

Dear Continuing Education Provider:

Thank you for your interest in applying to be a continuing education provider and/or continuing education program provider with the Louisiana State Board of Massage Therapy. Louisiana state licensed massage therapists may obtain valid CEU credits only through providers and programs approved by the Board. We appreciate your interest in providing this service to Louisiana LMTs. Board approved CEU providers serve the public interest by promoting and enhancing professional standards and competence.

This application packet includes the following:

- A Continuing Education Provider Application Form
- A Continuing Education Program Application Form
- Instruction Sheets for both forms.

Please note that only Board approved providers may offer Board approved programs. You must apply for both provider and program approval from the Board, and pay both fees. You may submit your provider application individually or with the program for consideration. Your applications for provider and program approval will be reviewed at the same time if you submit them together.

Please photocopy the program application form or access our website under "Continuing Ed."

If you have any questions after reviewing the enclosed materials, you may contact a staff member at the board office.

Louisiana State Board of Massage Therapy  
12022 Plank Road  
Baton Rouge, LA 70811  
(225) 771-4090  
(225) 771-4021 (Fax)  
Website: [www.lsbmt.org](http://www.lsbmt.org)

CONTINUING EDUCATION PROVIDER APPROVAL APPLICATION

1. Name of Provider: \_\_\_\_\_ LAPO \_\_\_\_\_

2. Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

4. Individual responsible for receiving notices from the Board concerning this application:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

5. The provider is:

\_\_\_\_\_ an individual.

\_\_\_\_\_ a chapter, society, or professional association related to massage therapy and/or bodywork.

\_\_\_\_\_ a chapter, society, or professional association NOT related to massage therapy and/or bodywork.

\_\_\_\_\_ a school of massage therapy and/or bodywork.

\_\_\_\_\_ a college, university, or school other than a school of massage therapy and/or bodywork.

\_\_\_\_\_ a corporation established to provide professional education.

\_\_\_\_\_ a corporation of massage therapy and/or bodywork practitioners.

\_\_\_\_\_ other: \_\_\_\_\_

6. Has the provider been approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)?

\_\_\_\_\_ YES, NCBTMB Approved Provider No. \_\_\_\_\_

\_\_\_\_\_ NO.

7. Has the provider and/or its programs been approved for CEU credits by a State agency regulating the practice of massage therapy and/or bodywork in another state or states?

\_\_\_\_\_ YES, from the State(s) of \_\_\_\_\_

\_\_\_\_\_ NO.

If the answer is "yes, " attach a copy of proof of the most recent approval from each state from which approval was obtained.

8. If the provider is a school, college, or university, please list all accreditations and/or approvals obtained by the educational institution, state the dates that said accreditations were first obtained and attach a copy of proof of such accreditations and/or approvals.

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9. When did the provider first begin providing continuing education to massage therapists and/or bodyworkers?

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10. If the provider has offered continuing education programs in the past, attach a statement describing the type of programs offered and attach a sample of promotional materials from a representative program.

11. Attach a statement describing the type of programs that the provider currently plans to offer as an approved provider.

12. Has approval for the provider and/or any of its programs been denied or revoked by the NCBTMB, any State agency regulating the practice of massage therapy and/or bodywork, and/or any professional massage therapy organization?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If the answer is "yes," attach a statement fully describing same and attaching all materials received by and/or sent by the provider in connection with same.

13. If the provider is a school, college, university, or other educational institution, has any accreditation and/or approval been denied or revoked?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If the answer is "yes," attach a statement fully describing same and attaching all materials received by and/or sent by the provider in connection with same.

14. Send an original of this form and a set of all attachments, together with the \$100 application fee to:

***CEU Program and Provider Review Committee  
Louisiana Board of Massage Therapy  
12022 Plank Road  
Baton Rouge, LA 70811***

15. I certify that all statements made herein on behalf of the applicant are true, complete, and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

THE ATTACHED SECTION 3901 CERTIFICATE MUST ALSO BE EXECUTED AND SUBMITTED ALONG WITH THIS APPLICATION.

