

**RENEWAL APPLICATION
MAIL-IN RENEWAL GUIDE**

MAIL-IN RENEWAL ONLY

- Complete 24 hours of continuing education and retain documentation. Be sure 3 hours of the 24 hours are in ethics. It is helpful to complete 60-90 days in advance of renewal to be ready for renewal.
- Print out and complete the Application for Renewal
 - Check the box type of renewal
 - Write your license expiration date on application.
 - Carefully complete your contact information, including e-mail address.
 - Check the yes/no answer related to felonies and misdemeanors. If you answer yes, attach court documents that explain the disposition of your case.
 - Check the yes/no answer related to disciplinary action by licensure board. If you answer yes, attach disciplinary documents that explain disposition of your case.
 - Check the yes/no answer related to professional disciplinary action. If you answer yes, attach disciplinary documents that explain disposition of your case.
 - List continuing education course information requested for 24 hours of coursework, including ethics.
 - Sign and date in the Applicant Affidavit
- Submit correct fee, either check or money order, payable to **Kentucky State Treasurer**.
- Attach all documentation required by Questions 4-6.
- NOTE: Attach CONTINUING EDUCATION documentation ONLY if you have been notified that you are being audited.
- Mail early. Your application must be received at least 10 business days before the Application Committee meeting. To find the meeting dates, go to <http://bmt.ky.gov>, select "about us" and then Board information.**
- Mail your application to the correct address.

USPS, certified, return receipt requested, mail to:	Overnight & Special Mailing such as UPS, FedEx, etc.
KBLMT Division of Occupations and Professions P.O. Box 1360 Frankfort, KY 40602	KBLMT Division of Occupations and Professions 911 Leawood Dr. Frankfort, KY 40602

- Check to be sure that your license verification has been posted online within seven days of the KBLMT Board meeting. Go to [http:// bmt.ky.gov](http://bmt.ky.gov) and verify that it is correct.

**RENEWAL APPLICATION
ON-LINE RENEWAL GUIDE**

ON-LINE RENEWAL ONLY

NOTE: Use for On-Time Active License Renewal Only. The online system cannot accept late renewals, audited renewals, inactive status and carryover CONTINUING EDUCATION documentation.

- Complete 24 hours of continuing education and retain documentation. Be sure 3 hours of the 24 hours are in ethics. It is helpful to complete 60-90 days in advance of renewal just for peace of mind.

NOTE: USE THE TAB KEY TO MOVE BETWEEN INFORMATION BOXES

NOTE: ENTER THE ACUTAL NUMBUR OF YOUR LICENSE. DO NOT enter the KY prefix that preceeds your license number. The system does not accept letters in that box.

- Complete the Renewal Application contact information
- Carefully complete your contact information, including e-mail address.
- If you have multiple work addresses, chose the primary or most permanent one.
- Check yes/no answer related to felonies and misdemeanors. If you answer yes, stop and mail your application with court documents attached.
- Check the yes/no answer related to disciplinary action by licensure board. If you answer yes, stop and mail your application with disciplinary documents attached.
- Check the yes/no answer related to professional disciplinary action. If you answer yes, stop and mail your application with disciplinary documents attached

NOTE: CLICK "EDIT CONTINUING EDUCATION" TO INPUT YOUR CONTINUING EDUCATION INFORMATION.

- List continuing education course information requested.
- The on-line license fee is \$100.00 plus a \$4.00 Convenience Fee for a total of \$104.00.
- Carefully enter your credit card information.
- Complete your online application at least 10 business days prior to the Application Committee meeting. To find the meeting dates, go to <http://.bmt.ky.gov>, select "about us" and then Board information.

**AUDITED RENEWAL APPLICATION
AUDITED RENEWAL GUIDE**

The Kentucky Board of Licensure for Massage Therapy conducts random audits of all licensees. If you have received a renewal notice marked **AUDIT**, you should follow the instructions for a Mail-In Renewal and attach **COPIES** of all continuing education documentation.

NOTE: You must mail AUDIT renewals; you cannot renew online.

MAIL-IN AUDITED RENEWAL

- Complete 24 hours of continuing education and retain documentation. Be sure 3 hours of the 24 hours are in ethics and are identified as ethics. Complete your renewal 60-90 days in advance of renewal just for peace of mind.
- Print out and complete the Application for Renewal.
- Check the type of renewal, for which you are applying.
- Write your license expiration date on application.
- Carefully complete your contact information, including e-mail address.
- Check the yes/no answer related to felonies and misdemeanors. If you answered yes, attach court documents that explain the disposition of your case.
- Check the yes/no answer related to disciplinary action by licensure board. If you answered yes, attach disciplinary documents that explain disposition of your case.
- Check the yes/no answer related to professional disciplinary action. If you answered yes, attach disciplinary documents that explain disposition of your case.
- List the continuing education course information requested.
- Sign and date the Applicant Affidavit.
- Submit the correct fee, and pay by either check or money order, payable to **Kentucky State Treasurer**.
- Attach the documentation required by Questions 4-6.
- Attach **COPIES** OF your continuing education documentation.
- Mail early. Your application must be received in Frankfort at least 10 business days prior to the Application Committee meeting. To find the meeting dates, go to <http://bmt.ky.gov>, select "about us" and then Board information.**
- Mail your application to the correct address.

USPS, certified, return receipt requested, mail to:	Overnight & Special Mailing such as UPS, FedEx, etc.
KBLMT Division of Occupations and Professions P.O. Box 1360 Frankfort, KY 40602	KBLMT Division of Occupations and Professions 911 Leawood Dr. Frankfort, KY 40602

- Check to be sure that your license verification has been posted online within seven days of the KBLMT Board meeting. Go to <http://bmt.ky.gov> and verify that it is correctly posted.

**INACTIVE RENEWAL APPLICATION
INACTIVE RENEWAL APPLICATION GUIDE**

You must hold an Active License In order To apply for Inactive Status.

You must renew your inactive license annually.

Use the “Application of Renewal Form” if you are going Inactive or if you are renewing inactive status.

NOTE: The online system cannot process renewals related to inactive status.

- Print out and complete the Application for Renewal Form.
- Under Type of Renewal, check “inactive”
- Write your license expiration date on application
- Carefully complete your contact information, including e-mail address
- Check the yes/no answer related to felonies and misdemeanors. If you answer yes, attach court documents that explain the disposition of your case.
- Check the yes/no answer related to disciplinary action by licensure board. If you answer yes, attach disciplinary documents that explain disposition of your case.
- Check the yes/no answer related to professional disciplinary action. If yes, attach disciplinary documents that explain disposition of your case.
- Sign and date in the Applicant Affidavit
- Submit your one-year \$35.00 fee, either check or money order, payable to **Kentucky State Treasurer,**
- Complete and submit your application so that it will be received in Frankfort at least 10 business days prior to the Application Committee meeting. To find the meeting dates, go to <http://bmt.ky.gov>, select “about us” and then Board information.**
- Mail your application to the correct address.

USPS, certified, return receipt requested, mail to:	Overnight & Special Mailing such as UPS, FedEx, etc.
KBLMT Division of Occupations and Professions P.O. Box 1360 Frankfort, KY 40602	KBLMT Division of Occupations and Professions 911 Leawood Dr. Frankfort, KY 40602

- Check to be sure that your license verification has been posted online within seven days of the KBLMT Board meeting. Go to <http://bmt.ky.gov> and verify that it is correct.

NOTE: Before reactivating your license you must show evidence of your completion of one (1) hour of continuing education for each month you held inactive status.