# Application Requirements – Massage Therapy

**Administrator Review -** Only for applications requiring additional review by the Board Executive. This item will appear as "Pending" for all applications until the application processor determines the application is complete and does not require further review by the Board Executive.

**Application Form and Application Fee –** Portion of the application is incomplete or the fee is either missing or incomplete. Attached to the deficiency email will be a copy of portion of the application needing completion or an invoice.

**Board Approval** – Only for applications requiring an application hearing before the Board of Massage Therapy. This item will appear as "Pending" for all applications until the application processor determines the application is complete and does not require a hearing before the Board. A separate Notice of Hearing will be sent if a hearing is required.

**Copy of High School, GED, or Official College Transcripts –** Copy of high school diploma, GED certification or college degree. If the school is no longer in existence, contact the State Education Department for records.

**Driver's License, State Issued ID or Passport-** Copy of your unexpired driver's license, state issued ID, passport, or military ID.

**Explanation of Yes Answer-** Explanation for any "Yes" answer in the Personal History section. A written explanation along with copies of criminal plea, conviction or final order must be sent.

**Fingerprint Background Check Results –** For SC residents, please click here for instructions. Fingerprint cards and instructions will be mailed to non-residents.

**Immigration Documentation** – Copy of current immigration documents.

**License Verification from other states –** License verification from all states in which you hold or have held a massage therapy license. Contact each state jurisdiction you are currently or have previously been licensed with and have the verification of licensure sent directly to the Board office via email at contact.massage@llr.sc.gov or mail.

**Massage Program Transcript –** Official massage/bodywork therapy transcript indicating total number of hours completed. If official transcript is not available, you may have your state board confirm that you graduated from a 650-hour massage program/school.

**Name Change (Legal documents)** – Copy of marriage certificate, divorce decree, etc.

**National Exam** – Verification of passing the Federation of State Examinations (MBLEx).

**Notarized Signature Affidavit –** Form must be notarized.

**Notarized Verification of Lawful Presence**- Form must be notarized.

**Photograph 2x2 –** A full face passport style (white background) photo, no less than 6 months old.

**Social Security Card**- Copy of your Social Security card.

**TOEFL/TSE Scores** - If English is not an individual's native language, or if an individual does not demonstrate an effective proficiency of the English language in a manner prescribed by and to the satisfaction of the board, then the board may require proof that the applicant has received a passing score from the Test of English as a Foreign Language (TOEFL), Test of Spoken English (TSE) offered by TOEFL/TSE Services, or another service approved by the board. The costs of the TOEFL, TSE, or other service approved by the board shall be paid by the applicant.

## Application Requirements – Massage & Sole Practitioner Establishments

**Certification of Existence – SC Secretary of State Proof of Registration**

Business corporations, non-profit corporations, limited liability companies (LLC), limited partnerships and limited liability partnerships must register with the SC Secretary of State via www.sos.sc.gov . Sole Proprietorships and General Partnerships are not required to register**.**

**FEIN Documentation (Tax ID #) –** Acceptable proof of or applying for Tax ID can be obtained via www.irs.gov.

EIN Confirmation letter from the IRS (CP 575)
EIN Verification letter from the IRS (147C)
EIN screenshot from the IRS Portal
Prior Year's Tax Return