

# Massage Therapy Registration: Frequently Asked Questions

## General Information

**Q: What is my responsibility as a massage therapist?**

**A:** It is the responsibility of every massage therapist to comply with the Massage Therapy Practice Act and the rules that govern this profession. This information can be found on the homepage of the Division of Registrations' Office of Massage Therapy Registration. There, you may download and print the documents for easy review and reference, but please be advised that these documents are updated periodically, so be sure to check the website for these updates.

**Q: Where can I find all the information I need regarding massage therapist registration?**

**A:** The information can be found on the homepage of the Office of Massage Therapy Registration: <http://www.dora.state.co.us/massage-therapists/index.htm> .

**Q: How much is the registration application processing fee?**

**A:** The registration application processing fee changes periodically. Current fee information is contained on the application form.

**Q: How often do I have to renew?**

**A:** The first renewal will be on January 31, 2011. Thereafter, renewal will be every two years.

**Q: Can I apply online?**

**A:** No. The current registration system is not capable of processing online applications. However, all application materials and information can be downloaded from the website.

**Q: Can I fax my application?**

**A:** No. We cannot accept a fax of your application.

**Q: Can I check the status of my application online once I have submitted it?**

**A:** Yes. Access <https://www.doradls.state.co.us> to check the status online. You will be asked to set up an account and password to protect your privacy.

**Q: How long does it take to process my application?**

**A:** The length of time required to process an application varies, and is largely dependent on the applicant's submission of all documentation necessary to complete the application. Once the application is considered complete, it is processed within two weeks.

**Q: I don't have a computer. Is there another place besides the website to get information?**

**A:** You may contact our office by calling (303) 894-7800.

**Q: Is the National Examination for State Licensing (NESL) accepted by the Division of Registrations' Office of Massage Therapy Registration?**

**A:** Yes. While the NESL is not an exam, it is an application to take either the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) or the National Certification Examination for Therapeutic Massage (NCETM). Both the NCETMB and the NCETM are offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Both exams are accepted by the Office of Massage Therapy Registration.

**Q: Are any other exams acceptable?**

**A:** Yes. The Massage and Bodywork Licensing Examination (MBLEx) is also acceptable. The MBLEx is offered by the Federation of State Massage Therapy Boards (FSMTB).

**Q: Will Colorado require massage therapists to maintain their national certification for registration renewals?**

**A:** No. While national certification will not be required for registration renewal in the state of Colorado, there are still important considerations in maintaining national certification. It is up to the individual therapist to decide whether to keep their national certification.

### **Criminal History Background Checks**

**Q: Do I need a criminal background check?**

**A:** Yes. The criminal background check is part of the application process. Without the criminal background check, your application is considered incomplete.

**Q: I recently had a background check, can I submit that one?**

**A:** No. You must submit a new background check.

**Q: How long does a criminal background check take?**

**A:** Ideally, the criminal background check process can take up to 12 weeks. The process may take longer if the Colorado Bureau of Investigation requires a second fingerprint submission (see below for more information). You are advised to start the process no more than two weeks before the submission of your application.

**Q: How much does the criminal background check cost?**

**A:** The cost to process the criminal background check is currently \$39.50. This processing fee is paid directly to the Colorado Bureau of Investigation (CBI). This fee does not include other charges that may be assessed by other law enforcement agencies (*e.g.*, a fee may be assessed by the law enforcement technician that takes your fingerprints).

**Q: I have a felony criminal record. Will that automatically disqualify me from registration?**

**A:** The Director reviews each application on a case-by-case basis. The application could be approved or denied, depending on many factors. There is no way to “pre-screen” applicants. You are advised to be completely honest about disclosing criminal history, to provide a written explanation that explains your criminal history, and to supply any relevant documents (*e.g.*, court documents, letters from probation officers, etc.). Failure to disclose criminal history may result in subsequent discipline, including revocation of the registration.

**Q: What happens if the CBI or FBI rejects my fingerprints?**

**A:** Fingerprints are typically rejected if they are of poor quality. If you receive a rejection notice from the CBI, you should contact the CBI directly at the address on the notice. Do not call the Division of Registrations’ Office of Massage Therapist Registration, since we do not receive a copy of the rejection notice.

If you receive a letter or email from the Division of Registrations’ licensing specialist notifying you that your fingerprints are rejected, follow the instructions for re-submitting your fingerprints. The letter/email will include the rejection notice(s) received from the CBI and/or the FBI. Take the rejection notice(s) with you to your next fingerprint appointment. You should be sure to include the rejection notice(s) with the re-submission of the fingerprint card. If this process is not followed, it will delay your application processing. Although CBI will not assess another processing fee, the law enforcement agency may.

If your fingerprints are rejected a second time, you will not receive another notification. The CBI will conduct a manual “name check only” and submit the results to the Division of Registrations.

**Q: Can fingerprints be done in another state and then sent to the CBI?**

**A:** Yes, you may go to your local law enforcement agency and follow the instructions noted on the Fingerprinting Background Check Instructions form using the following link:  
<http://www.dora.state.co.us/massage-therapists/MTfingerprintbackgroundcheckinstructions.pdf> .

**Q: I have problems with fingerprinting, is there anything I can do to bypass the process and get the background check done another way?**

**A:** No. You must follow the Fingerprinting and Background Check Instructions.

## **Liability Insurance**

**Q: Do I need my own liability insurance?**

**A:** Yes. It is unlawful to practice massage therapy in Colorado unless the massage therapist purchases and maintains professional liability insurance in an amount not less than \$50,000.00 per claim with an aggregate liability limit for all claims during the year of \$300,000.00. Professional liability insurance must cover all acts within the scope of practice of massage therapy.

**Q: If my employer has liability insurance, why must I also carry insurance?**

**A:** It is a requirement of the Practice Act that each individual carry their own personal liability insurance policy. Specifically, the Practice Act states:

**12-35.5-116. Professional liability insurance required.** It is unlawful for any person to practice massage therapy within this state unless the person purchases and maintains professional liability insurance in an amount not less than fifty thousand dollars per claim with an aggregate liability limit for all claims during the year of three hundred thousand dollars. Professional liability insurance required by this section shall cover all acts within the scope of massage therapy practice as defined by section 12-35.5-103.