



Douglas A. Ducey,
Governor

Arizona State Board of Massage Therapy

“Protecting the Public’s Health”

1740 West Adams, Suite 3401
Phoenix, Arizona 85007
P: (602)542-8604
E: info@massageboard.az.gov
W: <https://massageboard.az.gov>

INITIAL APPLICATION INSTRUCTIONS AND INFORMATION

Dear Applicant:

Please read the following two pages of information carefully and completely

Pursuant to A.R.S. §§ 32-4222, 32-4223 and A.A.C. R4-15-201, R4-15-203, applicants may be eligible for an Arizona massage therapy license by one of two processes:

1. The applicant is seeking licensure for the first time—meaning you’ve never been licensed anywhere or have only been licensed for *less than* two years of the last five years in another state or United States territory; or
2. The applicant is seeking licensure through reciprocity. Reciprocity is defined by the applicant having been licensed in another state or United States territory for at least two years of the last five years immediately preceding this application, or the applicant holds a current certification from the [National Certification Board for Therapeutic Massage and Bodywork](#) or another agency that meets the standards of the national organization.

The applicant shall file with the Board of Massage Therapy (“Board”) an application, accompanied by the required application fee of \$217.00, which *includes* the \$22.00 fee for the fingerprint background check. Submission of your application may be made directly to the Board’s email at info@massageboard.az.gov or via regular mail. Payment may be made online using the Board’s “Make a Payment” tab on its website, or by cashier’s check or money order only. The payment is made payable to the Arizona State Board of Massage Therapy. Please be advised, all application materials become the permanent property of the Board and will not be returned.

Documentation for New Applicants (checkmark the box once you complete the requirement):

Completed application, including your signature;

Paid online using “Make a Payment” tab or paid with a cashier’s check or money order in the amount of \$217.00. **PLEASE NOTE:** All fees are non-refundable, pursuant to A.A.C. R4-25-103;

A full set of fingerprints for the purpose of obtaining a state and federal criminal records check. Available at most local police stations, UPS stores, 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;

A completed [Statement of Citizenship](#) form *and* the required evidence;

If applicable, written documentation of the applicant’s passing of the Ability-to-Benefit examination. This only applies to you if you did not graduate from high school or receive a high school equivalency diploma; and

If applicable, documentation related to any question in which you answered “yes” to in section 10 of the application.

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.

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, (Not required if seeking licensure because you have held or currently hold a massage therapy or bodywork license, in any other jurisdiction, for two of the past five years immediately preceding your application in Arizona);*

Written verification of a passing score on the [NCBTMB](#) (BCETMB) or [FSMTB](#) (MBLEx) examination (*applicable only* if the applicant graduated from a non-Arizona massage therapy or bodywork therapy school);*

Completed [license verification\(s\)](#) if you have held or currently hold a massage therapy or bodywork license in any other jurisdiction; and

Score(s) earned on either the [TOEFL](#) or [TOEIC](#) examination if English is not your native language.*

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 supplemental documentation is received and all deficiencies are remedied. The fingerprint review period takes up to six weeks to complete. Once all necessary information is received, you will be notified, in writing, that your application is 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

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

877.863.3546

TOEIC

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

609.771.7170

* These requested documents may *not* be required depending on whether or not the applicant is requesting a license by reciprocity.