



GOVERNMENT OF THE DISTRICT OF COLUMBIA



HEALTH REGULATION AND LICENSING ADMINISTRATION

RENEWAL APPLICATION FOR MASSAGE THERAPY

All applicants must complete every section of this application and submit the original application and all required supporting documents. If more space is needed to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Official Code 22-2405. If you have any questions, call HPLA Customer Service at 1-877-672-2174 Monday through Friday, 8:15AM to 4:40PM EST.

Please Note: Please refer to application instructions before completing this form.

SECTION 1. LICENSSEE INFORMATION

Note: LEGAL NAME: (Do not use any initials unless they are a part of your name)

FIRST NAME MI LAST NAME (SUFFIX: Jr., Sr. etc.) GENDER: [] MALE [] FEMALE

Date of Birth Place of Birth: State/Providence/Territory Country if not USA Social Security Number

Preferred Mailing address:

Street Address City State Zip Code

Phone Number: Fax Number: EMAIL ADDRESS:

SECTION 2. SPECIAL INSTRUCTIONS

- Your license expire on January 31, 2015
Renewal applications submitted after January 31st will be required to pay an \$85 late fee
If you are unable to renew; your license by January 31st or within the 60-day late renewal period, you will then be required to apply for reinstatement of your license.
You may reinstate your license in the District within 5 years of the expiration date of your license. Once the 5-year reinstatement period has ended you must meet the Board's requirements to reapply.

CONTINUING EDUCATION REQUIREMENT: Massage Therapist must complete a total of twelve (12) hours of approved continuing education, of which three (3) hours must be in Ethics and Nine (9) hours must be in massage-related course through a Board-approved provider. Of these nine (9) hours, six (6) hours must be face to face instruction and three hours may be online instruction. The credits must have been taken within the two (2) year period preceding the date the license expires (February 1, 2013 – January 31, 2015). All licensed Massage Therapists must also have a current and valid CPR and FIRST AID certificates and the certificates should not be counted towards the required continuing education hours.

Submission of CE hours is not required for first (1st) time renewal applicants. DO NOT send documentation verifying your compliance with CE requirement unless asked to do so by the Board. The Board will perform a CE audit following the 2015 renewal period. Documentation mailed to the Board will not be returned.

PHOTOS WILL NOT BE REQUIRED: If you don't currently have a picture on your pocket license, submit two (2) identical, recent passport photographs. On the back of the photos write your full name and either your license number or Social Security Number.

ONLINE RENEWAL INSTRUCTIONS: To renew your license online go to: www.hpla.doh.dc.gov. Enter your Social Security #and Last Name, then go to the next screen and enter your User ID and Password or enter User ID/Password that you established during the 2011 renewal period.

Be sure to keep a copy of this renewal form and your payment for your records. Remember that you are required by law to notify your professional board of any address change within 30 days of the change. You may send address changes to the address below. This will help ensure that you receive your next renewal notice in a timely manner.

SECTION 3. LICENSE RENEWAL AND FEES- Select the type of action you wish to take for your license.

Table with 3 columns: Action (A-G), Fee, and a blank space for amount. A: Renew \$177.00; B: Cancel * (see notes) \$0.00; C: Paid Inactive \$177.00; D: Reactivate (Paid inactive License) \$34.00; E: Late fee (if received after due date) \$85.00; F: Deceased \$0.00; G: Duplicate License \$34.00.

TOTAL ENCLOSED \$ _____ .0



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*Cancelled license. Sign and return this renewal application. You may not practice in the District of Columbia until you re-apply as a new license applicant and are approved by the DC Health Regulations and Licensing Administration for a new license. Upon approval, you will be issued a new license number.

**Deceased: Return the application to the address above along with a death certificate or notarized letter indicating that the licensee is deceased.

YOU MAY RENEW UNTIL: JANUARY 31, 2015

SECTION 4. SCREENING QUESTIONS

Please answer questions 1 through 13 by placing X in the appropriate boxes. If you answer "YES" to any of the screening questions below, you must provide complete information and details on a separate sheet of paper, including copies of all relevant court or supporting documents and attach it to this form.

Table with 12 rows of screening questions. Each row includes a question number, the question text, and two columns for 'Yes' and 'No' with checkboxes. Question 12 includes a certification statement and a note about documenting continuing education.



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13.	Do you currently practice your profession in the District of Columbia? (if you answer yes to this question you don't need to submit any supporting documents)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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FOR ALL "YES" ANSWERS SUPPORTING DOCUMENTS MUST BE SUBMITTED.

SECTION 6. PAYMENT/MAILING INFORMATION

Make **CHECK** or **MONEY ORDER** payable to **DC TREASURER:**
 A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208)
 MAIL YOUR APPLICATION PACKAGE AND CHECK TO:
 Health Professional Licensing Administration-
 Board of Massage Therapy – Processing Center
 899 North Capitol Street, NE First Floor
 Washington, DC 20002
www.hpla.doh.dc.gov

SECTION 7. CLEAN HANDS

Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement

Please read the information below carefully before responding to this yes or no question, as **any false information provided requires that the Department of Health proceed immediately to revoke your license or Permit** for which you are now applying, and fine you one thousand dollars (\$1,000.00), pursuant to D.C. Official Code § 47-2864 (2001).

IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR NEW LICENSE APPLICATION BE DENIED.

As of this date, do you owe more than one hundred dollars (\$100.00) to the District of Columbia Government as a result of any of the following:

- Fines, penalties, or interest assessed pursuant to **D.C. Official Code Title 8, Chapter 8** (Litter Control Administrative Act of 1985);
- Fines or interest assessed pursuant to **D.C. Official Code Title 8, Chapter 9** (Illegal Dumping Enforcement Act of 1994);
- Fines, penalties, or interest assessed pursuant to **D.C. Official Code Title 2, Chapter 18** (Civil Infractions Act of 1985);
- Past due taxes;
- Past due District of Columbia Water and Sewer Authority service fees; or
- Fines or penalties assessed pursuant to **D.C. Official Code Title 50, Chapter 23** (Traffic Adjudication)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

The information presented above is in compliance with the requirement to submit with your application for licensure or permit under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (**D.C. Law 11-118, D.C. Code §47-2861 et seq.**).

SECTION 8. LICENSEE AFFIDAVIT

I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that making a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

LICENSEE SIGNATURE

PRINT NAME

DATE

***PLEASE NOTE: PRINT AND MAIL ORIGINAL APPLICATION TO THE BOARD OF MASSAGE THERAPY AND RETAIN A COPY FOR YOUR FILES.**