



CAMTC Application for Certification Checklist

Here is a summary of the nine necessary steps you need to take to complete the Application process:

1. **Go to www.camtc.org.** Click on Massage Professionals, click “Applicants for Certification”, and then Applicant Log In. This will get you started on the application.
2. **Find Transcripts.** Contact your school and request an official transcript be mailed directly to CAMTC from the school.

If your school is closed, submit copies of your transcript(s), certificate(s) and other evidence of your closed school education.

For applications received after December 30, 2016, CAMTC will not accept any education from a California closed school unless that school 1) had CAMTC School Approval at the time of closure and remains in good standing, or 2) that school closed and remains in good standing with a CAMTC Approved School as its official Custodian of Records.

For education obtained outside of the 50 U.S. states, U.S. territories, and the Canadian provinces of Ontario, British Columbia, Nova Scotia, and Newfoundland and Labrador as outlined above, please read the Policies Regarding Massage Education Received Outside the United States found on our website at www.camtc.org.

3. **Send Exam Proof.** Passing a CAMTC approved exam is now a requirement for certification.

CAMTC has approved the following exams:

- Massage and Bodywork Licensing Exam (MBLEx)
- Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB)
- National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) – Taken on or before February 2015
- National Certification Exam for Therapeutic Massage (NCETM) - Taken on or before February 2015
- New York State Massage Therapy Examination

Contact the examining board and request a copy of your exam results be sent to CAMTC.

4. **Send Fingerprints.** Get your Live Scan Fingerprints completed in the State of California.
5. **Upload a Photocopy of Driver's License or State ID.** Make a good photocopy of your Driver's License or State ID and upload it.
6. **Upload your Passport Photo.** Get your Passport Photo taken and upload to CAMTC following the CAMTC passport requirements:
 - 2" x 2" with a plain white background
 - The photo must be in color – not black and white
 - Less than 60-days old
 - Taken in full-face view directly facing the camera
7. **Sign & Date Application.** Complete, sign and date the "CAMTC Application for Certification".
8. **Pay Fee.** Pay your Application fee and the fee for any additional original certificates requested.
9. **Review application checklist to ensure you have submitted all required documents.**

Detail of Nine Necessary Steps to Complete Your Application

1. **Go to www.camtc.org.** Go to the Massage Professional web page at www.camtc.org and click on the Applicants for Certification link. Then click Applicant Login. This will get you started on your registration and application process.
2. **Find Your School Transcripts.** Gather together ALL of your Massage School transcripts. If you can document 500 or more hours of Massage Therapy education, from CAMTC Approved schools, then you'll likely qualify for Certified Massage Therapist (CMT) certification. You may find out whether your school is approved by CAMTC by going to www.camtc.org and click "Schools" and then click "Find a School."
3. **Have Your Official School Transcripts and Proof of Passing an Exam Sent Directly to CAMTC.** Call your school(s) to have your OFFICIAL SCHOOL TRANSCRIPT(s) sent directly to CAMTC. This is important. Don't send your own copies of school transcripts; the purpose of gathering your own copies of transcripts together is simply to calculate your total hours of documented education. Your school(s) must mail your OFFICIAL SCHOOL TRANSCRIPT(s) directly to CAMTC, and will likely charge you a small fee to do so. If you are unable to have official school transcripts sent from your school(s), please email info@camtc.org. You are required to have passed a CAMTC approved exam and have proof of the passage of a CAMTC approved exam sent directly from the examining board to CAMTC.

- 4. Get Your Live Scan Fingerprints Completed.** This is a separate process that you **MUST** do in order to become a Certified Massage Therapist (CMT). 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 (www.camtc.org). Simply go to the Massage Professional web page, click the Applicants for Certification link, and click “Fingerprinting Information” 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. For most people, getting fingerprinted once will be sufficient, and you should not have to be fingerprinted again when you renew your CAMTC Certification in the future. NOTE: Police and Sherriff stations may be more experienced in securing legible fingerprints from massage professionals with thin or worn ridges in the pattern area.
- 5. Pay Your Application Fee.** CAMTC will accept a PERSONAL CHECK, CASHIER’S CHECK or MONEY ORDER for the one hundred fifty dollars (\$150.00) application fee, plus fifteen dollars (\$15) for each additional original certificate requested, made payable to: California Massage Therapy Council. You can pay for your application fee at the time of applying online. You will be instructed to submit your online application, followed by mailing your payment to CAMTC within 10-days of the application being submitted. While CAMTC accepts PERSONAL CHECKS, please be on notice that your Application will be delayed and you will be charged an additional twenty-five dollar (\$25.00) processing fee, should your check be returned by the bank for any reason, including non-sufficient funds (NSF). Your \$150.00 application fee is non-refundable, If you are certificated, this fee provides for TWO FULL YEARS of CAMTC certification as a CMT.
- 6. Get Your Passport Photo Taken.** You’ll need to include a recent (less than 60 days old) passport photo of yourself along with your completed Application. Don’t take this picture yourself; instead, please locate a local vendor that advertises and specializes in passport photos, in order to ensure that your photo is taken properly. Be sure to upload your photo.
- 7. Make a Good Photocopy of Your Driver’s License or Official State Identification.** Make a good, clean photocopy of the front of your Driver’s License or Official State Identification to upload with your Application. Even though we ask you to provide on the Application form much of the information appearing on your Driver’s License or Official State Identification, you are also required to upload a clear copy of your driver’s license, passport, military ID, or other government issued photo identification card with your Application for photo-matching purposes.
- 8. Complete the Application.** You should now have all of the information you need to complete your Application. After completing your Application, you will read the “Applicant Affidavit & Release” and check the “Yes” boxes to the right of each paragraph, to verify that you’ve read and completely understood your affidavit. You

will then sign and date the Application. Also include any supporting documentation as needed. If you checked 'yes' to any of the questions numbered 27-31, please make sure to include a written statement as requested.

9. Submit the completed Application with supporting documentation to CAMTC.

Before issuing a certification, CAMTC reviews the applicant's education and professional credentials and conducts a background check, including checking for potential criminal history with the California Department of Justice and the Federal Bureau of Investigation, and administrative and civil citations with cities and counties. Some applications require additional review, including but not necessarily limited to consultations with local law enforcement agencies, investigation of the applicant's education and/or conviction history, and/or interviews with applicants. Thus, it is difficult to predict how long it will take to process your Application. Once a decision has been made, you will be notified via regular mail.