



## NORTH CAROLINA BOARD *of* MASSAGE & BODYWORK THERAPY

[www.bmbt.org](http://www.bmbt.org)

4140 ParkLake Avenue

Suite 100

Raleigh, NC 27612

### IMPORTANT INFORMATION ABOUT RENEWING YOUR LICENSE

#### **FIRST LICENSE:**

The first time you are licensed, **you may not have a full, two-year licensure period**, or you may have just over two years, depending on the date your license is issued. The cutoff date for the Board's license year is September 30. (Rule .0205).

#### **FIRST RENEWAL:**

Your first renewal, if on time, will start on January 1, and expire **up to** two years later on December 31.

#### **ONLINE RENEWALS:**

On August 1, of the year your license expires, you will be able to access the online renewal page on the Board's website at [www.bmbt.org](http://www.bmbt.org). You are encouraged to renew early.

#### **CONTINUING EDUCATION REQUIREMENTS:**

If your licensure period is **two years or more**, you are required to take a minimum of **24 hours of continuing education**, which shall include a minimum of 3 hours of ethics, in order to renew your license. You may only take a maximum of 12 hours of distance learning and a maximum of 8 hours of business management should you choose to take either.

If your licensure period is **less than two years**, but more than one year, the licensee will be required to take a minimum of **12 hours of continuing education**, which shall include a minimum of 3 hours of ethics, in order to renew your license. You may only take a maximum of 6 hours of distance learning and 8 hours of business management should you choose to take either.

The continuing education activities you complete must meet the requirements set forth in Section .0700 of the Rules and Regulations of the Board. You can review the activities accepted by the Board in Rule .0701 as well as on the Continuing Education Requirements page on the Board's website [www.bmbt.org](http://www.bmbt.org). If you choose to take a continuing education course, the courses you take must be from an "Approved Provider for Continuing Education" by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), a course approved by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), a course approved by the Federation of State Massage Therapy Boards (FSMTB), a course approved by the International Association of Structural Integrators (IASI) or from an accredited college or university. Courses from an accredited college or university must be in anatomy, physiology, pathology, psychology, pharmacology, massage and bodywork therapy or business management **only**. If a course is offered by an "Approved Provider", you may contact the organization to confirm the provider is approved. Do not call the Board office to obtain pre-approval of CE programs. The North Carolina Board does not pre-approve continuing education. **It is your responsibility to make sure that a course is offered by an "Approved Provider," and that the approved provider number, and the course hours are stated on your certificate.**

**If the course incorporates ethics in the course program, the number of CEs in ethics taught must be stated on the certificate of completion along with the total course hours and approved provider number. The Board does not accept animal massage for CE credit. The Board will accept HIV/Aids/Hepatitis approved CEs but not as ethics.**

Your renewed license and wallet card will be mailed to you. You can check the status of your license renewal by verifying your license at [www.bmbt.org](http://www.bmbt.org) under "Verify A License". Renewals **will not** be confirmed by telephone.

#### **LATE RENEWALS:**

Renewals postmarked after December 31 are late. If you renew late, you are required to include a late fee of \$75, in addition to the \$100 renewal fee for not renewing in a timely fashion. You will need to contact the Board office at

[admin@bmbt.org](mailto:admin@bmbt.org) to obtain the license renewal forms. If you renew after December 31, you are required to include a letter stating whether or not you have been practicing massage and bodywork therapy in NC since your license expired. **The Board staff does not grant fee waivers or extensions.**

**FAILURE TO RENEW:**

It is unlawful to practice massage & bodywork therapy in the State of North Carolina after your license expires. Disciplinary action, including civil penalties and costs of processing the disciplinary will be taken if you practice after your license has expired.

**NON-SUFFICIENT FUNDS:**

If you renew late and your check is returned for non-sufficient funds or stop payment, your renewal will be considered incomplete until restitution is received. Your expiration date will remain as December 31, of your renewal year until all restitution has been paid and you will be issued a Letter of Reprimand for non-compliance of the Rules and Regulations.