



COMMONWEALTH OF VIRGINIA
Department of Health Professions – Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463
(804) 367-4515 – PHONE (804) 527-4455 – FAX
web: www.dhp.virginia.gov/nursing

CHECKLIST INSTRUCTIONS FOR REINSTATEMENT AS A MASSAGE THERAPIST

Pursuant to **18VAC90-50-80** of the Virginia Regulations Governing the Licensure of Massage Therapist, a massage therapist who license has lapsed for more than one renewal period shall file a reinstatement application. **However, if your license is not active because of a suspension or revocation you must file an Application for Reinstatement Following Suspension or Revocation.**

To avoid delays in the processing of your **APPLICATION FOR REINSTATEMENT AS A MASSAGE THERAPIST** be sure to follow the instructions carefully before submitting your application. It is important to complete all the requirements and send in all the required supporting documents listed below based on the method by which you are applying. *(Please visit our website at https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm for a copy of the Laws Governing Nursing and the Virginia Regulations Governing the Licensure of Massage Therapist).*

✓ **REQUIREMENTS** are listed below to submit an application for Reinstatement.

- APPLICATION:** Applications for Reinstatement as a Massage Therapy must be downloaded from the Virginia Board of Nursing website at https://www.dhp.virginia.gov/nursing/nursing_forms.htm#MassageTherapist to apply.
 - APPLICATION FEE: \$150.00** application fee by check, cashier's check or money order made payable to **Treasurer of Virginia** must be mailed with your application. Your application will not be reviewed or considered until you have submitted payment. (Pursuant to **18VAC90-50-30(A)**, application fees are non-refundable)
 - COMPLETED CRIMINAL HISTORY BACKGROUND CHECK:** Required pursuant to [Virginia Code § 54.1-3005.1](#): Within 7-10 **business days** after **confirmed payment receipt** for your filed application, you will receive a **Fieldprint Code**. This code is required to register for fingerprinting, which must be done exclusively through [Fieldprint Va](#). You must have a **confirmed application filed** with Virginia Board of Nursing **prior** to registering for fingerprinting. If you do not receive your **Fieldprint Code** within 7-10 **business days**, you must contact the [VBON CBC unit](#) . More information regarding the Criminal Background Check may be found at [VBON CBC Info](#).
 - CONTINUING COMPETENCY REQUIREMENTS:** Provide evidence with your application that you have completed the continuing competency requirements pursuant to **18VAC90-50-75** of the Virginia Regulations Governing the Licensure of Massage Therapist during the period in which the license has been lapsed.
 - SUPPORTING DOCUMENTS** (if applicable)
 - Detailed explanation of conviction(s)** (*detailed explanation should describe the circumstances that caused each conviction; what happened, when it happened, why it happened, and what you have done or are doing to ensure these incidents will not happen again*) To avoid delays this information should be included on the application.
 - Certified Court Order(s)-** To avoid delays, contact the court(s) and request a certified copy of the conviction record(s) from the appropriate court clerk's office (either the arrest warrant with the back filled out by the judge (misdemeanor) or the final Sentencing Order if it were a felony for conviction. **If the Sentencing Agreement makes mention of a pre-hearing or probationary report, that report must also be included.** Certified documents must be mailed to the Virginia Board of Nursing, Attention Massage Therapy.
- If court records are no longer available, contact the court(s) and request a certified statement that your records are no longer available. Certified statement must be mailed to the Virginia Board of Nursing, Attention Massage Therapy.
- Proof all court ordered requirements have been met** (*for example: payment of fines/fees/restitutions/status of an approved payment plan, completion of community service, completion of any treatment programs, status of probation*)
 - Name Change Document** – To avoid delays, if proof of name change to current name has not been filed with this office, please submit with your application a copy of your marriage certificate, divorce decree or court order authorizing the change.

ADDITIONAL INFORMATION

- ❖ The Board may request additional evidence that you are prepared to resume practice in a competent manner.
- ❖ Applications are processed in the order received and may take 30-45 business days to review/complete from the initial application date. Please allow time for a thorough review of all your application documentation before contacting the Board, as it may slow down the review process of your application as well as others.
- ❖ Laws Governing Nursing and the Virginia Regulations Governing the Licensure of Massage Therapist may be obtained at : https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm
- ❖ Documents submitted to the Virginia Board of Nursing are property of the Board and cannot be returned.
- ❖ An incomplete application for licensure will be retained on file only as required for audit. If not completed within one year, a new application may be necessary.
- ❖ Providing false or misleading information as well as omitting information in response to information requested in this application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license.
- ❖ Supporting documentation should be **mailed** to:

Virginia Board of Nursing
Attn: Massage Therapy
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233

PLEASE NOTIFY THIS OFFICE WITHIN THIRTY DAYS OF A NAME CHANGE OR ADDRESS CHANGE.

