



Nevada State Board of Massage Therapy

1755 E. Plumb Lane Suite 252

Reno, NV 89502

Phone (775) 687-9955

Fax (775) 786-4264

Email: nvmassagebd@state.nv.us

Website: <http://massagetherapy.nv.gov>

How to Become Licensed in Nevada Paper Application - All fees are NON-REFUNDABLE

- 1) Mail the paper application and the \$340.00 (**cashier's check or money order ONLY**) fee to our office with the following documentation:
 - a. A legible copy of a current state issued I.D. (i.e. driver's license)
 - b. Copy of your Social Security Card.
 - c. Copy of your current massage license (if applicable)
 - d. 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.
 - e. The official score report from which ever national exam you have taken NCETMB, NCETM, NESL, MBLEX, ITEC or IASI. We need to receive the report directly from the testing agency.
 - f. 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 certified statement of verification. We will need a certified statement of verification from each state you are or have been licensed in.
 - g. Certificate of completion (diploma) showing that you have completed a Massage Therapy program with a minimum of 550 hours of education.
 - h. A passport quality photo. This must be a color photo with a solid white background and it must be 2" by 2" in size.
- 2) When we receive your completed application, please allow up to 15 **business** days for review. If there are any missing items or the application is incomplete it will be returned to you.
- 3) Once we have received your completed application and fees or when your application is reviewed we will send you the fingerprint cards or voucher.
 - a. If you elect the live scan option, you will receive a live scan voucher. The voucher will indicate the location(s) of the fingerprinting facility.
 - 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 directly to our office.
 - c. Results can take up to 30 days or longer.
- 4) Send an email to our general email at nvmassagebd@state.nv.us to verify that we have received your official transcripts, your official score report, certificate of completion (diploma) and the verification(s) if required.
- 5) Once we have received **ALL** required documents and the background results indicate no issues we will process your license within 10-15 **business** days. If there are issues within your background results we will notify you by mail requesting additional information.

If you have additional questions, please review the FAQs under the APPLICANTS tab on our main webpage. Licensing can take 1 to 3 months, regardless if you are a new licensee or if you are transferring from another state.

Total fees for applicants are \$380.00 (License Fee: \$150.00, Application Fee: \$105.00 and Background Investigation Fee: \$125.00).