

It is your responsibility to make sure you meet ALL the requirements.

First, determine what kind of application will be filed, *Reciprocity* or *Regular*.

*****RECIPROCITY** is for applicants that meet Provision 1 or Provision 2 as stated below:

Provision 1:

1. The applicant has been licensed for five continuous years or more in another licensed state immediately before the application date **AND**
2. The applicant has graduated from a massage school (that is listed on our Approved School List on our web site) in another state with 500 classroom hours or more,

OR

The applicant was grandfathered into state licensing in another state by a state licensing authority, and currently meets the standards of the licensing authority.

Provision 2:

1. The applicant holds a current certification from the NCBTMB or another agency such as the FSMTB **AND**
2. The applicant graduated from a massage school (that is listed on our Approved School List on our web site) in another state with 500 hours or more of education.

*****REGULAR** is for all other applicants.

1. The applicant must have graduated from a massage school (that is listed on our Approved School List on our web site) with at least 700 clock hours.
2. If the school is not a Title IV school in Arizona, the applicant must pass an exam given by the NCBTMB or pass the MBLX exam (from the FSMTB).

After determining which kind of application will be submitted, refer to the “Application and instructions for Licensure” on our website under “Forms”.

BE AWARE THAT DOCUMENTS COMING FROM OUT OF STATE ALWAYS TAKE THE LONGEST TO ARRIVE. REQUEST DOCUMENTS TO BE SENT ASAP. WE HOLD DOCUMENTS FOR 1 YEAR. ALL TRANSCRIPTS MUST COME FROM A SCHOOL FOUND ON OUR APPROVED SCHOOL LIST.

FAQ.

1. Should I include copies of my transcripts and my test scores with my application?
This is not necessary. It only creates overload in your file.
2. What if my massage school has closed?
You need to contact the state agency that governs massage schools in that state and request the transcripts to be sent. If they don't have your massage records, then have them send an official letter to us indicating that your school is closed and your massage records are no longer available.
3. If the school is closed, and I have the transcripts, can I send a copy of them?
This is the exception. You can send them, but you must have the state agency send us an official letter stating that they do not have the transcripts.
4. What happens once I turn in my application?
The process of licensure begins. If there is a deficiency, you will receive a letter in the mail. You can check our website for your name and status. We are allowed 180 days to process. Once an application is complete it will be approved at the following Board Meeting. Within 7 business days of the board meeting your license will be mailed to address of record.