



**MTAS**

Massage Therapist  
Association of Saskatchewan

*“MTAS is dedicated to the profession of massage therapy and the protection of the public.”*

# Continuing Education/Competency Handbook

Revised: January 2023



# TABLE OF CONTENTS

Introduction .....	4
Members' Responsibility for Continuing Education	
▪ Maintaining membership eligibility .....	5
▪ Practicing members .....	6
▪ Non-practicing members .....	6
▪ New members .....	6
▪ Transferred members .....	6
▪ Honourary members .....	6
Continuing Education Windows .....	7
Competency Credit Guidelines	
▪ Primary Credits .....	8
▪ Primary Activities .....	9
▪ CPR/Standard First Aid Certification .....	9
▪ Alternative Ways to Earn Primary Credits .....	9
▪ Business Credits .....	10
Extenuating Circumstances and Fees .....	11
Monitoring and Recording Credits .....	12
Carry-Forward of Credits .....	13
Course Evaluation Process	
▪ Deadlines .....	14
▪ Information Availability .....	15
<u>Appendices</u>	
Appendix A – Code of Ethics .....	17
Appendix B – Continuing Education Forms .....	18
▪ Case Study Form .....	19
▪ Literature Review Form .....	20
▪ Mentoring Form .....	21-23
▪ Volunteer Activities Form .....	24
▪ Study Group/Peer Review Form .....	25
▪ Teaching Form .....	26
▪ Member – Development of Con-ed Course Form .....	27
▪ Course Provider Application Form .....	28-31
▪ Member Application for Credit Evaluation Form .....	32-34
▪ Member Application for Window Extension Form.....	35

## **Members' Continuing Education Handbook - Introduction**

As stated in the MTAS Bylaws (11.1 (a)): "To remain in good standing and for renewal of membership, a member must remit all prescribed forms/fees and maintain all continuing competency requirements as determined by the Board."

The Competency Committee believes that it is important to let members develop their own direction, but that it is also prudent that members keep public safety and their professional reputation as the primary concern. The Competency Committee has designed the credit program to be accessible to all members of the profession, regardless of physical location, financial restraints and/or time limitations. This handbook sets out the requirements and guidelines for members.

Continuous self-assessment and enhancement of skills are essential responsibilities of each member. Evolving techniques, innovations in healthcare provision and increasing social awareness of the importance of healthcare emphasize the need for members to demonstrate their continued competence to provide high quality therapeutic massage services in Saskatchewan. To this end, the competency program serves to:

1. Recognize that continuous member self-education is significant to the standard of care provided to clients.
2. Give members the opportunity to communicate with other healthcare professionals.
3. Pursue professional excellence, as stated in the MTAS Code of Ethics (***see Appendix A, page 17 of this handbook***).

Each member is expected to perform treatments and operate their practice within the parameters of ethical and responsible means, as outlined in the Bylaws, Code of Ethics and Standards of Practice. The choice of courses taken and/or direction of professional development are the responsibility of the individual therapist. Therapists are encouraged to evaluate their choice of courses/workshops and related activities in terms of their benefit to the ongoing quality improvement of their practice.

Courses are considered for evaluation based on the written submissions of the course provider and are assessed against a standard template to ensure consistency.

The Massage Therapist Association of Saskatchewan (MTAS) awards continuing education credits to courses that meet the submission criteria and that contain instruction that falls within the MTAS scope of practice. However, MTAS cannot attest to the quality of the courses or instructors. It is the responsibility of the course registrant to select what is of value and what is within the MTAS scope of practice to be used within his/her practice.

## **Members' Responsibility for Continuing Education**

To maintain membership in good standing with MTAS, members must comply with the following Bylaw:

### **11.2 Competency of Members**

- a. All practicing members must obtain a minimum of forty (40) competency credits over a three-year period to maintain registration and/or license with the corporation. Required competency credits may be obtained as 40 primary credits OR a combination of primary credits and business credits (maximum 14 per window) totalling the required 40 competency credits.
- b. Competency credits will be granted to courses or professional development activities, according to the policies set by the Competency Committee and approved by the Board of Directors.
- c. Members are responsible to provide evidence to the satisfaction of the Board that the required educational credits have been obtained. The evidence must be filed with the Registrar.
- d. Members shall review the Corporation's Code of Ethics, Standards of Practice and Bylaws on an annual basis.

