

## BOARD CERTIFICATION APPLICATION CHECKLIST

Here is a checklist of the information and items you will need to complete the Board Certification application. To start your application, please visit the NCBTMB website at: <https://www.ncbtmb.org>

### 1. BOARD CERTIFICATION REQUIREMENTS

#### To become Board Certified you must meet the following requirements:

##### If you are practicing in a licensed state:

- Proof of valid massage therapy license, if residing and/or practicing in a state/municipality that requires a license.
- Pass a criminal background check (performed by IntelliCorp)
- Agree to uphold the NCBTMB Standards of Practice and Code of Ethics
- Provide a valid form of identification

**Acceptable:** Driver's License, State ID, Passport, Permanent Resident Card

**Unacceptable:** Paper Temporary ID, Military ID (cannot legally copy this document), Visa

- Pass the Board Certification exam

##### If you are practicing in a state that does not require state licensure:

- Complete a minimum of 500 hours of education from an NCBTMB Assigned School or via Portfolio Review (see our resource center for more information)
  - 125 hours of Anatomy, Physiology, and Kinesiology
  - 40 hours of Pathology
  - 200 hours of hands-on, Western-based massage therapy lab/clinic
  - 4 hours Business
  - 6 hours Ethics
  - 125 hours of massage therapy education that completes the program

- Pass a criminal background check (performed by IntelliCorp)
- Agree to uphold the NCBTMB Standards of Practice and Code of Ethics
- Provide a valid form of identification

**Acceptable:** Driver's License, State ID, Passport, Permanent Resident Card

**Unacceptable:** Paper Temporary ID, Military ID (cannot legally copy this document), Visa

- Pass the Board Certification exam

## 2. THINGS TO KNOW BEFORE PROCEEDING

### A few things to know about certification:

- Certification is separate from entry-level licensure, please check with your state if planning to apply your exam results toward licensure requirements.
- NCBTMB does not accept transcripts or allow education from a school whose NCBTMB Assigned School Code was not in good standing with NCBTMB as of January 01, 2013.
- NCBTMB reserves the right to deny, revoke or suspend a school's NCBTMB Assigned School Code if that school is not meeting current NCBTMB standards and requirements. These actions may affect your ability to meet the educational requirements of Board Certification.

## 3. INFORMATION NEEDED FOR YOUR APPLICATION

### Before you begin completing the Board Certification application, please have the following information:

- If a licensed massage therapist, your massage therapy license. You will need to upload a copy of this information to our website.
- An acceptable government I.D. ready to upload to our website.
- If you require accommodations due to a disability, please be prepared to indicate what assistance you will need and be ready to upload documentation from a medical professional trained in diagnosing the disability. The date of the documentation may be no more than 5 years prior to the application date.
- Be prepared to review NCBTMB's Background Policy, Privacy Policy, Code of Conduct Agreement and NCBTMB and Prometric refund policy and indicate that you have read and accept these policies.
- Be prepared to upload any official court documentation showing charges and disposition/outcome if you answer yes to ANY of the background questions on the application. You will also need to be prepared to provide an explanation.

### If you reside in a state without state licensure:

- Name of the school you attended, its location (city/state) and the date of your graduation.
- An official signed transcript showing the breakdown of hours, as well as your graduation date. You will need to upload a copy of this transcript to our website.
- If you are applying for portfolio review, please have any transcripts, CE certificates or other materials you are using. You will need to upload this information to our website. All education must be in English. Translated material must be done by a formal translation agency.

- An acceptable government I.D. ready to upload to our website.
- If you require accommodations due to a disability, please be prepared to indicate what assistance you will need and be ready to upload documentation from a medical professional trained in diagnosing the disability. The date of the documentation may be no more than 5 years prior to the application date.
- Be prepared to review NCBTMB's Background Policy, Privacy Policy, Code of Conduct Agreement and NCBTMB and Prometric refund policy and indicate that you have read and accept these policies.
- Be prepared to upload any official court documentation showing charges and disposition/outcome if you answer yes to ANY of the background questions on the application. You will also need to be prepared to provide an explanation.

**Please remember that NCBTMB staff is ready to answer your questions or assist you in completing your application. Contact us at [info@ncbtmb.org](mailto:info@ncbtmb.org) or call us at 1-800-296-0664.**