

Health Regulation and Licensing Administration

APPLICATION CHECKLIST FOR THE BOARD OF MASSAGE THERAPY

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying: Please indicate the supporting documents you have included with this package.

EXAMINATION

Checklist of Supporting Documents required

- A complete signed application for DC License
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Document (Acceptable forms are marriage certificate, divorce decree or court order)
- National Exam Results
 - National Certification Examination for Therapeutic Massage & Bodywork (NCETMB) by National Certification Board for Therapeutic Massage & Bodywork (NCBTMB); *(BCTMB credential is not accepted in lieu of NCETMB)*
 - MBLEx by Federation of State Massage Therapy Boards (FSMTB); OR
 - National Commission of Certifying Agencies (NCCA)
- Official Transcript (if in a language other than
 - English, a certified translation is required)
- Completion of 500 Hours of In-Class Training
- Clear photocopy of a government issued photo ID, such as your valid driver's license, as proof of identity.
- Criminal Background Check. A separate payment is required for each applicant – To Schedule <https://dchealth.dc.gov/node/120532> OR call 877-614-4364
- Proof of **face to face Cardiopulmonary resuscitation (CPR)** and first aid certification
- \$262 for Application and License Fee
- All payments must be in the form of Check, Money order or Certified Check made payable to DC Treasurer.

ENDORSEMENT

Checklist of Supporting Documents required

- A complete signed application for DC License
- Two (2) recent passport photos (2" X 2")
- Social Security Number or a Sworn Affidavit
- Name Change Document (Acceptable forms are marriage certificate, divorce decree or court order)
- National Exam Results
 - National Certification Examination for Therapeutic Massage & Bodywork (NCETMB) by National Certification Board for Therapeutic Massage & Bodywork (NCBTMB); *(BCTMB credential is not accepted in lieu of NCETMB)*
 - MBLEx by Federation of State Massage Therapy Boards (FSMTB); OR
 - National Commission of Certifying Agencies (NCCA)
- Official Transcript (if in a language other than English, a certified translation is required)
- Official Verification of Licensure* (*all active and/or inactive licenses)
- Completion of 500 Hours of In-Class Training
- Clear photocopy of a government issued photo ID, such as your valid driver's license, as proof of identity.
- Criminal Background Check. A separate payment is required for each applicant – To Schedule <https://dchealth.dc.gov/node/120532> OR call 877-614-4364
- Proof of **face to face Cardiopulmonary resuscitation (CPR)** and first aid certification
- \$262 for Application and License Fee
- All payments must be in the form of Check, Money order or Certified Check made payable to DC Treasurer.

UPDATED AUGUST 12, 2019