



Michigan Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing

Board of Massage Therapy

PO Box 30670

Lansing MI 48909

(517) 335-0918

www.michigan.gov/healthlicense

MESSAGE THERAPIST APPLICATION PACKET

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MASSAGE THERAPIST INSTRUCTIONS

* Please read application instructions carefully and answer all questions completely.
Failure to do so may cause a delay in your application process.*

In order to practice as a massage therapist in Michigan after November 29, 2014 you MUST hold a Michigan license.

MASSAGE THERAPIST LICENSE BY EXAMINATION: Licensure based on completion of an approved educational program/supervised curriculum and passing one of the required examinations.

1. You must complete and submit the application for licensure with the appropriate fee, as well as arrange for supporting documents to be sent to the Michigan Board of Massage Therapy.
2. Applicants for a Michigan health professional license or registration are required to submit fingerprints and undergo a Criminal Background Check (CBC). Fingerprints must be taken using the Customer ID number and instructions provided in the Application Confirmation letter that will be sent when your license application and fee are processed. Do not have your fingerprints taken prior to receiving your Customer ID number.
3. Arrange for a verification and/or certification to be sent directly to the Michigan Board from any state or province where you currently hold or have ever held a permanent license or registration. Copies of licenses are not acceptable.
4. Contact your high school to have a copy of your final high school transcripts sent directly to the Board office OR have the GED testing company provide verification of passing the GED examination sent directly to the Board office. Applicants who graduated from high school in Michigan may also be able to use the Michigan e-transcript service to have high school transcripts electronically sent to the Michigan Board. Information about using this service can be found at **Error! Hyperlink reference not valid.** <http://www.docufide.com/contact-us>. E-transcripts should be sent to bhcsdata@michigan.gov.
5. Exam Scores: If you have passed any of the following examinations, please contact the testing organization to have a copy of your passing exam scores sent directly to the Michigan Board. The website for each organization is listed:
 - a) The Federation of State Massage Therapy Board's Massage and Bodywork Licensing Examination (MBLEx)
Download the MBLEx Mobility Form at www.fsmtb.org.
 - b) Either the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) National Certification Examination for Therapeutic Massage (NCETM) or the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) www.ncbtmb.org/contact-us "www.ncbtmb.org/contact-us".
6. Supervised Curriculum: All applicants for a Massage Therapist license by examination must have completed a supervised curriculum in massage therapy that has been approved by the Michigan Board or is equivalent to a Michigan Board approved curriculum. A list of the approved massage therapy supervised curriculums is on the website of the Michigan Board of Massage Therapy which can be accessed via the website for the Health Professions Licensing Division at www.michigan.gov/healthlicense. Choose the Massage Therapy profession and click on GO to be directed to the correct site.

In order to verify that you completed an approved supervised curriculum, you must send the attached Certification of Completion of Massage Therapy Supervised Curriculum form to your massage therapy training program for completion of Section II. This form must be submitted to the Board office directly from the massage therapy training program.

MESSAGE THERAPIST INSTRUCTIONS CONTINUED

7. If you completed a massage therapy curriculum outside of the United States, you must have your education reviewed and certified for equivalency by a credentialing agency that is accredited by the National Association of Credential Evaluation Services (NACES). The list of accredited NACES credentialing agencies can be found on their website, www.naces.org "www.naces.org", under "Current Members". The review must be a course-by-course evaluation that determines whether the massage therapy curriculum you completed was equivalent to an approved program in Michigan. A copy of the credentialing report must be sent directly to the Michigan Board from the agency that performs the review.

If your curriculum was not taught in English, you must satisfactorily complete both the TOEFL (passing score is 550 on the written examination or 230 on the computerized exam) and TSE (passing score is 50) examinations OR the TOEFLibt (overall passing score of 89 or above). Required section scores on the TOEFLibt are:

- Not less than 22 on the reading section
- Not less than 22 on the listening section
- Not less than 26 on the speaking section
- Not less than 24 on the writing section

Results of the examination(s) should be sent directly to this office from ETS. Contact ETS at (609) 771-7100 or at their website at www.toefl.org "www.toefl.org" (e-mail: toefl@ets.org "toefl@ets.org") to arrange to take these examinations or to have results sent to our office. The Institutional Code needed to send scores to the Michigan Board is 9715.

Please Note:

- An application submitted with the appropriate fee is valid for two years from the date it is received. If an applicant fails to complete the requirements for licensure within the two year period following the date of application, the application will become invalid.

