

## Massage Practitioner Registration Information

- ➔ **ALL FORMS ARE AVAILABLE ON THE CITY'S WEBSITE AT [www.simivalley.org/massage](http://www.simivalley.org/massage)**
- ➔ **ALL FORMS SHOULD BE TYPED, PRINTED OUT, AND SUBMITTED IN PERSON TO CUSTOMER SERVICE.**

**Who does this apply to?** California Massage Therapy Council (CAMTC)-licensed Massage Therapists/Practitioners who are an employee or owner of a Massage Establishment or Off-premises Massage Business owned by others.

PLEASE NOTE: Additional requirements apply for Massage Establishments and Off-Premises Massage Business Owners. You will need both a Massage Establishment or Off-premises Massage Business Permit and a Massage Practitioner ID card, however, the ID card will not be provided until Business Permit approval is approved.

**[Refer to Simi Valley Municipal Code Section 5-15 for the rules and regulations governing Massage. All fees are non-refundable.]**

***What do I need to register?*** The City of Simi Valley will provide the CAMTC-licensed therapist employee with an identification card upon registration. No background investigation or finger printing are required for practitioners. You must provide proof of employment status to the satisfaction of the City. Independent contractors who receive 1099-type tax reporting/income are their business owners. Independent contractors shall complete the registration and submit it with the Off-premises Massage Business Permit, and the ID card will be issued upon approval. Massage Establishment owners who are also practitioners must apply for a Massage Establishment permit, and the ID card will be issued upon approval.

Provide:

- Picture Identification - current state-issued driver's license or Identification card
- Current valid CAMTC Identification Card and certificate
- Facial Photos – two (2) 2"x2" taken within four months of application date (each owner)
- Proof of Employment status for verification only [copy of current pay stub or letter of employment from employer; and, W-4 form] -or- concurrent owner application

***When will I receive my permit?*** Employees will receive their ID card immediately. Business owners will receive it upon approval of the Massage Establishment or Off-Premises Massage Business Permit.

***How long is my registration good for?*** Registration cards are good for two years. Within 60 days of its expiration, please return to Customer Services to update your registration.

***How do I maintain my registration?*** Registration information must be kept current within 10-days of any changes. Submit a concurrent registration declaration form.

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### ***Common Questions and Answers:***

- Q: My employer is located outside of the City of Simi Valley, what massage permit(s) do I need?
- A: An Off-Premises Massage Business Permit and Business Tax Certificate is required for the business owner. Employees (CAMTC-licensed practitioners) must also register with the City.
- Q: Does the City require Live Scan or Background Investigations for employees?
- A: No, not for traditional employees.
- Q: Can I transfer my registration to another person?
- A: No. Massage Permits and Registration Cards of any kind are not transferable.
- Q: I am an Independent Contractor and work at several establishments, what do I need?
- A: Independent Contractors are business owners (1099-type employee), and need to obtain an Off-Premises Massage Business Permit for their work by providing proof of 1099-status and the tax-reported business location. Please refer to the Off-Premises Massage Business Permit for more information. If the business is based from their Simi Valley-located home [although no massage services may be provided at the home] the business owner must also obtain a Home Occupation Permit for office purposes. If the business is commercially based, a Zoning Clearance is also required for the office/dispatch location. Massage Practitioner Registration is also required concurrently.
- Q: I am a CAMTC-licensed practitioner and an employee, do I need a permit?
- A: All practitioners working in Simi Valley must complete a registration form, and will be provided an identification card. Only business owners/independent contractors must obtain Massage Establishment or Off-Premises Massage Business Permits.
- Q: What should be included on the letter of hire?
- A: The letter should be from the employer and state the effective hiring date and position.