

**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: [dlibsdlmt@mt.gov](mailto:dlibsdlmt@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 EXAMINATION:**

- Must submit a completed application, including any verifications required in question #12, and application/license 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 the 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 provide proof of successful completion of a massage therapy educational program of a minimum of 500 hours of study that meets or exceeds the curriculum guidelines established by any program or organization accredited by the national commission for certifying agencies or its equivalent or successor. An official transcript with curriculum information must be sent directly to the board office from the school.
- Must submit evidence of a passing score on either the MBLEx, NCETMB, or the NCETM examination or a state examination deemed to be equivalent, which must be from the issuing entity sent directly to the board office.

#### **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 Examination: \$140.00

Make check or money order payable to the Montana Board of Massage Therapy

### **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)**