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Health Licensing Division
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FOR BOARD USE ONLY
License Number:
Issue Date:

APPLICATION FOR LICENSURE [select one below]

Massage Therapist by Examination Fee: \$95.95 [71-7501-01]

Your check or money order drawn on a U.S. financial institution and made payable to the **STATE OF MICHIGAN** must accompany this application. DO NOT SEND CASH. Fees are deposited upon receipt and can only be refunded under refund rules promulgated by the Department.

1. Demographic Information

First Name:		Middle Name:	Last Name:
U.S. Social Security #:		Birth Date:	
Street Address:		Apt/Bldg #:	
City:	State:	Zip Code:	
Country:			
Phone Number:		Email Address:	
Have you ever held a health professional license in any profession in Michigan?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Was your health professional license issued after 2008?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Professional Permanent I.D./License Number:		Expiration Date:	
Have you ever been known under any other name? If yes, list name(s):			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will documents be received under any other name? If yes, list name(s):			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application for this type of license in Michigan?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Full Name:

2. Personal Data Questions

1. Have you ever been convicted of a felony? Yes
 No

If yes, please explain

2. Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of 2 years? Yes
 No

If yes, please explain

3. Have you ever been convicted of a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations)? Yes
 No

If yes, please explain

4. Have you had 3 or more malpractice settlements, awards, or judgments in any consecutive 5 year period? Yes
 No

If yes, please explain

5. Have you had one or more malpractice settlements, awards, or judgments totaling \$200,000 in any consecutive 5 year period? Yes
 No

If yes, please explain

6. Have you ever been fined, denied, revoked, suspended, reprimanded, placed on probation, otherwise disciplined, or the subject of a final adverse action by a licensure, registration, disciplinary or certification board as a holder of or applicant for, a license or registration regulated by this state, another state or territory of the United States, the United States military, the federal government, or another country? Yes
 No

If yes, please explain

7. Have you ever been censured, or requested to withdraw from a health care facility's staff or had your health care staff privileges involuntarily modified? Yes
 No

If yes, please explain

8. Have you ever been treated for substance abuse in the past 2 years? Yes
 No

If yes, please explain

Note: If you answered "yes" to any of the questions in Section 2 (questions 1-8), you must provide a detailed explanation with copies of all available official and/or court documents related to your explanation along with your application. If you do not provide the explanation, your application will be deemed incomplete and processing will be delayed.

Full Name: _____

Have you taken a National examination for another U.S. Jurisdiction?
Please list exam name and date taken (month & year)

Yes
 No

Have you taken a State Constructed examination for another U.S. Jurisdiction? Please list state and date taken (month & year)

Yes
 No

3. Professional Education

Name of Institution	Address of Institution	Graduation Date	Certificate/Diploma/ Degree Granted

4. License(s) in Other State(s) and/or Province(s)

Do you hold or have you held a permanent license or registration in any state or Canadian province, for the type of license for which you are applying?

Yes
 No

Please list each state or province, the license or registration number, the date issued, the number of years you held the license, and how the license was obtained (either examination or endorsement). **DO NOT LIST TEMPORARY LICENSES.** (Attach additional sheets, if necessary.)

State/Country	Permanent License/ Registration Number	Date of Issue	Number of Years Licensed	Expiration Date	How Obtained (Exam or Endorsement)

5. CERTIFICATION

I understand that it is the policy of this agency to secure a criminal conviction history as part of the pre-licensure screening process. I authorize this agency to use the information provided in this application to obtain a criminal conviction history file search from the Central Records Division of the Michigan Department of State Police, law enforcement, or judicial record-keeping organization.

I further consent to the release of information to this agency regarding any disciplinary investigations conducted by a similar licensure, registration, or specialty certification board of this or any other state, of the United States military, of the federal government, or of another country.

The statements in this application are true and correct. I have not withheld information that might affect the decision to be made on this application. In signing this application, I am aware that a false statement or dishonest answer may be grounds for denial of my application or revocation of my license and that such misrepresentation is punishable by law.

Signature of Applicant _____ Date _____

Michigan Department of Licensing and Regulatory Affairs
Board of Massage Therapy
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 Lansing MI 48909
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www.michigan.gov/healthlicense

CERTIFICATION OF COMPLETION OF MASSAGE THERAPY SUPERVISED CURRICULUM

Authority: Public Act 368 of 1978, as amended.
 If this form is not completed, certification will not be issued.

