

CONTINUING EDUCATION FACT SHEET

The continuing education (CE) information contained within this fact sheet is specific to professions regulated under the **Illinois Massage Therapy Practice Act**. For information on other CE that is required by legislative mandate, regardless of the professional license held, please visit [IDFPR | Continuing Education](#).

Each individual license holder must complete a one-hour sexual harassment prevention course during each renewal cycle, *beginning with the first renewal*, after obtaining their *original* license. A renewal applicant is not required to comply with profession-specific CE for the *first* renewal after issuance of the *original* license.

Licensees will be required to certify on the renewal application to successful completion of the required hours of CE from an approved CE Sponsor registered with the Division, or other qualifying provider, within the 2 years prior to the expiration date of the license.

The Division may require additional evidence demonstrating compliance with the CE requirements (i.e., certificate of attendance or certificate of completion). It is the responsibility of each renewal applicant to retain or otherwise produce evidence of this compliance. That evidence shall be required in the context of the Division's random audit.

When restoring a license to active status, the licensee will be required to submit evidence of completion of the CE requirements, where applicable.

Credit Hours

Massage Therapists licensed under the Act shall complete a minimum number of hours of CE training each renewal period as follows:

- A. Two (2) hours of ethics training.
- B. One (1) hour of Sexual Harassment Prevention training.
- C. One (1) hour of Domestic Violence and Sexual Assault Awareness training.
- D. Twenty-one (21) hours of training that contribute to the advancement, extension and enhancement of the professional skills and knowledge of the licensee in the practice of massage, which shall include, but not be limited to, ethical reasoning, critical reasoning, interpersonal abilities and performance skills.

Credit for hours of continuing education are determined by these provisions:

- A. An approved CE program hour shall include at a minimum 50 minutes of actual class time, exclusive of time devoted by participants to pre-class or post-class preparation.
- B. Participants completing courses at a university, community college, or college shall receive 15 CE credit hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded.

- C. Continuing education credit hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of the State of Illinois.
- D. Completing a self-study course that is offered by an approved sponsor. Each self-study course shall include an examination.
- E. Credit may be earned for papers prepared and delivered before recognized massage therapy organizations; papers published in nationally recognized massage therapy journals; or a chapter published in a book on massage therapy, each appropriately verified.
- F. Credit may be earned for first time presentation of an academic course or workshop, seminar, in-service, electronic or Web-based course. Speeches made at luncheons or banquets or any other presentation not within the guidelines are not eligible for CE credit.

Approved CE Sponsors and Programs

Approved sources of continuing education include:

- A. Entities approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB);
- B. The American Massage Therapy Association (AMTA) and its chapters;
- C. Any approved massage therapy program or accredited school, college, university or State agency; and
- D. Any other person, firm, or association that has been approved and licensed by the Division pursuant to the Administrative Code to coordinate and present continuing education courses and programs.

If a licensee has earned or is seeking CE hours offered in another jurisdiction not given by an approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an [out of state CE approval form](#), along with a \$25 processing fee, *prior to participation in the program or within 90 days prior to expiration of the license*. The Board shall review and recommend approval or disapproval of the program.

If a licensee fails to submit an [out of state CE approval form](#) within the required time frame, late approval may be obtained by submitting the approval request form with the \$25 processing fee *plus a \$50 per CE hour late fee not to exceed \$300*. The Board shall review and recommend approval or disapproval of the program.

[Out-of-State Massage Therapy Continuing Education \(C.E.\) Approval](#)

Sexual Harassment Prevention Training

The Civil Administrative Code of Illinois, Section 2105-15.5, requires sexual harassment prevention training for *all* licensees. Per Section 2105-15.5:

The Department shall require each licensee to complete sexual harassment prevention training provided by the licensee's employer, the Department of Human Rights, or any continuing education provider authorized to provide continuing education under an Act administered by the Department

in accordance with Section 2-109 of the Illinois Human Rights Act. The training shall be completed, at a minimum, prior to a licensee's renewal of his or her license.

Waiver of Continuing Education Requirements

When circumstances prevent a licensee from completing CE requirements during a renewal period they may request a waiver of the requirements.

- A. Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements shall file with the Division a renewal application, along with the required fee, a statement setting forth the facts concerning noncompliance and request for waiver of the CE requirements on the basis of these facts. A request for waiver shall be made prior to the renewal date. If the Division, upon the written recommendation of the Board, finds, from such affidavit or any other evidence submitted, that extreme hardship has been shown warranting granting a waiver, the Division shall waive enforcement of CE requirements for the renewal period for which the applicant has applied.
- B. Extreme hardship shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable pre-renewal period because of:
 - a. Full-time service in the armed forces of the United States of America during a substantial part of the pre-renewal period;
 - b. An incapacitating illness documented by a statement from a currently licensed physician;
 - c. A physical inability to travel to the sites of approved programs documented by a currently licensed physician; or
 - d. Any other similar extenuating circumstances.
- C. A waiver request shall be applicable to all CE requirements under the Act, including the requirement for completion of a domestic violence and sexual assault awareness education course.
- D. Each individual license holder must complete a one-hour sexual harassment prevention course regardless of the determination on a waiver request.

The license will be renewed pending review of the waiver request by the Division. This does not mean the request has been approved. It simply enables the licensee to continue to practice until a final determination has been made regarding the waiver request.

If the Division determines that the waiver request demonstrates extreme hardship, the Board will review the waiver request and then make a recommendation to the Director. The Director will make a final determination on the waiver request.

Written notice of the determination will be provided to the licensee. Approval requires no further action by the licensee and the license will remain active throughout the remainder of the renewal period. Denial will result in further action necessary by the licensee for the license to remain active.

Failure to complete any instructions from the Division will result in the license being placed into a non-disciplinary, non-renewed status and the renewal fee forfeited.

Any CE waiver that is granted is valid for only the renewal period in which it was granted. There are no permanent or perpetual CE waivers.

CE requirements cannot be waived when restoring a license from any other status.

More Information

Find listings of approved CE Sponsors and other information about your profession at <https://idfpr.illinois.gov/dpr.html>.

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