

Phone: 717-783-7155
Fax: 717-787-7769
Email: RA-massagetherapy@pa.gov

State Board of Massage Therapy

P. O. Box 2649
Harrisburg, PA. 17105-2649
www.dos.pa.gov/massagetherapy

Courier Delivery Address:
2601 North Third Street
Harrisburg, PA. 17110

Application Instructions for:

MASSAGE THERAPIST TEMPORARY PRACTICE PERMIT

A temporary practice permit may only be issued within 6 months of completion of an approved massage therapy educational program. You may not have taken the licensing examination in order to qualify for a temporary practice permit.

A temporary practice permit will allow the permit holder to practice massage therapy for a **MAXIMUM** period of **SIX MONTHS** from the date the permit is issued. If the applicant fails the licensing examination, the temporary practice permit **IMMEDIATELY EXPIRES** and the holder of the permit must immediately **STOP PRACTICING MASSAGE THERAPY AND RETURN THE PERMIT TO THE BOARD**. You may not practice massage therapy unless you hold a temporary practice permit or current license.

The permit may **not** be renewed or extended. The temporary practice permit shall be promptly returned by the applicant to the Board when the applicant receives a license to practice massage therapy or when the permit expires.

Once you pass the examination, you must reapply using the examination application to apply for the permanent license. The temporary practice permit does not automatically become a permanent license. The educational documents will be the only item that will not need to be resubmitted when you apply for the permanent license.

CHECKLIST FOR APPLICANTS FOR A TEMPORARY PRACTICE PERMIT

- _____ Complete, sign and date the application.
- _____ Enclose a check or money order in the amount of \$65.00. The check or money order should be made payable to the Commonwealth of Pennsylvania. The fee is not refundable. If all materials in support of your application are not received within 6 months of the date of your signature on the application, your application will not be processed and you will have to submit another application form and fee if you still wish to obtain a temporary practice permit.
- _____ Attach a copy of a legal form of identification, such as a driver’s license, a current passport, or a valid state identification card. The copy should be submitted on an 8 ½ x 11 sheet of paper.
- _____ Attach the Certification of Good Moral Character form, filled out and signed by two individuals, who are not related to you, who have known you for at least six months. At least one reference must hold a current state massage therapy license.
- _____ An official Criminal History Record Check (CHRC) from the state agency for every state in which you have resided for the past 5 years. The report(s) must be dated within 6 months of the date of your application for temporary practice permit. This report can be sent to you and forwarded to the Board with your application. For Pennsylvania CHRC, this can be done online at <http://epatch.state.pa.us>. For states that do not provide CHRC for employment purposes, we will accept an FBI background check.

If you have a criminal record,

- a. Attach certified court documents related to the conviction(s) and
- b. A personal statement explaining the conviction(s) and what you have done since the conviction(s) that demonstrates that you are rehabilitated.

_____ Attach a copy of the front & back of your current Adult Basic CPR certification, including the expiration date of your CPR certification. Your card must be signed and if applicable, a copy of the legend must be included. The copy should be submitted on an 8 ½ x 11 sheet of paper. **Online CPR is not acceptable.**

_____ Complete the top section of the “Verification of Massage Therapy Education” form (pages 4-5) and give the form to the Dean, Registrar or Chairperson of your Massage Therapy Program. The school must complete the bottom section and attach your transcripts. A qualifying program must be a minimum of 600 hours. **The school seal MUST be affixed where indicated and the ORIGINAL form returned by the school directly to the Board office in an official school envelope. The form must be completed AFTER you have received your certificate or degree: program completion may NOT be anticipated. Out-of-state schools must attach a copy of their school certification/accreditation with the form.**

_____ The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for issuance of an initial license shall be required to complete 3 hours of DHS-approved training in child abuse recognition and reporting requirements as a condition of licensure. Please review the Board website for further information on approved CE providers. [Child Abuse Continuing Education Providers Information can be found here.](#) Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board. .

NAME OR ADDRESS CHANGE:

If the name you are currently using on your application is different than the name you used on any of the other documents required to be submitted with your application, or if you change your name after you submit this application, send evidence of your name change within ten (10) days. For example, send a copy of marriage certificate or court order authorizing the name change.

If your address changes after you have submitted your application, notify the Board office in writing of your name, old address and new address. Mail this information to the Board office at the address shown above within ten (10) days.