SECTION I - APPLICANT INFORMATION

Instructions: Complete Section I. Type or print your name exactly as it appears on your application. Print this form and then for completion of Section II, send this form to the Director of your education program or the Registrar of the institution in which you completed your massage therapy supervised curriculum. This certification must be submitted directly to the Michigan Board of Massage Therapy by your education program or school.

First Name:		Middle Name:		Last Name:	
Street Address:				Apt/Bldg#:	
City:		State:		Zip Code	
SSN:			Date of Birth:		
Phone Number:			E-mail:		
Name of Educational Program/School:					
School Address:					
City:		State:		Zip Code:	
Date of Admission:		Date of Completion:		Degree Awarded:	

Signature _____

Date _____

Upon completion of Section I, print, sign, and date the form then send the form to the educational program/school for completion of Section II.

This certification must be submitted directly to the Michigan Board of Massage Therapy.

Full Name:

THIS SECTION TO BE COMPLETED BY THE MASSAGE THERAPY PROGRAM/SCHOOL

Please complete the following information. Return this completed certification directly to Department of Licensing and Regulatory Affairs, Michigan Board of Massage Therapy, PO Box 30670, Lansing MI 48909.

SECTION II - CERTIFICATION OF COMPLETION OF SUPERVISED CURRICULUM

Name of Program/school:

For admission to the massage therapy program, did the student present satisfactory evidence of an approved United States high school diploma or equivalent? Yes No

I certify that _____ attended the educational program/school named
(Applicant's Full Name)

above from _____ to _____
(Month/Day/Year) (Month/Day/Year)

and completed the course work as checked below:

- At least 200 combined classroom hours of instruction in Massage & Bodywork Assessment, Theory, and Application.
- At least 125 combined classroom hours of instruction in Anatomy, Physiology, and Kinesiology.
- At least 40 hours of instruction in Pathology.
- At least 6 hours of instruction in Ethics.
- At least 4 hours of instruction in Business and Professional Practice.
- At least 125 hours of classroom instruction in an area of field related to massage therapy with at least 40 of those hours performing massage therapy services in a supervised student clinic.
- At least 500 total hours of classroom instruction.

Signature of Program Director

Date of Signature

Print or Type Name of Program/School

(Seal)

If hospital has no seal, please indicate

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Please print out the Application (pages 5-7) and the Certification of Completion of Massage Therapy Supervised Curriculum form (pages 8-9, if applicable). Sign and date your application, and submit the application along with any supporting documentation and with your check or money order made payable to the "State of Michigan" to:

Michigan Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
Board of Massage Therapy
PO Box 30670
Lansing, MI 48909

Complete Section I of the Certification of Completion of Massage Therapy Supervised Curriculum form and submit it to the Director of your education program for completion of Section II.

APPLICATION CHECKLIST

Application Fee: Submit a check or money order drawn on a U.S. financial institution and made payable to the **STATE OF MICHIGAN**.

1. Demographic Information: Social Security Number: Please list only a United States Social Security number.

Name: List your full name: first, middle and last name. If your name changes after you apply, you must submit a name change to the Bureau of Health Care Services in writing along with legal documentation within 30 days.

Birth Date: Provide the month, day and year of your birth.

Address: List the address we should use to send any information about your license. Be sure to include the city, state, zip code, and country. This will be your permanent address with the Bureau of Health Care Services. If your address changes, you must notify us in writing within 30 days.

Phone: Enter a telephone number where you can be reached in case we have questions about your application.

E-mail: Enter your e-mail address. E-mail is a quick way our office can communicate with you about your application.

Other Name(s): Indicate whether you have been known by any other names.

2. Personal Data Questions: All applicants must answer the same personal data questions. If you answer "yes" to any questions in this section, you must submit a detailed explanation with your application. If you do not provide this information, your application will be deemed incomplete and processing will be delayed.

3. Professional Education: List your current or completed professional school. Indicate degree/certificate/diploma earned. List graduation and/or anticipated graduation date.

4. License in Other State(s) and/or Province(s): List all states/provinces where you have held an massage therapy license or registration. Indicate method of licensure - examination or endorsement.

5. Certification: You must sign and date your application for it to be valid. By signing the application you are indicating that you have read and understood the certification section.