## SECTION 3901 – CERTIFICATE

I HEREBY CERTIFY that I will ensure that each program offered by the applicant provider meets the requirements of the rules and regulations of the Louisiana State Board of Massage Therapy, including the following requirements:

1. The provider must retain a “sign-in sheet” with the signature of participants and copies of any promotional materials for at least four (4) years following each program. The provider must furnish each participant with a certificate or letter of attendance verifying that the program has been completed. The certificate or letter shall not be issued until completion of the program and shall contain the provider’s name and number, the title of the program and instructor, the date, the number of CEU hours and the licensee’s name and license number.
2. Each program presented for Louisiana CEU credits shall be relevant to and focus on massage theory, practice, methods, or the Louisiana laws and regulations governing massage therapy, and shall have stated learning objectives.
3. Each program presented for Louisiana CEU credits shall be taught by a person who meets the criteria of Chapter 39, LAC 46:XLV:
  - A. Board Approval Requirement. For the purpose of renewing or reinstating a license, credit for Continuing Education Units (CEUs) will be awarded only for providers and programs approved by the board. Each provider must make application for board approval on forms provided by the board, submit a fee of \$100 for an initial request for provider approval and \$100 for a bi-annual request for provider renewal, and a fee of \$50 program application and demonstrate that the provider will meet the following requirements.

The provider must have approval, in writing, from the board before disseminating any notices that their program is approved for license renewal credit. In the event a provider does advertise approval by board and approval has not been granted in writing, that provider may be subject to a \$1000 fine and for a two year period no application for approval of continuing education programs by provider will be considered for approval. At the end of that two year period, the \$1000 fine must have been paid before any applications are considered for any future programs by that provider.

- B. The continuing education provider must provide in writing, to the board, the name and address of the person responsible for insuring that each program meets the following requirements.

- C. Authority to Review and Revoke Approval. The board retains the right and authority to audit and/or monitor CEU providers and/or programs. The board may at any time evaluate any provider and/or program and deny, revoke, and/or decline to renew approval of that provider and/or program for good cause. This right to deny, revoke and/or decline to renew approval includes, but is not limited to, the right to deny, revoke and/or decline to renew approval if the provider has disseminated any false or misleading information in connection with the continuing education program or if the provider has failed to conform to and abide by any governing standards, rules and/or written agreements concerning the provider and/or program.
- D. Approved Providers. Subject to Subsection B above, providers may obtain approval from the board upon making application on a form approved by the board, submitting a fee of \$100 for an initial request for provider approval, and demonstrating that the provider will meet the following requirements.
1. The provider must retain a "sign-in sheet" with the signature of participants and copies of any promotional materials for at least four years following each program. The provider must furnish each participant with a certificate or letter of attendance verifying that the program has been completed. The certificate or letter shall not be issued until completion of the program and shall contain the provider's name and number, the title of the program and instructor, the date, the number of CEU hours, and licensee's name and license number. Within 30 days after the program, the provider must send a copy of the sign-in sheets to the board, together with a listing of the names and addresses of the persons who received a certificate or letter of attendance for the program. A CEU Certificate cannot be issued for less than the number of hours approved.
  2. Each program presented for Louisiana CEU credits shall be relevant to and focus on massage theory, practice, methods, or laws, regulations and ethical principles pertaining to the practice of massage therapy and shall have stated learning objectives. No Louisiana CEU credits will be approved for programs that include instruction in diagnosis, the treatment of illness or disease, or any service or procedure that otherwise exceeds the scope of massage therapy as defined by R.S 37:3552(5).
  3. Each program presented for Louisiana CEU credits shall be taught by a person who:
    - a. holds a minimum of a bachelor's degree from a college or university which is accredited by a regional accrediting body recognized by the U.S.

