



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Massage Therapy Continuing Education (CE) Sponsor (245)

Effective: 12/2024
Revised: 12/2024

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.
- A Massage Therapy Continuing Education (CE) Sponsor means entities approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB); The American Massage Therapy Association (AMTA) and its chapters; any approved massage therapy program or accredited school, college, university or State agency; and any other person, firm, or association that has been approved and licensed by the Division to coordinate and present continuing education courses or programs.
- State of Illinois agencies, colleges, and universities are exempt from payment of the application fee and renewal fees for CE Sponsors.

LICENSE QUALIFICATIONS

Massage Therapy CE Sponsors must comply with [68 Ill. Adm. Code, Section 1284.90](#).

A licensed sponsor shall provide CE courses that are organized programs of formal learning that contribute directly to a licensee's knowledge and ability to perform his/her duties as a licensee.

An applicant for Massage Therapy CE Sponsor will be required to attest to the following:

I hereby certify that I am the individual responsible for the continuing education (CE) programs offered by this sponsor and:

1. *That all courses and programs offered by this sponsor for CE credit will comply with criteria in 68 Ill. Adm. Code, Section 1284.90(c)(3) and all other criteria in 68 Ill. Adm. Code, Section 1284.90.*
2. *That this sponsor will be responsible for verifying attendance at each program and provide a certificate of attendance as set forth in 68 Ill. Adm. Code, Section 1284.90(c)(8).*
3. *That, upon request by the Department, this sponsor will submit such evidence as is necessary to establish compliance with the requirements of 68 Ill. Adm. Code, Section 1284.90; and*
4. *That each CE program shall provide a mechanism for evaluation of the program and instructor by the participants. The evaluation may be completed on-site immediately*

following the program presentation, or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly.

5. *That this sponsor may subcontract with individuals and organizations to provide approved programs.*
6. *That all programs given by this sponsor shall be open to all licensed massage therapists and not be limited to members of a single organization or group.*
7. *That this sponsor will submit by December 31 of each even-numbered year to the Department, a list of courses and programs offered within the last 24 months, which includes a brief description, location, date and time of each course given by the sponsor and by the subcontractor.*
8. *That this sponsor shall maintain attendance records for not less than 5 years.*
9. *That this sponsor shall be responsible for assuring that no renewal applicant shall receive CE credit for time not actually spent attending the program.*
10. *That this sponsor is aware that failure to comply with the Rules of the Department of Financial and Professional Regulation (68 Ill. Adm. Code, Section 1284.90) may result in disapproval of this sponsor by the Department; and*
11. *That this sponsor is aware that disapproval by the Department will result in no credit being accepted by the Department of Financial and Professional Regulation by this sponsor subsequent to such disapproval.*
12. *Notwithstanding any other provision of the Rules (68 Ill. Adm. Code, Section 1284.90), the Department may evaluate this sponsor at any time to ensure compliance with the requirements as set forth in 68 Ill. Adm. Code, Section 1284.90.*

REQUIRED SUPPORTING DOCUMENTS

You must submit:

1. Submit a sample evaluation form to be completed by participant of a program to evaluate the instructor and the CE program. The evaluation form must indicate the instructor's name, CE program name and the date of CE program.
2. Submit a sample detailed outline of a program that is a minimum of 1-hour in length. Provide the instructor's qualifications and specify the program objectives, program content and teaching methods as well as any prerequisites or requirements. Include the number of CE hours that will be earned.
3. Submit a sample "Certificate of Attendance," which contains the following:
 - a. Sponsor's name, address and Illinois CE Sponsor license number;
 - b. Name and Illinois license number of the participant;
 - c. Title of the CE program;
 - d. Date and place of the program;
 - e. Number of CE hours received by the participant and indicate if the hours were earned in person or individual study, and;
 - f. The signature of the person responsible for CE programs.
4. Submit a sample examination for a self-study course.

IMPORTANT INFORMATION ONCE LICENSED

- All Massage Therapy Continuing Education (CE) Sponsor licenses expire on December 31 of each even-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.
- The Massage Therapy Practice Act (Act) ([225 ILCS 57/](#)) as well as the Administrative Code [68 Ill. Adm. Code, Section 1284](#) (Code) regulating this profession may be amended from time to time. It is the responsibility of a licensee under the Act to be aware of any changes that may affect their profession and make any necessary adjustments to remain in compliance with the Act and Code.
- The Department posts profession specific notices, statements and other information to the [IDFPR](#) website. Schools, educators, students and licensed professionals should visit the [IDFPR](#) website frequently, and their profession specific pages, to stay informed about the latest information and developments.