



Louisiana Board of Massage Therapy
9619 Interline Ave
Suite B
225-756-3488
www.labmt.org

PROVISIONAL LICENSURE INSTRUCTIONS

Effective August 1st 2022

PROVISIONAL LICENSURE: LOUISIANA GRADUATES ONLY

LAW:

§3556. The board shall make available to any graduate of a state-approved, Louisiana-based school for massage therapy a provisional license for immediate use upon graduation (**On or after August 1st, 2022**) at an established massage therapy business registered with the board. The provisional license shall be active **for one three-month term and shall not be renewed**. Any facility that employs a massage therapist who is operating under a provisional license shall notify a client of the licensure status of a provisionally licensed massage therapist prior to the client receiving any services from that massage therapist. A provisionally licensed massage therapist may only work at a facility that employs a licensed massage therapist.

APPLICATION:

Applications must be completed, typed or printed legible, submitted with the signed and notarized Verifying Affidavit. The Verifying Affidavit must be dated within 30 days of the date the application is received by the LBMT Office. For example, if the application is dated April 15th and it is received at the office after May 15th, it is more than 30 days old and a new application would be required. All questions must be answered or the application will be returned. Incomplete applications will also be returned.

PROCESS:

If the provisional application is approved, the provisional license shall register their provisional license with the Board office by completing the **“Provisional License Registration/Agreement to Provide Provisional Supervision”** form to include the signature of the sponsor. Once registered the provisional licensee will receive their provisional license from the Board office via email and or USPS. Each provisional license will be printed with a watermark and must follow all guidelines as stated in the law. The **“Provisional License Registration/Agreement to Provide Provisional Supervision”** can be printed from the LABMT website. (www.labmt.org)

GUIDELINES:

Provisional licensees shall not work until the provisional license is received and can only work at the location listed on the Provisional License Registration form and address printed on the license. In addition, a provisional licensee can only work under the supervision of a licensed massage therapist. If the national exam is not passed within a three month period (expiration date listed on the provisional license) the provisional license will not be renewed and the licensee will be in violation if continuing to work and subject to any fines and penalties. In addition, if the sponsor allows the provisional license to work, the establishment/licensee will be subject to any fines and or penalties. If the national exam is not passed within a three month period the provisional licensee will be considered a “New Applicant” and will be required to complete another application for licensure.

PROVISIONAL LICENSE REGISTRATION:

Provisional applicants that are approved must register their provisional license within 45 days from the date in which their application was approved. If past 45 days, the application process will need to be completed again. Incomplete registration forms will be returned.



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 Baton Rouge, LA 70809
 225-756-3488
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Louisiana Application for **PROVISIONAL** Licensure
Non-Refundable Application Fee - \$75.00
Cashier's Check or Money Order Only – Payable to LBMT

Date	
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Qualifications:

Did you attend a state-approved Louisiana-based school for massage therapy? **Yes** **No**

Did you graduate after August 1st 2022? **Yes** **No**

Provisional Licensure

1. Application

Applications must be completed, typed or printed legible, submitted with the signed and notarized Verifying Affidavit, which must be dated within 30 days of the date the application is received by the LBMT Office. For example, if the application is dated April 15th and it is received at the office after May 15th, it is more than 30 days old and a new application would be required. All questions must be answered or the application will be returned. Incomplete applications will also be returned. **The board office may contact the applicant if clarification is needed on any information submitted. If the board office requires an application to be reviewed by the board members, the applicant will be notified in writing.** Email communication from the office will be sent to the email address listed on this application. Written communication from the office will be sent via USPS to the mailing address listed on this application.

2. Application fee of \$75.00

Cashier's Check or Money Order only, **SIGNED & PAYABLE to LBMT**. This initial fee covers the processing of this application. Once the application has been approved, the applicant will be notified of eligibility to be licensed and must then submit a "Professional License Registration" form and pay the massage therapist license fee.

3. Background Check - originals only

Certain types of criminal convictions may disqualify an individual for licensure in Louisiana. The applicant must submit a criminal background history as part of the application. The criminal background history must cover a period of at least five years preceding the date of the application and must be obtained from a state police agency such as the Louisiana Bureau of Criminal Identification and Information of the Office of State Police within the Department of Public Safety and Corrections ("Bureau") and/or the Federal Bureau of Investigation of the United States Department of Justice ("FBI") or an FBI-Approved Channeler as listed on the FBI website. If there are any felony charges within the last five years please submit any relevant documentation, typed statement with this application and relevant court pleadings, arrest records, etc.

a). Louisiana Residents – Living in Louisiana for 5 years or more

An applicant who has resided in Louisiana for 5 years or more, may obtain a certified criminal background history from the **Louisiana Bureau of Criminal Identification and Information of the Office of State Police within the Department of Public Safety and Corrections (“Bureau”)** and/or the **Federal Bureau of Investigation of the United States Department of Justice (“FBI”)** or an **FBI-Approved Channeler** as listed on the FBI website. The background report must be certified by the issuing agency and dated within six months of the application submission date.

