



Douglas A. Ducey,  
Governor

# Arizona State Board of Massage Therapy

*“Protecting the Public’s Health”*

1740 West Adams, Suite 3401  
Phoenix, Arizona 85007

E: [info@massageboard.az.gov](mailto:info@massageboard.az.gov)  
W: <https://massagetherapy.az.gov>

## **INITIAL APPLICATION INSTRUCTIONS AND INFORMATION**

Submission of your application may be made directly to the Board’s email at [info@massageboard.az.gov](mailto:info@massageboard.az.gov) or via regular mail. All application materials become the permanent property of the Board and will not be returned.

### **Qualifications for an Arizona massage therapy license:**

An applicant may qualify for an Arizona massage therapy license by one of the following processes:

1. **Regular** license ([A.R.S. § 32-4222](#) and [A.A.C. R4-15-201](#))

The applicant is seeking licensure based on having graduated from a massage school with a minimum of 700 hours. If graduated from a school outside of Arizona, the applicant has passed the national licensing exam from either the FSMTB or the NCBTMB.

2. License by **reciprocity based on out-of-state license** ([A.R.S. §§ 32-4222 & 32-4223](#) and [A.A.C. R4-15-203](#))

The applicant is seeking licensure based on having been licensed in another state or United States territory for at least two of the last five years immediately preceding the application.

3. License by **reciprocity based on NCBTMB certification** ([A.R.S. §§ 32-4222 & 32-4223](#) and [A.A.C. R4-15-203](#))

The applicant is seeking licensure based on holding a current certification from the [National Certification Board for Therapeutic Massage and Bodywork](#) and has graduated from a massage school with a minimum of 500 hours.

4. License by **universal acceptance** ([A.R.S. § 32-4302](#))

The applicant is seeking licensure based on holding a license in another state or United States territory for one year and is active at the time of application, and the applicant has established residency in the State of Arizona.

### **Payment:**

The applicant shall file with the Board of Massage Therapy (“Board”) an application, accompanied by the total fee of \$217.00, (\$195.00 application fee + \$22.00 background check fee). Payment may be made with physical money order or cashier’s check. **PLEASE NOTE:** All fees are non-refundable, pursuant to [A.A.C. R4-25-103](#). Additionally, pursuant to [A.R.S. § 41-1080.01](#), if the applicant is applying for an Arizona massage therapy license for the first time and the applicant’s *family income* does not exceed 200% of the Federal Poverty Guidelines, the applicant may qualify for a one-time waiver of the Board’s application fee of \$195.00.

**The Americans with Disabilities Act:** Persons with disabilities may request reasonable accommodations, such as sign language interpreters. Requests should be made as early as possible to allow time to arrange the accommodation. This document is available in alternative format upon request.

**Application Materials:**

- Completed and signed application
- Payment made online in the amount of \$217.00
- A full set of fingerprints on a standard FD-258 fingerprint card for the purpose of obtaining a federal and state criminal records check. Available at most local police stations, UPS stores, [www.arizonalivescan.com](http://www.arizonalivescan.com) or by Googling fingerprint services near you and may be submitted, to the Board, **no more** than 8 weeks prior to the submission of your license application
- One **passport quality** photograph of the applicant's head and shoulders no larger than 2 1/2 by 3 inches taken no more than 60 days before the date of the application

**Photo Basics**

Submit a color photo, taken in last 60 days

Use a clear image of the face

Do not use filters commonly used on social media

Use a plain white or off-white background

- A legible copy (front and back) of a document from the Evidence of U.S. Citizenship, U.S. National Status, or Alien Status list
- If applicable, written documentation of the applicant's passing of the Ability-to-Benefit examination. This only applies if the applicant did not graduate from high school or receive a high school equivalency diploma
- If applicable, documentation related to any Professional Conduct question of the application in which the answer is "Yes"
- Proof of Arizona Residency

The following documents are direct source only documents. "Direct source only" means that the documents must be submitted to the Arizona State Board of Massage Therapy directly from the issuing agency/entity and **cannot be submitted by the applicant.**

- Academic transcripts from each Board-recognized school attended
- Written verification of a passing score on the [NCBTMB](#) (BCETMB) or [FSMTB](#) (MBLEx) examination
- Completed [license verification\(s\)](#) if from each jurisdiction the applicant has ever held or currently holds a massage therapy or bodywork license
- Score(s) earned on either the [TOEFL](#) or [TOEIC](#) examination by applicants for whom English is not their native language.