**Please note that it is not the responsibility of the MTAS office or the Competency Committee to maintain electronic files for individual members beyond the current continuing education window. In addition to the electronic member files, paper files are kept at the MTAS office for all members – it is the responsibility of each member to ensure that all required paperwork and documentation is uploaded to your profile on the website in a timely manner.**

Each member is required to:

1. Determine what professional skills are needed to carry out his/her current or future responsibilities.
2. Establish a plan to develop, maintain or improve those skills by obtaining the required minimum number of credits per window. Members are expected to foresee and overcome administrative difficulties (e.g., the cancellation of a planned activity). You are given three years in which to attain the required credits and are provided with an array of different options. It is the responsibility of each member to know the window dates and to plan for professional development over the course of the three-year period.
3. Maintain detailed documentation of all courses/workshops completed for each continuing education window.
4. Submit required proof of course completion in a timely manner and prior to deadlines (***see Monitoring and Recording Credits on page 12***).
5. Advise the MTAS office in the event of extenuating circumstances that prevent the completion of the continuing education requirements (***see Extenuating Circumstances on page 11***) prior to the submission deadline.

***NOTE: Members may now submit individual credit approval requests for courses that are not on the pre-approved list. Applications may be submitted to the office for the attention of the Competency Committee, which meets March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, and December 1<sup>st</sup>. We strongly recommend that you submit the course materials for evaluation PRIOR to completion of the course if you are concerned whether the course will be approved or the credits that will be allocated.***

**A. Practicing Member Requirements.**

All established practicing members (those who are past the grace period for new members) must obtain a **minimum of 40 credits** within the specified 3-year window.

Credits must be acquired in the following categories:

<b>CPR/SFA</b>	<b>5</b> per window
<b>Primary Credits</b>	<b>35</b> per window
<b>Business Credits</b>	<b>Optional for established therapists</b> (maximum 14 allowed per window)

*\*\*\* NOTE: if a therapist earns the maximum allowed 14 business credits, the primary credit requirement will be reduced to 21, plus the 5 credits for CPR/SFA, for a total of 40 credits.*

**B. Non-Practicing Member Requirements.**

The policy for these members changed on November 1<sup>st</sup>, 2012. For each COMPLETE year of non-practicing membership, the 40-credit requirement is reduced by 13 credits.

*\*\*\* NOTE: if a therapist upgrades from non-practicing to practicing status part-way through the membership year, the required credits revert to the practicing membership obligation of 13 credits for that year.*

Ex. 1: Year one – non-practicing = 0 credits  
Year two – non-practicing = 0 credits  
Year three – non-practicing = 0 credits  
Total for the window = 0 credits

Ex. 2: Year one – practicing = 13.333 credits  
Year two – practicing = 13.333 credits  
Year three – non-practicing = 0 credits  
Total for the window = 27 credits

Ex. 3: Year one – non-practicing at renewal then upgrade to practicing = 13 credits  
Year two – non-practicing = 0 credits  
Year three – non-practicing = 0 credits  
Total for the window = 13 credits

NOTE 1: **For new members, a minimum of 7 business credits are mandatory** (no pro-rating of the business credit requirement will occur for those members who require fewer than 40 credits in a window, except for those members who maintain non-practicing status for all three years of a window.)

NOTE 2: Whilst non-practicing, members are not required to maintain current CPR/SFA however the certification must be renewed before upgrading to practicing membership.