End of instructions



COMMONWEALTH OF VIRGINIA
Department of Health Professions – Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463
(804) 367-4515 – PHONE (804) 527-4455 – FAX
 web: www.dhp.virginia.gov/nursing

FOR OFFICE USE ONLY (Finance Division)			
Fee Paid \$	Applicant ID #	Receipt #	
FOR OFFICE USE ONLY (BON Staff)			
Originally Applied by	Name Change Rcvd	Cont. Comp. Req. Rcvd	Date CBC Completed
Acknowledgement Sent	License Number Expired	Date Reinstated	Reinstatement Approved By

APPLICATION FOR REINSTATEMENT AS A MASSAGE THERAPIST

I hereby make application to **reinstate** my license as a **Massage Therapist** in the Commonwealth of Virginia. The following information in support of my application is submitted with a **check or money order** in the amount of **\$150.00** made payable to the *Treasurer of Virginia*. **The application fee is non-refundable.**

Disclosure of Addresses

Pursuant to [Virginia Code § 54.1-2400.02](#) addresses of licensees are made available to the public. Normally, the Address of Record is the publicly disclosed address. If you do not want your Address of Record to be made public, you may provide a second, publicly disclosable address (e.g. work, practice address or Post Office Box). If you would like your Address of Record to be publically available please complete both sections with same address.

Disclosure of Social Security or DMV Control Numbers

Pursuant to [Virginia Code § 54.1-116 \(A\)](#), you are required to submit your social security number or your control number issued by the *Virginia* Department of Motor Vehicles*. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. Under [Virginia Code § 54.1-116 \(B\)](#), foreign nationals who are otherwise qualified as an applicant for a license, certificate or registration may be issued a temporary license or authorization to practice, effective for not longer than 90 days.

Please provide the information requested below and on all the pages to follow. Use full name and not initials. (Print or Type)

1. APPLICANT PERSONAL INFORMATION			
Last Name:	First Name:	Middle/Maiden Name:	Suffix:
Address of Record (Mailing Address):	City:	State:	Zip Code:
Publicly Disclosable Address:	City:	State:	Zip Code:
Date of Birth: (MM/DD/YYYY) ____ / ____ / _____	Social Security Number or Virginia DMV Control Number*:		
Email Address:	Telephone Number: () -		
Virginia Massage License Number: 0019-	Full Name at the Time of Initial Licensure:	Date First License Issued:	

If proof of name change to current name has not been filed with this office, please submit a copy of your marriage certificate, divorce decree or court order authorizing the change with your application.

2. LICENSURE HISTORY

- A. This question applies to any license/certificate/registration as a massage therapist, registered nurse, licensed practical nurse, nurse aide, medication aide or other license/certificate/registration as a health care provider that may have been issued to you. Please answer **YES** or **NO** to EACH of the following:
- Have you **ever** been denied a license/certificate/registration in a health related field or jurisdiction? **YES** **NO**
 - Has any license/certificate/registration issued to you **ever** been voluntarily surrendered to prevent disciplinary action? **YES** **NO**
 - Have you **ever** had any of the following disciplinary actions taken against your license/certificate/registration by any licensing authority in any state/jurisdiction: placed on probation, suspended, revoked or otherwise disciplined? **YES** **NO**
 - Has your practice **ever** been the subject of an investigation by any licensing authority? **YES** **NO**
- B. Is your license/certification/registration in good standing in all jurisdictions where licensed/certified/registered? **YES** **NO**
If yes, what other states/jurisdictions have you been licensed/certified/registered:

State:	Year Licensed:	License #:
State:	Year Licensed:	License #:
State:	Year Licensed:	License #:
State:	Year Licensed:	License #:
State:	Year Licensed:	License #:

- C. Are you the spouse of a member of the U.S. military who has been transferred to Virginia and who had to leave employment to accompany your spouse to Virginia? **YES** **NO** Are you active-duty military? **YES** **NO**

If you answered YES to any of the above questions in section 2A, please explain in detail under the explanation section and have certified copies of any applicable orders sent directly to the Virginia Board of Nursing office.

3. CONTINUING COMPETENCY REQUIREMENTS

Have you completed the continuing competency requirements for the period in which your Virginia Massage Therapist license has been lapsed, not to exceed four years, as required in 18 VAC 90-50-75 and 18 VAC 90-50-80 of the Virginia Regulations Governing the Licensure of Massage Therapist? **YES** **NO** **(Please submit copies of all related documents with your application.)**

4. CONVICTION HISTORY

(You will need to provide documentation only if the response is different from that on your last application with this office.)

Have you **ever** been convicted, pled guilty to or pled Nolo Contendere to the violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor? *(Including convictions for driving under the influence, but excluding traffic violations)* **YES** **NO** **If yes, please explain in detail under the explanation section and have a certified copy of the court order(s) sent mailed directly to the Virginia Board of Nursing office.**

5. MENTAL, PHYSICAL OR CHEMICAL DEPENDENCY

(You will need to provide documentation only if the response is different from that on your last application with this office.)

Do you have a mental, physical or chemical dependency condition which could interfere with your current ability to practice as a massage therapist? **YES** **NO** **If yes, please explain in detail under the explanation section and have a letter from your licensed treating professional summarizing diagnosis, treatment and prognosis mailed directly to the Board of Nursing.**

PLEASE BE SURE THAT YOU HAVE ANSWERED EACH OF THE ABOVE QUESTIONS.

6. EXPLANATION

Attach additional pages if necessary.

7. AFFIDAVIT (to be completed before a Notary Public)

State of _____ County/City of _____

Name _____, being duly sworn, says that he/she is the person who is referred to in the foregoing application for licensure as a massage therapist in the Commonwealth of Virginia; that the statements herein contained are true in every respect; that he/she has complied with all requirements of the law; and that he/she has read and understands the affidavit.

_____ Signature of Applicant

Subscribed to and sworn to before me this _____ day of _____ , _____.

My commission expires on _____.

SEAL _____ Signature of Notary Public