



Louisiana Board of Massage Therapy
 9619 Interline Suite B
 Baton Rouge, LA 70809
 225-756-3488
 www.labmt.org

CEU COURSE APPROVAL /RENEWAL APPLICATION

Application Fee - \$50.00

Cashier's Check or Money Order Only – Payable to LBMT

Questions: admin@labmt.org

Submissions can be completed online or by submitting the form below.

By completing and signing this document the applicant acknowledges having read the rules contained in Title 46, Professional and Occupational Standards, Part XLIV, Massage Therapists, Chapter 39 (either attached or available online) applicable to continuing education programs and agrees to present such programs in accordance with the rules.

In order to submit or renew a course, you must be have a current providership. Renewed or new courses expire at the providership expiration date regardless of when the course is submitted. Each renewed course or new course during the 24 month providership period is \$50.00 per course. Any changes and/or amendments to a course or adding additional programs during the 24 month providership period will require the submission of a new program course approval form. The new program information form must be submitted no later than 15 days before the program is scheduled to be taught. The program information form (page 3 & 4 of this application) must accompany this application for the two programs which are included as part of the initial provider registration fee.

Acceptable continuing education offered shall be relevant to and focus on massage theory, practice, methods, or laws, regulations, business or ethical principles pertaining to the practice of massage therapy or the operation of a massage therapy business and shall have stated learning objectives. No Louisiana CEU credits will be approved for programs that include instruction in diagnosis, the treatment of illness or disease, or any service or procedure that otherwise exceeds the scope of the Practice of Massage Therapy as defined in R.S. 37:3552 (10).

Each program presented for Louisiana CEU Credits shall be taught by a person who:

- A. holds a minimum of a bachelor's degree from a college or university which is accredited by a regional accrediting body recognized by the U.S. Department of Education, or a substantially equivalent accrediting body of a foreign sovereign state, with a major in a subject directly related to the content of the program to be offered; **OR**
- B. has completed at least five years of professional experience in the practice of massage therapy; **OR**
- C. has completed at least 100 hours of non-entry level education in the subject matter to be offered and has a minimum of two years of professional experience in the subject.

Provider Information

Provider Name: _____ **Provider #** _____

Contact Information: This information will be posted on the LBMT website. How should students contact you?

Email: _____

Website: _____

Phone: _____ **Fax:** _____

Mailing Address: _____

Course / Program Information

New Course

Updated Course

Renewal

Title of Program: _____

Total Hours of CE Credit: _____

Presenter(s) Name: _____

Course Description and Learning Outcomes - Use the box below or include on a separate sheet
If this is a course renewal and no information is changed – type “No Change, Course Information on File”

Course / Program Information

New Course

Updated Course

Renewal

Title of Program: _____

Total Hours of CE Credit: _____

Presenter(s) Name: _____

Course Description and Learning Outcomes - Use the box below or include on a separate sheet
If this is a course renewal and no information is changed – type “No Change, Course Information on File”

The undersigned hereby certifies that all programs offered by the named provider will comply with the LABMT administrative rules pertaining to the approval of continuing education providers and programs as set forth in Title 46, Professional and Occupational Standards, Part XLIV, Massage Therapists, Chapter 39.

The undersigned further acknowledges the obligation of the provider:

- a. To maintain attendance records for a minimum of 5 years
- b. Issue certificates or letters of attendance to each participant that include the providership number, course names as approved and course number assigned by the LBMT. LMT's are required to upload each certificate during the renewal process.
- c. Submit attendance records to the board via your website portal profile or emailing to admin@labmt.org by using the downloadable attendance form located on the LBMT website. Attendance records can also be entered manually through your portal without using the attendance form. Attendance records for each LMT are matched with course certificates, course numbers and providership numbers
- d. Follow advertisement guidelines and submit documentation requested for audit purposes as requested by the board as stated in the board rules.

Failure to comply with the requirements for board approval of continuing education providers and programs may result in the revocation of any providership granted by the board.

Verifying Affidavit

I do hereby certify that I am the person referred to on the application as the owner or legal agent and that the information provided is true and correct to the best of my knowledge

Signature of Owner or Legal Agent: _____

Date: _____

Printed Name: _____

LCEU Course numbers expire at the end of each providership period and a new number for the course is assigned. Upon approval an email with the course number will be sent. Please check your spam/junk folder if not received. Providership information and approve courses will appear on the LBMT website.

All information regarding CEU's is reviewed by the designated Board Member. If they feel full approval from the Board is needed, the review will be at the next scheduled Board meeting. Dates of meeting are located on the LBMT website.

Renewal season for Louisiana is January 1st through March 31st. We ask that attendance records are submitting quickly within this timeframe. If you have any questions please do not hesitate to reach out to the office.