**C. New Member Requirements.**

New members who have graduated from a minimum 2,200-hour massage program and have successfully completed the MTAS Member Qualifying Examination will have a grace period of two (2) years before being required to earn primary credits. This two-year period is interpreted as beginning the year after the year of graduation, (e.g., a 2020 graduate's grace period would be 2021 and 2022). New members will be permitted to carry forward up to and including a maximum of 40 credits earned during this time (**refer to the table on page 7**). No additional pro-rating will occur for new members who take non-practicing membership status.

**A minimum of 7 business credits are MANDATORY FOR ALL NEW GRADUATES.**

**D. Transferring Member Requirements.**

Competency credits earned in another province may be transferable to the requirements for MTAS, providing that the course was completed during the current MTAS window. Please be advised that the MTAS course evaluation criteria may be different from that in other jurisdictions. It is the responsibility of the member to contact the MTAS office **in advance** of the submission deadline to determine whether course approval will be granted.

**E. Honourary Practicing Member Requirements.**

These members are required to meet the same credit responsibilities as practicing members, as directed in the Bylaws of the Association, Section 11.3 (a).

## Continuing Education Windows

<b>Year of Graduation</b>	<b>Nov 1, 2021 – Oct 31, 2024 Con-Ed Window I</b>	<b>Nov 1, 2024 - Oct 31, 2027 Con-Ed Window II</b>	<b>Nov 1, 2027 – Oct 31, 2030 Con-Ed Window III</b>
2016	40	40	40
2017	40	40	40
2018	40	40	40
2019	40	40	40
2020	27 (must incl. 7 business)	40	40
2021	13 (must incl. 7 business)	40	40
2022	7 business credits only	40	40
2023	7 business credits only	27 (must incl. 7 business)	40
2024	7 business credits only	13 (must incl. 7 business)	40
2025	-	7 business credits only	40
2026	-	7 business credits only	27
2027	-	7 business credits only	13
2028	-	-	7
2029	-	-	7
2030	-	-	7

**Explanation of table:**

1. All Graduates 2019 and before require 40 credits in each window.
2. 2020 Graduates require 27 credits in window II, and 40 credits in window III onwards.
3. 2021 Graduates require 13 credits in window II, and 40 credits in window III onwards.
4. 2022 Graduates require 7 mandatory business credits in window II, and 40 credits in window III onwards.
5. 2023 Graduates require 7 mandatory business credits in window II, 27 credits in window II and 40 credits in window III.
6. 2024 Graduates require 7 mandatory business credits in window II, 13 credits in window II and 40 credits in window III.
7. 2025 Graduates require 0 credits in window I, 7 mandatory business credits in window II, and 40 credits in window III.
8. 2026 Graduates require 0 credits in window I, 7 mandatory business credits in window II, and 27 credits in window III.
9. 2027 Graduates require 0 credits in window I, 7 mandatory business credits in window II, and 13 credits in window III.
10. 2028 Graduates require 0 credits in windows I and II, and 7 mandatory business credits in window III.
11. 2029 Graduates require 0 credits in windows I and II, and 7 mandatory business credits in window III.
12. 2030 Graduates require 0 credits in windows I and II, and 7 mandatory business credits in window III.

## Competency Credit Guidelines

The following guidelines are NOT exhaustive. They are intended to direct, not limit, the ability of a member to successfully complete the MTAS competency requirements.

Credit activities are recorded in the electronic member database and office paper files, and members must maintain a personal record of all credit activities.

### PRIMARY CREDIT ACTIVITIES

Activities in the primary category are directly related to the Scope of Practice.

#### **MTAS Scope of Practice, as stated in the Association Bylaws:**

“The assessment of the soft tissue and joints of the body and the treatment and prevention of physical dysfunction and pain of the soft tissues and joints in order to develop and maintain, rehabilitate or augment physical function or relieve pain.”

