

**MONTANA BOARD OF MASSAGE THERAPY**  
**PO BOX 200513**  
**301 SOUTH PARK, 4th FLOOR**  
**HELENA, MONTANA 59620-0513**  
**(406) 444-5711**  
**EMAIL:** [dlibsdlmt@mt.gov](mailto:dlibsdlmt@mt.gov)  
**WEBSITE:** [www.massagetherapists.mt.gov](http://www.massagetherapists.mt.gov)

**INFORMATION SHEET**

(Please allow 30 days for processing from the date the Board has a complete routine application)

**MASSAGE THERAPISTS ARE NOT PERMITTED TO PRACTICE IN MONTANA WITHOUT A CURRENT ACTIVE MONTANA LICENSE**

**LICENSE REQUIREMENTS**

**BY CREDENTIAL:** (APPLICANTS LICENSED/CERTIFIED/REGISTERED IN ANOTHER STATE)

- Must submit a completed application and application/licensing fee of \$140.00.
- Must submit documentation that the applicant is at least 18 years of age. A copy of driver's license or birth certificate is acceptable.
- Must provide two letters attesting to the good moral character of applicant sent directly to the board office by individuals who are not family members. A form is attached for your use and may be copied as many times as needed. References included with the application are not accepted.
- A copy of a certified transcript or certificate of completion sent directly from the official custodian of the record, evidencing to the board's satisfaction that the applicant has a high school diploma or its equivalent.
- Must possess and provide verification of an active license, certificate, or registration in good standing from another state whose current licensing requirements are equivalent per 37-33-502, MCA.
- All verifications of licensure/certification/registration listed in application question #12 must be sent directly from each state in which the applicant is currently or has ever been licensed. Please make copies of the attached verification request form as needed. Some states may charge a fee for verification. Contact each state prior to sending the request.
- A copy of licensing requirements found in current statutes and rules from the credentialing state must be sent to the board office. Additional information may be requested if the statutes and rules do not establish an equivalent license.

**NON ROUTINE APPLICANTS**

- If the application is considered a non-routine application, there may be a delay in processing of the application. You may be requested to provide additional information, or make a personal appearance before the Board during a regularly scheduled board meeting. Complete non-routine applications may take up to 6 months to process.
- When the application file is complete, it will be processed and considered by the Board for licensure. The applicant may be notified if additional information is required or if required to appear before the Board for an interview.

**FEES**

**Application by Credential: \$140.00**

**Make check or money order payable to the Montana Board of Massage Therapy**  
(all fees are non-refundable)

### **PROCESSING PROCEDURES**

- Once a routine application is complete, the application takes up to 30 days to process from the time it is received in the board office.
- Keep the board office informed at all times of any address changes, changes in license status, and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.
- The applicant will be notified in writing of any deficient or missing items from the application file.

NOTE: Credentialing States that have been approved are: Texas, New Hampshire, Nebraska, Washington, New York, Georgia, North Dakota, South Dakota, Kentucky, Utah, New Mexico, Ohio, Pennsylvania, Oregon and Florida. More states may be added as approved.

**PLEASE BE SURE TO REVIEW THE MONTANA LAWS AND RULES FOR THE PRACTICE OF MASSAGE THERAPY ON OUR WEBSITE: [www.massagetherapists.mt.gov](http://www.massagetherapists.mt.gov)**



11. List all **professional** licenses, registrations or certificates, **issued by a state/province**, including massage therapy you hold or have **ever** held. Verification must be sent directly to Montana from each state/province/territory. Use a supplemental sheet if necessary. **If no licenses have ever been held, please state "NONE" or "N/A" in the box.**

State	License #	License Type	Issue Date	Expiration Date	License Method			Requested State Verification	
					Exam	Credential	Other	Yes	No
					Exam	Credential	Other	Yes	No
					Exam	Credential	Other	Yes	No

12. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes      No
13. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes      No
14. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. Yes      No
15. Have you ever voluntarily surrendered, canceled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes      No
16. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.. Yes      No
17. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. Yes      No
18. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purposes of this question includes a deferred imposition of sentence and/or deferred prosecution. If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18<sup>th</sup> birthday unless you were tried as an adult. Yes      No
19. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. Yes      No
20. Have you been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes please provide a detailed explanation. Yes      No

21. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation from the source. Yes No
22. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
23. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
24. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc)? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
25. Have you ever been the subject of any sanction or action, denial, suspension, revocation, restriction or termination regarding hospital, facility or staff privileges; health maintenance organization participation, third party provider or Medicare/Medicaid participation; or any other privileges? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
26. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your profession or occupation? If yes, please attach a detailed explanation and provide documentation from the source. Yes No
27. Do you have any initiated or completed action against you by any state, federal, tribal, or foreign licensing jurisdiction? (For example: Drug Enforcement Agency; Alcohol, Tobacco and Firearms; Homeland Security; Indian Health Service, etc) If yes, please attach a detailed explanation and provide documentation from the source. Yes No

**28. PROFESSIONAL EDUCATION:**

Name of High School	City and State/Province/Territory	Graduation/Completion Date

Diploma

G.E.D.

Certificate of Completion

Other Document of Completion

\_\_\_\_\_   
 Please Specify

29. **PROFESSIONAL EDUCATION continued:**

Name of University or College	City and State/Province/Territory	Dates Attended	Degree Earned

Name of Massage Therapy School	City and State/Province/Territory	Dates Attended	Degree Earned

30. **PRACTICE HISTORY:** List **all** places where you have practiced as a Massage Therapist in the last five years in chronological order, up to and including the present. Use a supplemental sheet if necessary.

Name and Location of Practice	Activity/Position	Inclusive Dates	Reason for Leaving

**DECLARATION**

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Department of Labor and Industry, Healthcare Licensing Bureau, Board of Massage Therapy.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

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**LETTER OF GOOD MORAL CHARACTER**

**APPLICANT:** Complete the upper portion of this form and mail to each of your references.

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Date

(Please Type or Print)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

This form sent to: \_\_\_\_\_

**REFERENCE:** Please answer the following questions concerning the applicant. This document is your authorization to release any and all information and opinions you have, favorable or otherwise, directly to the Montana Board of Massage Therapy. Your response will be kept confidential. Please note emailed or faxed forms are not accepted.

Name of reference: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_

Title/profession/position: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please comment on the applicant's good moral character (attach additional sheet if needed):

Based on the comments above, would you recommend this applicant for approval to be licensed as a Massage Therapist to practice in Montana?      Yes      No

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

The Applicant and the Board thank you for your assistance.

