

THE MARYLAND BOARD OF CHIROPRACTIC & MASSAGE THERAPY EXAMINERS

IMPORTANT INFORMATION REGARDING THE 2014-2016 BIENNIAL RENEWAL FOR LICENSED MASSAGE THERAPIST & REGISTERED MASSAGE PRACTITIONERS

August 8, 2014

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Dear Licensed Massage Therapists (LMTs) & Registered Massage Practitioners (RMPs)

The deadline to renew your Massage Therapy License/Registration is October 30, 2014 as your license or registration expires on 10/31/14. All renewals will be online (with some exceptions explained in the enclosure) using the electronic online database, accessed through the Board website at www.mdmassage.org. The system will be open to receive renewal applications on or about August 30, 2014 through October 31, 2014. **Late Renewal starts November 1, 2014 through November 30, 2014** after which the online renewal system will be **closed December 1, 2014**. Please visit the FAQs for this Biennial Renewal located on the Board's website.

Please be reminded of the following critical factors regarding this biennial renewal:

1. **You must complete a minimum of 24 CEUs from courses considered pre-approved or have been approved by the Board of Chiropractic & Massage Therapy Examiners.** In addition, you must have a current CPR certification. Of the 24 CEUs, 3 CEUs must be in Jurisprudence or Risk Management, 3 CEUs must be in Communicable Diseases/AID/HIV and the remaining, 1 CEU must be in Diversity or Cultural Competency and 17 in Massage Related Courses. **You may be randomly audited through the online system and be required to remit hard copies of all course completion certificates/documentation and copies of your CPR certification/card (front and back).**
2. **You must renew online before October 31, 2014 to avoid Late Renewal Penalty of \$200.** You are urged to renew as early as possible in order to receive your license/registration document so that there is no lapse in your practice after your old license/registration expires on the 31st of October. Remember, we are processing nearly 4000 licenses/registrations. If you renew at or near the deadline, there is no guarantee that you will receive your license/registration before the expiration of your old document. To avoid this possibility, renew online as soon as possible. **Remember: You may not practice massage therapy without your current, valid license/registration being conspicuously displayed to the public in the area you are working.**
3. **Complete online renewals on a laptop or desktop computer preferably Windows. Please do not use a smartphone or iPad.**
4. **Payment will be accepted online via MasterCard or Visa, either credit or debit card.** If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from a local retailer such as: Giant, Walmart, Target, CVS, Walgreens, etc., to which you can place a designated monetary amount on the card to cover your license/registration fee.
5. This year the License and Registration fees have been reduced from the previous years based on the budget. There is no reduction for the Inactive Fee or the Maryland Health Care Commission Fee. Fee totals are reflected on the *Instructions Page* which is attached to this letter.
6. **If issued your 1st Initial license/registration on or after October 31, 2013; you MUST renew.** However, you are **EXEMPT from CEU requirements during this biennial renewal only** and must still hold a current/valid CPR certification.
7. **There is an evaluation/rating venue on the online system that will permit all users to enter their rating and opinion of the online renewal system.** We appreciate your comments and rating as it will assist the Board and DHMH in refining these electronic venues.

Note: If you ARE NOT RENEWING BUT need to 'reinstate' a license/registration from a previously Non-renewed status OR need to 'reactivate' a license/registration from an Inactive status, you CANNOT USE THE ONLINE RENEWAL SYSTEM. You will need to download and complete the "Reinstatement Application" or "Reactivation Application" located in the "Forms" section and on the dedicated "Renewal Information" page located on the Board's website. Remit all required documents and fees as outlined in the application(s) and Mail to: Bd. of Chiropractic & Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, MD 21215, to the Attn: Adrienne Congo, Deputy Director, Massage Therapy Program Manager. If you have questions, call 410-764-2965 for direction and guidance.

Sincerely,

Adrienne Congo

Adrienne Congo, MS, Deputy Director & Massage Therapy Program Manager

Enclosure: Online Renewal Instructions & Procedures

MARYLAND BOARD OF CHIROPRACTIC & MASSAGE THERAPY EXAMINERS

2014 MASSAGE THERAPY

INSTRUCTIONS TO COMPLETE YOUR 2014-2016 ONLINE BIENNIAL RENEWAL

DEADLINE:

ALL RENEWAL APPLICANTS MUST COMPLETE THEIR RENEWAL BEFORE OCTOBER 31, 2014. AFTER MIDNIGHT OCT. 30, 2014, A \$200.00 LATE FEE WILL BE AUTOMATICALLY ASSESSED BY THE AUTOMATED COMPUTER SYSTEM.

