

Instructions

Application for Permanent License (LMT)

An applicant for licensure must submit the following documentation:

1. Verification of completing a massage therapy program with an official transcript sent to the board by the massage therapy school, program, or board approved mentor, or an official transcript placed in an enveloped that is sealed by the massage therapy school, program, or board approved mentor. The massage therapy school, program, or board approved mentor must affix their stamp or seal to the backside of the envelope over the sealed flap. If a transcript is not available, the school, program, or board approved mentor must complete **Section V** of the application. (*NOTE: If provisionally licensed by Missouri, this verification is not required.*); and
2. See Background Check information below; and
3. Verification of passing an examination. Missouri accepts the National Certification Examination for Therapeutic Massage and Bodywork (NCETBM) as administered by the National Certification Board for Therapeutic Massage and Bodywork or its successor organization; National Certification Examination for Therapeutic Massage (NCETM) as administered by the National Certification Board for Therapeutic Massage and Bodywork or its successor organization; Asian Bodywork Therapy (ABT) Examination as administered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM); The American Medical Massage Association National Board Certification Examination (AMMA NBCE) administered as of 2006; and Massage and Bodywork Licensing Examination (MBLEx) as administered by the Federation of State Massage Therapy Boards or its successor organization; and
4. The application fee.

Below is an overview of the application form.

SECTION I – APPLICANT DATA

This section addresses information regarding the applicant. The information entered in the residence address will be the address listed on the license, where all board correspondence is sent, and the address listed on the web site. If the applicant is not currently employed as a massage therapist, those sections can be left blank.

SECTION II – EDUCATION

List the name of the massage therapy school, program, or board approved mentor along with dates of attendance. If additional space is needed, please attach detail on a separate sheet of paper. If provisionally licensed by Missouri, a transcript is on file. If not provisionally licensed by Missouri, verification of completing a massage therapy program is required. Documentation shall consist of an official transcript sent to the board by the massage therapy school, program, or board approved mentor, or an official transcript placed in an enveloped that is sealed by the massage therapy school, program, or board approved mentor. The massage therapy school, program, or board approved mentor must affix their stamp or seal to the backside of the envelope over the sealed flap.

SECTION III – WORK EXPERIENCE

List only massage therapy job experience within the past year.

SECTION IV – BACKGROUND INFORMATION

An application for licensure must answer all questions in this section. “Yes” answers to questions 2-9 require a written explanation on a separate sheet of paper and submitted with the application form. If provisionally licensed by Missouri and this information was disclosed previously, the applicant must still answer these questions and reference provisional application for questions with “yes” answer.

Question 10 of Section II requires a response only if you have not been a Missouri resident for the last three calendar years. The board is required to ask this question in compliance with Missouri’s law regarding the filing

and payment of state income taxes. If you have lived in Missouri for the last three years, leave this question blank.

SECTION V – SWORN AFFIDAVIT

Please completely read Sworn Affidavit before signing. Application must be signed in the presence of a notary.

SECTION VI – PROFESSIONAL LIABILITY INSURANCE VERIFICATION

20 CSR 2197-2.030(4) of the licensure regulation requires “...A person holding a provisional license is subject to all statutes, rules and regulations relating to the licensing and regulation of licensed massage therapists and licensed massage therapy businesses.” One of those requirements is to obtain professional liability insurance. This section requires the applicant to provide either a copy of the professional liability insurance policy OR enter the company name and policy number of the professional liability insurance policy. Failure to complete this section or obtain liability insurance will delay the processing of the application.

BACKGROUND CHECK

An applicant for licensure must submit to a criminal background check pursuant to section 324.267 RSMo of the licensure law that states, “Any applicant for a license to operate a massage business or a license to practice massage therapy shall authorize the board to conduct a criminal background check...The cost of such background check shall be paid by the applicant.” If an applicant submitted a criminal background check while provisionally licensed and the results are less than one year old, a second criminal background check is not required.

Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol and the Federal Bureau of Investigation.

Missouri’s vendor for digital fingerprinting is Cogent, with fingerprinting sites located throughout Missouri. Cogent will accept debit or credit cards or on-site payment by check, money order, or cash. If cash is to be paid, an applicant must have the exact amount as the vendor may not have change available.

- ✓ With the new registration system, all applicants will log into the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov. An appointment to be fingerprinted must be made online via MACHS. The automated registration system walks an applicant through the steps to make an appointment. If an applicant does not have internet access, s/he can call 877/862-2425 and a representative will make the online appointment.
- ✓ An applicant must have the four digit registration number. This registration number is 5407 for individuals applying for student, provisional, full, or business licensure in massage therapy. The registration number ties all agency identifying information together to insure the background check response is returned to the correct agency.
- ✓ Once the registration process is complete, an applicant will receive a Transaction Control Number (TCN) that is used to track the appointment. Applicants need to take the transaction control number document to the fingerprinting site along with a current photograph.
- ✓ Applicants must have a recent photograph to present to the vendor prior to being fingerprinted.

At the fingerprinting appointment, applicants will be fingerprinted and have their photos taken. A receipt containing the TCN is provided after printing is completed. A copy of this receipt is to be sent to the board office to verify the background check is in process. The results of the fingerprinting will be sent directly to the agency office.

PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK AND INSPECTION ARE RECEIVED BY THE BOARD, A LICENSE WILL NOT BE ISSUED.

Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to Cogent, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov

AGENCY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.²

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact the CJIS Audit Unit, Missouri State Highway Patrol CJIS Division, at (573) 526-6153 extensions 2630, 2625 or 2655.

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).