

## **INSTRUCTIONS AND RENEWAL APPLICATION.**

**It is your responsibility to renew your license on time. Notification of your renewal will be sent to your mailing address by a postcard or an Audit Renewal Application approximately 65 days prior to your expiration date.**

**DO NOT send CE proof with your renewal application unless you have received an Audit Renewal Application in the mail or unless you are renewing past your expiration date.**

### **CONTINUING EDUCATION:**

1. During the two-year period immediately preceding license expiration, a licensee applying for a renewal license shall complete 24 hours or more of continuing education.
2. A licensee may complete a maximum of 12 continuing education hours from a distance learning format to satisfy the requirement if they so choose.
3. It is the licensee's responsibility to make sure that Continuing Education is from an "Approved Provider".

Also, refer to the new rules in **R4-15-302** Approval of Continuing Education. You can find them on our website.

### **Checklist: for your records only**

Check appropriate amount below: **MONEY ORDER or CASHIER'S CHECK ONLY**

1. \_\_\_\_ **\$95.00** - Renewal fee

\_\_\_\_ **\$120.00** - Total amount that includes the renewal fee and an optional wall certificate

\_\_\_\_ **\$135.00** - Total amount that includes the renewal fee and the delinquent fee

*If postmarked after your expiration date; copies of your CE's must be submitted with your renewal.*

\_\_\_\_ **\$160.00** - Total amount that includes the renewal fee, delinquent fee, and a wall certificate

*If postmarked after your expiration date; copies of your CE's must be submitted with your renewal.*

\_\_\_\_ **\$220.00 – Reinstatement** - Total amount that includes the renewal and reinstatement fee.

*Use this only if your license has been expired for over 2 years, but not over 3.*

*Copies of at least 24 CE's completed after your last renewed licensure date must be submitted with your renewal.*

2. \_\_\_\_ A legible copy of alien status document if you are not a US citizen. Refer to list B below.

Your name on the proof of alien status must match the name on your renewal form – if it doesn't match, you must send documentation of your name change.

3. \_\_\_\_ Application signed and dated on the second page of this renewal.

**DO NOT MAIL THIS PAGE WITH YOUR APPLICATION**



Arizona State Board of Massage Therapy

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MESSAGE RENEWAL APPLICATION (2 pages)

Leave no blanks. Use N/A if not applicable.

Post marked

In order to renew a license, you must meet the requirements for continuing education. All continuing education classes must be in the practice of massage therapy, which means the continuing education includes any of the actions described in A.R.S. § 32-4201.

License number required MT- \_\_\_\_\_ Current Expiration date: mm \_\_\_\_\_ dd \_\_\_\_\_ yyyy \_\_\_\_\_

Birth date: mm \_\_\_\_\_ dd \_\_\_\_\_ yyyy \_\_\_\_\_

1. Applicant's name: \_\_\_\_\_
First Middle Last

2. Is this the name you want on your license? \_\_\_ yes \_\_\_ no
If no, state the name to put on your license. You must submit a copy of documentation of name change (i.e. marriage certificate, divorce decree etc. – an updated driver's license will not suffice)

\_\_\_\_\_
First Middle Last

3. Physical home address - No P.O. Box address can be entered here (see #4)
This address will be posted on the website if no other address is given.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Complete Street Address Apt # City State Zip Code

Home Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

4. Work or business address if different from home – NO P.O. Box address can be entered here (see #4)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Business Name Street Address Ste # City State Zip Code

Business Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

5. Mailing address if different from home. P.O. Box address is allowed.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
Street Address Apt # City State Zip Code

6. Indicate by checking one of the boxes below which address is to be posted on the Website.

Home  Work or Business  Mailing

7. Cell # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

8. Email address: print clearly \_\_\_\_\_

9. If you are not a citizen or national of the U.S., you must attach a legible copy of a document from List B below.

10. During the two year period immediately preceding your license expiration, have you been charged with or convicted of a felony or offense involving moral turpitude, prostitution, solicitation, or a related offense, or entered into a plea of no contest?