**Topics for primary credits as directly related to the MTAS Scope of Practice include, but are not limited to, the following (1 credit per 1 hour of study):**

Anatomy	Assessment	Charting skills	Ethics
Massage techniques, treatments, and theory	Medical terminology	Pathology	Physiology

**Modalities within Scope of Practice include, but are not limited to:**

- Active Release
- Acupressure
- Cranial Sacral Therapy including Unwinding
- Deep Tissue Therapy
- Fascial Stretch Therapy
- Fitness Training (assessed on course content-some courses may not be eligible)
- Hot Stone Therapy (assessed on course content-some courses may not be eligible)
- Infant Massage
- Pregnancy Massage
- Integrative Manual Therapy
- Joint Mobilization
- Lomi Lomi
- Manual Lymph Drainage
- Muscle Energy
- Myofascial Release
- Neuromuscular Therapy
- Proprioceptive Neuromuscular Facilitation (PNF stretching)
- Rolfing
- Shiatsu
- Sports Massage
- Strain/Counter Strain
- Structural Integration
- Swedish Massage
- Thai Massage
- Trigger Point Therapy
- Visceral Manipulation

All other modalities are subject to approval by the Competency Committee.

#### **Primary activities include:**

- Attending or teaching workshops, seminars, or courses relevant to the Scope of Practice (includes virtual courses).
- Obtaining MTAS examiner training accreditation, working as a peer assessor, subject matter expert or investigator for the Association.
- Conducting or collaborating in formal research with intent to publish results that are relevant to the Scope of Practice.
- Reviewing books, articles or videos that are relevant to the Scope of Practice.
- Participating in a peer review or study group.
- Volunteering as a massage therapist at an official event or with a recognized organization.
- Mentoring a fellow therapist or student.



## **CPR/First Aid**

There are several options available for obtaining CPR/First Aid requirements, including Canadian Red Cross, St. John's Ambulance and Heart and Stroke Foundation. A variety of private companies also offer the training. Check your local Yellow Pages under First Aid.

Standard First Aid and CPR Level "C" or higher are mandatory requirements for the profession. **You are required to maintain up-to-date standards in this area to maintain our agreements with SGI and WCB; therefore, members are responsible to ensure their certification is not allowed to lapse.** This is not an area that directly affects your skills as massage therapists and, as such, is not "continuing education" in the field of the work that you do. However, MTAS currently grants competency credits for this training (5 primary credits per window). A copy of the certificate must be submitted to the MTAS office upon renewal so that your file is always kept current. Recertification is only required as directed by the First Aid/CPR provider – every three years. **Note that if you choose to take the full course instead of the recertification or choose to recertify more than once during each window, you will not be granted additional credits.** All practicing members are required to maintain current certification. If you allow your SFA/CPR certification to lapse for any reason, your membership may be suspended until we receive your proof of recertification.

***NOTE: Due to Sask. Occupational Health and Safety guidelines, online courses are not permitted, except for the Canadian Red Cross and St. John's Ambulance training, which is now blended learning with an in person, hands-on component in addition to online theory.***

## **Alternative ways to earn competency credits**

Any combination of the following options may be used:

1. Mentoring Form (may be primary or business credits, depending on context.)
  - 1 credit per 2 hours of shadowing, to a maximum of 15 credits per con-ed window.
  - Equal credits are awarded for each MTAS member participating (mentor and mentee).
2. Teaching Form (teaching assistant (T.A.) at a workshop, massage therapy school instructor or con-ed course instructor.)
  - Teaching refers to the delivery of educational instruction/course material, which must be within scope of practice.
  - Preparation/research time is not included.
  - Maximum 15 credits per con-ed window. Pro-rated at 5 credits per year.
3. Volunteer Activity Form
  - The activity must be within scope of practice and unpaid.
  - 1 primary credit per 1 hour of volunteer massage therapist activity or 1 business credit per 1 hour of volunteer board/coach activity.
  - Maximum 10 credits per con-ed window.
4. Member Development of Con-ed Workshop Form
  - Documenting the preparation and research work you have done to develop a con-ed course.
  - Material must be within scope of practice.
  - Credits will be assigned in equal number to those awarded when you submit the course to the con-ed committee for evaluation.
  - Credits may be counted once per course.
5. Case Study Form
  - 3 primary credits per case study.
  - Maximum 3 cases per con-ed window (9 credits).
6. Literature Review Form: magazine/research article, book, podcast/webinar or video (may be primary or business credits, depending on subject matter.)
  - 1 credit per webinar or podcast or magazine/research article.
  - 3 credits per book or video.
7. Group Study/Peer Review Form (may be primary or business credits, depending on subject matter.)
  - 1 credit per 1 hour of participation.