b). Louisiana Residents for less than 5 years and Out-of-State Residents

An applicant, who has resided in Louisiana for **any period of less than 5 years**, must submit a certified criminal history record from Louisiana as well as a criminal history from any other state or states in which the applicant has resided within the past five years. The criminal history must cover a five-year period and must be obtained from a recognized state police agency for a particular state or the Federal Bureau of Investigation of the United States Department of Justice (“FBI”) OR an FBI-Approved Channeler as listed on the FBI website. As an alternative to obtaining and submitting records from multiple states, a single criminal history record obtained from the FBI or an FBI-Approved Channeler may be submitted. The background report must be certified by the issuing agency and dated within six months of the application submission date.

c). Time Requirements

The background history must be dated within six months of the date the application is submitted to the Louisiana board and must cover at least the preceding five-year period of time.

Questions concerning obtaining a criminal background history record may be directed to the Bureau at 225-925-6006 (Louisiana) and to the FBI at 304-625-2000. You may also use an FBI-Approved Channeler as listed on the FBI website (www.fbi.gov) or follow the instructions by [Clicking Here](#).

4. Official Transcript/Educational Hourly Standards

- a) An applicant must submit an original, certified transcript showing the completion of the educational hours required by Louisiana Law (Title 46 Part XLIV. Chapter 11, §1101 [B]). The minimum **500 in-class hours which shall consist of 325** hours dedicated to the study of massage therapy techniques and clinical practicum-related modalities, **125** hours dedicated to the study of anatomy and physiology, and **50** hours of discretionary related course work, including but not limited to hydrotherapy, business practices and professional ethics, health and hygiene, and cardiopulmonary resuscitation (CPR) and first aid. To verify this requirement, a course catalog, course syllabus or course description from the school may be requested.
- b) If the applicant is submitting an educational transcript from any Louisiana or out of state school which does not allow a determination of “in-class” or clock hours, **the school must submit information necessary to convert credit hours shown on the transcript into “class hours” to verify that the applicant has met the educational requirements of 500 in-class hours.** It is the **applicant’s responsibility** to obtain the necessary information to verify compliance with the educational requirements. If the credit to clock hour conversion is not included, the application will be returned.
- c) In order to satisfactorily complete course requirements to be eligible for licensure, massage school students must have graduated from the school with passing grades **and must have attended at least 90 percent of class hours in each subject matter offered in the supervised course of instruction**, as reflected by attendance records taken at the beginning of each class meeting. To verify this requirement, attendance records may be requested.

5. Online Courses

Documentation regarding any online courses must be included with the original transcript. This includes each class that was taken online as well as the number of clock hours for each course. If not indicated on the transcript, an official letter from the school registrar will need to accompany any original transcript indicating which courses were taken online along with the contact information for the registrar/school for verification.

6. Photo

Enclose one (1) 2" x 2" color photo of yourself on photo paper. For example, a passport photo. Photos must be 2 x 2

7. Identification

Enclose a copy of a government issued ID. Military ID, Driver's License and or Official State ID

8. Military or Military Spouse

Please check below if you are in the military or the spouse of a military service member. Enclose a copy of your current Military ID card or a DD form 214.

Military Service Member

Military Service Member Spouse

I have been awarded a military occupational specialty in Massage Therapy and performed that specialty at a level that is substantially equivalent to the Louisiana requirements and I am engaged in the active practice of Massage Therapy. **Yes** **No**

Have you received a dishonorable discharge from the Military? **Yes** **No**

PLEASE TYPE OR PRINT (legibly) THE INFORMATION BELOW.

ALL QUESTIONS MUST BE ANSWERED OR THE APPLICATION WILL BE RETURNED

9. Name, Date of Birth, Social Security #

First		Middle Initial		Last	
<i>preferred Name – Name used if different from legal name</i>					
Date of Birth		Social Security #			
Phone # (1)		Phone # (2)			

10. Profiles for the LABMT website will be created by the office based your personal email address. Do NOT create an additional profile through the website. All communications will be sent to this email.

