



NSBMT – New Application and Renewal Steps

Presented by: Tereza VanHorn

New Applications: MT, RF, or SI

Online Request:

- ♦ Upload items required:
 - ♦ Upload current driver's license or identification
 - ♦ Upload social security card
 - ♦ Upload current massage, reflexology or SI license
 - ♦ Payment of \$480.00 using credit/ debit card
 - ♦ All application fields are required

Paper Request:

- ♦ Provide the following items:
 - ♦ Current driver's license or identification
 - ♦ Social security card
 - ♦ Current massage, reflexology or SI license
 - ♦ Payment of \$510.00 using cashier's check or money order ONLY
 - ♦ Form must be completed entirely



Processing time up to 10-15 **business** days

Application Request: Approved (Online or Paper Requests)

Request form completed
Payment received
Identification accepted

Online: Approval notification sent to applicant via email with further instructions to complete application.

Paper: Application sent via mail to applicant.

Live Scan Voucher or Fingerprint Cards

- ♦ Request Live Scan Fingerprinting Voucher
 - ♦ **Allow up to four weeks or longer to process Live Scan fingerprints.**
 - ♦ (Live Scan is ONLY available in Las Vegas and Reno Areas)
- ♦ Request Fingerprint Cards
 - ♦ **Allow six to eight weeks to process fingerprint cards**



Application Request: Deficient (Online or Paper Requests)

Request form incomplete

Name or Address incomplete

Identification not received or accepted

Payment not received or accepted

- ◆ Notification sent to applicant via email or mail

Additional Documents:

- Official Transcripts
- Certificate of Completion (diploma)
- Passing National Exam Results
- Certified statement or verification from current or previous licensure state
- If applicable: Additional information from school or applicant
- Once all required documents are received, the application is complete
 - Next: Background Review

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Negative

- School Review
- Approve or Deny

Positive

- Request additional information from applicant
- Subpoena records (If available)
- ED to review school and background
- Legal to review background
- Board review with approve, probation, table (pending additional requests) or denial

Renewal Applications: MT, RF, or SI

Online Request:

- ♦ Upload items required:
 - ♦ Upload current photo
 - ♦ Upload CEU's taken after last renewal
 - ♦ Name change documents (if applicable)
 - ♦ Payment of \$295.00 using credit/ debit card
 - ♦ All application fields are required

Paper Request:

- ♦ Provide the following items:
 - ♦ Photo
 - ♦ CEU's taken after the last renewal
 - ♦ Name change documents (if applicable)
 - ♦ Payment of \$325.00 using cashier's check or money order ONLY/ Can use credit/ debit at Reno Office.
 - ♦ Form must be completed entirely

Continued Education: Approved providers



Common Errors:

Continued Education Section:

- Each course must be listed separately
- Documents are not uploaded
- Computer does not do math – total number of hours must be filled in under the current reported hours

Personal information Section:

- Address incomplete (Apartment # missing)

Renewal Screening Questions:

- Having your records sealed within the past 24 months?

Nevada State Controller:

- Incorrect Nevada Business license number listed

- Processing time: 10-15 **business** days
- Paper license and license card are mailed to the last known address, or by using the most recent address submitted with renewal
- USPS will not forward NSBMT letters or licenses mailed. Items get returned.



Questions??



Thank you