OTHER INFORMATION:

If a pending application is older than six months from the date submitted online and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee. Many of the supporting documents associated with the application also cannot be more than six months from the date of issuance. All background check documents cannot be older than 90 days from the date of issuance.

Maintain a copy of all documents sent to the Board. Send your application materials to the Board at: State Board of Massage Therapy, PO Box 2649, Harrisburg, PA 17105-2649 OR (for courier delivery) 2601 North Third St, Harrisburg, PA 17110.

You may view the Massage Therapy Law and the regulations of the Board online at www.dos.pa.gov/massagetherapy.

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MESSAGE THERAPIST TEMPORARY PRACTICE PERMIT APPLICATION

MAKE \$65.00 FEE PAYABLE TO "COMMONWEALTH OF PENNSYLVANIA". NOT REFUNDABLE OR TRANSFERABLE. A PROCESSING FEE OF \$20.00 WILL BE CHARGED FOR ANY CHECK OR MONEY ORDER RETURNED UNPAID BY YOUR BANK, REGARDLESS OF THE REASON FOR NON-PAYMENT.

NAME

Last First Middle Maiden/Other name used

ADDRESS

Street

City State Zip Code

SOCIAL SECURITY # _____ **BIRTH DATE** _____

PHONE NUMBER _____ **EMAIL ADDRESS** _____

Include in chronological order high school and all massage therapy schools attended.

INSTITUTION AND LOCATION (Include city and state)	DATES ATTENDED MM/DD/YEAR	DIPLOMA, DEGREE OR CERTIFICATE AWARDED, If any
H.S.	From To	
M.T.	From To	
	From To	
	From To	

April 2015

1. Have you ever taken the National Certification Examination for Therapeutic Massage (NCETM), the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) or the Massage and Bodywork Licensure Examination (MLBEx)? If yes, give the exam MONTH and YEAR and to which STATE the results were reported. _____ Yes No
2. As required by Section 5 (a) (2) of the Massage Therapy Law, have you earned a high school diploma or equivalent? Yes No
3. Have you had disciplinary action taken against a professional or occupational license, certificate, permit, registration or other authorization to practice a profession or occupation issued to you in any state or jurisdiction or have you agreed to voluntary surrender in lieu of discipline? Yes No
4. Do you currently have any disciplinary charges pending against your professional or occupational license certificate, permit or registration in any state or jurisdiction? Yes No
5. Have you withdrawn an application for a professional or occupational license, certificate, permit or registration, had an application denied or refused, or for disciplinary reasons agreed not to apply or reapply for a professional or occupational license, certificate, permit or registration in any state or jurisdiction? Yes No
6. Have you been convicted (found guilty, pled guilty or pled nolo contendere), received probation without verdict or accelerated rehabilitative disposition (ARD) as to any criminal charges, felony or misdemeanor, including any drug law violations? NOTE: You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court. Yes No
7. Do you currently have any criminal charges pending and unresolved in any state or jurisdiction? Yes No
8. Do you currently engage in or have you ever engaged in the intemperate or habitual use or abuse of alcohol or narcotics, hallucinogenics or other drugs or substances that may impair judgment or coordination? Yes No
9. Have you ever had provider privileges denied, revoked, suspended or restricted by a Medical Assistance agency, Medicare, third party payor or another authority? Yes No
10. Have you ever had practice privileges denied, revoked, suspended or restricted by a hospital or any health care facility? Yes No
11. Do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a profession or occupation in any state or jurisdiction? If yes, please provide the profession and state or jurisdiction. _____
Please do not abbreviate the profession.

You must request that a Letter of Good Standing be sent from each state board office **directly** to the Board office in a sealed official envelope of that state board. Yes No
12. Will any documentation submitted in connection with this application be received in a name other than the name under which you are applying? If you selected "yes", please list the name or names. Submit a copy of the legal document indicating the name change (i.e., marriage certificate, divorce decree which indicates the retaking of your maiden name; legal document indicating the retaking of a maiden name, or court order). Yes No

IF YOU ANSWERED YES TO ANY OF THE CRIMINAL/DISCIPLINARY ACTION QUESTION(S), PLEASE ATTACH AN 8 1/2 X 11 SHEET OF PAPER GIVING FULL DETAILS. INCLUDE COURTHOUSE CERTIFIED COPIES OF DOCUMENTS EXPLAINING SITUATION, IF APPLICABLE.

