

CAMTC Application for Certification Instructions

Most of the 32 questions in the Application are easy and self-explanatory. We have only included instructions for the ones that may pose some challenge for you. Before starting the application process, please read ALL of these instructions.

Question 2

Please be sure that you have read the "[Distinction between CMT and CMP](#)" document. It is important to note that the "Certified Massage Practitioner" (CMP) route for first-time applicants may no longer be available after 2014. However, if you are still certified in good standing at that time, then your CMP certification may continue indefinitely, so long as you renew your CMP certification in a timely manner every two years. If you allow your CMP certification to lapse for some reason after the door closes to new CMP certifications, then your only options may be to acquire additional hours of education as needed, or pass an approved exam and apply for CMT certification.

Question 3

For details about qualifying for CMT or CMP, please see "[CAMTC Certification Pathways](#)". CAMTC reserves the right to require additional proof of education, beyond a transcript. For details at www.camtc.org go to the [Massage Professional Resources](#) web page. If your school is listed [here](#), you will need to provide additional proof of education to meet the hours required for certification. If your school is listed [here](#), your Application will be considered incomplete. In order to certify you will need to either attend another school or pass one of the CAMTC approved exams. Click [here to link to exam sites](#). If your school has closed, you may still be able to certify. Email closedschools@camtc.org or call (916) 669-5336 ext. 114 for more information.

Question 5

This address must be the street address where you reside and cannot be a P.O. Box or other mail drop location. Please be aware that it is your responsibility by law to update CAMTC within 30 days if this information changes while your Application is pending and after you have been approved. Once you have your ID and password, you can update this information online anytime with a link on the Massage Professionals web page at www.camtc.org.

Question 9

Enter the two (2) best email addresses where you can be reached by CAMTC. Your email address information is confidential and will be used exclusively for notification purposes related to CAMTC matters of importance to you. If we need further information while processing your Application we will contact you via email. Please be sure to keep your email address current and to check your emails in order to receive CAMTC updates and alerts.

Question 10

If you have a business website enter it here.

Question 11

The State of California requires that if you become a California resident, you must get a California driver license within 10 days. If you're applying before you have actually moved to California, you may submit an out-of-state driver's license and then however you must update CAMTC with your California Driver's License photo once you begin working in California.

NOTE: It is your responsibility by law to provide CAMTC with any CHANGE OF HOME ADDRESS or CHANGE OF BUSINESS ADDRESS within 30 DAYS of any such change, and that failure to report such changes in a timely manner to CAMTC may result in disciplinary action by CAMTC including but not limited to revocation of my Certification. If you have any questions, email closedschools@camtc.org or call (916) 669-5336 ext. 114.

Question 13

If you are not a U.S. citizen, you will still be considered for certification. U.S. citizenship is not required by CAMTC.

Question 14

If your name has ever been legally changed as a result of marriage, divorce, or other reasons, you must disclose previous names. Please provide other names used. Please be as accurate and complete as possible here, as this information may show up in your Live Scan Fingerprint results.

Question 16

Check "Yes" if you have ever held any kind of Massage Permit or License or Registration in California (or elsewhere), and then enter your permit or license number(s), if known. If you currently hold a state license in massage therapy from another US state or Canadian province, you should include a photocopy of your out-of-state license with your application. Massage licenses issued by countries other than the U.S. and certain Canadian provinces may be submitted to prove education but they do not, by themselves, qualify you for certification. You should also use this question to enter information regarding any other professional licenses or certifications you may hold or have held (medicine, chiropractic, nursing, etc.). Many people have several permits or licenses, and all of these should be included. If you have more than 3 licenses or permits to report to CAMTC; please include the additional license(s) or permit(s) information on a separate piece of paper included with your Application. Under "License or Authorization Status", make sure you indicate whether your license, registration, certification or permit is "Active" or "Inactive", and select a reason (or provide your own) if "Inactive".

Question 21

If your school is still in business and is outside of California, or has simply changed its name, then enter the ORIGINAL name of your school (what it was called when you attended), along with all of the school address and contact information you are able to gather. If your school is no longer in business, locate any documentation you have that might prove your attendance at the closed school, including any school transcripts you may have, receipts for tuition payment, or other proof of attendance. An old school catalog might also be helpful. Evidence of continuing education, passing a CAMTC approved exam and other such information may suffice to demonstrate that you are qualified to certify. CAMTC will do its best to help you if your school is now closed, but cannot guarantee that undocumented hours of education will qualify toward CAMTC certification. If you find yourself in this challenging situation, please

contact the CAMTC Director of Governmental Affairs Beverly May at bmay@camtc.org or call her at 650-587-5288.

Question 22

If you do not have 250 hours from one approved school you will need to pass one of the [approved exams](#).

Question 25

Select "Yes" if you are currently working on paying clients (not including internships, externships and teaching), and enter the address, telephone, email and website information for each separate work location where you are practicing massage therapy. Next, select the work status that fits you most closely: "Employee", "Independent Contractor", "Paying for Use of Space", "Self-Employed", "Employer", "Manager", "Instructor", or "Other".

