NSBMT – New Application and Renewal Steps

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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

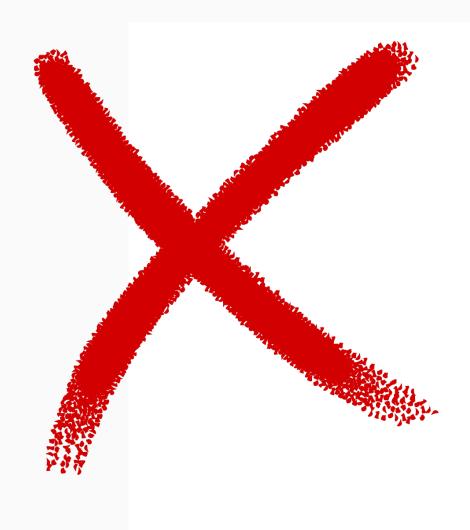
Online: Approval notification sent to applicant via email with further instructions to complete application.

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

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

