



Email: nvmassagebd@state.nv.us
Website: <http://massagetherapy.nv.gov>

**Nevada State Board
of Massage Therapists**
1755 E. Plumb Lane Suite 252
Reno, NV 89502
Phone (775) 687-9955
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How to Become Licensed in Nevada

- 1) The Application Request Form can be found under the FORMS tab on our main webpage. You need to print it out and fill the form out completely. Mail the form and the \$380.00 fee to our office with the following documentation:
 - a. A legible copy of a current state issued I.D. (i.e. driver's license), or alien resident card if applicable, with appropriate documentation and a copy of your Social Security Card.
 - b. If you are currently licensed in another state, you will need to include a copy of your current license with the Application Request Form. Your current license will need to remain in active status for the entire application process which can take 3-5 months.
- 2) We will mail the appropriate application to you.
- 3) Before you can mail in your completed application, we need to receive the following documents:
 - a. Your official transcripts. In order to be considered official, the transcripts need to be sent to us directly from your school or submitted by you in an unopened envelope with the school seal.
 - b. The official score report from which ever national exam you have taken (NCETMB, NCETM, NESL, MBLEX, ITEC or the Structural Integration Exam. We need to receive the report directly from the testing agency.
 - c. If you are currently licensed in another state or have ever had a license in another state, you will be required to have your licensing agency complete the Certified Statement from State Licensing Authority form in the application or they may send a letter stating your status (i.e. "in good standing", "no disciplinary actions are pending"). Some states may call this a verification. We will need a verification from each state you are or have been licensed in.
- 4) Send an email to our general email box at nvmassagebd@state.nv.us to verify that we have received your official transcripts, your official score report and the verification(s) if required. If you receive a confirmation that we have received these documents you can now mail in your application.
- 5) Make sure the entire application is complete. If you are missing any information, your application will be returned. Make sure you include the following:
 - a. Certificate of completion (diploma) showing that you have completed a Massage Therapy program with a minimum of 500 hours of education.
 - b. A passport quality photo. This must be a color photo with a plain white background and it must be 2" by 2" in size.
- 6) When we receive your application, it will take 10-15 business days for review. If there are any missing items or the application is incomplete it will be returned to you.
- 7) Once your application is reviewed and determined to be complete, we will send you the fingerprinting information.
 - a. If you elect the live scan option, you will receive a live scan voucher. The voucher will indicate the location of the fingerprinting facility. The voucher has a value of \$125.00 and if it is lost you will need to pay an additional \$125.00 to replace it.
 - b. If you elect to receive fingerprint cards, we will mail you the cards and the instructions. After you have the fingerprints taken, you will mail the cards to our office.
- 8) After you have the fingerprints taken, it will take 30 days for us to receive your results. Once we receive your results, if there are no issues with your file, we will process your license in 10-15 business days. If there are issues with your file, we will request more information from you and may schedule you for the next available Board Meeting.

If you have additional questions, please review the FAQs tab on our main webpage. **Licensing takes 3 to 5 months, regardless if you are a new licensee or if you are transferring from another state. Status checks will not be done over the phone. You can submit your questions in writing, via email, fax or US mail to the address above.**

NOTE: On February 13, 2009 the Nevada State Board of Massage Therapists directed staff to bring all applicants with a California School Transcript before The Board for application review.

Total fees for applicants are \$380.00 (Application Request Form: \$5.00, License Fee: \$150.00, Application Fee: \$100.00 and Background Investigation Fee: \$125.00).