



Nevada State Board of Massage Therapists

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Licensee Additional Frequently Asked Questions

- 1. Q. Can I pick my renewal license up in the office?**

A. Unfortunately, no.
- 2. Q. Can you overnight my renewal license to me?**

A. Unfortunately, no.
- 3. Q. I took some classes two years ago; may I apply these C.E.H.'s to my renewal?**

A. No, the only Continuing Education Hours (C.E.H.) that will be accepted is those that you acquired after receiving your Nevada State License or within the 14 months preceding the Renewal of your license.
- 4. Q. I attended a Nevada State Board of Massage Therapy Board Meeting. Can I receive Continuing Education Hours for attending?**

A. Yes. Please complete the Credit for Attending a Program Form located under the Forms tab on the website and submit with your Renewal and appropriate fees. The Sign in sheet must be verified and you will be given 1 hour of credit for every Board Meeting with a maximum of 8 hours per year.
- 5. Q. I do not have the required CEH's for my renewal. What can I do?**

A. We do not recommend or endorse any providers, but you can locate some National Certification Board of Therapeutic Massage and Bodywork approved courses at the following websites. www.ncbtmb.com, www.massagetherapy.org, www.abmp.com, www.onlinece.com www.elitecme.com or www.apollo123.com.
- 6. Q. When do I need to download a Continuing Education Form?**

A. If you obtained C.E.H.s that are not certified by the NCBTMB, approved by the Commission on Postsecondary Education, or taken at an Institution of Higher Learning and/or within the University system. You will find the CEH Forms under the FORMS tab.
- 7. Q. I moved but I don't want to change the address on my license. What do I need to do?**

A. You will need to update your address in our records. Send your new mailing address to our office via email, fax or U.S. Mail. A change of address form can be found on the FORMS tab.

8. Q. Can I submit my CEH's from last year for this year?

A. NO. All credits in excess must be submitted at the time of the Renewal in the year in which the CEH's were taken. (eg. Renewal period March 1, 2008-February 28, 2009. All CEH's taken between March 1, 2007 – February 28, 2008 must be submitted at that time to be counted for rollover). You have until your expiration date to submit CEH's to be used for rollover.

9. Q. I want to take some time off from practicing massage, what should I do?

A. Your license must be current when you email, fax or mail a letter stating that you wish to have your license put on Inactive Status. At that point, you have 5 years to bring your license current. The fee is \$100.00 plus the Renewal fee which is currently \$150.00. If you Reactivate within 1 to 24 months, you must submit the Renewal Form and 12 hours of Continuing Education Hours must be submitted within 6 months of Renewal Form.

If you Reactivate within 25 to 60 months, you must submit with the Renewal 2 fingerprint cards and 12 hours of Continuing Education Hours.

The fees associated to Reactivate a license:

1 to 24 months – Renewal Application - \$100.00*
License Fee \$150.00*
Total - \$250.00

25 to 60 months – Renewal Application – 100.00*
License Fee \$150.00*
Fingerprint Cards \$125.00*
Total - \$375.00

If you fail to Reactivate after 5 years, you must apply as a New Applicant.

10. Q. I want to transfer my license to another state. What forms to I need to complete?

A. You will need to complete a Verification of Licensure. This can be found under the FORMS tab. Check with the state you will be transferring to. They will have a procedure you will need to complete too.

11. Q. I am trying to print a renewal form from your website. Where is it?

A. Renewal forms are not available online. Renewal forms are mailed out approximately 90 days prior to the expiration of your license. Please contact our office if you wish to receive a Renewal form.

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

A. 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