



# MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

## Maryland State Board of Massage Therapy Examiners

### IMPORTANT INFORMATION REGARDING THE 2018-2020 BIENNIAL RENEWAL FOR LICENSED MASSAGE THERAPIST & REGISTERED MASSAGE PRACTITIONERS

July 19, 2018

#### Dear Licensed Massage Therapists & Registered Massage Practitioners

The deadline to renew your Massage Therapy License or Registration is October 30, 2018. All renewals will be online (with some exceptions explained in the attached instructions and procedures) using an electronic online database, accessed through the Board website at [www.health.maryland.gov/massage](http://www.health.maryland.gov/massage).

- **Open Renewal** - The system will be open to receive renewal applications on or about August 20, 2018 through October 30, 2018.
- **Late Renewal** – October 31, 2018 through November 30, 2018 after which the online renewal system will be closed on December 1<sup>st</sup>.

**Note: If you ARE NOT RENEWING BUT need to 'reinstate' a license/registration from a previously Non-renewed status of two years or less or 'reactivate' a license/registration from an Inactive status, you CANNOT USE THE ONLINE RENEWAL SYSTEM.** You will need to contact the Board for instructions for completing the "Reinstatement Application" or "Reactivation Application" located in the "Forms" section and on the dedicated "Renewal Resource" page located on the Board's website. Remit all required documents and fees as outlined in the application(s) and Mail to: MD State Board of Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, MD 21215, to the Attn: Adrienne Congo, Deputy Director, and Massage Therapy Program Manager. If you have questions, please email reinstatement or reactivation inquiries to: [adrienne.congo@maryland.gov](mailto:adrienne.congo@maryland.gov)

#### Critical Factors regarding this biennial renewal:

- **You must renew online on or before October 30, 2018 once the online renewal portal opens live.** You are urged to renew as early as possible in order to receive your license/registration so that there is no lapse in your practicing massage therapy after your old license/registration document expires. Remember, we are processing nearly 4100 licenses and registrations. If you renew at or near the deadline, there is no guarantee that you will receive your license/registration before the expiration of your old document. **Please be advised: You may not practice massage therapy without a current, valid license/registration being issued from the Board to be conspicuously displayed to the public in the area you are providing massage therapy services.**
- **You must complete a minimum of 24 CEUs from courses considered pre-approved or have been approved by the Board of Massage Therapy Examiners.** The Continuing Education requirements are stipulated in your regulations and are provided in the following link: <http://www.dsd.state.md.us/comar/comarhtml/10/10.65.05.01.htm>
- **You may be randomly audited through the online system and be required to remit hard copies of all course completion certificates/documentation and copies of the appropriate CPR certification/card (front and back) for your status as either a LMT or RMP.**
- **Payment will be accepted online via MasterCard or Visa, either credit or debit card.** If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from a local retailer such as: Giant, Walmart, Target, CVS, Walgreens, etc., to which you can place a designated monetary amount on the card to cover your license/registration fee(s) [**\$276.00-LMT, \$250.00-RMP, or \$50.00 for Inactive Status**].
- **If you received your 1<sup>st</sup> initial license/registration on or after October 31, 2017; you are Exempt from the CEU requirements BUT MUST still renew your license or registration and have a valid CPR certification for your status.**
- **There is an evaluation/rating venue on the online system that will permit all users to enter their rating and opinion of the online renewal system.** We appreciate your comments and rating as it will assist the Board and DHMH in refining these electronic venues.

Sincerely,  
Adrienne Congo, MS, Deputy Director

Enclosure(s)