





**Commonwealth of Massachusetts
Division of Professional Licensure
BOARD OF REGISTRATION OF MASSAGE THERAPY**

Instructions on submitting an Solo and Multiple Establishment Application:

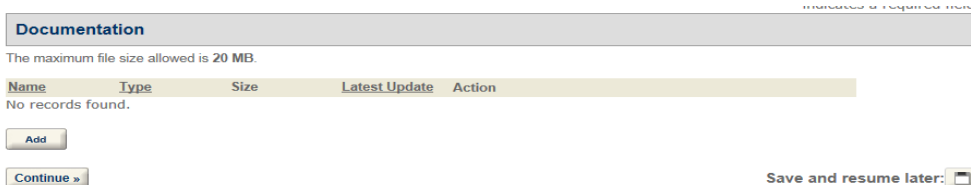
1. Visit <https://elicensing.mass.gov> to register for an ePlace portal account. Detailed instructions on how to create a portal account can be found [here](#) .
2. Click on the Manage Licenses, Permits, Certificates.
3. Proceed to click on File an online application (see below). Review and accept all terms to continue.



4. Select the appropriate Board of Registration for the license type you are applying for (**Massage Therapy**).
5. Click on the appropriate application type you wish to submit “**Solo Establishment application**” or “**Multiple Establishment application**” and select continue to start the online application questions.
6. Please ensure to follow instructions on the landing page and attach proper documentation. **Do not submit PNG picture image** from your mobile phone as documentation as this will not be accepted by the board (i.e.: Floor Plan, Liability Insurance, Compliance Plan, Statement by Compliance Officer, etc). Please scan or upload as a **PDF**  **file** in order for the board to process your application within the 4-6 week processing time. **Failure to attach appropriate file specifications noted above, may cause a delay in the application process.**

The following documents will need to be mailed directly to the Board of Registration of Massage Therapy **RE: Initial Application (include your record ID number) 1000 Washington St. Suite 710 Boston, MA 02118:**

- [Criminal Offender Record Information \(CORI\) Form](#) for all signatories of the application (Operator, Owner, and Compliance Officer if applicable).



Applications can take 4-6 weeks to process once all required items have been submitted in good order. For any additional questions regarding your application submission, please email the board at Massagetherapy@mass.gov re: Assistance with online establishment application submission.