



NORTH CAROLINA BOARD *of* MASSAGE & BODYWORK THERAPY

www.bmbt.org

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Location Address: 150 Fayetteville Street, Suite 1900, Raleigh, NC 27601

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 cut off 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. Even though your expiration date is December 31, the deadline to renew your license is **November 1 of the year your license expires.** The deadline is two months prior to the expiration date of your license so the Board staff will have time to process thousands of licenses, and therapists' licenses will be renewed before they expire.

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. 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 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), 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 NCBTMB (1-800-296-0664) 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.

If you renew by mail, you are encouraged to make photocopies of your Renewal Application and attachments before mailing them to the Board office. The Board **will not** return any renewal documents to you, including certificates of completion. Your renewed license will be mailed to you. Your license number will remain the same. You can check the status of your license renewal by verifying your license at www.bmbt.org under "**Online Verification**". Renewals **will not** be confirmed by telephone. You should receive your renewed license within 30 business days from the date the Board receives your renewal application. If your renewed license or incomplete renewal application has not been returned to you within 30 business days from the time the Board received your renewal application, and you have checked the website and your expiration date has not been updated, please notify the Board by email at admin@bmbt.org.

LATE RENEWALS:

Renewals postmarked after November 1 are late. If you renew late, you are required to include a late fee of \$75, in addition to the \$100 renewal fee and you will be issued a letter of reprimand for not renewing in a timely fashion. **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 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.