Email Address:	
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11. Home Address. This must be a place of residence – cannot be a place of business

Street			
Suite/Apt#	City		
State		Zip	

12. Mailing Address Use Home Address: Yes

Street			
Suite/Apt#	City		
State		Zip	

13. Residency / Identification

- a) Are you currently a U.S. citizen **Yes** **No**
- b) Are you currently a resident of Louisiana? **Yes** **No**
 If Yes – How long have you lived in Louisiana. (days/weeks/months or years) _____
- c) If not a resident of Louisiana, which state do you currently hold residency? _____

14. Identification

Enclose a copy of a government issued ID. Military ID, Driver’s License and or Official State ID

15. List all States in which you have lived for the last 5 years including how long.

State		How Long : weeks/months/years	
State		How Long : weeks/months/years	
State		How Long : weeks/months/years	
State		How Long : weeks/months/years	
State		How Long : weeks/months/years	

16. Massage Therapy Education:

Is the school listed below currently open? **Yes** **No**

***If YES please provide the phone number and website of the.**

Name of School		
Location: (City/State)		
Graduation date:		
*Phone Number of School		
*Contact at school (director, registrar etc.)		
*Website if applicable		

17. Online Education

Documentation regarding any online courses must be included with on or with the original transcript. Including the number of **clock hours** of online and in-person courses. This includes each course listed on the transcript. If not indicated on the transcript, an official letter from the school registrar will need to accompany any original transcript indicating which courses were taken online and which courses were taken in person.

Online Education

No courses were taken online	Yes	No
Some courses were taken online	Yes	No
All courses were taken online	Yes	No

18. Have you ever had any Massage License suspended, revoked or received any disciplinary actions in regards to the practice of massage therapy YES NO

If **YES**, please explain: Use additional sheet if needed (typed)

19. Do you have a trial pending, or have you ever been convicted, plead guilty or no contest to:

- a) Any type of felony: **Yes** **No**
- b) Any type of sexually related misdemeanor: **Yes** **No**
- c) If **“Yes”** provide details on a separate sheet and submit any relevant documents (court pleadings, arrest records, etc.) to be reviewed. Not providing this information will delay processing.

d) Have you ever been refused, revoked, suspended, encumbered or otherwise restricted any professional license by any state?

Yes

No

If "Yes" what were the circumstances, please explain on next page:

ADDITIONAL INFORMATION

- Applications must be complete in order to be reviewed/processed. Copies will not be accepted. It is the **applicant's responsibility** to ensure any documentation submitted to the board office be submitted correctly.
- It is the applicant's responsibility to understand all rules, laws and standards BEFORE submitting the application. If you have any questions please contact the office for assistance.
- Account profiles for the LABMT website for each applicant are created by the office using the email on this application. A temporary password will be emailed once created. Please do not create your own account or create multiple profiles.
- It is the responsibility of the applicant to review any emails or documentation sent via USPS from the board office and respond accordingly if additional information is needed.
- If your application is approved an official notice will be sent via email to the email address on this application advising that the applicant can now register their license through the website by using the "Professional License Registration" link. Approved applicants will have to register their license within 45 days from the date the email\letter was received. (Make sure to check your spam folder first if you do not receive this notification and add the Board office email to your contacts)
- After the "License Registration" is processed and email notification will be sent and the license will be **mailed** to the provisional license.

NOTICE REGARDING OFFICE HOURS AND DOCUMENTATION PROCESSING

Applications are processed in the order received. We will gladly accept applications at the office during HOURS OPEN TO THE PUBLIC, these hours are located on our website www.labmt.org . It is highly recommended to call the office first to ensure the office is not closed for board meetings, hearings etc. All applications are processed IN THE ORDER RECIEVED. For this reason, the office **CANNOT PROCESS OR REVIEW APPLICATIONS FOR ACCURACY WHILE YOU WAIT.** It is advised that applications **be mailed to the office.** HAND DELIVERING APPLCATIONS WILL NOT EXPEDITE PROCESSING. Completing applications correctly lies solely on the applicant listed. **Understanding all Laws and Occupational Standards before submitting the application lies solely on the applicant listed.** Make copies for your records. The office cannot make copies if hand delivered or mailed unless a money order is received in the amount of .25 cents per page. Please call or email the office should you have any questions, we are happy to assist.

Verifying Affidavit

The undersigned applicant does hereby confirm that applicant is a citizen or legal resident of the United States. Has the ability to read, write, speak and understand English fluently and has read and the rules and regulations of the Louisiana Board of Massage Therapy (as posted on the board website). Applicant further does hereby promise and confirm that if granted a license to practice as a Massage Therapist in the State of Louisiana, applicant will obey the laws of this State and maintain the honor and dignity of the profession.

Applicant further confirms that all of the statements and representations contained in the application form are true and correct and understands that if any such statement and/or representations are found to be false it shall be a basis to have the license suspended or revoked by the Louisiana Board of Massage Therapy at any time. Applicant further acknowledges that responsibility to keep applicant’s licensure current and stay informed of any changes in the law, rules and regulations and policy relative to the practice of Massage Therapy in the state of Louisiana.

Signature of Applicant

Date

Printed Name of Applicant

State of _____ Parish / County _____

Sworn to and subscribed before me this _____ day of _____ in the year of 20_____.

Notary Public

Printed Name: _____

ID or Bar Roll# _____

My Commission Expires _____

SEAL