Question 29

Select "Yes" if you have ever been refused a license, permit or certification or license/permit/certification renewal to practice massage therapy or any other profession in any city, state, county or jurisdiction. If you select "Yes", you will need to provide a written statement on a separate piece of paper attached to your Application, in order to explain the refusal circumstance in more detail. **Failure to disclose information is considered an attempt to procure a certificate by fraud, misrepresentation, or mistake and is grounds for denial of certification or revocation of certification.**

Question 30

Select "Yes" if you have ever had a license, permit, certificate, etc., revoked or suspended or otherwise acted against in a disciplinary proceeding or in response to an investigation, including but not limited to receiving an administrative citation. If you select "Yes", you will need to provide a written statement on a separate piece of paper included with your Application to explain the revocation or suspension circumstance in more detail. **Failure to disclose information is considered an attempt to procure a certificate by fraud, misrepresentation, or mistake and is grounds for denial of certification or revocation of certification.**

Question 31

Select "Yes" if there is currently pending against you a formal complaint (an alleged sexual misconduct, a lawsuit filed, an administrative citation, or a government complaint or summons issued) against your professional conduct or professional competence. If you select "Yes", you will need to provide a written statement on a separate piece of paper included with your Application to explain the pending complaint in more detail. **Failure to disclose information is considered an attempt to procure a certificate by fraud, misrepresentation, or mistake and is grounds for denial of certification or revocation of certification.**

Question 32

Select "Yes" if you have been convicted of any offense, other than a minor traffic violation. You are required to report all misdemeanor and felony convictions, even if they have been adjudicated, dismissed, expunged, or if a diversion program has been completed. If you select "Yes", you will need to provide a written statement on a separate piece of paper included with

your Application to fully explain the conviction in more detail. Please include the following information: the date of the incident(s) and conviction(s); specific charge(s) convicted of; where the incident took place; whether the incident occurred at a massage therapy business or is related to massage services; court location or jurisdiction; sanctions or penalties or probationary terms imposed and completion dates; description of the rehabilitative changes in your life that will enable you to avoid future occurrences. The burden of proof is on you to demonstrate rehabilitation. Please see CAMTC's website under "Certification" for [Criteria for Proof of Rehabilitation](#). **Failure to disclose information is considered an attempt to procure a certificate by fraud, misrepresentation, or mistake and is grounds for denial of certification or revocation of certification.**

APPLICANT AFFIDAVIT & RECORD RELEASE. The Applicant Affidavits and Record Release is your statement of honesty, health, and integrity, and is legally binding once you sign and date your Application. This statement allows the sharing of your Application information and background information between CAMTC and law enforcement agencies. You must read the Affidavit carefully, and be in agreement with everything you affirm and state. Please check the "Yes" boxes next to each separate paragraph of the Applicant Affidavits and Record Release in order to document your careful consideration of these contents prior to signature.

SIGN & DATE the APPLICATION. Make sure your full name is entered at the beginning of the first line of the Applicant Affidavit and then SIGN and DATE the Application. MAKE A COPY OF THE SIGNED AND DATED APPLICATION FOR YOUR RECORDS.

ATTACH YOUR PASSPORT PHOTO. Carefully print your full name and driver's license number on the back of your passport photo, then use one piece of double-sided tape (or roll a piece of single-sided tape back on itself) to attach your photo to the photo box on the Application.

INCLUDE a PHOTOCOPY of YOUR DRIVER'S LICENSE or GOVERNMENT ISSUED ID. Make a good, legible photocopy of the front of your driver's license or government issued ID and send it with your completed Application.

INCLUDE ANY SUPPORTING DOCUMENTATION. Attach any supporting documentation as needed to your completed Application.

INCLUDE YOUR APPLICATION FEE. CAMTC will accept a PERSONAL CHECK, CASHIER'S CHECK or MONEY ORDER for \$150.00 made payable to: California Massage Therapy Council or [PAY ONLINE](#). You can also enter your credit card information where indicated on the Application form. While CAMTC accepts PERSONAL CHECKS, please be aware that you will be charged a \$25.00 processing fee should your check be returned by the bank and your Application will be delayed. **Your \$150.00 application fee is non-refundable.** If you are certified, this fee provides for 2 FULL YEARS of CAMTC certification as a CMT or CMP.

GET YOUR LIVE SCAN FINGERPRINTS COMPLETED. This is a separate process that you MUST do in order to become a Certified Massage Therapist (CMT) or Certified Massage Practitioner (CMP). Currently, almost all fingerprinting is done by scanning fingerprints with a

“Live Scan” scanner. You’ll have to download a “Live Scan Request” form from the CAMTC website, and bring that form with you to one of the “Live Scan Vendors” listed on the CAMTC website. Simply go to the “Forms” web page and click the “Live Scan Instructions” link to obtain all of the information and required form that you’ll need to complete this step. Expect to pay a one-time fee of approximately eighty to ninety dollars (\$80 - \$90) to the Live Scan Vendor.

MAIL APPLICATION TO:

CAMTC
ONE CAPITOL MALL, SUITE 320
SACRAMENTO, CA 95814

If you want immediate confirmation that your Application has been received by CAMTC, please send it via USPS certified mail and verify delivery on their website. Otherwise, you will get an acknowledgement email when your Application is entered into our database (which can be 2-3 weeks after it arrives in our office). Thank you for your patience.

Thank You! Please share the benefits of CAMTC Certification with your fellow Massage Therapists. We welcome your feedback regarding the Application process, and encourage you to send your comments to: camtc@amgroup.us.