



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

APPLICATION FOR LICENSE RENEWAL

January 1, 2010 – December 31, 2011

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY:

Check Amount: _____ Received On: _____ Processed By: _____
Check Number: _____ Returned On: _____ Approved By: _____

Applications for License Renewal must be typed or printed in ink and submitted with a \$100.00 non-refundable money order or check made payable to NCBMBT. Incomplete or partial applications will be returned. Applications postmarked after November 1, 2009 will incur a \$75.00 late fee and a Letter of Reprimand will be issued for late renewal.

NORTH CAROLINA LICENSE NUMBER: _____

PERSONAL INFORMATION:

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

Mailing Address: _____ County of Residence: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Social Security #: _____ Date of Birth: _____

Cell Phone: (____) _____ Email Address: _____

EMPLOYMENT:

Place of Employment: _____

Mailing Address: _____ County of Business: _____

City: _____ State: _____ Zip: _____ Work Phone: (____) _____

DOES THIS REFLECT:

DATE OF CHANGE

Name Change? Yes No _____ If "yes", a photocopy of the court document relating to a marriage, divorce or name change must be submitted or the name cannot be changed

Address Change? Yes No _____

If you answered **Yes to address change**, list previous address:

Name: _____

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

CONTINUING EDUCATION FORM

List each of the courses completed and submit **copies of the Certificates of Completion** for the courses listed. Courses submitted for continuing education hours, which are approved by the National Certification Board or the National Certification Commission for Acupuncture and Oriental Medicine, **MUST** include the approved provider number of the course provider. This page must be completed, signed and dated; otherwise it will be considered an incomplete renewal application and returned to you. *(You may photocopy this page)*

Course Title: _____ Approved Provider Number: _____ Location (City, State): _____ <i>(If course is home study or distance learning, leave location blank)</i> Instructor's Name: _____ Date Course Completed: _____	(Check ALL Blocks That Apply To This Course) <input type="checkbox"/> NCBTMB or <input type="checkbox"/> NCCAOM <input type="checkbox"/> College / University Course <input type="checkbox"/> Classroom Instruction <input type="checkbox"/> Distance Learning/Home Study <input type="checkbox"/> Ethics Total CE Hours for this Class: _____
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<p><i>By my signature below, I certify all information contained in this Application for License Renewal and all supporting documentation is true and valid.</i></p> <div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature Date </div>	Total CE Hours This Page: _____ TOTAL CE HOURS SUBMITTED FOR THIS RENEWAL PERIOD: _____

Instructions and 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. (Rule .0205).

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 deadline is two months prior to the expiration date of your license, 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 a minimum of **24 hours of continuing education**, which shall include a minimum of 3 hours of ethics, in order to renew your license. You may only take a maximum of 12 hours of distance learning and a maximum of 3 hours of business management should you choose to take either.

If your licensure period is **less than two years**, but more than one year, the licensee will be required to take a minimum of **12 hours of continuing education**, which shall include a minimum of 3 hours of ethics, in order to renew your license. You may only take a maximum of 6 hours of distance learning and 2 hours of business management should you choose to take either.

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 the approved 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. The Board **will not** return any renewal documents to you, including certificates of completion. Your renewed license will be mailed to you. Your license number will remain the same. You can check the status of your license renewal by verifying your license at www.bmbt.org under "Online Verification". Renewals **will not** be confirmed by telephone. You should receive your renewed license within 30 business days from the date the Board receives your renewal application. If your renewed license or incomplete renewal application has not been returned to you within 30 business days from the time the Board received your renewal application, and you have checked the website and your expiration date has not been updated, please notify the Board **in writing** or by email at admin@bmbt.org.

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

- (1) Money order or check for \$100 made payable to the NCBMBT;
- (2) Completed Application for License Renewal;
- (3) Completed Continuing Education form, signed and dated, and
- (4) Copies of your certificates of completion

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:

It is unlawful to practice massage & bodywork therapy in the State of North Carolina after your license expires. Disciplinary action will be taken if you practice after your license has expired.

NON-SUFFICIENT FUNDS:

If your check is returned for non-sufficient funds or stop payment, your renewal will be considered incomplete until restitution is received. Your expiration date will remain as December 31, 2009 until all fees and fines have been paid and you will be issued a Letter of Reprimand for non-compliance of the Rules and Regulations. This formal expression of disapproval will be retained in your file, but shall not be publicly announced. It is not published, but is released upon request.

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

Practice Act, N.C.G.S. 90-632

Orientation Handbook, Page 4

Rules .0701 and .0702

www.bmbt.org