

**2024-2026 BOARD OF MASSAGE THERAPY EXAMINERS
ONLINE BIENNIAL RENEWAL APPLICATION, CEUs & AUDIT INSTRUCTIONS**

RENEWAL DEADLINE: 11:59 P.M. OCTOBER 31, 2024

ALL LICENSED MASSAGE THERAPIST AND REGISTERED MASSAGE PRACTITIONER RENEWAL APPLICANTS MUST COMPLETE THEIR ONLINE RENEWAL BEFORE 11:59 P.M. OCTOBER 31, 2024. IT IS A VIOLATION OF THE LAW TO PRACTICE MASSAGE THERAPY WITHOUT A RENEWED LICENSE OR REGISTRATION.

RENEWAL FEES

FEES:

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| • Renewal Fee, August 2024-October 31, 2024: | LMT: \$276 | RMP: \$250 |
| • Late Renewal Fee, November 1, 2024 -November 30, 2024: | LMT: \$476 | RMP: \$450 |
| • Reinstatement Fee, after November 30, 2024: | LMT: \$501 | RMP: \$475 |
| • Inactive Status Fee, Initial or Continuation: | \$50 | |
| • Late Inactive Status Fee, Initial or Continuation: | \$250 | |
| • Duplicate License/Registration At Time Of Renewal: | \$20 | |

INACTIVE OR CONTINUE INACTIVE STATUS

This action allows you to place your license or registration on **Hold**. CEUs are not required to maintain an inactive status. The licensee/registrant is not allowed to practice massage therapy while on inactive status.

INITIATE AN “INACTIVE STATUS” OR CONTINUE A CURRENT INACTIVE STATUS

Any active licensee or registrant who wants to go “Inactive” or continue an existing inactive status may do so through the 2024 Biennial Renewal Portal by simply choosing “**INACTIVE**” from the drop-down box on page 1 of the renewal application.

Inactive licensees or registrants wanting to reactivate an inactive status or reinstate from a non-renewed license status cannot use the online renewal portal. The required application forms are on the Board’s website. Contact the Board for instructions. **If you do not know your license or registration status; you may access the “verification”**

link https://www.health.maryland.gov/Massage_Verif/Default.aspx on the Board website’s homepage.

ACCESS THE ONLINE RENEWAL SYSTEM FOR EITHER ACTIVE STATUS OR INACTIVE STATUS

- **Go to the Board’s website:** <https://www.health.maryland.gov/massage>.
- Double click on the renewal login link(s) on the homepage or renewal resource page.
- **Enter your user ID.** Your user ID is your license/registration number which will start with a letter “**M**” for LMT’s or “**R**” for RMP’s. If you do not know your license or registration number, you are able to confirm it by looking at your displayed license/registration or by accessing the verification link on the homepage of the Board’s website.
- **Enter your password.** Your password is the last 4 digits of your SSN. Enter a zero (“**0**”) and **not** the letter “**O**” or the system will not process your entry. All license or registration numbers contain numerical characters following either “**M**” or “**R**”. Follow the prompts as directed. **Do not** leave out any information or the system will not process.
- **Save each page where applicable.** Click the “**save**” button located at the end of the page.

PAYMENTS & RECEIPTS

- **Pay by credit/debit only.** Use Visa or MasterCard. No cash, checks or money orders are accepted. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from local retailers such as: Giant, Wal-Mart, Target, CVS, Walgreens, etc., on which you are able to place a designated amount to cover the cost of your license or registration fee.
- **Print a receipt.** After successful completion of your renewal application session, utilize the print receipt option and print your online application for your record. The printed application will serve as evidence of your successful completion of the renewal process, and evidence you have complied with the CE requirements during an Audit.

CEU AUDITS

(Massage Therapy Courses Taken Between November 1, 2022 through the date of your online renewal)

When you log into the online renewal system to complete your application pages, you will be notified if you have been randomly selected for the Board's CEU audit.

