

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. (See Rule .0205 for further explanation).

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 reason the deadline is two months prior to the expiration date of your license, is so the Board staff will have time to process thousands of licenses, and therapists' licenses will be renewed before they expire.

CONTINUING EDUCATION REQUIREMENTS:

If your licensure period is two years or more, you are required to take 24 hours of continuing education, which shall include 3 hours of ethics, in order to renew your license. You may only take 12 hours of distance learning and 3 hours of business management.

If your licensure period is less than two years, but more than one year, the licensee will be required to take 12 hours of continuing education, which shall include 3 hours of ethics, in order to renew your license. You may only take 6 hours of distance learning and 2 hours of business management.
(This does not apply if you have allowed your license to expire)

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 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 "Approved Provider," 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.**

You are encouraged to make photocopies of your Renewal Application and attachments before mailing them to the Board office. Your new license will be mailed to you. Your license number will remain the same.

Renewals must be mailed complete (any incomplete renewal will be mailed back to you). This means you must enclose:

- (1) Money order or check for \$100,
- (2) Completed Application for License Renewal, and
- (3) Completed Continuing Education form with copies of your certificates

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-If you do not renew your license, it is unlawful for you to practice massage & bodywork therapy in the State of North Carolina after your license expires.

NATIONAL CERTIFICATION-The North Carolina Board does not require that you renew your National Certification, only that your National Certification be current when you apply for your initial North Carolina license.

The following is a list of Board documents where you may find renewal information:

Practice Act, N.C.G.S. 90-632
Rules .0701 and .0702
Orientation Handbook, Page 4
www.bmbt.org



NORTH CAROLINA BOARD of MASSAGE AND BODYWORK THERAPY

Mailing Address: PO Box 2539, Raleigh, NC 27602 Phone: 919.546.0050
Location Address: 150 Fayetteville Street, Suite 1900, Raleigh, NC 27601

NOTIFICATION OF NON-RENEWAL OF LICENSE

Please complete this form **ONLY** if you **ARE NOT RENEWING** your license to practice massage and bodywork therapy in the state of North Carolina

NORTH CAROLINA LICENSE NUMBER: _____

Last Name: _____ First: _____ Middle/Maiden: _____

Your Name as it appears on your license if different from above: _____

Current Address: _____ City: _____ State: _____ Zip: _____

County: _____ Email Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____ Work Phone: (____) _____

Check the box that applies to you:

I WILL NOT BE RENEWING THIS YEAR AND UNDERSTAND MY LICENSE EXPIRES DECEMBER 31, 2009.

I WILL NOT BE RENEWING MY NORTH CAROLINA LICENSE PERMANENTLY.

Pursuant to Rule.0303, licenses expired in excess of 24 months shall not be renewable. Persons whose licenses have been expired in excess of 24 months and who desire to be licensed shall apply for a new license and shall meet all the requirements then existing.

Signature

Date

NCBMBT STANDARDS FOR CONTINUING EDUCATION

FROM THE NORTH CAROLINA MASSAGE AND BODYWORK THERAPY PRACTICE ACT:

§ 90-632. License Renewal and Continuing Education.

The license to practice under this Article shall be renewed every two years. When renewing a license, each licensee shall submit to the Board evidence of the successful completion of at least 24 hours of study, as approved by the Board, during the immediately preceding two years, in the practice of massage and bodywork therapy.

FROM THE RULES AND REGULATIONS OF THE BOARD:

.0701 Continuing Education Requirements

(a) Pursuant to G.S. 90-632, a licensee, when renewing a license, shall document that they have completed at least 24 contact hours of approved continuing education during the immediately preceding licensure period, provided the licensure period is two years or more. If the licensure period is less than two years, the licensee shall document that they have completed at least 12 contact hours of approved continuing education.

(b) For the purposes of this Section, "approved continuing education" means a course offered as follows:

- (1) by an approved provider as defined in Rule .0702;
- (2) or a course approved by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM); or
- (3) a course in anatomy, physiology, pathology or business management taken at a post-secondary institution of higher learning.

(c) Distance learning, as defined in Rule .0702 of this Section, shall not comprise more than 12 hours of the required continuing education hours per licensure period.

(d) Licensees shall document that they have completed at least three contact hours of continuing education in professional ethics as defined in Rule .0702 of this Section, out of the minimum of 24 hours of approved continuing education required for license renewal. This may be obtained through supervised classroom instruction or distance learning.

(e) Business management, as defined in Rule .0702 of this Section, shall not comprise more than three hours of the minimum 24 hours of approved continuing education required for license renewal.

(f) Licensees shall ensure that each continuing education course for which they claim credit on their application for renewal of licensure is consistent with the definitions and requirements set forth in this Section.

(g) The Board may audit licensees at random to assure compliance with these requirements.

.0702 Continuing Education Definitions

The following definitions apply to this Section:

- (1) Continuing education. -- Learning experiences that enhance and expand the skills, knowledge, and attitudes of massage and bodywork therapists that enable them to render competent professional service to clients, the profession and the public.
- (2) Distance learning. -- Courses taken by home study that are produced by an approved provider, whether delivered by videotape, audiotape, printed materials, or computer-based means. The licensee shall demonstrate achievement of learning objectives and completion of course requirements to the provider before credit is given.