VERIFICATION

NOTICE: Disclosing your Social Security Number on this application is mandatory in order for the State Boards to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa.C.S. § 4304.1(a). At the request of the Department of Human Services (DHS), the licensing board must provide to DHS information prescribed by DHS about the licensee, including the social security number. In addition, Social Security Numbers are required in order for the Board to comply with the reporting requirements of the U.S. Department of Health and Human Services, National Practitioner Data Bank.

I verify that I have read and am familiar with the provisions of the Pennsylvania Massage Therapy Law and regulations of the State Board of Massage Therapy (www.dos.pa.gov/massage/therapy).

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa.C.S. § 4911.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. Section 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

Printed Name of Applicant

Signature of Applicant

Date

State Board of Massage Therapy

Regular Mailing Address

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Certification of Good Moral Character

To be completed by two individuals who have known you for at least six months. **At least one of the references must hold a state massage therapy license. Do not use individuals who are related to you. ORIGINAL SIGNATURES ARE REQUIRED.**

Name of Applicant: _____

I hereby certify that I have known the above applicant for at least 6 months and that the applicant is of good moral character. I recommend the applicant for a license to practice massage therapy in the Commonwealth of Pennsylvania.

I have been personally acquainted with the applicant for _____ year(s) _____ month(s).

SIGNATURE: _____ Date: _____

Print or type name as signed above: _____

State in which licensed: _____ License Number: _____
(if applicable)

Name of Applicant: _____

I hereby certify that I have known the above applicant for at least 6 months and that the applicant is of good moral character. I recommend the applicant for a license to practice massage therapy in the Commonwealth of Pennsylvania.

I have been personally acquainted with the applicant for _____ year(s) _____ month(s).

SIGNATURE: _____ Date: _____

Print or type name as signed above: _____

State in which licensed: _____ License Number: _____
(if applicable)

Return Completed Form to Applicant

April 2015
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VERIFICATION OF MASSAGE THERAPY EDUCATION

Applicant: Complete (by typing/printing in blue/black ink) top section and send form to your Massage Therapy program to complete and attach your transcripts.

NAME _____

ADDRESS _____

SOCIAL SECURITY # _____ DATE OF BIRTH _____

This section to be completed by the Dean, Registrar, or Chairperson of the Massage Therapy program at the United States school which the applicant COMPLETED. DO NOT complete this form in anticipation of completion.

I hereby certify that:

1) _____ successfully completed a Massage
(Applicant's name)
Therapy education program at _____ on _____.
(School name) (Date)

2) The curriculum completed by Applicant equals or exceeds the curriculum requirements set forth in 49 Pa Code § 20.11. **Hours completed** _____

Provide the number of hours for each area:

_____ At least 175 contact hours of instruction in anatomy & physiology, kinesiology & pathology, including training in the human immunodeficiency virus & related risks.

_____ At least 250 contact hours in massage therapy & bodywork assessment, theory & practice including sanitation, safety, & hygiene.

_____ At least 25 contact hours in professional ethics, and business & law related to a massage therapy business.

_____ At least 150 contact hours in related courses appropriate to a massage therapy curriculum as set forth in Section 20.13 (related to required knowledge base), including cardiopulmonary resuscitation.

Name of applicant _____

3) The school is :

- A Pennsylvania Private Licensed School
- Operated within a regionally accredited College or University

(Name of College or University)

- Approved by the MT Board or Department of Education of _____
(State)

(Name & Signature of Dean/Registrar/Chairperson of M.T.Program)

(Date)

SCHOOL
SEAL

Name of Program _____

Name of Controlling Institution _____

Address _____

**OUT-OF-STATE SCHOOLS- PLEASE ATTACH A COPY OF THE SCHOOL
CERTIFICATION/ACCREDITATION FOR THE TIMEFRAME THAT THE
STUDENT ATTENDED THE PROGRAM.**

SCHOOL SHALL RETURN AN ORIGINAL COMPLETED FORM DIRECTLY TO BOARD OFFICE IN AN OFFICIAL ENVELOPE AND ATTACH STUDENT TRANSCRIPTS. (DO NOT send a copy of this form or use envelope if provided by applicant) Make sure to complete the form in its entirety as to not delay the processing of the application. Official school envelopes must have the school return address printed on the envelope, we will not accept stamped return addresses or printed labels with a return address.