\_\_\_ YES                      \_\_\_ NO

If you answered yes to #10, you must submit documentation of the charged felony or offense, the date of conviction, the court having jurisdiction over the felony or offense, and the probation officer's name, address, and telephone number. A copy of an expungment and/or a copy of the restoration of civil rights, if applicable, must also be submitted.

***By signing below, I verify under oath that all answers, facts and statements that are provided in this renewal are truthful, and that I have completed at least 24 hours of continuing education as required by A.R.S. § 32-4225 or A.R.S. § 32-4226.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**THIS RENEWAL FORM WILL UPDATE ALL OF YOUR INFORMATION.  
DO NOT SEND A CHANGE OF ADDRESS FORM WITH THIS RENEWAL FORM**

**USE THE CHECKLIST BELOW TO ENSURE YOUR APPLICATION IS COMPLETE.**

**All fees are nonrefundable.**

**Payable to: AZ MESSAGE BOARD**

Check correct amount below: **MONEY ORDER or CASHIER'S CHECK ONLY** will be accepted for payment.

1. \_\_\_ \$95.00 - Renewal fee

\_\_\_ \$120.00 - Total amount which includes the renewal fee and an optional wall certificate

\_\_\_ \$135.00 - Total amount which includes the renewal fee and the delinquent fee -

*If postmarked after your expiration date, copies of your CE's must be submitted with your renewal.*

\_\_\_ \$160.00 - Total amount which includes the renewal fee, delinquent fee, and a wall certificate

*If postmarked after your expiration date, copies of your CE's must be submitted with your renewal.*

\_\_\_ \$220.00 – **Reinstatement** -Total amount which includes the renewal and reinstatement fee -

*Use this only if you have missed 2 renewal cycles (your last expiration date is over two years old) and have not exceeded 3 years from your last expiration Date. Copies of your CE's must be submitted with your renewal. If your license expired over 3 years ago, do not use this application. You must apply as a new applicant!*

2. \_\_\_ A legible copy of alien status document if you are not a US citizen. Refer to list B below.

Your name on the proof of alien status must match the name on your renewal application- if it doesn't match, you must send documentation of a name change.

3. \_\_\_ Application signed and dated on the second page of the renewal.

**Renewals are processed in the order they are received. If your application is not complete, you will be notified by email only. It is your responsibility to contact us if you have not received your renewed license within 4 weeks of submission.**

**DO NOT MAIL THIS PAGE WITH YOUR RENEWAL APPLICATION**

**LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED INTO U.S. FOR LESS THAN ONE YEAR**

The documents listed below that are registration documents are indicated with an asterisk ("\*").

**a. “Qualified Aliens”**

Evidence of “Qualified Alien” status includes the following:

\_ \*I-94 Form with a photograph

***Alien Lawfully Admitted for Permanent Residence***

\* Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or  
Unexpired Temporary I-551 stamp in foreign passport or on \*I Form I-94.

***Asylee***

\* Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;  
\* Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (5)";  
\* Form I-766 (Employment Authorization Document) annotated "A5";  
Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or  
Order of an immigration judge granting asylum.

***Refugee***

\* Form I-94 annotated with stamp showing admission under § 207 of the INA;  
\* Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or  
\* Form I-766 (Employment Authorization Document) annotated "A3"

***Alien Paroled Into the U.S. for a Least One Year***

\* Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

***Alien Whose Deportation or Removal Was Withheld***

\* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";  
\* Form I-766 (Employment Authorization Document) annotated "A10"; or  
Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

***Alien Granted Conditional Entry***

\* Form I-94 with stamp showing admission under §203(a)(7) of the INA;  
\* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or  
\* Form I-766 (Employment Authorization Document) annotated "A3."

***Cuban/Haitian Entrant***

\* Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;  
Unexpired temporary I-551 stamp in foreign passport or on \* Form I-94 with the code CU6 or CU7; or  
Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

***Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty***

U.S. Citizenship and Immigration Service petition and supporting documentation

**b. “Nonimmigrant”**

Evidence of “Nonimmigrant” status includes the following:

\* Form I-94 with stamp showing authorized admission as nonimmigrant

**c. “Alien Paroled into U.S. for Less than One Year”**

Evidence includes:

\* Form I-94 with stamp showing admission for less than one year under section 212(d) (5) of the INA