If you are “Audited”, you can either:

1. **Email** a scanned PDF of your CEU certificate(s) **and** CPR certification/card in one packet to: mdh.bcmtc@maryland.gov; **OR**
2. **MAIL** legible hard copies (retain your originals) of your CEU certificates with your CPR certificate to the Board for approval before your license or registration can be issued. Send to: MD Board of Massage Therapy Examiners, 4201 Patterson Ave., Suite 301, Baltimore, MD 21215, Attn: Licensing Coordinator

TAX DELINQUENCY & CHILD SUPPORT FLAGGED LICENSEES AND FLAGGED REGISTRANTS

CRITICAL TIMELINE

If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will **not be able to access the** renewal portal or system unless/until you satisfy the delinquency with the Comptroller. **The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be taken directly and exclusively with the Comptroller. You may not practice without a license or registration and will not have one issued unless/until the Office of Comptroller clears you from its flagged list and provides the Board with a “clearance email or fax”. The phone number to contact the MD Office of Comptroller is 410-974-2432.**

2024-2026 ONLINE RENEWAL SYSTEM PORTAL AVAILABLE ON AUGUST 12, 2024

STEP-BY-STEP PROCEDURES

1. **Log into** the renewal portal using your user id (license or registration number)
2. **Enter your password** (last four digits of your social security number)
 - **Part 1 – General application information** – Complete all applicable sections and follow all prompts exactly as directed. If you fail to complete sections or parts, the system will **NOT** let you proceed to the next page.
 - **Part 2 – Disciplinary Questions** – You must answer ALL disciplinary questions. Provide a detailed explanation for each question that you mark as “YES.” Some explanations may require legal documentation that must be either **emailed in PDF format to (mdh.bcmte@maryland.gov) or mailed** to the attention of the Licensing Department. Your license or registration will not be printed or issued until such information is received, reviewed and approved by the Board.
 - **Part 3 – Required Continuing Education Hours** – You must complete this section and verify that you have satisfactorily completed a minimum of a) **7 Mandatory CEU hours since your last renewal date for the 2024-2026 cycle**, as follows: **3 hours in Professional Ethics or Jurisprudence; 3 hours in Communicable Disease Education which includes AIDS/HIV; and 1 hour in Diversity or Cultural Competencies;** b) **17 Elective CE hours** between November 1, 2022 and the date of your online renewal submission. You will be prompted to list the name, dates and categories of CEUs completed. If you have over the minimum requirements in any of the specific categories, you may enter the additional courses under the general massage therapy category. You must also check the attestation box to confirm completion of the **1-hour Implicit Bias Course** training **if this is your first renewal after initial licensure or registration.**

CEU Audits – If you are audited, you will be notified by the online renewal application system and must either email a PDF file of your CEU packet to mdh.bcmte@maryland.gov; or mail the packet directly to the Board along with a copy of a current Healthcare Provider Level CPR certification for LMTs or Basic CPR for RMPs.

- **Part 4 – Application Affirmation** – After all sections/parts have been fully completed and validated, the “*Affirm Application and Submit Application*” button will be activated. Click on this button to affirm your application. Select Visa or MasterCard. **Please review all information on ALL pages as you will not be able to change information once you affirm and make payment.** At this point, you should **print out a copy** of your application and receipt for your records and complete the online evaluation tool for the system.

Individuals seeking reinstatement from non-renewed or reactivation from inactive status: Remember, if you are in a non-renewed or inactive status, you cannot reinstate or reactive your license using the online renewal system. You must contact the Board for direction and guidance regarding the process.

Questions on the renewal program and technical problems accessing or completing the online renewal system or functional difficulties during the renewal process **must be directed to Charlene Faison at charlene.faison1@maryland.gov.**

Timelines Reminder: Online Renewals, August. 12 – October. 31, 2024; Late Renewals, November 1– November 30, 2024.

On December 1, 2024, the Massage Therapy Renewal Portal will be CLOSED.