

CAMTC Application Checklist

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

- 1. Download Application.** Download the “CAMTC Application for Certification”.
- 2. Find Transcripts.** Find your School Transcripts.
- 3. Send Transcripts and Exam Proof.** Have Your Official School Transcripts and Proof of Passing an Exam Sent Directly to CAMTC. Note: Passing an exam is not a requirement.
- 4. Send Fingerprints.** Get your Live Scan Fingerprints completed in the State of California.
- 5. Pay Fee.** Pay your Application Fee.
- 6. Get Passport Photo.** Get your Passport Photo taken.
- 7. Include Photocopy of Driver’s License or State ID.** Make a good photocopy of your Driver’s License or State ID.
- 8. Sign & Date Application.** Complete, sign and date the “CAMTC Application for Certification”.
- 9. Mail Completed Application.** Mail your completed Application with supporting documentation to the CAMTC.

Detail of Nine Necessary Steps to Complete Your Application

- 1. Print the “CAMTC Application for Certification”.** Go to the [‘Forms’](#) web page at www.camtc.org and click on the “Application” link. Print the Application form and fill it in by hand. The form is five pages in length and contains thirty-two (32) questions. You will need to sign it and send your completed application via mail with supporting documentation.
- 2. Find Your School Transcripts.** Gather together ALL of your Massage School transcripts. If you can document 500 or more hours of Massage Therapy training, including 250 hours from an Approved school or schools, then you’ll likely qualify for Certified Massage Therapist (CMT) certification. If you have less than 500 hours of Massage Therapy training, but can document at least 250 hours from a single Approved school, including one hundred (100) hours of education specifically addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics, then you will likely qualify for Certified Massage Practitioner (CMP) certification. If you can’t locate all of your transcripts, you may still be able to document enough hours to qualify for CAMTC certification as a CMT or CMP. Another alternative for CMT certification, for example, is to document 250 hours of qualifying massage education, including at least one hundred (100) hours in the specified curriculum subjects noted above, and you must have passed a CAMTC approved exam. Approved exams are the [MBLEx](#) and [NCBTMB](#) exams.

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 at the address printed on the last page of the Application. 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 to complete question 22 of the Application. Your school(s) must send 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 camtc@amgroup.us. If you have passed a CAMTC approved exam and want it used to qualify for CAMTC Certification, you're required to have proof of your passing the exam sent directly from the examining board to CAMTC. CAMTC approved exams are the [MBLEx](#) and [NCBTMB](#) exams.

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) or Certified Massage Practitioner (CMP). 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 '[Forms](#)' web page and click the "[Live Scan Instructions](#)" link 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 one hundred fifty dollars (\$150.00) made payable to: California Massage Therapy Council. You can also visit the CAMTC website (www.camtc.org) on the '[Forms](#)' web page and click "[Online Payment](#)" to use a CREDIT CARD, or simply enter your credit card information where indicated on the Application form, for later processing by CAMTC. If you pay online, make sure to include a copy of your payment receipt along with your completed CAMTC Application. 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 provides for TWO FULL YEARS of CAMTC certification as a CMT or CMP.

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 any local vendor that advertises and specializes in passport photos, in order to ensure that your photo is taken properly. Be sure to legibly print your name and Driver's License or Official State Identification number on the back of the photo that will be taped to page four (4) of your Application.

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 include 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 send 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 (including, if necessary, the pages six and seven (6 & 7) "Location Supplement Sheet"), you will read the "Applicant Affidavit & Release" on page four (4) 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, tape your recent 2" x 2" passport photo with a white background to your Application using one piece of double-sided tape, include a good photocopy of your driver's license or government issued photo ID with your Application, and include your \$150 fee (by personal check, money order or credit card number, etc.). Also include any supporting documentation as needed. If you checked 'yes' to any of the questions numbered 29-32, please make sure to include a written statement as requested.

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

We strongly recommend that you make one full copy of your Application, including any additional documents, for your own records. CAMTC will contact you if further information or documentation is required to complete your Application. 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 U.S. Department of Justice and the Federal Bureau of Investigation. 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 email and regular mail. At that time, you can order additional certificates if you will be working in more than one location. You will need to display your original certificate (not a photocopy) at each work location.

If you want immediate confirmation that your Application has been received by CAMTC, please send it via USPS certified mail and verify delivery on their website. Otherwise, you will get an acknowledgement email when your Application is entered into our database (which can be 2-3 weeks after it arrives in our office).

The CAMTC mailing address is provided here and again elsewhere in the Application for your convenience:

**California Massage Therapy Council
One Capitol Mall, Suite 320
Sacramento, CA 95814**