

IMPORTANT LICENSURE INFORMATION - Please Read

How To Obtain A Massage Practitioner (Advanced or General) Permit

Step 1. Application Process

- A. **Bring or COMPLETE** the following at the Department of Public Health, Environmental Health Section at 1390 Market Street, Suite 210, San Francisco
Monday - Friday, 8:00 – 5:00pm

1. **Complete and/or completed** massage practitioner application
2. **Photo ID document:** driver's license, identification card, and passport or INS card with proof of age. Applicant must be at least 18 years of age.
3. **Original diploma(s)** from a California massage school, approved by the Department of Consumer Affairs.

General ≥ 100 hours, *Advanced* ≥ 200 hours.

Proof of hours must be on the diploma. If the numbers of hours are not indicated on the diploma, you must also provide an official school issued transcript.

- **Out of State** Applicants must submit an original diploma **AND** official transcripts from a recognized massage school.
- **Foreign graduates** of massage must have their diplomas authenticated by the Consulate or Embassy of the Country of Origin, or have their diploma and transcripts evaluated by a foreign credential evaluation service.

***APPLICATIONS WITHOUT A DIPLOMA or certificate of completion WILL NOT BE ACCEPTED.**

4. **Application fee** (check current fees, non-refundable, check or money order **ONLY**) payable to SFDPH (San Francisco Department of Public Health). Bounced check fees are \$50.00.
5. **Request for Verification of Massage License** must be completed if you practiced and held a massage license/permit in another state.
6. **Print and sign requirements form.** Verify that you have understood all application procedure requirements.

Step 2. Complete Background Check (Livescan)

- A. Submit an official referral form for background check to San Francisco Police Department (SFPD). **You MUST go in person and bring the SFPD referral form with you along with payment to SFPD, 850 Bryant St., Rm 458. DO NOT MAIL IT IN.**

1. The fee is \$165.00 (check or money order **ONLY**) payable to SFPD.
2. There are no appointments.
3. Expect a waiting time of one or more hours at SFPD. Arrive early.
4. SFPD sends completed background check results to us in approximately 2 weeks from the time you submit your request.
5. Background check expires after 3 months.

Step 3. Massage Practitioner Exam/Photo ID/License Fee

Note: You will be notified and scheduled to take the massage practitioner exam **only** when your file is complete i.e. our office has all necessary documents including diploma, transcripts **and** background check result.

Note: The exam day process will take approximately **1-2 hours** to complete.

- A. You must show up to take the massage exam on the date/time specified on your confirmation letter. If you are unable to make your specified exam date, notify us immediately at 415-252-3882.
 - 1. Bring a photo ID (driver's license, passport, or ID card)
 - 2. No drop-ins. No waiting list for exam. Arrive early. If you are more than 10 minutes late, you will be required to reschedule for the next available examination.
 - 3. You are allotted one hour to complete the exam.
 - 4. You will receive the result of your exam on the same day.
- B. If you **pass** your exam (minimum score of 70%) you will proceed to:
 - 1. Take photo ID downstairs, Room 212
 - 2. Pay the license fee; fee will be prorated from the issue date on your permit to December 31st of the current year. The yearly fee is \$119.00. You will receive a renewal bill between November – January of each year.
- C. If you **fail** your exam:
 - 1. You will need to re-schedule for the next available makeup exam.

Important Reminder: You are responsible for paying your yearly license fee. If you have a change of address or wish to cancel your permit, inform us in writing.
Address to: Department of Public Health, Environmental Health – Massage Program,
1390 Market Street, Suite 210, San Francisco, CA 94102.

Exemptions: Licensed or certificated health care practitioner practicing massage as part of his or her health care practice, any barber, cosmetologist, esthetician or manicurist licensed under Division 3, Chapter 10, of the California Business and Professions Code practicing massage within the scope of any relevant state restrictions on the practice of massage by members of those professions.