Department of Education, or a substantially equivalent accrediting body of a foreign sovereign state, with a major in a subject directly related to the content of the program to be offered; or

b .i. has completed at least five years of professional experience in the practice of massage therapy; and

ii.(a) has, within the last three years of professional experience, taught a program in the subject matter at least four times; or,

(b) has completed at least 100 hour of non-entry level education in the subject matter to be offered and has a minimum of two years of professional experience in the subject;

(c) was approved by the board as a presenter prior to January 30, 2002.

4. The provider must provide to the board, in writing, the name and address of the person responsible for ensuring that each program meets the requirements of Paragraphs 1-3 above and said person shall so certify in the application for provider approval.

E. Providers must have approval, in writing, from the board before disseminating any notices that their program is approved for license renewal credit. In the event a provider does advertise approval by the board and approval has not been granted in writing, that the provider may be subject to a fine up to \$1000 and/or up to a two year period, no application for approval of continuing education programs by that provider will be considered for approval. The fine must have been paid before any applications are considered for any future programs by that provider.

F. Program Approval. Providers approved pursuant to Subsection A above may obtain approval for all programs to be offered for the full duration of their two-year period as an approved provider. Providers may obtain program approval by making timely application on a form approved by the board, submitting a program fee of \$50 that will cover all programs within the two year period that is exactly the same material presented and the same presenter. The provider must demonstrate that each program and presenter meets the requirements of Subsection A above. The provider may amend the program application at any time during the two-year period to add additional programs and/or presenters after an application has been approved by the state board and a \$50 fee has been paid. Approval for a particular program will be denied if sought later than 45 days before the start of the program.

- G. Out-of-State Program Approval. A Louisiana licensee or licensees may request approval of an individual out-of-state program that has not been approved pursuant to the foregoing provisions by submitting 45 days before the date of the program, an application form approved by the board, all materials showing curriculum objectives and Subsection D above and a program review fee of \$50. If the individual licensee is seeking approval for multiple programs offered at a national convention of a professional massage therapy organization, only a single \$50 fee need be paid by the licensee to seek approval for the multiple programs. Approval shall be for the program sessions attended by the Louisiana licensee(s).
- H. Other Program Approval. Louisiana licensee or licensees may request approval of a non-standard program that has been approved pursuant to the foregoing provisions. The licensee must submit an application form issued by the board, 45 days before the date of the program, accompanied by a program review fee of \$50. This form may be used to apply for approval for such things as but not limited to, college courses or published works by the therapist, to be used in lieu of CEUs for the given year. Protocols for such proposed programs will be established by the board.
- I. Provider Renewal. A certificate from the board approving a provider pursuant to Subsection F above shall be valid for a period of two years from the date that the certificate was issued. During the certificate renewal period, an application for renewal will be mailed to the provider at the last address supplied to the board. In order to obtain renewal of the certificate, the provider must return the completed renewal form to the board on or before the expiration date of the current certificate, together with a provider renewal fee of \$100. Failure to renew your application by the second anniversary (expiration date) will result in loss of provider status and all programs will become null and void. Failure to abide by the following standards will result in the revocation of the providership for a period of five years.
- J. Statement as to Approval.
1. The provider of a program approved for Louisiana CEU units may announce or indicate in advertising, promotional, and other materials as follows:

“Approved by the Louisiana Board of Massage  
Therapy for a maximum of \_\_\_\_\_ hours CEUs.”

No other statement regarding Louisiana CEU approval may be made in advertising, promotional and/or other materials, included but not limited to, a statement that an application has been to the board for approval or that the provider intends to apply for approval.

2. Providers may offer programs that are not approved pursuant to this section. However, if a provider offers a program for which approval is not sought, or for which approval has been denied, the provider must announce in all advertising, promotional and other materials concerning the program as follows:

“Not offered for Louisiana State Board  
Of Massage Therapy CEUs.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
E-mail/Web Address