

ARIZONA STATE BOARD OF MASSAGE THERAPY

IMPORTANT RENEWAL INFORMATION - PLAN AHEAD

Notification of your renewal will be sent to your mailing address by postcard 65 days prior to your expiration date. The renewal form will be on the website under forms in **PRINTABLE** format. Your complete renewal form is due back in our office on or before your birthday (Expiration date noted on the renewal notification postcard). Be aware however, that it is your responsibility to renew your license on time, whether or not you have received the renewal notice.

CONTINUING EDUCATION:

1. You are required to complete a minimum of 25 hours of continuing education in order to renew your license. Only **12 hours** of distance/correspondence learning is acceptable. The other 13 must be workshop, seminar, lecture, conference, class or instruction related to massage.
2. The Arizona Board does not pre-approve CE's. It is your responsibility to make sure that a course is offered by an "Approved Provider", **(R4-15-302)**
 - Massage School in state of state or a community college that offers continuing education in massage
 - NCBTMB approved
 - A massage association
3. There will never be a published list of courses. It your responsibility to find and chose your CE an make sure the education is from an approved provider
4. The fee is \$95.00 for the renewal and \$40.00 for a delinquent fee

FAQ

Q. Alien Status/Citizenship Status documentation required

A. New law requires that you provide a proof that you are legal to work in the U.S. Acceptable documentation provided on the homepage. A & B list

Q. I didn't know that I needed 25 hours of CE?

A. When you license was first issued a letter was sent along letting you know 25 hours CE where mandatory for each renewal.

Q. What if I turn my renewal form the day before it expires can I still work?

A. If your application is complete, you will be considered legal to work but there will be no confirmation of that available to you or law enforcement until the application is processed. There is no grace period allowed by law. Allow 4 weeks to process. PLAN AHEAD

Q. I have not done my CE and my renewal is coming up can I have an extension?

A. The Board does not grant waivers or extensions.

Q. I am done with my CE can I send in copies before my renewal date?

A. No wait until you receive your renewal form instructions will be included.

Q. What if I never receive my renewal form?

A. Send us a SELF ADDRESS STAMP ENVELOPE we will resend your renewal form, or you pick your renewal form.

Q. What dates are my 25 hours of CE accepted from?

A. We except 25 hours CE starting from ISSUE date to each EXPIRATION date. Then every 2 years after that. **(YOUR EXPIRATION DATE NEVER CHANGES)**

Q. My address on the website is not my home address why is that?

A. When you first applied with us you may have used 2 addresses. Home address and a business address. When you do change of address you need to be aware of the addresses you have used.

ARTICLE 3. CONTINUING EDUCATION

R4-15-301. Required Continuing Education Hours

- A. During the two-year period immediately preceding license expiration, a licensee applying for a renewal license shall have completed 25 hours or more of continuing education.
- B. A licensee may complete a maximum of 12 continuing education hours from a correspondence or distance learning format.

R4-15-302. Approval of Continuing Education

The following continuing education is approved by the Board:

1. Continuing education taught by associations, corporations, or organizations:
 - a. accredited by the National Commission for Certifying Agencies , or an equivalent organization.
 - b. authorized as a provider by the National Certification Board for Therapeutic Massage and Bodywork.
2. Continuing education sponsored by a massage therapy school or bodywork therapy school that is:
 - a. Affiliated with a community college located in the state of Arizona, or
 - b. Approved by the Arizona State Board for Private Postsecondary Education;
3. Continuing education offered by a regionally accredited post-secondary institution in a state other than Arizona; or
4. Continuing education offered by an institution approved by a post secondary educational entity in a state other than Arizona.

R4-15-303. Documentation of Completion of Continuing Education

A certificate or documentation of completion of 25 hours of continuing education that includes:

1. The name of the licensee,
2. The title of the continuing education,
3. The subject matter of the continuing education,
4. The date of the continuing education,
5. The hours completed,
6. The location where the continuing education took place,
7. The name of the instructor providing the continuing education, and
8. The approval agency.

Failure to Renew – If you do not renew your license it will EXPIRE. It is a class 1 Misdemeanor to work without the required state license. It is unlawful for you to practice massage therapy in the State of Arizona without the required license.

A. R. S. §32-4226. Renewal of an expired license; reinstatement of a lapsed license

A. The board may renew an expired license on payment of a renewal fee and a delinquency fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.

B. The board may reinstate a lapsed license on payment of a renewal fee and a reinstatement fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.

C. If a person's license has lapsed for more than three consecutive years, that person shall reapply for a license and pay all applicable fees. The person shall also demonstrate to the board's satisfaction competency in the practice of massage therapy or shall serve an internship under a restricted license or take remedial courses as determined by the board, or both, at the board's discretion. The board may also require the applicant to take an examination.