



**WEST VIRGINIA SECRETARY OF STATE**

**MAC WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

5/1/2024 3:06:23 PM

Office of West Virginia  
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Massage Therapy Licensure Board

TITLE-SERIES: 194-04

RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: Schedule of Fees

CITE STATUTORY AUTHORITY: §30-37-6 and §30-37-13

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) HB 4110

Section §64-9-11 Passed On 3/9/2024 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

May 1, 2024

This rule shall terminate and have no further force or effect from the following date:

August 01, 2034

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**Linda Lyter -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

TITLE 194  
LEGISLATIVE RULE  
MESSAGE THERAPY LICENSURE BOARD

SERIES 4  
SCHEDULE OF FEES

**§194-4-1. General.**

- 1.1. Scope. -- This rule establishes the schedule of fees for the Massage Therapy Licensure Board.
- 1.2. Authority. -- W. Va. Code §30-37-6 and W. Va. Code §30-37-13.
- 1.3. Filing Date. -- May 1, 2024
- 1.4. Effective Date. -- May 1, 2024
- 1.5. Sunset Provision – This rule shall terminate and have no further force or effect on August 1, 2034.

**§194-4-2. Licensure and Administrative Fees.**

- 2.1. Each applicant for licensure is responsible for paying the appropriate fees specified in this rule.
- 2.2. The fees authorized to be established by the Board and necessary to the operation of the Board are as follows:
  - 2.3. Application fee -- (\$50.00) -- a non-refundable fee to be paid by all applicants for a massage therapy license including those seeking a reciprocal license or to re-apply for a license.
  - 2.4. Two (2) year license fee -- (\$300.00) -- a fee to be paid at the time of application for initial or reciprocal license. This fee does not include the fifty dollars (\$50.00) application fee. This fee is non-refundable after issuance of a license.
  - 2.5. Two (2) year licensure renewal fee -- (\$200.00) -- a fee to be paid prior to the issuance of the license. This fee must be received by June 30 of the renewal year or by the end of the month before the license expires. This fee is non-refundable after issuance of license.
  - 2.6. Late fee -- (\$50.00) -- a non-refundable fee to be paid when a licensee fails to submit application and fees on or after July 1 or the date the license expires. This is in addition to the other required fees.
  - 2.7. Duplicate or replacement license fee -- (\$25.00) -- a non-refundable fee to be paid when a licensee requests a replacement for a lost or destroyed license, renewal or duplicate license or a license request due to a name change.
  - 2.8. Certified statement fee -- (\$30.00) -- a fee to be paid at the time of request the Board verify that a licensee is licensed in West Virginia.
  - 2.9. Failure to report change of address fee in writing fee -- (\$25.00) -- a fee that is to be paid by the applicant when he or she has failed to notify the Board in writing within thirty (30) days of changing his or her address.

2.10. Re-application fee -- (\$300.00) -- a fee to be paid when re-applying for licensure after the license lapsed sixty days after the expiration date of the license.

2.11. Failure to report name change in writing fee -- (\$25.00) -- a fee that is to be paid by the applicant when he or she has failed to notify the Board in writing within thirty (30) days of changing their name.

2.12. Roster fee -- (\$100.00) -- a fee that is to be paid by at the time of the request for a copy of the roster of current licensees.

2.13. Photocopy per page fee -- a (\$.50) per page photocopying fee shall be paid at the time information is requested.

**§194-4.3. Establishment License Fee.**

3.1. Application fee for an establishment license -- (\$100.00) – a non-refundable fee to be paid at the time of application for the initial two (2) year establishment license.

3.2. Two (2) year establishment license renewal fee -- (\$100.00) – a fee to be paid prior to the issuance of the license. This fee must be received by the end of the month of the renewal year before the license expires. This fee is non-refundable after issuance of the license.

**§194-4.4. Payment of Fees.**

4.1. All fees and any money to be paid to the board shall be on a personal bank check, a certified check, or by money order. The board may not accept cash payments.