



ALABAMA BOARD OF MASSAGE THERAPY

610 S. McDonough Street
Montgomery, AL 36104
334-269-9990
334-263-6115 fax

MEMORANDUM

RE: Massage Therapy Establishment Exemption Instructions

FROM: Keith E. Warren, *Executive Director*

DATE: June 1, 2008

Per Section 34-43-11, Code of Alabama, 1975 and Administrative Code 532-X-3-.04, any business seeking an exemption from a massage therapy establishment license must provide the following information in order for the Board to review an exemption request.

- 1) Submit a letter requesting an exemption from an Alabama Massage Therapy Establishment License.
- 2) List all full-time, part-time, and contract employees, along with their license numbers, providing massage therapy services at the establishment.
- 3) Notarized statement of the primary function of the establishment.
- 4) Copy of all business licenses.
- 5) Copies of advertisements, brochures, and/or business cards of the establishment.
- 6) Tax Records or Financial Statements showing itemized income of all advertised services performed at the establishment.

This information must be submitted to the Board in order for an exemption request to be reviewed by the Board. You should read the exemption sections of the law and administrative code (referenced above) to see if you qualify for exemption, before you submit a formal request along with above required information. Should you have any questions, you can contact me at 334-269-9990 or keith@warrenandco.com.