

**TOWN OF BELMONT
INITIAL APPLICATION FOR INDIVIDUAL
BODYWORK REGISTRATION**

NAME_____

STREET ADDRESS_____

CITY/TOWN_____ STATE_____ ZIP_____

HOME PHONE_____ WORK PHONE_____

LICENSED ESTABLISHMENT IN BELMONT WHERE YOU EXPECT TO BE EMPLOYED:_____

EDUCATIONAL BACKGROUND:

Please attach a list of courses completed, degrees or certifications earned, in preparation for your work as a body work therapist. Include:

- Name of professional/training school or institute attended:
- Address of school or institute:
- Telephone #
- Attach a copy of the degree/certification received upon completion of your coursework for each discipline you are being licensed for. (The Health Department reserves the right to call the schools and verify your attendance).

WORK EXPERIENCE:

Please attach a copy of your work history. (List your experience working as a massage/muscular or body work therapist first and then other employers, listing the most recent first. Name, address and telephone are needed.

Submit a certified copy of his birth certificate or its equivalent to establish that the applicant is, at the time of application, at least eighteen (18) years of age.

Attach a signed passport type photograph taken within the preceding 12 months.

If previously licensed, provide satisfactory evidence of being certified by an appropriate licensing authority, or its equivalent or successor organization which shall be submitted directly to the Department by that licensing agency.

Professional references submit two (2) original letters from health care professionals attesting to the applicant's personal character and professional ethics.

Complete a release of Criminal Offenders Record Information (CORI) for the Department to receive criminal history.

You must disclose the circumstances surrounding any of the following:

- (a) Disclosure of any conviction for any sexual-related offense, including prostitution or sexual misconduct, rape as well as other felony against persons occurring within the past ten (10) years.
- (b) Revocation or denial of a license to practice bodywork issued by any state or municipality.
- (c) Loss or restriction of licensure or certification by any jurisdiction for any reason.

Submit a non-refundable application fee of one hundred and fifty dollars (\$150.00) by check or money order made payable to the Town of Belmont.

The application shall be sworn to and signed by the applicant and notarized by a Notary Public of the Commonwealth of Massachusetts.

All documents submitted for licensure purposes become the property of the Department and will not be returned.

**TOWN OF BELMONT
INITIAL APPLICATION FOR BODYWORK ESTABLISHMENT
REGISTRATION**

NAME OF BUSINESS _____
STREET ADDRESS _____
CITY/TOWN _____ STATE _____ ZIP _____
HOME PHONE _____ BUSINESS PHONE _____
NAME OF APPLICANT: _____
ADDRESS OF APPLICANT : _____
WEBSITE _____

Establishment Licensure Information and Requirements

A. In addition to ensuring that all bodywork therapists employed in the establishment have obtained a license to practice bodywork in the Town of Belmont, a proprietor wishing to operate a bodywork establishment must comply with the additional licensure requirements below.

B. Unless all bodywork therapists within the facility have individual licenses from the Town of Belmont, it is a violation of these regulations for any person operating a bodywork establishment to present his/her establishment as a licensed bodywork establishment or to hold his/her establishment out to the public as being licensed by using a title on signs, mailboxes, address plates, stationery, announcements, telephone listings, calling cards, or other instruments of professional identification or advertisements of any sort.

C. To operate a bodywork establishment in the Town of Belmont, a person must complete the following application process:

- The applicant shall answer every question truthfully and completely and supply all information requested in the application form. The applicant shall submit the application along with all required documentation and fees to the Department. All required documents must be received by the Department within sixty (60) days for an active application. False statements shall constitute grounds for revocation or denial of an issued license.
- Applications shall be accepted throughout the year. The Department shall act on license applications within thirty (30) days of receipt of all required documents as described in these regulations.
- The applicant shall include in the application copies of the licenses of all duly licensed body workers performing bodywork at the establishment. An establishment shall have at least one (1) duly licensed body worker employed at all times in order to maintain licensure.
- The owner is responsible to ascertain that all persons performing

bodywork in his establishment are duly licensed by the Department. Violation of this requirement may result in suspension or revocation of the establishment license.

- There shall be a person in charge in the establishment at all times, who shall be so designated by the owner. The person in charge shall be a manager or a therapist. This person shall be authorized to sign Department inspection forms and shall be responsible for the operation of the establishment in the absence of the owner.

- Therapists shall maintain a sufficient level of personal cleanliness and wear clothing that is clean as determined by the Department. No person in an establishment shall be unclothed. No person working in an establishment shall wear attire that exposes any portion of the areola of the female breast or any portion of the pubic hair, cleft of the buttocks, or genitals.

- The applicant for an establishment license shall submit a nonrefundable application fee of three hundred dollars (\$300.00) by check or money order made payable to the Town of Belmont.

- The application shall be sworn to and signed by the applicant and notarized by a Notary Public of the Commonwealth of Massachusetts.

- All documents submitted for licensure purposes become the property of the Department and will not be returned.

Practice Standards for bodywork establishment, personnel, equipment, linens and supplies

Establishment Standards

- All establishments initially licensed after the effective date of these regulations must contain a waiting area for clients within the establishment.

- The establishment shall maintain a properly installed smoke detector and fire extinguisher.

- Bodywork may be conducted only in rooms, which are adequately lighted and ventilated, and so constructed that they can be kept clean. Floors, walls, ceilings and windows must be kept free of dust, soil, and other unclean substances.

- A plan describing sanitation measures must be provided to the Department for any bodywork which entails disrobing and/or draping, use of oils or lotions, and/or use of a massage-type of table.