

## 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.
5. **Please provide an email address. Please register in MoPRO to receive notifications.**
6. **Please anticipate that processing your application could take 2 - 4 weeks.**

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. **Please include an email address, as notification regarding the status of the application process will be sent via email.** 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.

To complete the background check requirement go to the Missouri Automated Criminal History Site (MACHS) at <https://www.machs.mo.gov/MACHSFP/home.html> to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 844/543-9712

An applicant must have the four digit registration number. Applicants seeking a business license, this registration number is **5407**. The registration number ties all agency/licensure entity identifying information together to ensure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check. Results of the background check are sent directly to the board office.

### **RECIPROCITY**

If you have a full state licensure in another state as a Massage Therapist for at least one year, without a discipline or pending complaint or discipline, you may submit the following for a license in Missouri:

1. The Application for Licensure <https://pr.mo.gov/boards/massage/Application%20for%20Licensure.pdf>
2. Fee \$125
3. If the licensure in your current license state can not be accessed, we could ask you to provide a verification letter (a physical license will not qualify).
4. Background check (see above)

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