

MARYLAND BOARD OF CHIROPRACTIC & MASSAGE THERAPY EXAMINERS

2016 MASSAGE THERAPY

INSTRUCTIONS TO COMPLETE YOUR 2016-2018 ONLINE BIENNIAL RENEWAL

DEADLINE:

ALL RENEWAL APPLICANTS MUST COMPLETE THEIR RENEWAL BEFORE OCTOBER 31, 2016. AFTER MIDNIGHT OCT. 30, 2016, 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 smartphones or iPads). ACCESS WILL BE FROM A LINK ON THE BOARD'S WEBSITE (www.dhmfh.maryland.gov/massage). **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 THIS DESIGNATED EMAIL: dhmfh.bcmt@maryland.gov OR FAX - 410358-1879 OR BY USPS MAIL. NO WALK INS. IF YOU NEED TRACKING; RETAIN EMAIL, TRANSMITTAL SHEET FROM FAX OR SEND CERTIFIED BY USPS.**

RENEWAL FEES: [LMTs \$250 + \$36 MHCC Fee and RMPs \$250)

ACTIVE:

\$286.00 for LMTs (includes MD Health Care Commission [MHCC] Fee of \$36.00) ¹
\$250.00 for RMPs

INACTIVE:

\$50.00 for LMTs & RMPs

LATE FEE:

\$200.00 (mandatory on OCTOBER 31, 2016 through November 30, 2016 (December 1, 2016 – Online Renewal System is CLOSED)

CEU EXCEPTIONS - EXEMPTION IF ISSUED A LICENSE OR REGISTRATION HOLDERS LESS THAN ONE YEAR FROM 10/31/15. MASSAGE THERAPISTS OR PRACTITIONERS going inactive during this license/registration renewal.

ACCESS:

To access the renewal online system, go to www.dhmfh.maryland.gov/massage 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:

After you have logged on to the online renewal system, you will be notified in Bold Black and Red type that you have been randomly selected for a CEU Audit. If so, **after** you have completed the online renewal application and payment; you **MUST EITHER EMAIL SCAN, FAX, OR MAIL legible copies (retain your originals) of ALL of the following: (1) your CEU course completion certificate(s), (2) a copy of your respective CPR certification/card and copy of the emailed renewal payment confirmation/receipt to the Board for approval before your license or registration can be printed and issued.** If you choose: **Email to: dhmfh.bcmt@maryland.gov or Fax to: 410-358-1879 to attn: Adrienne Congo, Deputy or Mail to: MD Board of Chiropractic & Massage Therapy Examiners, Suite 301, 4201 Patterson Ave., Baltimore, MD 21215, Attn.: 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 or CSE.** You may not practice without a license/registration and will not have one issued unless/until the Office of Comptroller or CSE clears you from its list.

Only after you have resolved your matter with the aforementioned agencies; you may contact James Gamble, Admin. Spec. for confirmation

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.

PROCEDURES TO COMPLETE THE 2016-2018 MASSAGE THERAPY ONLINE BIENNIAL RENEWAL
2016-2018 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 online renewal system for licensees/registrants attempting to renew their license or registration or go to an inactive status online after the October 30, 2016.
- **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 truthfully and with full disclosure. You **MUST** 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, reviewed and approved by the Board.
- **Part 3 – Continuing Education Requirements** – You must complete this section accurately and verify that you have completed a total of 24 Board approved or pre-approved CEUs from Nov. 1, 2014 to Oct. 31, 2016 and that you have a valid CPR Certification (**Provider Level CPR for LMTs or Basic Life Support CPR for RMPs**). **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 CEU 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 over the required amount in anyone category (i.e., 4 Ethics); you can apply the 1 extra CEU towards your massage related category. 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 CEU 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 application process. Complete the renewal application and payment online, then EMAIL: dhmh.bcmte@maryland.gov , FAX: 410-358-1879, or MAIL: BCMTE 4201 Patterson Ave., Suite 301, Balto. MD 21215 in a copy of your (1) application, (2) copies of your course completion certificate(s) and (3) a copy of your respective CPR certification for either LMT or RMP, and (4) receipt of your online renewal payment email confirmation. Your License/Registration will be processed as soon as your CEU Audit Packet is received, 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/registrant 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 for reactivation or reinstatement 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. Note: If you have been non-renewed for more than 24 months; you may not reactive or reinstate. You can verify your license or registration status via the Board’s “Verification” link on the Board’s website: www.dhmh.maryland.gov/massage.
- **Questions:** Questions regarding the Massage Program, Renewal Process, CEUs, Inactive status, Reactivations or Reinstatements must be addressed to the Deputy Director, Adrienne Congo at adrienne.congo@maryland.gov. Questions on technical problems accessing or completing the online renewal system or functional difficulties during the renewal process must be addressed to Adrienne Congo and secondarily, Emily Jones at emily.jones@maryland.gov. Questions regarding whether your tax delinquency or child support flag clearance has been cleared by the Comptroller’s Office or CSE Office and received to this Board; please contact Mr. James Gamble at 410-764-5902 or james.gamble@maryland.gov. For inquiry on the Board’s receipt of CEU Audit packets; please contact Kizzy Fraser at kizzy.fraser@maryland.gov.