MODE:

ALL RENEWALS MUST BE COMPLETED ONLINE USING A DESK TOP COMPUTER OR LAPTOP, preferably with **Windows** (as access may not be compatible with some smart phones or iPads). ACCESS WILL BE FROM LINKS ON THE BOARD'S WEBSITE (www.mdmassage.org). **IF YOU ARE AUDITED; YOU MUST STILL COMPLETE THE ONLINE RENEWAL APPLICATION THROUGH PAYMENT PROCESSING AND REMIT COPIES OF YOUR APPLICATION, CEUS, CPR AND RECEIPT DIRECTLY TO THE BOARD BY USPS MAIL ONLY. IF YOU NEED TRACKING; SEND CERTIFIED.**

RENEWAL FEES: (\$25.00 Board reduction is reflected in Fee Total(s) [Prior years LMTs \$250 + MHCC Fee and RMPs \$250])

ACTIVE:

\$261.00 for LMTs (includes MD Health Care Commission [MHCC] Fee of \$36.00) ¹
\$225.00 for RMPs

INACTIVE:

\$50.00 for LMTs & RMPs

LATE FEE:

\$200.00 (mandatory November 1, 2014 through November 30, 2014 (December 1, 2014 – Online Renewal System is closed))

EXCEPTIONS –CEU EXEMPT IF ISSUED A LICENSE OR REGISTRATIOIN LESS THAN ONE YEAR FROM 10/31/14.

MESSAGE THERAPISTS OR PRACTITIONERS reinstating a non-renewed license/registration OR reactivating an inactive license/registration.

THESE CATEGORIES CANNOT BE COMPLETED ONLINE – PLEASE SEE PROCEDURES PAGE FOR INFORMATION OR CONTACT THE BOARD AT 410-764-2965

IF YOU ARE NOT SURE OF YOUR LICENSE/REGISTRATION CATEGORY STATUS; ACCESS THE VERIFICATION LINK AT www.mdmassage.org

REACTIVATION (from previous inactive status):

LMT: \$361.00 (\$225 + \$100 reactivation fee + \$36.00 Maryland Health Care Commission Fee)
RMP: \$325.00 (\$225 + \$100 reactivation fee)

REINSTATEMENT (from previous non-renewed status):

LMT: \$661.00 (\$225 + \$200 reinstatement fee + \$200 late fee + \$36.00 Maryland Health Care Commission Fee)
RMP: \$625.00 (\$225 + \$200 reinstatement fee + \$200 late fee)

ACCESS:

To access the renewal online system, go to www.mdmassage.org and double click on the renewal function on the home page or on the dedicated renewal information page. **Your ID logon is** your license or registration number which can be obtained from your license, registration, wallet portion or the Board's verification link on the website. **Remember when you are required to enter a numerical zero ("0") do not enter the letter "O" or the system will not process.** **Your Password logon** is the last four numbers of your social security number. Follow the prompts as directed; **do not** leave out information or the system will not process.

PAYMENT & RECEIPTS:

The system accepts only credit/debit for Visa or MasterCard. No cash, checks or money orders are accepted. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from local retailers such as: Giant, Walmart, Target, CVS, Walgreens, etc., on which you can place a designated monetary amount on the card to cover your license/registration fee. After successful completion of your renewal session, you may download a copy of your application and receipt to verify your successful renewal. **If you are an Audit; you must also send with your audit packet a copy of your application and receipt.**

CEU AUDITS:

When you logon to the system, you will be notified by (red type) at the top of the application and CEU page; if you have been randomly selected for a **CEU Audit**. **If so, after you have completed the online renewal application**

¹ Note, this fee is mandated by state law and assessed on all licensees, including LMTs and Chiropractors and all other MD licensed healthcare practitioners such as MDs, RNs, PTs, etc. The fee is charged to fund state analyses and studies of healthcare access and methods of improving patient/client access.

and payment; you **MUST MAIL legible hard copies (retain your originals) of ALL > the completed online application, your CEU course completion certificates, and a copy of your CPR certificate to the Board for approval before your license or registration can be printed and issued.** **Mail to:** MD Board of Chiropractic & Massage Therapy Examiners, Suite 301, 4201 Patterson Ave., Baltimore, MD 21215-2299, Attention, Ms. Adrienne Congo, Deputy Director.

