



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

**CONTINUING EDUCATION PROVIDER APPLICATION**  
 Application Fee - \$100.00  
**Cashier's Check or Money Order Only – Payable to LBMT**

Questions: [admin@labmt.org](mailto: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.

Upon approval of this application and payment of the \$100 application fee, the education provider shall be considered an approved provider for a period of 24 months from the date of the application. During that 24 month period the provider will have the right to present the **two** continuing education programs which are submitted and described in this initial application for providership. Any changes and/or amendments to a program or adding additional programs during the 24 month providership period will require the submission of a new program information form and the payment of a \$50.00 program fee for each additional program. 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:** \_\_\_\_\_

**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 #1 (Free with Providership)**

**Title of Program:** \_\_\_\_\_

**Total Hours of CE Credit:** \_\_\_\_\_

**Presenter(s) Name:** \_\_\_\_\_

\_\_\_\_\_  
**Course Description and Learning Outcomes - *Use the box below for or include on a separate sheet***

\_\_\_\_\_  
**Course / Program Information #2 (free with Providership)**

**Title of Program:** \_\_\_\_\_

**Total Hours of CE Credit:** \_\_\_\_\_ **Presenter Name:** \_\_\_\_\_

**Course Description and Learning Outcomes - *Use the box below for or include on a separate sheet***

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](mailto: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:** \_\_\_\_\_

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Upon approval an email with the providership number will be sent. Please check your spam/junk folder if not received. Additionally, an email with each course number will be mailed upon approval. 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 1<sup>st</sup> through March 31<sup>st</sup>. 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.