

**Maryland DHMH – Board of Chiropractic Examiners
Massage Therapy Advisory Committee (MTAC)**

Application for Certification/Registration in Massage Therapy

General Instructions

1. Application with Photo

An application form is required of all applicants. Answer all questions, print or type. If you leave questions blank, the application may be returned to you. If additional space is required, use the reverse side of the application or attach a separate 8½" x 11" sheet of paper; place your name and item number on the paper. **Two** recent 2" x 2" head & shoulders photo must also be submitted; one must be attached at the designated area of the application. The application form must be notarized. All applications/Jurisprudence Exam registration forms must be received by mail, FedEx or similar service, or messenger/courier service on or before the application deadline.

2. Fees

Application (Non-Refundable)	\$ 100.00
Jurisprudence Examination (Due 10 Business Days Before Exam)	\$ 200.00
Certification/Registration (Due When Notified All Requirements Are Met)	\$ 200.00
Foreign School Review Fee (To be paid by applicant to Contractor, if applicable)	

All fees must be by certified check or money order. No cash or personal or business checks are accepted. Certified checks and money orders should be made payable to “*Maryland Board of Chiropractic Examiners.*”

Note: All applicants must pass an exam offered by the **NCBTMB** or the **NCCAOM** – Asian Bodywork Therapy examination **before** submitting an application and registering for the Maryland jurisprudence examination. At the time you are notified in writing that your application is completed and approved, you will need to send the certificate or registration fee to the Board.

Applications not completed within 12 months from file date will be closed.

3. Education

U.S.A. Transcripts: Applicants must personally arrange with their school(s) to have certified copies of **official transcripts** submitted by the school(s) directly to the Board. The transcript(s) must document a minimum of 500-hours in a massage therapy education program as defined in the Massage Therapy Regulations.

Foreign Transcripts: Students who attended foreign schools are advised that it is solely their responsibility to insure that all transcripts are in a format acceptable to the Board. Transcripts from foreign schools must be independently reviewed and investigated at the expense of the applicant. For more information (*see Notice to Applicants Who Attended Foreign Schools*). Such transcripts must also have an original English translation from an accredited member of the American Translators Association. No other translation certification is acceptable. Only **original** transcripts and translations are acceptable – copies or certified copies will not be accepted.

DHMH - Maryland Board of Chiropractic Examiners
Massage Therapy Advisory Committee (MTAC)
4201 Patterson Avenue Baltimore, MD 21215-2299
Phone: 410.764-4738 Fax: 410.358-2863
Website: www.mdmassage.org

Application for Certification or Registration in Massage Therapy

*******IMPORTANT NOTICE TO ALL APPLICANTS*******

Please **carefully** read the application instructions. Type or legibly print all responses.

1. A completed application includes **all** applicable fees, photos and documentation including examination results for any National Certification Board for Therapeutic Massage and Bodywork exam or then National Certification Commission for Acupuncture & Oriental Medicine – Asian Bodywork Therapy exam (NCCAOM).
2. Transcripts are accepted from massage therapy schools that are accredited or approved by an accrediting agency recognized by the United States Department of Education (USDE). (Visit the MTAC website to see the list of approved schools and recognized accrediting agencies.)
3. Effective January 1, 2003, **all** applicants seeking certification or registration are required to take and pass a jurisprudence examination administered by the Board at 4201 Patterson Avenue, Baltimore, MD 21215.
4. All applicants must pass an exam offered by the **NCBTMB** or the **NCCAOM – Asian Bodywork Therapy** examination prior to submitting an application to the Board for certification or registration in massage therapy. Include the jurisprudence registration form with the application when applying for certification or registration in massage therapy.
5. Applicants will be notified in writing to submit the certificate or registration fee after all the requirements for certification or registration are met.
6. The certification/registration cycle is for two years – the current cycle is November 1, 2006 to October 31, 2008.
7. **All applicants** seeking **certification** must:
 - a) provide proof of completion of sixty (60) credit hours of college course work **and** 500 hours of massage therapy education at an approved or accredited school;
 - b) provide proof of passing an exam offered by the NCBTMB or the NCCAOM –Asian Bodywork Therapy examination; and
 - c) pass the Maryland massage therapy jurisprudence examination.

Registered Massage Practitioners may practice in a business setting such as private businesses, health clubs and spas. Registered Massage Practitioners may not practice in any health care setting (including, but not limited to, hospitals, nursing homes, clinics, doctors' offices).

8. **All applicants** seeking **registration** must:
 - a) provide proof of completion of 500 hours of massage therapy education at an approved or accredited school;
 - b) provide proof of passing an exam offered by the NCBTMB or the NCCAOM –Asian Bodywork Therapy examination; and
 - c) pass the Maryland massage therapy jurisprudence examination.

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Notice to Applicants Who Attended Foreign Schools

Transcripts will **only** be accepted from massage schools that are approved or accredited by an accrediting agency recognized by the United States Department of Education (USDE). Refer to the MTAC website for a list of USDE accrediting agencies.

Additionally, schools located outside of the United States must undergo a strict comprehensive review and scrutiny through a professional, private contract commission. The four Board-approved commissions to determine the eligibility and competency of such school(s) is listed in the chart at the bottom of this page.

In many instances, fraudulent information has been detected in applications, particularly from transcripts purportedly derived from foreign schools and institutions. Accordingly, the following procedures apply to any foreign school:

- No action will be taken on the application until the Board receives a full report from one of the four Board-approved commissions. Applicants are advised that such reviews take several weeks to several months to complete.
- Applicants are advised that the Board will **not** process the application further until a full favorable report is submitted by the authorized agency. The Board retains the discretion to approve or reject any application upon review of the report and documentation.
- All foreign transcripts, letters and documents must be presented to the contract investigating company in original form and must also have an original English translation from an accredited member of the American Translators Association. No other translations are acceptable. The applicant bears all costs of any translations or certifications.
- **Applicants who attended foreign schools are advised that very few foreign schools or institutions have qualified** as meeting Maryland’s standards. Accordingly, **applicants should seriously consider and weigh the costs of this comprehensive review and fees with the probable chances of non-acceptance of the foreign school.**
- Affected applicants are advised that acceptance of an application and non-refundable fees does **not** in any manner insure, promise or guarantee that the application will be approved and certification or registration will be granted.
- The Board does not interface with the credential evaluation agency.
- Applicants are solely responsible to make all arrangements with agencies for evaluation of transcripts/academic records, including payment of any applicable fees. Applicants may contact:

International Commission on Healthcare Professionals (ICHP) 3600 Market Street, Suite 400 Philadelphia, PA 19104-2651	Website: www.ichp.org
ADDITIONAL CREDENTIAL EVALUATION AGENCIES	
International Consultants of Delaware 625 Barksdale Road, Suite 109 Newark, Delaware 19711	Website: www.icdel.com/
World Education Services, Inc. P. O. Box 5087 Bowling Green Station New York, New York 10274-5087	Telephone: (212) 966-6311 FAX: (212) 739-6100 Web site: www.wes.org
World Educational Credential Evaluators P. O. Box 341468 Tampa, Florida 33694 – 1468	Telephone: (813) 962-6506 Website: users.erols.com/wecewellington