

THE MARYLAND BOARD OF CHIROPRACTIC & MASSAGE THERAPY EXAMINERS

IMPORTANT INFORMATION REGARDING THE 2016-2018 BIENNIAL RENEWAL FOR LICENSED MASSAGE THERAPISTS & REGISTERED MASSAGE PRACTITIONERS

July 22, 2016

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Dear Licensed Massage Therapists (LMTs) & Registered Massage Practitioners (RMPs)

The deadline to renew your Massage Therapy License/Registration is October 30, 2016 as your license or registration expires on 10/31/16. All renewals will be online (with some exceptions explained in the enclosure) using the electronic online system, accessed through the Board website at www.dhmh.maryland.gov/massage. The system will be open to receive renewal applications on or about August 15, 2016 through October 30, 2016. **Late Renewal starts October 31, 2016 through November 30, 2016** after which the online renewal system will be **closed December 1, 2016**. Please visit the FAQs for this Biennial Renewal located on the Board's website: www.dhmh.maryland.gov/massage in August.

Please be reminded of the following critical factors regarding this biennial renewal:

- 1. You must complete a minimum of 24 CEUs from courses considered pre-approved or have been approved by the Board of Chiropractic & Massage Therapy Examiners.** In addition, you must have a current CPR certification (LMTs Provider Level / RMPs Basic Life Support). Of the 24 CEUs, 3 CEUs must be in Jurisprudence or Risk Management, 3 CEUs must be in Communicable Diseases/AID/HIV and the remaining, 1 CEU must be in Diversity or Cultural Competency and 17 in Massage Related Courses. **You may be randomly audited through the online system and be required to remit hard copies of all course completion certificates/documentation and copies of your CPR certification/card (front and back).**
- 2. You must renew online before the close of October 30, 2016 to avoid Late Renewal Penalty of \$200.** You are urged to renew as early as possible in order to receive your license/registration document so that there is no lapse in your practice after your old license/registration expires on the 31st of October. Remember, we are processing nearly 4500 licenses/registrations. If you renew at or near the deadline, there is no guarantee that you will receive your license/registration before the expiration of your old document. To avoid this possibility, renew online as soon as possible. **Remember: You may not practice massage therapy without your current, valid license/registration being conspicuously displayed to the public in the area you are working.**
- 3. Complete the online renewal on a PC, laptop or desktop computer preferably Windows. Please do not use a smartphone or iPad.**
- 4. Payment will be accepted online via MasterCard or Visa, either credit or debit card.** If you do not have a bank issued MasterCard or Visa, you may obtain a **disposable MasterCard or Visa** from a local retailer such as: Giant, Walmart, Target, CVS, Walgreens, etc., to which you can place a designated monetary amount on the card to cover your license/registration fee.
- 5. AUDITED CEUS - IF YOU ARE AUDITED;** your audited CEUs must be presented to the Board in a complete packet (no piece meal). You may submit your Audited CEU packet as scanned documents via the Board's designated email address: dhmh.bcmt@maryland.gov or by fax 410-358-1879 or by USPS mail. **Please Note:** Complete the Massage Therapy Online Renewal Application all the way through payment and retain a copy of the application and receipt as proof of completion for your records or in case you are audited.
- 6. NEW Licensees / Registrants - If your very 1st Initial license/registration with the State of MD was issued on or after October 31, 2015; you MUST renew. However, you are EXEMPT from CEU requirements during this biennial renewal only** but must still hold a current/valid CPR certification applicable to your status for LMTs or RMPs (see item #1).
- 7. There is an evaluation/rating venue on the online system that will permit all users to enter their rating and opinion of the online renewal system.** We appreciate your comments and rating as it will assist the Board and DHMH in refining these electronic venues.

Note: If you ARE NOT RENEWING BUT need to 'reinstate' a license/registration from a previously Non-renewed status OR need to 'reactivate' a license/registration from an Inactive status, you CANNOT USE THE ONLINE RENEWAL SYSTEM. You will need to download and complete the "Reinstatement Application" or "Reactivation Application" located in the "Forms" section and on the dedicated "Renewal Information" page located on the Board's website. Remit all required documents and fees as outlined in the application(s) and Mail to: Bd. of Chiropractic & Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, MD 21215, to the Attn: Adrienne Congo, Deputy Director, Massage Therapy Program Manager. If you have questions, call 410-764-2965 for direction and guidance.

Sincerely,

Adrienne Congo

Adrienne Congo, MS, Deputy Director & Massage Therapy Program Manager / Encl. Insert: Online Renewal Instructions & Procedures