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 cutoff 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.

ONLINE RENEWALS:
On August 1, of the year your license expires, you will be able to access the online renewal page on the Board’s website at www.bmbt.org. You are encouraged to renew early.

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 8 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 8 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, psychology, pharmacology, massage and bodywork therapy 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.

Your renewed license and wallet card will be mailed to you. You can check the status of your license renewal by verifying your license at www.bmbt.org under “Verify A License”. Renewals will not be confirmed by telephone. You should receive your renewed license and wallet card within 15 business days from the date the Board receives your renewal application.

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 for not renewing in a timely fashion. If your license renewal is submitted after December 31, you will need to contact the Board office at admin@bmbt.org to obtain the license renewal forms. If you renew after December 31, you are required to include a letter stating whether or not you have been practicing massage and bodywork therapy in NC since your license expired. 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 you renew late and 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, of your renewal year until all restitution has been paid and you will be issued a Letter of Reprimand for non-compliance of the Rules and Regulations.