**Proof of AZ Residency:**

- A valid Arizona driver's license
- A current Arizona motor vehicle registration
- Proof of filing Arizona income taxes in the most recent tax year
- Arizona voter registration
- Documentation of a mortgage for a primary Arizona residence
- A dated residential rental contract with proof of payment
- Proof of major banking services in Arizona
- Proof of establishment of Arizona utilities
- Proof of enrollment of children in Arizona schools
- Documentation demonstrating a change in permanent address on all pertinent records
- Military Form 2058

**Evidence of U.S. Citizenship, U.S. National Status or Alien Status:**

If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. A United States passport.
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

**Checklist by Qualification Type:**

<p><b>Regular:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Payment</li> <li><input type="checkbox"/> Fingerprints</li> <li><input type="checkbox"/> Photo</li> <li><input type="checkbox"/> Evidence of Citizenship/Alien Status</li> <li><input type="checkbox"/> Ability to Benefit (if applicable)</li> <li><input type="checkbox"/> Professional Conduct Docs (if applicable)</li> <li><input type="checkbox"/> Transcripts (700 hrs)</li> <li><input type="checkbox"/> MBLEx / BCETMB (if graduated from a non-AZ school)</li> <li><input type="checkbox"/> License Verification(s) (if applicable)</li> <li><input type="checkbox"/> TOEFL / TOEIC (if applicable)</li> </ul>	<p><b>Reciprocity (Out-of-State License):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Payment</li> <li><input type="checkbox"/> Fingerprints</li> <li><input type="checkbox"/> Photo</li> <li><input type="checkbox"/> Evidence of Citizenship/Alien Status</li> <li><input type="checkbox"/> Ability to Benefit (if applicable)</li> <li><input type="checkbox"/> Professional Conduct Docs (if applicable)</li> <li><input type="checkbox"/> License Verification(s) (2 of 5 yrs)</li> </ul>
<p><b>Reciprocity (NCBTMB certification):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Payment</li> <li><input type="checkbox"/> Fingerprints</li> <li><input type="checkbox"/> Photo</li> <li><input type="checkbox"/> Evidence of Citizenship/Alien Status</li> <li><input type="checkbox"/> Ability to Benefit (if applicable)</li> <li><input type="checkbox"/> Professional Conduct Docs (if applicable)</li> <li><input type="checkbox"/> Transcripts (500 hrs)</li> <li><input type="checkbox"/> NCBTMB certification</li> <li><input type="checkbox"/> License Verification(s) (if applicable)</li> </ul>	<p><b>Universal Acceptance:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Payment</li> <li><input type="checkbox"/> Fingerprints</li> <li><input type="checkbox"/> Photo</li> <li><input type="checkbox"/> Evidence of Citizenship/Alien Status</li> <li><input type="checkbox"/> Ability to Benefit (if applicable)</li> <li><input type="checkbox"/> Professional Conduct Docs (if applicable)</li> <li><input type="checkbox"/> License Verification(s) (1 yr + Active)</li> <li><input type="checkbox"/> Residency Proof</li> </ul>

After your application is received, Board staff will review your application materials and notify you, in writing, of any deficiencies. Please do not be concerned if you receive a deficiency letter. Most applicants receive this letter because of the wait time to receive documents from other sources. If deficient, your application will remain in “pending” status, for up to 365 days, or until all deficiencies are remedied. The fingerprint-review period takes 8-10 weeks to complete. Once all necessary information is received, you will be notified, in writing, that your application is administratively complete.

**Other Contact Information:**

Federation of State Massage Therapy Boards (“FSMTB”)

<https://www.fsmtb.org/>

866.962.3926

National Certification Board for Therapeutic Massage & Bodywork (“NCBTMB”)

<http://www.ncbtmb.org/>

Educational Testing Service for English proficiency test

TOEFL (Test of English as a Foreign Language)

<https://www.ets.org/toefl/>

877.863.3546

TOEIC (Test of English for International Communication)

<https://www.ets.org/toEIC>

609.771.7170

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**NOTICE TO ALL APPLICANTS:**

*Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.*

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