

## Licensed Massage Therapist by Endorsement - Checklist:

- I have included the \$155.00 fee.**  
*Applications submitted without fees will not be processed.*
- I am at least 18 years of age OR I have received a high school diploma OR graduate equivalency diploma (GED).**
- I have completed a **500-clock-hour (minimum) course of study** at a massage school approved by the equivalent licensing agency or Department of Education in the state in which it is located.  
*I have requested/sent the following:*
  - Official Transcript*
  - School Approval*
- I have completed my mandatory continuing education:**  
A ten (10) hour *Florida Laws and Rules* course
- I am currently licensed as a massage therapist in another state**, and have requested an **official license verification** for ALL health-related licenses held in other states (including the endorsing state).  
An *official license verification* must include the following:
  - Method of licensure (i.e. examination, endorsement, reciprocity, etc.)
  - Date of licensure
  - That license was issued based on the passage of one of the following Board-approved examinations:
    - National Certification Examination in Therapeutic Massage and Bodywork (NCETMB);
    - National Certification Examination in Therapeutic Massage (NCETM);
    - National Exam for State Licensure (NESL); or
    - Massage and Bodywork Licensing Examination (MBLEx), administered by FSMTB.
- I have been fingerprinted by an approved Livescan provider.**  
*(Please visit [www.flhealthsource.gov/background-screening](http://www.flhealthsource.gov/background-screening) for more information)*

**NOTE:** If it is determined that you are ineligible to apply by endorsement, your application may be changed to examination. This change will NOT require you to retake a national exam, so long as you have taken one of the required exams listed above. You may need to have your scores reported to the Board office.

### For applicants with health history:

- Section 10 of my application is complete and accurate.
- I have submitted a self-explanation of my health history.
- A letter, from a licensed professional, has been sent *directly* to the board, which summarizes my diagnosis, treatment, and prognosis. (Must be current within the last year).

### For applicants who hold, or who have held other *health-related* licenses which have been disciplined:

- Section 5 of my application is complete and accurate.
- I have submitted a self-explanation of my disciplinary history.
- For each disciplinary action taken, I have submitted copies of the Administrative Complaint and Final Order.

### For applicants with Criminal History:

- Sections 6 and 7 of my application are complete and accurate.
- I have submitted a self-explanation of my criminal history.
- For each conviction, I have submitted arrest records, final disposition, and documents showing successful completion of sentencing.

## Before you submit...

- **Include** the application fee with your application.  
*Applications submitted without fees will not be processed.*
- **Verify** your email address on page 1 of the application. If you answered “YES” to “I want to be notified by email,” the Board office will communicate via email first.
- **Check** your application to be sure it is complete; answer all questions on the application truthfully and to the best of your ability.
- If you have not scheduled an exam, or have taken the MBLEx and did not have your scores reported to us, you will need to contact the Federation of State Massage Therapy Boards:  
FSMTB: ☎ 1-866-962-3926 🌐 <http://www.fsmtb.org/>

If you took the NCETM, NCETMB, or the NESL and have did not have your scores reported to us, you will need to contact the NCBTMB:

NCBTMB: ☎ 1-800-296-0664 🌐 <http://www.ncbtmb.org/>

## After you submit...

You may check your application status, make changes to your application, and direct inquiries to the Board office:

- ☎ (850) 245-4161
- 🌐 [www.floridasmassagetherapy.gov](http://www.floridasmassagetherapy.gov), [www.flhealthsource.gov](http://www.flhealthsource.gov)
- ✉ [MQA.MassageTherapy@flhealth.gov](mailto:MQA.MassageTherapy@flhealth.gov)
- ✉ Florida Board of Massage Therapy  
4052 Bald Cypress Way, Bin C-06  
Tallahassee, FL 32399-3256

## What is a(n)...?

**Official Transcript:** A transcript that is sent *directly* from your school. This transcript must arrive in a sealed envelope, and must show that you have completed a course of study that meets or exceeds the 500-clock hour requirement. Official transcripts must also include your date of enrollment and date of graduation.

**School Approval Document:** A document showing that your school is *licensed/approved* to operate in the state in which it resides; required if your school is out-of-state. This document is NOT an accrediting document, and should come from a state agency (Department of Education, Board of Higher Education, etc.). *You may attach this to your application to expedite processing.*

**Self-Explanation:** Correspondence that describes the circumstances surrounding disciplinary action/health history/criminal history. Should your application require Board review, the Board will read your self-explanation. *You may attach this to your application to expedite processing.*

**Administrative Complaint / Final Order:** Disciplinary documents which show what violations occurred concerning a license, and what actions were taken against the license by the agency/board/department that issued the license. *You may attach these to your application to expedite processing.*

**Arrest Records / Final Disposition:** Documents that are usually held by the Clerk of Courts. These documents show what happened during an arrest, and what the outcome of court proceedings concerning that arrest were. *You may attach these to your application to expedite processing.*

**Completion of Sentencing Documents:** Documents showing successful completion of any sentencing imposed in a *Final Disposition*. *You may attach these to your application to expedite processing.*