**BUSINESS CREDIT ACTIVITIES** (1 credit per 1 hour of study, *to a maximum of 14 per window*).

Business credits were added to our con-ed policy to bring the MTAS competency system into line with the *Inter-Jurisdictional Entry-to-Practice Competency Profile for Massage Therapists (2016)*, developed by the Consortium of Massage Therapy Regulators. Adherence to this profile will allow transition into the Agreement on Internal Trade on labour mobility when legislated.

**Examples:**

- MTAS AGM attendance (3 credits each year)
- MTAS jurisprudence quiz (coming soon)
- Chamber of Commerce events
- Financial institution seminars
- Sask. Polytech business classes
- Technical college business classes
- University business classes
- Webinars and podcasts
- Volunteering on a community Board of Directors
- Business meetings with accountants, financial planners, tax advisors etc.
- Volunteering on the MTAS Board of Directors or a committee of the Board

**Subjects may include, but are not limited to:**

- Accounting
- Administration
- Advertising and promotion
- Book-keeping
- Business law
- Business planning
- Coaching skills
- Commerce
- Communications
- Computer applications
- Conflict resolution
- Customer service and client relations
- Data processing
- Decision-making
- E-commerce
- Economics
- Financial planning
- Human resources
- Investments
- Jurisprudence and compliance
- Labour relations
- Leadership
- Management
- Marketing
- Negotiation
- Organizational behaviour
- Organizational theory
- Policy development
- Problem-solving
- Public relations
- Sales techniques
- Statistics
- Strategic planning
- Taxation
- Website design
- Writing skills

Courses taken for business credits do not need to be pre-approved by the Competency Committee. Members may take any classes, courses or workshops of personal interest that are related to the operation/commerce of their business, however a certificate of attendance or letter from the course provider must be submitted to the MTAS office for credit recording purposes. In addition to the member's name, this should state the course name, completion date, and number of hours of attendance.

If you attend a meeting with your accountant, business consultant, financial planner, or tax advisor to discuss the affairs of your practice, you may submit a letter on their professional office letterhead stating your name, the date, time, and length of meeting. 1 hour = 1 business credit.

If you volunteer coach or participate on a community-based organization Board, use the Volunteer Activities Form to submit your credits. 1 business credit per 1 hour of volunteer board/coach activity, to a maximum 10 credits per con-ed window.

**Please note that receipts are NOT considered proof of attendance for any workshops, classes, or events.**

## **Extenuating Circumstances**

MTAS acknowledges that there may be times when it is difficult for a member to complete the continuing education requirements due to circumstances beyond their control. Members may apply for a 90-day extension to permit the completion of their continuing education requirements. An application fee of \$250.00 + GST will be applied. Acceptable reasons include:

1. Health concerns – written requests for extension must include a signed letter from an attending physician, psychologist, or psychiatrist.
2. Personal concerns – written requests for extension must include a detailed explanation of the special circumstances.

The Competency and Membership Committees have certain discretionary powers in these matters and can provide extensions and exemptions, but the request must be in writing, must clearly state the reason why you have not complied with the requirement, and must include a plan for obtaining the missing credits. This must be received at the MTAS office **before the window closes**. Failure to submit your request before the close of the window may result in membership being suspended. All letters of request for extension will be evaluated on an individual basis and the Committee will render a decision based on the information provided and after consultation with the Board of Directors. ALL REQUESTS WILL BE CONSIDERED CONFIDENTIAL.

Reporting your credits is mandatory. Failure to submit the appropriate number of credits or apply for an extension before the end of a window will result in suspension of membership and the assessment of a fine in the amount of \$325.00 + GST.

