

HAWAII BOARD OF MASSAGE THERAPY
Frequently Asked Questions

MESSAGE THERAPIST EXAM AND LICENSE

1) What are the requirements to become a licensed massage therapist in Hawaii?

All applicants are required to:

- a) meet the minimum education and training hours requirement of 570 hours;
- b) pass the State of Hawaii licensure examination; and
- c) possess current infant and adult cardiopulmonary resuscitation ("CPR") certificate from the American Red Cross or the American Heart Association.

2) Where can I obtain the required hours of education and training?

All applicants are required to meet the 570 hours of education and training. You may meet these requirements by:

- a) Attending and successfully completing a massage therapy program in a school that was licensed/registered/certified by the state department of education in the respective jurisdiction or by an agency authorized by the appropriate government agency of the respective jurisdiction (where you studied). The school must have been licensed/registered/certified while the student attended the program. Your school can be located in Hawaii or in another jurisdiction; OR
- b) Successfully completing an apprenticeship program under the direct supervision of a Hawaii licensed massage therapist. The apprenticeship program shall be a minimum of 420 hours of hands on training under the direct supervision of a Hawaii licensed massage therapist. **NOTE: Apprenticeship training obtained in other jurisdictions, outside the State of Hawaii, are not accepted toward Hawaii's licensure requirements.**

3) I am a licensed massage therapist in another state. How do I transfer my license to Hawaii?

Your out-of-state license CANNOT be transferred to Hawaii. You must apply for a Hawaii license and meet the Hawaii requirements that are in place at the time you submit the application.

4) I took and passed the licensing exam for my other state license. Will Hawaii accept my passing score as a substitute for the Hawaii exam?

No, passing scores from other state's licensing exams are not accepted. All applicants for a Hawaii license are required to take and successfully pass the Hawaii massage license exam.

5) I am nationally certified. Will Hawaii accept my national certificate?

No, your national certificate will not be accepted to meet Hawaii's licensing requirements. All applicants are required to meet Hawaii's licensing requirements.

6) I am nationally certified. Do I have to take the Hawaii exam?

Yes, all applicants are required to take and successfully pass the Hawaii massage license exam.

7) What documents do I have to submit with my application?

Information on submissions can be found on the instructions sheet that is attached to the application form.

8) How much are the licensing fees?

Information on fees can be found on the instructions sheet that is attached to the application form.

9) I don't know if my education and training meets Hawaii's requirements. Who may I talk with to find out if I meet Hawaii's requirements?

If you would like to have your education and training reviewed, you must submit a completed massage therapist application form and application fee and all required documents. A review will be conducted of your documents and you will be notified in writing of the outcome of the review.

10) When can I take the massage exam?

An applicant may sit for the massage exam after their completed massage therapist application is approved by the Hawaii Board of Massage Therapy ("Board"). Once your application has been approved, a notice and the exam

registration paperwork will be sent to the mailing address on file. You will need to register with the exam provider.

11) Where and when is the massage exam administered?

Prometric is the testing administrator for the exam. The testing site is at 354 Uluniu Street in Kailua, Oahu. Examinations are scheduled 4 times a year, usually in March, June, September and December.

12) What does “walk-in” testing mean?

“Walk-in” testing is available under certain circumstances. If you have been approved for an exam by the Board, you may take the exam by appointment on a date other than the scheduled testing dates offered. For an appointment, contact the exam provider. A “walk-in” fee of \$50 is added to the basic exam fee. NOTE: “Walk-in” testing is only available at the Oahu location.

13) Can I take the exam out-of-state?

When an applicant submits their application for massage therapist, they may include a written request to sit for the exam out of state and if approved, the applicant must make the arrangements to sit for the Hawaii massage exam with the exam provider, not the Board of Massage Therapy. It is solely up to the exam provider if they can accommodate the exam candidate.

14) Can you give me my exam score over the phone/via email?

We do not send out exam scores nor do we give exam results over the phone or via email. Prometric, the exam provider, sends exam results directly to the applicants. For questions regarding your exam results, please contact the Hawaii Prometric office at (808) 261-8182.

15) What if my infant and adult CPR certification is not from the American Red Cross or American Heart Association?

An applicant may request for a waiver provided that the conditions of Hawaii Administrative Rules (“HAR”) §16-84-23(o) are met.

16) Are there continuing education (“CE”) requirements for licensure renewal?

No.

MESSAGE ESTABLISHMENTS

- 1) **I already have a Massage Establishment (MAE) license, but I'm moving to another location. Will my current license cover this new location?**

No. MAE licenses are not transferable to a new location. You must file a Relocation application and obtain an approval before opening at this new location and engaging in massage therapy services.

- 2) **Do I need a MAE if I want to work out of my home?**

Yes. An MAE application must be filed and all requirements met. If a MAE is situated in any building used for residential purposes, the MAE shall be set apart and shall not be used for any other purpose.

