



## **Nevada State Board of Massage Therapists**

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### **Applicants Additional Frequently Asked Questions**

**1. Q. I received my schooling in another Country. What do I need to do to submit my transcripts translated to English?**

You will need to have your transcripts translated into English from an interrupter in Nevada.

Las Vegas Translations Contact: (702) 671-4578  
Reno Translations Contact: (775) 323-7883  
Nevada Hispanic Services: (775) 826-1818

**2. Q. I want to take an online Massage Program for my core curriculum. Will this qualify me for licensure?**

No, the Commission on Postsecondary Education does not recognize any distance learning of any type for a Massage Therapy Program. Therefore, the Nevada State Board of Massage Therapists does not recognize any distance education for a core curriculum Massage Program.

**3. Q. My School is on your "Schools Not Approved in Nevada" list. What do I need to do in order to apply?**

If you went to school prior to the date on the list you will need to provide our office with the following information from the time frame you attended Massage School:

School Attendance Record	Bank Statements
Tuition Receipts	Utility Bills
Notes taken during class	Massage Exams
Credit Card Statements	Rental Agreements

All documentation must have the applicant's name on the documents. All copies must be one sided. DO NOT SEND NOTEBOOKS. All information will be destroyed after review.

If you attended school after the date listed, your application will not be accepted by the Nevada State Board of Massage Therapists.

**4. Q. My education was obtained in California. It is not on your list of "Schools not Approved in Nevada" does my Application need to go before the Board for an Application Review?**

Once your application is complete and we have received your fingerprint results, we will review your education. If the school you attended is on the CAMTC's list of approved schools, our staff will be able to approve the education. If your school is not on the CAMTC's list, you must have an application review. You will have the opportunity to decide whether you want your application reviewed by the Board's Executive Director and the Board Chairperson, once we have received your fingerprint results, or have your application reviewed at the next available Board Meeting. You will make your selection on the application.

**5. Q. When applying for my license how do I submit my transcripts?**

You will need to contact your school and have them send your transcripts directly to our office, or you may bring your transcripts to our office in the original sealed envelope from the school. Transcripts must be received before your Application.

**6. Q. What if I cannot obtain my original transcripts or my school is no longer in business?**

You will need to contact the Commission on Postsecondary Education in the state which you went to school. They should have your transcripts on file. If after checking with the Commission on Postsecondary Education and they do not have your transcripts then contact our office in writing by email at [nvmessagebd@state.nv.us](mailto:nvmessagebd@state.nv.us) or fax (775) 786-4264 to let us know. Your application will need to be scheduled for a Board Meeting for an application review.

**7. Q. How do I verify if my school is accredited?**

You will need to contact Postsecondary Education for the state where you attended school.

For Nevada Schools – (702) 486-7330

**8. Q. I mailed in the Temporary Application for a “TEMP” license, when will I receive it?**

A Temporary License is sent out 45 days from the date your completed Temporary Application is received in our office. If you send in the Temporary Application after your original Application, the 45 day countdown will start when we receive your Temporary Application and not from the date we received your original Application.

**Q. Can I take my photo myself and make it 2X2?**

**Yes, you can, but please make sure that it is a white background showing head and shoulders and printed on photo paper. See the link for more clarification.**

**[http://legalassistance.law.af.mil/content/legal\\_assistance/cp/guide.pdf](http://legalassistance.law.af.mil/content/legal_assistance/cp/guide.pdf)**

**9. Q. What is ‘Administratively Complete’?**

An Application must be ‘Administratively Complete’ before the Board Office will review and rule on the Application. In order to be considered ‘Administratively Complete’ the Board must have received a Completed Application Form, a fingerprint report from the Department of Public Safety and the FBI (if applicable), and all required supporting documentation and fees. The Board will then process the Application.

**11. Q. I have not taken a national exam. Do I still have to take an exam?**

Yes, you will need to have taken and passed one of the exams given by NCBTMB, ITEC, MBLEx or the Structural Integration exam.