### **Opportunities to earn free competency credits:**

To ease the burden that members may feel in fulfilling their continuing education requirements, all members are encouraged to take advantage of the various free opportunities provided by MTAS:

- Attend the Annual General Meeting
- Volunteer on an MTAS Committee or the Board of Directors
- Volunteer at a community event or on a community-based organization Board of Directors
- Mentor a new therapist or student
- Submit a case study or literature review
- Form a study group
- Develop and teach a con-ed course

## Monitoring and Recording Credits

Competency credits for all members are monitored and recorded on your personal profile on the MTAS website. Our database contains only the current window credit information and is archived once the current window is closed. If credits are submitted for the window after it has closed, these credits cannot be included in the window total.

Members are expected to maintain a complete record of their on-going competency credits. **It is YOUR responsibility** to ensure that you are aware of the number of credits needed and to submit the required proof in a timely manner.

The following items are examples of the type of materials you should retain for your records:

1. Certificates, transcripts, or letters confirming attendance. These are the only means of proof by which credits can be added to your file.
2. A log of accumulated hours with description of activity and the learning outcomes (supplementary to the items in #1 above).
3. Names of contacts, leaders, chairs of committees, groups, associations etc.
4. Synopses of articles, books or videos reviewed.

**Receipts are NOT considered suitable proof of attendance for any workshops, classes, or events.**

NOTE: The MTAS electronic database and on-line member profile will automatically stop calculating business credits once the maximum of 14 has been reached. Your detailed con-ed profile may include more than 14 business credits but the calculation will stop at 14 for credit reporting purposes.

### How to Report to MTAS

You are only to report on the credits earned (i.e. courses completed) during the current window.  
***(Refer to the table on page 7 of this handbook for con-ed window dates).***

Approved competency credits should be submitted via upload to your personal profile on the MTAS website. Note that you must:

1. Upload the certificate to the Documents tab **AND**
2. Enter the course details in the Credits tab.

**Failure to complete step 2 will result in the credits not being recorded.** In preparation for the introduction of the Sask. College of Massage Therapy (SCMT), we are transitioning away from the Office staff entering con-ed sent via e-mail, fax, regular mail or in person.

Remember that from October 1<sup>st</sup> to December 1<sup>st</sup> is the membership renewal period and our e-mail and fax volume increase significantly. Members are encouraged to submit proof of competency credits earned throughout the continuing education window, on an ongoing basis, instead of waiting until the end of the window. This practice enables both the member and the MTAS office to keep an accurate count of the credits earned to date, and therefore to determine the number of credits that may still be outstanding, BEFORE the window closes.

**Reporting your credits is mandatory. Failure to submit the appropriate number of credits by the end of a window will result in suspension of membership and the assessment of a fine in the amount of \$325.00 + GST.**

The Competency Committee and the MTAS office are **NOT** responsible for any delays that may occur, or for the possibility that a membership may be suspended, due to incomplete information being submitted, courses not being approved, courses being cancelled, or the required number of credits not being completed on time. **We strongly recommend that you submit the course materials for evaluation PRIOR to completion of the course if you are concerned whether the course will be approved or the credits that will be allocated.**

**\*\*If you wish, you may take a workshop/course multiple times during one con-ed window, however credits may only be counted for the same course a maximum of twice in each window.**

The exception to this policy is for CPR/SFA – the 5 primary credits are allowed once per window.

## Carry-Forward of Credits

A maximum of 10 credits may be carried forward and applied to your next window requirements. The exception to this rule is for new members who are still in their 2-year grace period. In order not to discourage new graduates from continuing their education, the Board has approved these members to carry forward up to and including a maximum of 40 credits into the next window.

*For courses completed during **September or October of the last year of the window**, the member may decide whether to apply these credits in the current or subsequent window.* Credits for a course may not be divided between windows. You are responsible to advise the MTAS Office of your preference when submitting these credits.

