



NORTH CAROLINA BOARD of MASSAGE & 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, 2012 – December 31, 2013

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, 2011 will incur a \$75.00 late fee and a Letter of Reprimand will be issued for late renewal.

Your North Carolina License Number: _____

Is this your first renewal and have you been licensed less than two years? Yes No

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: _____

DOES THIS REFLECT:

Name Change? Yes No - *If your answer is "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 below:*

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

EMPLOYMENT:

Place of Employment: _____

Mailing Address: _____ County of Business: _____

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

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: _____	<i>(Check ALL Blocks That Apply To This Course)</i> <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; width: 100%;"> Signature Date </div>	<p>Total CE Hours This Page: _____</p> <p>TOTAL CE HOURS SUBMITTED FOR THIS RENEWAL PERIOD: _____</p>



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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.

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, including civil penalties and costs of processing the disciplinary 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, 2010 until all restitution has 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.

(over)

INSTRUCTIONS FOR COMPLETING THE LICENSE RENEWAL APPLICATION

PLEASE READ CAREFULLY!!!

RENEWAL FEES:

License Renewal Fee \$100
Late Renewal Fee \$ 75
Returned Check Fee \$ 35

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

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

Your license expires December 31, 2011. It is your responsibility to make sure your renewal application is received by the Board and postmarked on or before November 1, 2011. **The Board will return partial applications, minus the fee** (all fees are non-refundable). If your renewal is submitted on or before the November 1st deadline but is mailed back to you by the Board for missing documents or information, it is considered an incomplete renewal and you will be required to pay the late fee if the re-submitted renewal is received after the November 1st deadline. If you do not intend to renew your license, please fill out and return the enclosed "Notification of Non-Renewal" form.

Renewal applications are mailed to the current address listed with the Board. It is the licensee's responsibility to notify the Board, by letter, or email to admin@bmbt.org, of each change of residence or business address, including mailing address, **within 30 days** of such change. If address changes are not received by the Board in writing before May 1 of your renewal year, you may not receive timely delivery of your renewal application. The current renewal application can be downloaded from the Document Center on the Board's website www.bmbt.org beginning July 1, 2011. Please note: The NCBMBT is not responsible for undelivered mail.

All renewal applications postmarked after November 1 will be issued a Letter of Reprimand for late renewal. Do not assume that your renewal application will be postmarked the same day you mail it. **Failure to renew by December 31 will result in expiration of your license.** Your license may be eligible for reinstatement upon receipt of your completed renewal application, required continuing education, regular \$100.00 renewal fee, additional \$75.00 late fee, **and** written verification that you did not practice in North Carolina after your license expired. **Disciplinary action will be taken if you practice in North Carolina after your license has expired.**

Print your name in the Memo section of your money order or check to ensure proper credit. If your employer is paying your renewal fee, instruct your employer to **include your name and license number in the memo section of the check.** Submit one check per therapist. Do not submit one check for multiple therapists. The Board will not issue receipts. Your canceled check is your receipt.

You may 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.** Do not call the Board office to inquire about your renewal. You should receive your renewed license within 30 business days after the Board receives your application. If your renewed license or renewal application has not been returned to you within 30 business days from the time you mailed your application, and you have checked the website and your expiration date has not been updated, please notify the Board **in writing** or by e-mail to admin@bmbt.org.

DOCUMENTS TO BE SUBMITTED FOR LICENSE RENEWAL:

- 1. Completed renewal application**
- 2. Completed continuing education form, signed and dated**
- 3. Photocopies of your certificates of completion or college transcripts**
- 4. \$100 renewal fee payable to NCBMBT**

ALL RENEWAL DOCUMENTS MUST BE MAILED TOGETHER TO:

**NORTH CAROLINA BOARD OF MASSAGE AND BODYWORK THERAPY (NCBMBT)
PO BOX 2539
RALEIGH, NC 27602**