

Louisiana Board of Massage Therapy

9619 Interline Ave, Suite B

Baton Rouge, LA 70809

225-756-3488



Jeff Landry
Governor

Notice: Changes in Office Policy Regarding Walk-Ins – **Appointments Only - Effective 9/9/2024**

For security reasons, the Louisiana Board of Massage Therapy **will no longer be accepting walk-ins at the office.** Visitors will be required to schedule appointments in advance and unfortunately, there can be no exceptions. At the time of scheduling, visitors will be required to provide the names of each person scheduled for the appointment. In addition, as a state office all visitors will be required to show a government issued ID upon arriving.

There will be no additional changes to the administrative functions of the office and office hours will remain the same. If you have any questions please continue to contact the office via phone or email; we are happy to assist.

As a reminder, most information and instructions can be located on our website or handled by phone call.

Website: www.labmt.org
To contact the office via email: admin@labmt.org / Info@labmt.org
For appointment Scheduling: 225-756-3488

Kindest regards,

Louisiana Board of Massage Therapy

**Louisiana State Board of Massage Therapy
RENEWAL INSTRUCTIONS**

1. **Please renew your license online for faster processing.** If you are unable to renew online renewals can be sent to the office for processing. **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. 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.**
 - a. **Renewals, Continuing Education (C.E.U's) & Working Establishment:** Each license expires March 31st each year regardless of when the initial registration was completed. First year applicants are **not** required to take CEU's their first year but must renew regardless of when the initial registration was received. Upload a typed or hand written paper that indicates "First year of licensure – no CEU's required"
 - b. It is the licensee's responsibility to **only take Louisiana State Registered** continuing education as shown on the LABMT website and the **certificates submitted have the required LCEU#** course number on the certificate. If the provider did not put the LCEU# on the certificate contact the provider and write the number on the certificate. Do not assume your CEU is approved unless verified on the LBMT website. This includes association continuing education such as the AMTA, ABMP or FSMTB. Each course must be registered with the board by the provider. For more information please visit the Notes/Reminder page on the LBMT website
 - c. **CEU Transcripts will not be accepted** unless they include the LCEU course numbers. (Example, association transcripts such as the AMTA of all courses taken) Certificates of completion must be uploaded.
 - d. **Extensions & Waivers** - Based on the law, no extensions or waivers can be given in regards to renewals regardless of the circumstances. Each Licensed Massage Therapist has 3 months to renew their professional license between January 1st and March 31st
 - e. **Carry Over CEU hours** - Any CEU's beyond the required 12 taken the **prior** renewal year, can be carried over for ONE renewal cycle. For example, if 24 CEU's were taken between April 1st, and March 31st for the prior renewal year, 12 of the extra CEU's can carry over to the next renewal cycle. **It is the responsibility of the licensee to submit the carry over CEU's for the next renewal cycle.**
 - f. **Establishments & Solo Practitioner Registrations** - No massage therapist shall work at an establishment that is not licensed by the Board. Establishment License and Solo Practitioner Registration number(s) are required for renewal. It is the therapist responsibility to ensure this information is provided and that they are working at a registered Establishment or registered as a Solo Practitioner. Therapist who work from their home or offer Mobile Massage are NOT required to register as a Solo Practitioner. Please review the FAQ page under Massage Establishments on the LBMT website for clarification. Massage establishments shall NOT include working in a physician's office, physical therapy facility, chiropractic office or higher education sports facility.
2. **Notifications/Status updates**

During the renewal process email notifications will be sent to the email address on file with status updates. **Received, Approved or Denied. If for some reason you do not have email, it is still your responsibility to check the status of your renewal. Those who submit paper applications will have their licenses sent to the address on record. If you renewal is denied, you renewal packed will be returned to the address on record along with payment.** For this reason, when submitting paper renewal, it is advised that licensees submit their renewal at least three weeks prior to March 31st so ample time will be available to make any correction and avoid the \$100.00 late fee. **Again, it is advised when sending paper renewals to the office, to pay for tracking services to ensure delivery.**
3. **Responsibility of each licensee**

It is the sole responsibility of the licensee to verify the status of their renewal **prior to March 31st**. **Any denied renewal submitted that is not corrected and postmarked by March 31st will require a \$100.00 late fee.**



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 Questions: info@labmt.org

Louisiana **Professional License Renewal**
Renewal Fee: \$125.00
Cashier's Check or Money Order Only – Payable to LBMT
Late Fee: \$100.00 if received or postmarked after March 31st

Date		License #	
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Are you currently living out of state and NOT practicing in Louisiana. YES NO

Contact Information: Home address only must be a place of residence, cannot be a place of business or PO Box

First		Last	
Street			Suite/Apt#
City	State	Zip	
Email			Phone Number

Mailing Address:

Street			
Suite/Apt#	City		
State	Zip		

Name of Professional Location #1

If you have no other address where you are working, please put your home address in this box.

Home (P.O. Box will not be accepted) Hide this location from searches Yes No

Street			
Suite/Apt#	City		
State	Zip		

Professional Location #2

Establishment Name			Establishment #		
Establishment Address					
Suite #	City	State	Zip		
Business Phone					

Professional Location #3

Establishment Name					Establishment #			
Establishment Address								
Suite #		City		State		Zip		
Business Phone								

Professional Location #4

Establishment Name					Establishment #			
Establishment Address								
Suite #		City		State		Zip		
Business Phone								

Professional Location #5

Establishment Name					Establishment #			
Establishment Address								
Suite #		City		State		Zip		
Business Phone								

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:

I am a first year applicant and not required to take CEU’s until the next renewal cycle **YES NO**

I have carry over CEU from the last renewal season which I have attached **YES NO**

I certify that:

By agreeing to renew your license, you verify that you have read all renewal instructions and understand that any incorrect and or incomplete renewals will be returned via USPS along with payment. This includes working at establishments that are not licensed, establishments that require solo practitioner registrations, as well as CEU's that are not registered/approved by the Board. If your renewal is returned and not resubmitted correctly/post marked by March 31st a late fee of 100.00 will be required. Any applications submitted/postmarked after March 31st will include the 100.00 late fee.

Licensee also confirms to obey the laws, rules and standards of this state and maintain the honor and dignity of the profession. Licensee further confirms that all of the statements and representations contained in the renewal 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 the 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.

Print Name: _____

Date: _____

Signature: _____