As a member service, the MTAS database automatically calculates the submission of excess credits and will automatically carry the appropriate number forward from one window to the next - there is no need for members to request the carry forward. You may view your credit status 24/7 via your personal profile on the MTAS website.

Please ensure that you maintain appropriate records in the event of a discrepancy with the records maintained at the MTAS Office. These cases will be considered on an individual basis and the onus will be on the member to provide acceptable proof of completion of the credits in question.

## Course Evaluation Process

For those courses not on the pre-approved course list (available in the members-only section of the MTAS website at [www.saskmassagetherapy.com](http://www.saskmassagetherapy.com)), the MTAS Competency Committee strongly recommends obtaining approval for courses prior to attendance. The Committee may decline to approve courses based on insufficient instructor credentials relative to the course being taught, or inadequate or inappropriate course content. The Committee does not discourage members for taking such courses but is not obliged to acknowledge credits for them.

All courses approved by the Competency Committee are based on specific criteria as related to the definition of Scope of Practice.

The following information is required for the Committee to complete a course approval:

1. Course Provider Form (*see Appendix B, page 26*) **OR** Member Con-Ed Course Approval Application Form (*Appendix B, page 30*) and processing fee.
2. Course description and relevant references.
3. Proposed course content.
  - a. Learning outcomes - list outcomes in behavioural/measurable terms (which are attainable, can be evaluated, and relate to the scope of practice).
  - b. Detailed program content - provide an hourly breakdown of time spent of each part of the program (lesson plan).
4. Presenter qualifications.
  - a. List presenters for each topic/content area.
  - b. Include a complete resume for each presenter.
5. Teaching strategies and methods used to impart information.

Please note that brochures, advertising literature and/or the provision of a website address are considered insufficient information on which to base course approval. It is the responsibility of the course provider to submit all of the required information for assessment. Requests for approval will be denied and returned to the sender if suitable supplementary information is not provided. The Committee is a volunteer group and does not have the time or resources to do additional research.

### Deadlines

- The Committee meets four (4) times a year and materials will be forwarded to the Committee from the MTAS Office one week prior to each meeting.
- Annual application deadlines: **March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>.**
- Once the Committee has approved a course, written notification will be provided to the course provider or member and the course details will be posted on the pre-approved courses list on the MTAS website. Approval last for five (5) years, at which time re-evaluation is required.
- The Competency Committee, Board of Directors and the MTAS Office are not responsible for any delays that may occur, or for the possibility that a membership may be suspended, due to incomplete information being submitted, courses not being approved, or the required number of credits not being completed on time.

**To assist course providers and members with the submission of materials for continuing education credit approval, standardized forms have been created for submission with the appropriate documentation and fees.**

***See Appendix B, pages 18-32.***

## **Information Availability**

### **Approved Course Database**

Courses that have been evaluated and approved by the Competency Committee are listed alphabetically by course name in the members-only section MTAS website [www.saskmassagetherapy.com](http://www.saskmassagetherapy.com), under Continuing Education – Pre-approved Courses. Listings also indicate the number of credits, the course provider name and contact information.

Please note that this resource is a historical list of all courses that have been evaluated during the last five years by MTAS for credits. Due to the large number of courses listed, we try to maintain it as a database of current course provider information however we do not guarantee that the information is always 100% accurate. If you wish to take a particular course by a specific provider, we suggest that you contact the course provider directly for the most current information.

### **Coming Events List**

The MTAS website also contains an updated chronological listing of coming events about which the Office has been informed. This is the place to check for approved courses/workshops coming up soon.

You can find the list here: <https://www.saskmassagetherapy.com/?page=24>

If in doubt as to whether a course has been evaluated, please contact the MTAS Office:

- E-mail: [mtas@saskmassagetherapy.com](mailto:mtas@saskmassagetherapy.com)
- Phone: 306-384-7077  
Fax: 306-384-7175

We are available to assist you from Monday to Thursday between 8am-12pm and 1pm and 4pm.

We are closed on Fridays, all statutory holidays and between Christmas and the New Year.