- 3) **I already have an MAE license and will be selling my business. Can the new owner operate at the current location under my license?**

No. An MAE license is not transferable to a new owner. The new owner must apply for a new MAE license.

- 4) **Now that the Department of Health no longer inspects the MAE prior to licensing, what is required in place of this?**

Requirements are listed in detail in the Instructions for MAE with the application form.

- 5) **I will not be an employee of the MAE, but I would like to perform massage therapy services. Do I need a MAE license?**

Yes. As an independent contractor, you would need to obtain an MAE license, in addition to your MAT license.

- 6) **What if there is a change in the Principal Massage Therapist (PMT)? What do I do?**

Please complete and submit the Change of Personnel form to report **all changes, additions or terminations** of your principal massage therapist and any changes, additions or terminations of any **licensed** massage therapist(s) **employed or terminated** by, or associated with the massage establishment.

7) When do I need to notify the Board of any changes to the PMT or MATs?

All subsequent changes in personnel must be reported to the Board in writing within forty-eight (48) hours of the change on a "Change of Personnel for Massage Therapy Establishments" form MA-12.

8) Do I need an MAE license if performing massage therapy services every week at a Farmer's Market?

Yes. An MAE license is required if massage therapy services are performed on a regular basis (e.g., open-air markets, farmers' markets, swap meets, flea markets).

9) Can I place my massage therapist and/or massage establishment license on inactive status?

Yes.

10) After licensure, how often will I have to renew?

All licenses expire on June 30 of each even numbered year.

11) I did not renew my license on time. Can I restore it?

Licenses that are not renewed by June 30 of every even-numbered year become forfeited. A forfeited license may be restored within one year of the forfeiture. To restore a license, you may call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time, and request to have a restoration application form sent to you.

MESSAGE APPRENTICE

Apprenticeship training shall begin on the effective date of the permit. Apprenticeship training shall not be completed sooner than 6 months and shall not go on longer than 1 year from the date of the issuance of the permit. Apprenticeship training shall be conducted only in this State.

1) Where can I find the list of Board approved apprenticeship programs?

There are no "Board approved" apprenticeship programs. The Board does not have authority to approve apprenticeship programs.

2) If there are no approved apprenticeship programs, how do I complete one?

Even though there are no approved apprenticeship programs, the Board's administrative rules set forth the course of study that an apprentice shall complete (see section 16-84-23(j), HAR). The apprentice trains under the direct supervision of a sponsoring massage therapist. The sponsoring therapist shall have a current Hawaii massage therapist license. The apprenticeship shall be conducted in a Hawaii licensed massage therapy establishment.

3) Is there a list of Board approved massage therapists that hold apprenticeship training programs?

No. The Board does not approve apprenticeship training programs, therefore, there is no list of approved programs.

4) Will the Board assign me to a sponsoring therapist?

No. You must locate a licensed massage therapist that meets the sponsor requirements (see below) who is willing to allow you to apprentice under him/her.

5) If there is no list and the Board will not assign me to a sponsoring therapist, how do I know whether the massage therapist is authorized to train me?

The sponsoring massage therapist must possess at least three (3) years of massage therapist licensure in Hawaii; employed by or registered with a licensed massage therapy establishment; and must maintain an active license throughout the sponsorship period. In addition, all training must be conducted at a Hawaii licensed massage therapy establishment and the principal massage therapist of that establishment must authorize the apprentice training.

Ask the prospective sponsoring massage therapist to show you proof that he/she is licensed (ask for their license). Ask to see the licenses of the massage therapy establishment and the principal massage therapist. You may also visit our website to verify that the licenses of the individuals and massage therapy establishment are current and in good standing.

7) When can I start the apprenticeship?

You must first complete the academic studies of 50 hours in anatomy, physiology and structural kinesiology (combined total of 50 hours) and 100 hours of theory and demonstration of massage therapy. Submit an application for an apprentice permit with proof of completion of these academic hours of study. You may only begin your apprenticeship once your application has been approved and your sponsor receives the apprentice permit.

8) How do I obtain the 50 hours in anatomy, physiology and structural kinesiology and 100 hours of theory and demonstration of massage?

You may acquire these hours via different sources:

1. Through a licensed/registered/certified school in any jurisdiction (see the application instructions attached to the massage apprentice application for more information).
2. Through a Hawaii Board approved massage therapy workshop For more information, see "MESSAGE THERAPY WOKSHOP".

MESSAGE THERAPY WORKSHOP

1) Where can I find a list of Board approved workshops?

The list of approved massage workshops can be found on the Board's website:

<http://hawaii.gov/dcca/pvl/boards/massage/matworkshop>

For more information regarding these workshops, please contact the establishments directly.

2) How do I apply to conduct a Board approved workshop?

You must submit a completed application and receive approval from the Board. The application can be found at:

http://hawaii.gov/dcca/pvl/boards/massage/application_publications/

