

## CHECKLIST FOR MASSAGE THERAPIST APPLICANT

THERAPIST NAME \_\_\_\_\_

1. New \_\_\_\_\_ Renewal \_\_\_\_\_ Additional \_\_\_\_\_
  
2. Completed Application \_\_\_\_\_  
(With Manager's signature from place of employment)
  
3. Fee: New - \$75, Renewal - \$50 or Additional - \$15
  
4. Two passport portrait photographs "2X2" \_\_\_\_\_
  
5. Proof of Age (City will copy Driver's License)
  
6. Proof that the applicant must also have successfully completed an in-person certification program in American Red Cross first aid **and** American Heart Association CPR, or equivalent programs.
  
7. Fingerprints (new applicants only). Fingerprints must be obtained from the Overland Park Justice Center located at 12400 Foster, Overland Park, KS. Fingerprints are only done on Tuesday from 9 a.m. to 2 p.m., Wednesday from 9 a.m. to noon, and Thursday from 9 a.m. to 2 p.m., by appointment only. Call 913-327-6881 to schedule an appointment.
  
8. **Proof of education for New Applicants**  
Proof of National Certification Examination for Therapeutic Massage and Bodywork, 1992 or later or Massage & Bodywork Licensing Examination, 2007 or later  
and  
Certified Transcript of not less than 500 hours, in the theory, method or practice of massage.
  
9. **Proof of continuing education for Renewal Applicants**  
Applicant must provide proof that they received a minimum of 12 hours of professional massage continuing education during the preceding 12-month licensing period.

**ALL THE NECESSARY REQUIREMENTS MUST BE COMPLETED  
BEFORE SUBMITTING YOUR APPLICATION**