City of Englewood, Colorado
PROCEDURES FOR REFLEXOLOGY THERAPIST LICENSE
& REFLEXOLOGY CLINIC

This procedure list is designed to assist you in complying with the City of Englewood licensing requirements. If you desire to work out of your home, you must **first** comply with zoning regulations. All necessary forms have been provided. If you have any questions during the application period, call the Licensing Clerk's Office, City of Englewood, 303-762-2422.

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1. Complete, SIGN, and DATE Application for Reflexology Therapy License.

2. Fingerprints – Licensing Office, 1000 Englewood Parkway, Englewood, CO 80110 303-762-2422. **(Please call the Licensing Office to make an appointment)**

3. Submit non-refundable Application fee, Annual License fee, and Background check fees payable to the City of Englewood:
   $15.00 Application fee
   $50.00 non-refundable Background check fee for **Reflexology Therapist /Clinic License**
   $100.00 - Reflexology Therapist License
   $100.00 - Reflexology Clinic License

4. Home Occupation Form –Community Development, 1000 Englewood Parkway, Englewood, CO 80110 303-762-2347 (If operating from your residence.)

   The following documents must be submitted as part of the application:

   - Completed and **approved** Home Occupation form, **if** working out of residence.
   - Background information report.
   - Professional Certificate of Comprehensive General Liability Insurance;
   - ($1,000,000.00 per occurence)
   - A passport-type photo, photo id, or drivers license.
   - Proof of graduation **along** with transcripts from an accredited school of reflexology or the alternative **indicating completion** of at least two hundred (200) hours of training in reflexology of which 110 hours is supervised training.

A partner or limited partners, any officer or director of the corporate applicant, or any stockholder holding more than ten percent (10%) of the stock of a corporate applicant, or any other person who is interested directly in the ownership or operation of the business or who provides reflexology services, will be required to be fingerprinted and submit a Background Information Report, Affidavit of Criminal History, and written proof of age.

Annual Renewal Procedures: Renewal application and fees must be filed with Licensing Officer prior to expiration date.