office for an interview with the License Standards Committee.

VIX. Application Checklist for a LICENSE BY ENDORSEMENT A:

- Completed License Application Form with Notarized Affidavit of Applicant** *(Form 01; must be notarized and include supporting documentation)*
- \$190 License and SBI Fees** *(cashiers check, certified check or money order only)*
- Signed and dated Electronic Fingerprint Submission Release of Information form**
- One original colored passport type photo** *(2"x2" head and shoulders only)*
- Documentation of High School Graduation** *(copy of high school diploma, transcripts, GED or college diploma or transcripts)*
- Proof of Age** *(copy of driver's license or birth certificate)*
- Verification of Licensure from other State(s)** *(Form 06)*
- Verification of Official Curriculum** *(Form 03-A; must be completed by your massage therapy school)*
- Official Massage Therapy School Transcript** *(transcript must be submitted with the Application in a sealed envelope with the school's seal or official signature across the back flap of the envelope or mailed directly to the Board)*
- Massage Therapy School curriculum or catalog** *(if requested by Board staff)*
- Jurisprudence Learning Exercise** *(confirmation you have completed the JLE)*
- Four (4) Statements of Moral Character** *(Form 02)*
- Affidavit of Professional Training** *(Form 05; use if your massage therapy school/program is no longer in operation)*
- Name Affidavit** *(Form 04; if applicable)*
- Proof of Citizenship** *(if applicable)*

(The Board reserves the right to request additional information or documentation if necessary)

VIX. Application Checklist for a LICENSE BY ENDORSEMENT B:

- Completed License Application Form with Notarized Affidavit of Applicant** *(Form 01; must be notarized and include supporting documentation)*
- \$190 License and SBI Fees** *(cashiers check, certified check or money order only)*
- Signed and dated Electronic Fingerprint Submission Release of Information form**
- One original colored passport type photo** *(2"x2" head and shoulders only)*
- Documentation of High School Graduation** *(copy of high school diploma, transcripts, GED or college diploma or transcripts)*
- Proof of Age** *(copy of driver's license or birth certificate)*
- Four (4) Statements of Moral Character** *(Form 02)*
- Documentation of Examination** *(NCB, MBLEx or ABTE)*
- Jurisprudence Learning Exercise** *(confirmation you have completed the JLE)*
- Verification of Official Curriculum** *(Form 03-A; must be completed by your massage therapy school)*
- Official Massage Therapy School Transcript** *(transcript must be submitted with the Application in a sealed envelope with the school's seal or official signature across the back flap of the envelope or mailed directly to the Board)*
- Massage Therapy School curriculum or catalog** *(if requested by Board staff)*
- Affidavit of Professional Training** *(Form 05; use if your massage therapy school/program is no longer in operation)*
- Name Affidavit** *(Form 04; if applicable)*
- Proof of Citizenship** *(if applicable)*

(The Board reserves the right to request additional information or documentation if necessary)