- (3) One "contact hour" of continuing education. -- At least 50 minutes of any one clock hour during which the student participates in a learning activity in the physical presence of an instructor, or in a distance learning activity designed by an approved provider. One semester credit hour at a post-secondary institution shall be equivalent to 16 contact hours.
- (4) Professional ethics. -- A system of conduct guided by principles, which are intended to ensure the safe and effective practice of massage and bodywork therapy. Acceptable subject matter for required professional ethics courses may include: compliance with Practice Act and Rules of the Board, management of the client/therapist relationship, boundary functions, professional communication skills, conflict resolution, cultural diversity issues, and standards of practice.
- (5) Business management. -- Courses that enable the licensee to learn and apply business skills to create a successful professional practice.
- (6) Post secondary institution of higher learning – A degree granting institution accredited by an accrediting agency recognized by the United States Department of Education.
- (7) Approved provider. -- One that has been granted the designation of "Approved Provider for Continuing Education" by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). The provider shall have this designation when the course begins and shall maintain this designation continuously until the course is completed. The Board does not recognize any retroactive designation of provider approval. Except as herein stated, the provider shall follow all regulations set forth by its accrediting agency. The Board may also recognize a verifiable continuing education provider outside the United States or its territories that is a post-secondary institution of higher learning approved by the educational regulation authority of that foreign country.

FROM THE GUIDELINES OF THE BOARD:

Guideline 5.1 Documentation of Continuing Education

Pursuant to Rules .0303 and .0701, licensees shall submit photocopies of certificates of attendance or school transcripts to document the approved continuing education courses they have taken during the current license period to meet the continuing education requirement for license renewal. At a minimum, such documentation shall include the course title, date completed, name of institution or course sponsor, location, and number of classroom hours of instruction, and the NCBTMB approved provider number.

Guideline 5.3 Time Period Defined for Biennial Submission of Application for License Renewal

Pursuant to Rule .0303, licensees shall submit an application for license renewal to the Board between the dates of August 1 and November 1, immediately preceding the December 31 expiration date of their license.

Guideline 5.7 (5.7.2) Regional Accreditation Defined

Continuing education taken at an accredited post-secondary institution of higher learning outside the United States may be reviewed at the Board's discretion on a case-by-case basis. The licensee is responsible for obtaining and translating into English any documentation required by the Board.

FAQ's

About **Renewing Your License** with The NC Board of Massage and Bodywork Therapy

1. Why do I have to take 24 hours of continuing education courses to renew my license?

The General Assembly included that requirement in the Practice Act. If your initial licensure period is less than two years, you are only required to complete twelve (12) hours of continuing education for your first renewal. Three (3) contact hours shall be in professional ethics. It ensures that licensees maintain their base of professional knowledge and skills to render ethical and competent service to the public.

2. How can I find approved continuing education courses?

There are more than 1500 providers across the country, which has been approved by The National Certification Board for Therapeutic Massage & Bodywork – a listing may be found at www.ncbtmb.com. You may also check publications such as *Massage Magazine*, *Massage Therapy Journal*, or *Massage & Bodywork* for educational listings. Also, schools, professional conferences and conventions may offer courses, which will meet the requirements for license renewal.

3. How do I know if a course I want to take will meet the Board's standards?

It is up to the Licensee to review the definitions in Rules Section .0700 for what constitutes an approved provider and approved subject matter – and determines whether a particular course will meet the requirements for license renewal. **Do not call the Board to request pre-approval of any CE program. The Board does not review or pre-approve individual courses, nor does the Board approve continuing education providers.**

4. If I take more than 24 hours of continuing education courses in a two-year licensure period, can I carry over the extra hours into the next period?

No. You may only apply them to the current licensure period.

5. Can I include courses I took before I received my license from the Board?

No. You may only claim hours for continuing education which were completed after the date your license was issued.

6. Are courses offered by distance learning approved for license renewal?

Yes, subject to limitations. You may apply a maximum of twelve (12) hours of continuing education taken from an approved provider through distance learning in a two-year licensure period. If this is your first renewal and you have been licensed less than two (2) years, you may apply a maximum of six (6) hours of continuing education in distance learning.

7. Can I take courses in Business Management?

Yes, subject to limitations. You can apply a maximum of three (3) hours of continuing education in Business Management. A maximum of two (2) hours of continuing education in Business Management is acceptable if this is your first renewal and you are licensed less than two years.

8. Am I required to take ethics courses as part of renewing my North Carolina license?

Yes. You are required to take twenty-four (24) hours of continuing education in order to renew your license and three (3) hours of the twenty-four (24) hours **MUST** be in professional ethics. Courses in HIV/Aids/Hepatitis do not meet this requirement.

9. Do I have to keep my National Certification current to renew my license?

No. National Certification is only a requirement for granting an initial license. The decision to maintain this credential is an individual choice.

10. What happens if I am unable to complete the necessary hours of continuing education for license renewal – will the Board waive this requirement if I request it?

There is no provision in the Practice Act, Rules, or Guidelines for the Board to waive the twenty-four (24) hours continuing education requirement. Licensees are encouraged to complete their renewal requirements in a timely manner to keep their license active.

11. What happens if I don't renew my license on time?

If the Application for License Renewal is not received in the Board Office or postmarked by November 1st preceding the December 31st expiration date, the licensee shall pay a \$75.00 Late Renewal Fee in addition to the regular \$100.00 fee and will be issued a Letter of Reprimand for failure to renew in a timely fashion. A license that is not renewed by December 31st is considered expired. A license that has been expired for more than 24 months is no longer renewable and you will need to reapply for a new license and meet the requirements at that time.

12. Can I still keep working if I let my license expire?

A person providing massage and bodywork therapy at any time without a valid license is doing so in violation of the Practice Act, and may be subject to disciplinary action or prosecution.