



Arkansas

STATE BOARD OF MASSAGE THERAPY

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Little Rock, AR 72203
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2010 – 2012 Renewal

On July 1, 2009, license renewal will begin with the issuance of two year licenses for the first time. To affect this change, your current license to practice massage therapy in the State of Arkansas will not expire until your first birth date after July 1, 2009. Your new license will be valid from the date of your first birth date after July 1, 2009 until two years after issuance. You must have completed eighteen (18) hours of continuing education hours prior to renewal of your license. However, if your renewal occurs before January 1, 2010, you may provide the Board a signed affidavit that you will complete the eighteen (18) hours of continuing education prior to January 1, 2010 and report the completed hours to the Board by January 15, 2010. If your renewal is January 1, 2010 or later, you must submit copies of your continuing education certificates with your renewal packet.

You must fully complete and return the enclosed renewal along with ALL required documentation. ALL incomplete renewals will be returned and may be subject to late fees and penalties.

CHANGE IN RENEWAL PROCESS -Please Read Carefully

Renewals are for 2 years from the date of issuance. Issuance will be your first birth date following July 1, 2009. Your current license is valid until your renewal date. The fee for renewal is \$80.00.

Continuing Education Requirements:

Submit 18 CEU's for renewal. ALL Continuing Education Units submitted for renewal MUST be ASBMT approved. Any renewal submitted with CEU's not approved by ASBMT will be returned to licensee and may be subject to late fees. If your renewal date is prior to January 1, 2010, please submit the required affidavit described above if you have not completed eighteen (18) hours of continuing education prior to renewal.

TB Test: A TB Test IS NOT REQUIRED for renewal.

Payment must be made by Cashier's Check or Money Order Only, payable to ASBMT. NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED.

A YOU MAY NOT UPGRADE YOUR LICENSE THROUGH RENEWAL. You must complete the Upgrade Application if you wish to upgrade.

A LICENSE CANNOT BE ISSUED UNTIL ALL APPLICATION REQUIREMENTS ARE COMPLETE AND ALL FEES HAVE BEEN PAID.

Change of Address:

You are required to notify the Arkansas State Board of Massage Therapy in writing of any change to your mailing address, telephone number, or business location. We will not accept any changes by telephone or voicemail. You may send all written requests by US Mail.

Name Change:

Name changes require legal documentation showing the name change. Valid government issued photo identification is required. Please make sure that a **PHOTOCOPY** of the following accompanies the request:

1. Copy of state issued driver's license with current name and address; or
2. Other form of government issued identification with current name and address.

Practicing Without a License:

Advertising or practicing massage without a current active massage license issued by ASBMT is a violation of state law and subject to penalties and fines as assessed by the Board.

Inactive Status: All requests for 'inactive' status must be postmarked by the last day of the month prior to the month of your renewal (birth date) and submitted on the proper form with correct fees. Any requests postmarked after this date are EXPIRED and may be treated as a late renewal subject to late fees.

Late Renewals (Expired Licenses): Renewals postmarked after the last day of the month preceding your birth date may be subject to penalty for late renewal.

Lost in Mail: The Arkansas State Board of Massage Therapy is not responsible for lost or misdirected mail.

www.ArkansasMassageTherapy.com