

Information for Massage Technician Business License Applicants

State massage certification information

Voluntary statewide certification of massage therapists began in September 2009. The California Massage Therapy Council (CAMTC) administers the certification program. For further information about state certification, interested parties may contact the CAMTC at (916) 669-5336, or visit their website at www.camtc.org.

Therapists/technicians with valid state certification do not need a County-issued business license to practice massage in massage clinics and/or spas located in San Bernardino County unincorporated areas. As part of the clinic licensing process, those clinics will provide the County with the name and license information of all therapists/technicians working at the clinic.

Therapists/technicians not having state certification must follow the process outlined below to obtain a County massage technician business license in order to work in clinics or spas in County unincorporated areas.

Fees

The following fees are required when applying for a San Bernardino County massage technician business license. Fees are nonrefundable and can be found at www.sbcounty.gov.

- Initial application fee, paid when submitting the first application.
 - Examination fee (new applicants or reapplicants with an expired license).
 - Initial license fee, paid when the first license is issued.
 - Relocation or second location fee.
 - Renewal fee, paid each year when the license is renewed.
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Photos

The Clerk of the Board office will take the applicant's photo; the photo will be placed on the business license.

Photo identification

The applicant must supply photo identification, such as California driver's license or ID card, to establish identity and proof of age.

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Fingerprints Each applicant must be fingerprinted. Once the Live Scan completed **after April 30, 2006** is on file with the Clerk of the Board, the applicant should not need to be fingerprinted again (unless required by the Sheriff's Department).

Applicants who need to be fingerprinted will contact the San Bernardino County Sheriff's Department for more information. Applicants can **check in with the Employee Resources Division** of the Sheriff's Department to be Live Scanned. The Sheriff's Department will return two completed copies of the Live Scan form to the applicant. The applicant will submit one copy to the Clerk of the Board, along with the business license application, as proof that fingerprinting has been completed.

Contact:
Sheriff's Department/Records Division
655 East Third St., San Bernardino
(909) 888-5916

Diploma and transcript First time applicants must attach copies of their diploma and transcript to the application.

- The diploma must be from a recognized school.
- The certified transcript must show that the applicant attended a resident course of study of no less than two hundred (200) hours in theory, ethics, practice, profession and work of massage. It must also show the beginning and ending dates of the applicant's course of study.

Health clearance Applicants must provide health clearances issued by the San Bernardino County Department of Public Health Officer. These clearances must be dated within **thirty (30) days** of submitting the application and must certify that the applicant is free of infectious or communicable diseases. Contact your nearest San Bernardino County Department of Public Health Clinic for further information, or call 1-800-722-4777.

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Examination New applicants, or reapplicants with expired licenses, must take and pass a written and practical examination. The examination is given four (4) times per year – January, April, July and October.

Background check When the applicant submits the completed application to the Clerk of the Board, the applicant will pay the initial application fee (if a new applicant) or the renewal fee and the Clerk of the Board will forward the application to the Board of Supervisors for approval and subsequent placement on the agenda. This process usually takes at least two weeks, depending on the Board of Supervisors meeting date.

Issuance of business license The business license will be issued after the agencies approve the application and the applicant has paid all applicable fees.
