



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

Application for Licensure: INACTIVE STATUS

\$75.00 Application Fee: Non-Refundable
Cashiers Check or Money Order Only

REQUEST TO BE PLACED ON INACTIVE STATUS

Pursuant to La. R.S. 46, Part XLIV, Chapter 17, § 1701 E, in order to be placed on inactive status, the following provisions are applicable:

1. The application request must be filed within six months from the date your license was in "Active" status.
2. If your license is expired and has been for more than six months, you are NOT eligible for inactive status unless your license has been first renewed to active status.
3. The commencement of the period of inactive status shall be retroactive to the date on which your license was active.
4. Inactive status may not exceed five years; after five years the license will become lapsed license and will not be subject to renewal without complying with all of the provisions of R.S. 37:3556.
5. While on inactive status, a therapist shall not engage in the practice of massage therapy.
6. In order to revert to active status the therapist must submit an Active Status Application, payment of a license renewal fee as provided in R.S. 37:3562 and evidence of having completed 24 hours of continuing education units within 2 years from the date the application for reinstatement is filed.

INSTRUCTIONS

1. Application

- a. Original documentation only, no copies will be accepted.
- b. Applications must be submitted correctly and legible prior to review. All questions must be answered, documentation included, and payment submitted.
- c. Incomplete applications will be returned and require resubmission along with payment.
- d. The Board office will contact the applicant if clarification or additional documentation is needed
- e. If the Board office requires any application to be reviewed by the Board for approval, the applicant will be notified in writing
- f. Email is the first method of correspondence and will be sent to the email address listed on this application. If necessary, USPS will be the second method of contact and sent to the address listed on this application.

2. Payment

- a. \$75.00 Cashiers check or money order only, made out to LA Board of Massage Therapy.
- b. Payment is Non-Refundable and covers the processing of this application
- c. If approved, the applicant will be notified of eligibility to be licensed and required to submit a professional license registration for licensure.

3. Identification

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

4. Third Party Authorization

- a. If this application is completed by any individual other than the applicant listed, a Third Party Authorization form is required. This form is located on the LBMT website on the download forms page under "other forms".

5. Processing, Mailing, Documentation

- Mail completed application to the address listed above and make copies of ALL documentation for your records as they will not be returned. The office can only make copies if a money order is received in the amount of .25 cents per page.
- Pay for tracking services** when sending the completed application to the office. The office is not responsible for any delivery issues or lost applications.
- For security reasons, the office cannot accept walk-ins and all visitors must schedule an appointment in advance.
- Applications are reviewed and processed in the order received and cannot be processed at scheduled appointments.

INACTIVE STATUS APPLICATION

PERSONAL INFORMATION					
First		Middle Initial		Last	
Phone #1			Phone #2		
Email					
License Number			Date of Inactive Status		

HOME ADDRESS					
Street Line 1					
Street Line 2					
City		State		Zip	

MAILING ADDRESS	USE HOME ADDRESS				
Street Line 1					
Street Line 2					
City		State		Zip	

Print Name

Date

Signature of Applicant