

**MONTANA BOARD OF MASSAGE THERAPY**  
**PO BOX 200513**  
**301 SOUTH PARK, 4th FLOOR**  
**HELENA, MONTANA 59620-0513**  
**(406) 444-5711 FAX (406) 841-2305**  
**EMAIL: [dlibsdmt@mt.gov](mailto:dlibsdmt@mt.gov) WEBSITE: [www.massagetherapists.mt.gov](http://www.massagetherapists.mt.gov)**

### **INFORMATION SHEET**

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.

(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 AFTER 7/1/2010 EXCEPT IF THE INDIVIDUAL QUALIFIES UNDER THE GRANDFATHER CLAUSE ON OR BEFORE 7/1/2010.

### **LICENSE REQUIREMENTS**

BY ENDORSEMENT: (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 endorsing 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 120 days 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 Endorsement: \$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.

**For information with regard to the processing of this application or other concerns, please contact the Board of Massage Therapy staff at (406) 444-5711 or email us at [dlibsdlmt@mt.gov](mailto:dlibsdlmt@mt.gov)**

**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)**