

MARYLAND BOARD OF CHIROPRACTIC & MASSAGE THERAPY EXAMINERS

MASSAGE THERAPY

INSTRUCTIONS TO COMPLETE YOUR 2012-2014 ONLINE BIENNIAL RENEWAL

DEADLINE:

ALL RENEWAL APPLICANTS MUST COMPLETE THEIR RENEWAL BEFORE OCTOBER 31, 2012. AFTER MIDNIGHT OCT. 31, 2012, A \$200.00 LATE FEE WILL BE AUTOMATICALLY ASSESSED.

NOTE: YOU CANNOT PRACTICE WITHOUT A RENEWED LICENSE OR REGISTRATION.

MODE:

All renewals will be online except for those reinstating a non-renewed license/registration or those reactivating from a previous inactive status.

RENEWAL FEES:

ACTIVE:

\$278.00 for LMTs (includes MD Health Care Commission [MHCC] Fee of \$28.00) ¹

\$250.00 for RMPs

INACTIVE:

\$50.00 for LMTs & RMPs

LATE FEE:

\$200.00 (mandatory November 1, 2012)

THESE CATEGORIES CANNOT BE COMPLETED ONLINE – PLEASE SEE PROCEDURES PAGE FOR INFORMATION OR CONTACT THE BOARD AT 410-764-2965

REACTIVATION (from previous inactive status):

LMT: \$378.00 (\$250 + \$100 reactivation fee + \$28.00 Maryland Health Care Commission Fee)

RMP: \$350.00 (\$250 + \$100 reactivation fee)

REINSTATEMENT (from previous non-renewed status):

LMT: \$678.00 (\$250 + \$200 reinstatement fee + \$200 late fee + \$28.00 Maryland Health Care Commission Fee)

RMP: \$650.00 (\$250 + \$200 reinstatement fee + \$200 late fee)

ACCESS:

To access the renewal online system, go to www.mdmassage.org and double click on the renewal function on the home page and on the dedicated renewal information page. **Your access logon Password is the last four numbers of your social security number.** Follow the prompts as directed; **do not** leave out information or the system will not process. **When you are required to enter a numerical zero (“0”) do not enter the letter “O” or the system will not process.**

PAYMENT & RECEIPTS:

The system accepts only credit/debit for Visa or MasterCard. No cash, checks or money orders are accepted. After successful completion of your renewal session, you may download a receipt to verify your successful renewal. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from local retailers such as: Giant, Walmart, Target, CVS, Walgreens, etc., on which you can place a designated monetary amount on the card to cover your license/registration fee.

CEU AUDITS:

When you logon to the system, you will be notified if you have been randomly selected for a CEU audit. **If so, you MUST MAIL legible hard copies (retain your originals) of the completed online application, your CEU course completion certificates, and a copy of your CPR certificate to the Board for approval before your license or registration can be issued.** **Mail to:** MD Board of Chiropractic & Massage Therapy Examiners, Suite 301, 4201 Patterson Ave., Baltimore, MD 21215-2299, Attention, Ms. Adrienne Congo, Deputy Director.

TAX DELINQUENCY AUDITS:

If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will **not** be allowed to complete renewal unless/until you satisfy the delinquency with the Comptroller. **The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be done directly and exclusively with the Comptroller. You may not practice without a license/registration and will not have one issued unless/until the Office of Comptroller clears you from its delinquent list.**

¹ Note, this fee is mandated by state law and assessed on all licensees, including LMTs and Chiropractors and all other MD licensed healthcare practitioners such as MDs, RNs, PTs, etc. The fee is charged to fund state analyses and studies of healthcare access and methods of improving patient/client access.

PROCEDURES TO COMPLETE THE 2012-2014 MASSAGE THERAPY ONLINE BIENNIAL RENEWAL

2012-2014 MASSAGE THERAPY ONLINE RENEWAL STEP-BY-STEP PROCEDURES:

- **Payment:** Payment for online renewals may only be made using MasterCard or Visa. Debit and/or credit cards are accepted. No checks or money orders are allowed.
- **Thoroughly read & complete all application fields. Complete each section/part in sequential order.**
- **Only credit/debit cards are accepted for online renewals. Remember, there is a \$200.00 late fee automatically assessed by the system for licensees/registrants attempting to renew or go inactive online after the October 31, 2012 deadline has passed.**
- **Part 1 – General application information** – Complete all applicable sections and follow all prompts exactly as directed. If you fail to complete sections or parts, the system will **NOT** let you proceed with the renewal application. You may save the page as you go in case you have to logout and logon again.
- **Part 2 – Disciplinary Questions** – You must complete ALL disciplinary questions. Provide a detailed explanation for each question that you mark as “yes.” Some explanations may require legal documentation that must be **MAILED** to the Board. Your license/registration will not be issued until such information is received and approved by the Board.
- **Part 3 – Continuing Education Requirements** – You must complete this section and verify that you have completed a total of 24 Board approved or pre-approved CEUs from Nov. 1, 2010 to Oct. 31, 2012 and that you have a valid CPR Certification. Of the 24 CEUs, 3 hours in Professional Ethics or Jurisprudence, 3 hours in Communicable Diseases including AIDS/HIV, and 18 hours in massage-related courses. The section will prompt you to list the names, dates and categories of the CEUs. If you took a single course which was 24 CEUs total; you must break-up the hours accordingly to what CEUs were awarded for the particular criteria categories (i.e., ethics/jurisprudence, communicable diseases, massage-related). If you have questions about CEU requirements, please call the Deputy Director at 410-764-2965.
- **CEU Audits** – All applicants renewing online must enter all courses they have attended in the field when prompted (“Click to insert”). It is advisable to save information as you go. **If you are audited, you will be notified during the online renewal process within the Part 3 section. Complete the renewal application online, MAIL in a copy of your application, copies of your course certificate(s)/documentation and a copy of your CPR certification. Your License/Registration will be processed as soon as your certificates are reviewed and verified. Licenses/Registrations cannot be renewed unless/until all CEU requirements are met.**
- **Part 4 – Application Affirmation** – After all sections/parts have been fully completed and validated, the “**Submit Application and Pay Fee**” button will be activated. Click on this button to affirm your application and to select a credit card payment mode. Only Visa or MasterCard credit/debit cards are accepted for online renewals. At this point, you may print out a copy of your application and receipt for your records and complete the online evaluation tool for the system.
- **Licensees/Registrants seeking reactivation or reinstatement from non-renewed status or inactive status:** Remember, if you are an inactive licensee/registrant or are in a non-renewed status, you cannot reactivate or reinstate your license/registration online. You will need to download and complete the “Reactivation Application” or “Reinstatement Application” from the Board’s website located in the forms section and Renewal Information page. Remit all required documents and fees as outlined and Mail to: MD Board of Chiropractic & Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, MD 21215, to the Attn: Adrienne Congo, Deputy Director. If you have questions call 410 -764-2965 for direction and guidance.
- **General questions on the renewal program, ceus, inactive status, reactivations and reinstatements must be addressed to the Deputy Director, Ms. Adrienne Congo at 410-764-2965. Questions on technical problems accessing or completing the online renewal system or functional difficulties during the renewal process must be addressed to the Deputy Director, Ms. Adrienne Congo and/or Emily Jones at 410-764-4665. Questions regarding whether your tax delinquency flag has been cleared by the Comptroller’s Office; please contact Maria Ware at 410-764-5902.**