

## ESTABLISHMENT LICENSE RENEWAL

EMAIL SENT TO ALL LICENSEES on 2/27/2026

At the February 23<sup>rd</sup>, 2026 Board meeting, the Board released the following statement in regards to renewals for the 26/27 renewal year.

Having the ability to renew licenses online has been the top priority since the unexpected re-build of the website, unfortunately the renewal function is still not available. Because all renewals are required by rule to be received by March 31<sup>st</sup>, each year, **the Board is advising that until further notice, RENEWALS be MAILED to the office to ensure that renewals are received by the March 31<sup>st</sup>, 2026 deadline.** Should the online renewal function become available between now and March 31<sup>st</sup>, 2026, a notice will be posted on the website, followed by an email and a postcard. **Please check your email and the website regularly for any updates or changes.**

**Lastly, before contacting the office, please read the FAQ's regarding renewals. They are located below, included with the paper renewal forms or by clicking the FAQ link on the front page of the website.**

**1. Does the LBMT have a website right now?**

- Yes, locating CEU courses, license management forms, Establishment Numbers etc. can be found on the website. [www.labmt.org](http://www.labmt.org)

**2. Where do I find a paper renewal form and how do I pay for my renewal.**

- Paper renewal forms can be downloaded through the website by using the "License Renewal / Management Forms" tab or scrolling to the bottom of the front page. [www.labmt.org](http://www.labmt.org). Payment in the form of a cashier's check or money order is required with the renewal.

**3. Does the paper renewal form apply to all licenses?**

- Yes, all professional, establishment and establishment registrations will need a paper renewal until further notice.

**4. I've always renewed online, should I send in a paper renewal instead?**

- **YES**, at this time the Board advises that renewals be mailed to the office to ensure receipt by the March 31<sup>st</sup>, 2026 deadline. If you choose to wait, know that there is no guarantee that the online renewal function will be available and all renewals will need to be received by March 31<sup>st</sup>, 2026 to avoid the late fee.

**5. If I send a paper renewal will I get my license faster?**

- **No**, at this time, the office does not have the ability to process any renewals. Once the renewal function is available to licensees it will also be available to the office.

**6. What happens if I don't receive my license by March 31<sup>st</sup>, 2026?**

- As long as your renewal is received complete and correctly by March 31<sup>st</sup>, 2026, there will be no penalty due to the processing delay.

**7. If I take the wrong CEU's, my renewal is returned incomplete or my renewal is not postmarked by March 31<sup>st</sup>, 2026 will there still be a late fee.**

- **Yes**, all rules, laws and policies regarding renewals are still in place. CEU's must be taken April 1<sup>st</sup>, 2025 to March 31<sup>st</sup>, 2026 and registered with the Board.



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

**Louisiana Establishment License RENEWAL**  
**Renewal Fee \$100.00**  
**Renewal Season: January 1<sup>st</sup> – March 31<sup>st</sup>.**  
 Any renewal received after March 31<sup>st</sup> will require a \$100.00 Late fee  
**Cashier's Check or Money Order – Payable to LBMT**

**2026 Establishment License Renewal**

Effective 9/9/2024 – For security reasons, The Louisiana Board of Massage Therapy can no longer accept walk-ins at the office. All visitors will be required to schedule an appointment in advance. As a state office, all visitors are required to show a government issued ID upon arriving

1. **It is advised when sending paper renewals to the office, to pay for tracking services to ensure delivery.** The office is not responsible for applications that are delayed, lost or delivered to the wrong address.
  
2. All renewals will be processed in the order in which received. Any renewal receive the last week of renewal season may take up to 5 (five) days to process. **It is advised that licensees submit their renewal no later than five days prior to March 31st. This will allow ample time for corrections if the application is denied.** Documents submitted with this application will not be returned. Keep a copy for your record.

Date		Establishment #	
Establishment Legal Name:			
DBA Name (if applicable)			
Name of Owner/Legal Agent			

Establishment Address									
City		State		Zip					
Establishment Phone Number									
Owner Phone Number									
Email Address									

**Mailing Address: Use Establishment Address Above: Yes**

Establishment <b>Mailing</b> Address									
City		State		Zip					

**List all massage therapists employed at this location - (Use additional sheet, if needed)**

1. Name as listed on license		License Number	
2. Name as listed on license		License Number	
3. Name as listed on license		License Number	
4. Name as listed on license		License Number	
5. Name as listed on license		License Number	
6. Name as listed on license		License Number	
7. Name as listed on license		License Number	
8. Name as listed on license		License Number	
9. Name as listed on license		License Number	
10. Name as listed on license		License Number	
11. Name as listed on license		License Number	
12. Name as listed on license		License Number	
13. Name as listed on license		License Number	
14. Name as listed on license		License Number	
15. Name as listed on license		License Number	
16. Name as listed on license		License Number	
17. Name as listed on license		License Number	
18. Name as listed on license		License Number	
19. Name as listed on license		License Number	
20. Name as listed on license		License Number	

**Verifying Affidavit**

The undersigned does hereby certify to be the person referred to on the application as the owner or legal agent and that the statements contained herein are true and correct. The undersigned further acknowledges the responsibility to operate this establishment in a safe and sanitary manner. The undersigned certifies to have read the **Louisiana Revised Statutes Title 37. Professions and Occupations Chapter 57. Massage Therapists and Establishments** and **RULE Title 46 PROFESSIONAL AND OCCUPATIONAL STANDARDS Part XLIV. Massage Therapists** and will comply with all requirements set forth therein.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_