

DO NOT send CE proof if you received notification by postcard of your renewal .

8. R4-15-301. Required Continuing Education Hours

- A. During the two-year period immediately preceding license expiration, a licensee applying for a renewal license shall have completed 25 hours of continuing education.
- B. A licensee **MAY** complete a maximum of 12 continuing education hours from a correspondence or distance learning format.

9. A.R.S. 32-3208 requires reporting all felonies and some misdemeanors within ten days of the charge being filed. See our website for a list of reportable misdemeanors.

10. Required: I, the undersigned, do hereby attest under penalty of perjury, that I am the massage therapist named in this renewal; that all answers, facts and statements that are provided in this renewal are truthful. I am not omitting any information which may be of value to the Arizona State Board of Massage Therapy in considering this application for renewal of licensure.

I verify under oath that I have completed not less than 25 hours of continuing education, as described above, which I have in my possession, and that I will maintain the documents in my possession for 2 years.

Signature _____ Date _____

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.

MONEY ORDER or CASHIER'S CHECK only payable to the: Arizona Massage Board. All fees are nonrefundable.

Check appropriate amount below: NO PERSONAL CHECKS WILL BE ACCEPTED

1. **\$95.00** – Renewal fee
 \$120.00 – Renewal fee plus a \$25.00 Wall Certificate (optional)
 \$135.00 - Late Renewal: \$40.00 late fee plus the renewal fee- If postmarked after your expiration date
 \$160.00 – Renewal fee, late fee, and Wall Certificate
 \$220.00 - Reinstatement fee - please read below:
Use this only if you have missed 2 renewal cycles and have not exceeded 3 years from your last expiration date. Mandatory: copies of at least 25 hours of CE's must accompany the renewal form.

2. A legible copy of citizen or alien status document. Most commonly used forms:
Citizen Status: Birth certificate, Passport or AZ Driver License issued after 1996. (From list A on website)
Alien Status: Resident Card, or Passport (from list B on website)

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

3. **OPTIONAL** Include a photo if you would like to update existing photo on file.
4. Application signed and dated in section 10.

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.