

**BOARD OF REGISTRATION OF MASSAGE THERAPY**  
**Instructions for License Application**

**To all applicants:**

1. There is a great deal of information on the Board's web site, [www.mass.gov/dpl/boards/mt](http://www.mass.gov/dpl/boards/mt). If you have questions, you should check there first. The majority of the processing rules and licensure requirements come directly from the laws or regulations. There are links to both on the web site. If you don't understand, the quickest response to your question will be via email; see the web site for a link. You may phone (617) 727-1747; however, because of the high volume of applicants, you can expect to encounter voice mail.
2. Be sure to use the correct form for your application. The quickest route to licensure is via the Grandfathering provisions. If you qualify for any one of the three options, you should use the Grandfathering Application.
3. It is crucial that the Board be able to reach you. If your address will be changing, you may attach a separate sheet of paper with specific details. The address that you choose as your official mailing address is public record and will be released to anyone upon request.
4. If you are ineligible for a Social Security Number, contact the Board for instructions.
5. You must be 18 years old to be licensed.
6. Except for those applying under grandfathering provisions, you must be a high school graduate, or equivalent.
7. If you answered Question #11 on the application form, a certificate of standing is required from every licensure jurisdiction, even if your license is expired. Contact that jurisdiction and have the document mailed to you, not the Board. If the jurisdiction insists, it may be mailed to the Board, but that will slow your licensure. **[The official statement(s) in unopened, jurisdiction-sealed envelope(s) should accompany your application].**
8. Regarding Question #16, you should list any offense except minor traffic offenses. The only absolute prohibition from licensure is a conviction in any jurisdiction of sexually-related crime or a crime involving moral turpitude in the 10 years immediately before the date of application. All other situations involve case-by-case determinations, and you will be entitled to an appearance before the Board before any rejection. Dishonesty (not telling the full truth on your application) is one of the worst possible offenses.

9. For your license to be issued, you are required to have professional liability insurance—regardless of whether you are actively practicing. The policy must provide for a minimum of at least \$2,000,000 per occurrence and at least \$3,000,000 aggregate. The Board has no information about insurers; professional associations are usually a good source of information. See the Board’s web site for links. **[You must provide a copy of the insurance policy declarations page that indicates the amount and effective date of coverage].**
10. Your application must be notarized.
11. **Two letters of reference must accompany your application.** One letter should be from an employer, professional colleague, or instructor, and should address your competence and integrity. The other letter may be from any unrelated person in a position to comment favorably upon your business or professional integrity.
12. Your application will not be processed without the correct fee. The initial fee includes both application processing and your first license. The fee is not refundable. **[Include a U.S. check or U.S. money order for \$225.00 made payable to the Commonwealth of Massachusetts].**
13. Processing time for your initial application will be dependent upon the number received and may be as long as 45 days. As soon as possible, you will receive written notice that your license has been approved. A few weeks later you will receive a wallet certificate by mail. Employers, insurance companies, and the general public will be able to view your licensure information online at the Board’s website. The online licensure information is “official” and runs directly from our mainframe.
14. Massage Therapy licenses are renewed each year. Your expiration date will be at the end (28<sup>th</sup> day) of your birth month. However, your first licensee will be valid for not less than one year.
15. Renewals forms are mailed 60-90 days prior to expiration. The renewal fee will be \$150. It is your responsibility to inform the Board of any address change. The web site has an on-line address change and a printable mail-in form. Addresses are not changed over the telephone or via email. If you do not receive a renewal, it is still your responsibility to renew on time; there is a substantial penalty for a late renewal.