TOP THINGS APPLICANTS SHOULD KNOW

1. **NOTE:** If you have ever been licensed in another state and you have a current disciplinary sanction on that license (even if the license is inactive), you are not eligible for licensure in Michigan according to the Public Health Code, PA 368, as amended, Section 333.16174 (2). Sanctions include probation, limitation, suspension, revocation, or fine. Upon resolution of the sanction and verification that the license is active with no disciplinary action in effect, you can proceed with the filing of an application for a Michigan license or registration.
2. Read the entire application before submitting it and **DO NOT** send the checklist to the Board of Massage Therapy office.
3. Applications and mail are processed as quickly as possible in date-received order.
4. Please allow time to process your application before you call or email our office to check on the status. Applications may take up to 2 weeks to reach our office. Applications with fees are first processed through our central mailroom then through our payment processing office.
5. Mail, including mail sent overnight, is first received by our central mailroom prior to reaching the Board.
6. Supporting documentation will not be accepted if faxed into our office.
7. **REFUND POLICY:** If you wish to withdraw your application, you must notify the Board of Massage Therapy in writing to request a partial refund.
8. If your name and/or address changes please notify the Board of Massage Therapy in writing within 30 days. To change a name or address, you can download the Data Change/Duplicate License Request Form from our website at www.michigan.gov/healthlicense and fax it to (517) 335-2044 ATTN: Applications Section or mail the form to: Licensing and Regulatory Affairs, Bureau of Professional Licensing, Board of Massage Therapy, Application Section, PO Box 30670, Lansing, MI 48909. Telephone calls are **NOT** accepted for these changes. After your license is issued, you can change your address online at www.michigan.gov/elicense.

GLOSSARY/DEFINITION OF TERMS

ENDORSEMENT	Application made by an individual who holds an active license in another state with licensure requirements substantially equivalent to Michigan requirements.
EXAMINATION	Application made by an individual who must take and pass an examination in order to become licensed in Michigan.
LAPSED LICENSE	A lapsed license is a license that is no longer active. A license becomes inactive when it is not renewed upon the expiration date printed on the license.
RECIPROCITY	Process by which an individual could possibly become licensed in Michigan through a reciprocity agreement with another state board. Michigan does not have a reciprocity agreement with any other state.
REINSTATEMENT	The process in which a disciplinary, suspended or revoked license has not lapsed is reactivated by the Board.
RELICENSURE	The application process in which a licensee must apply to reactivate a lapsed or lapsed suspended license.
RENEWAL	Process to maintain active licensure status at the end of each renewal cycle.

FREQUENTLY ASKED QUESTIONS

Q. How long will it take to process my application?

Applications and mail are processed as quickly as possible in date-received order. Applications with fees are first processed through our central mailroom then through our payment processing office.

Q. What do I do if I forgot to include my payment with my application?

Please submit the fee along with a copy of your application and a letter indicating that you failed to submit the required payment with your previous application. Mail to: Licensing and Regulatory Affairs, Bureau of Health Care Services, Board of Massage Therapy, PO Box 30670, Lansing, MI 48909.

Q. How do I check on the status of my application?

Within approximately three weeks of mailing your application to our office, you should receive an Application Confirmation letter containing your customer number. You may use your customer number to check the status of your application at www.michigan.gov/appstatus.

Q. If I have been convicted of a felony or misdemeanor will it stop me from being licensed?

We ask that you submit your application, fee and information regarding the occurrence. The Board will review your file and make a decision at that time. Please keep in mind that we do take into consideration the type of conviction, the age that you were when the incident occurred and the time that has elapsed since the conviction.

Q. How long is my license valid?

The initial license is good for a partial licensure cycle and will expire on the upcoming October 31 renewal date. Each subsequent license will cover a full three-year cycle.

WEBSITES AND LINKS

WEBSITES:

Michigan Department of Licensing and Regulatory Affairs	www.michigan.gov/lara
Bureau of Professional Licensing	www.michigan.gov/bpl
Health Professions Licensing Division	www.michigan.gov/healthlicense
Michigan Board of Massage Therapy Rules	www.michigan.gov/healthlicense
Michigan Public Health Code	www.michigan.gov/healthlicense
Application Status	www.michigan.gov/appstatus
Verify a Health Professional License	www.michigan.gov/verifylicense
Renewal Website	www.michigan.gov/elicense

LINKS:

Federation of State Massage Therapy Board's and Bodywork Licensing Examination	www.fsmtb.org
National Certification Examination for Therapeutic Massage and Bodywork	www.ncbtmb.org
Identogo	www.identogo.com