TAX DELINQUENCY AUDITS:

If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will not be allowed to complete renewal unless/until you satisfy the delinquency with the Comptroller. The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be done directly and exclusively with the Comptroller. You may not practice without a license/registration and will not have one issued unless/until the Office of Comptroller clears you from its delinquent list. Obtain from the Comptroller's office the date they cleared you and request they send the clearance notification to this Board. Once you have completed all steps above; you can verify the Board's receipt of clearance through James Gamble, Administrative Specialist II at 410-764-5902 or james.gamble@maryland.gov.

PROCEDURES TO COMPLETE THE 2014-2016 MASSAGE THERAPY ONLINE BIENNIAL RENEWAL **2014-2016 MASSAGE THERAPY ONLINE RENEWAL STEP-BY-STEP PROCEDURES:**

- **Thoroughly read & complete all application fields. Complete each section/part in sequential order.**
- **Only credit/debit cards are accepted for online renewals. Remember, there is a \$200.00 late fee automatically assessed by the system for licensees/registrants attempting to renew or go inactive online after the October 30, 2014.**
- **Part 1 – General application information** – Complete all applicable sections and follow all prompts exactly as directed. If you fail to complete sections or parts, the system will **NOT** let you proceed with the renewal application. You may save the page as you go in case you have to logout and logon again.
- **Part 2 – Disciplinary Questions** – You must complete ALL disciplinary questions. Provide a detailed explanation for each question that you mark as “yes.” Some explanations may require legal documentation that must be **MAILED** to the Board. Your license/registration will not be issued until such information is received and approved by the Board.
- **Part 3 – Continuing Education Requirements** – You must complete this section and verify that you have completed a total of 24 Board approved or pre-approved CEUs from Nov. 1, 2012 to Oct. 31, 2014 and that you have a valid CPR Certification. **Of the 24 CEUs, 3 hours in Professional Ethics or Jurisprudence, 3 hours in Communicable Diseases including AIDS/HIV, and 1 hour in Diversity and Cultural Competency, and 17 hours in massage-related courses.** The section will prompt you to list the names, dates and categories of the CEUs. If you took a single course which was 24 CEUs total; you must break-up the hours accordingly to what CEUs were awarded for the particular criteria categories (i.e., ethics/jurisprudence, communicable diseases, massage-related). If you have questions about CEU requirements, please call the Deputy Director at 410-764-2965.
- **CEU Audits** – All applicants renewing online must enter all courses they have attended in the field when prompted (“Click to insert”). It is advisable to save information as you go. **If you are audited, you will be notified during the online renewal process within the Part 3 section. Complete the renewal application online, MAIL in a copy of your (1) application, (2) copies of your course certificate(s)/documentation (3) a copy of your CPR certification, and (4) receipt for renewal payment. Your License/Registration will be processed as soon as your CEU Audit Packet is reviewed and verified.**
- **Part 4 – Application Affirmation** – After all sections/parts have been fully completed and validated, the **“Submit Application and Pay Fee”** button will be activated. Click on this button to affirm your application and to select a credit card payment mode. Only Visa or MasterCard credit/debit cards are accepted for online renewals. At this point, you may print out a copy of your application and receipt for your records and complete the online evaluation tool for the system.
- **Licensees/Registrants seeking reactivation or reinstatement from non-renewed status or inactive status:** Remember, if you are an inactive licensee/registrator or are in a non-renewed status, you cannot reactivate or reinstate your license/registration online. You will need to download and complete the “Reactivation Application” or “Reinstatement Application” from the Board's website located in the forms section and Renewal Information page. Remit all required documents and fees as outlined and Mail to: MD Board of Chiropractic & Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, MD 21215, to the Attn: Adrienne Congo, Deputy Director. If you have questions call 410 -764-2965 for direction and guidance.
- **Questions:** Regarding the Massage Program or renewal program, CEUs, inactive status, reactivations and reinstatements must be addressed to the Deputy Director, Ms. Adrienne Congo at 410-764-2965. Questions on technical problems accessing or completing the online renewal system or functional difficulties during the renewal process must be addressed to the Deputy

Director, Ms. Adrienne Congo or Ms. Michelle Verdis, Esq., (410-764-3922) or lastly Ms. Emily Jones at 410-764-4665. Questions regarding whether your tax delinquency flag has been cleared by the Comptroller's Office; please contact Mr. James Gamble at 410-764-5902.