# **Appendices**



# **APPENDIX A**

## **Code of Ethics**

The purpose of this Code is to define professional integrity. All persons entering into Membership with the Corporation shall formally agree to be bound under the following principles:

- (a) A Member shall undertake to abide by all the laws in the Province of Saskatchewan.
- (b) A Member shall respect all patients, colleagues, and health professionals in accordance with the Bill of Human Rights.
- (c) A Member shall recognize that the interest and welfare of the patient are paramount.
- (d) A Member shall be responsible and accountable to society and shall conduct him/herself in a manner that maintains high standards.
- (e) A Member shall seek assistance or refer the patient to his/her Medical Practitioner in any situation where the therapist may feel that he/she lacks the necessary knowledge or competence to administer treatment. The Member recognizes the value and responsibility of working in cooperation with other healthcare professionals to ensure the best outcome for the patient.
- (f) A Member shall honour the confidentiality of the relationship between massage therapist and patient.
- (g) A Member shall maintain a modest and correct decorum expected of a professional person in a working capacity.
- (h) A Member shall refrain from making any statements or claims misrepresenting the therapeutic benefits of their treatment.
- (i) A Member shall refrain from enticing patients from the care of a colleague and to abstain from any action or statement that might bring a colleague, organization, or the Corporation into disrepute.
- (j) Where a Member is aware and has proof of misconduct, breach of trust, violation or transgression of this Code of Ethics or Standards of Practice, it is his/her duty to bring such knowledge and written proof to the attention of the Board of the Corporation.
- (k) All Members shall abide by the Membership requirements and Standards of Practice to remain in good standing with the Corporation.
- (l) A member shall refrain from carrying out any consultation, assessment, or treatment of a child under the age of 18 years except in the presence or with the consent of a parent or guardian or other responsible adult approved by the parent or guardian.

## **APPENDIX B- Continuing Education Forms**

i.	Case Study Form .....	19
ii.	Literature Review Form.....	20
iii.	Mentoring Form.....	21-23
iv.	Volunteer Activities Form.....	24
v.	Study/Peer Review Group Participation Form.....	25
vi.	Teaching Form.....	26
vii.	Course Provider Application Form.....	27-30
viii.	Member Course Approval Application Form.....	31-33
ix.	Member Application for Window Extension Form.....	34



**MTAS**

Message Therapist  
Association of Saskatchewan

## MTAS Case Study Form

3 primary credits per case study.  
Maximum allowed 3 case studies per con-ed window.

Member Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Attach the following detailed descriptive documentation: Note that any missing documentation will affect the assessment.**

1. Patient history (name not required).
2. Symptoms the patient presents with (reason for visit).
3. Clinical findings (assessment findings including biomechanical assessment, range of motion testing, palpation).
4. How do the above answers correlate with one another?
5. Treatment provided (give a brief explanation justifying your treatment).
6. Re-assessment.
7. Follow-up treatments (how did the patient progress, assessment findings in follow-up treatments).
8. Describe how this case helped your learning process as a therapist and what information you can pass on to other therapists if they encounter a similar situation.

I, \_\_\_\_\_ confirm that have completed the above and am hereby submitting this material as a component of my Con-Ed log, as per MTAS policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

***Please note that signing or issuing, in your professional capacity, a document that you know contains false or misleading statements is a matter of professional misconduct and will be referred to the Disciplinary Committee if deemed necessary.***

**Please submit copies of all documentation to the MTAS office and allow up to 12 weeks for completion of the evaluation process.**

---

Message Therapist Association of Saskatchewan Inc., #22 - 1738 Quebec Avenue, Saskatoon, Sask. S7K 1V9  
Tel: 306-384-7077 Fax: 306-384-7175 E-mail: [mtas@saskmassagetherapy.com](mailto:mtas@saskmassagetherapy.com)



## **MTAS Literature Reviews: magazine/research article, book, video, podcast/webinar**

A separate form must be completed for each publication review.  
 Please ensure that this form is saved for submission to your Con-Ed log at the end of each window.

**Primary or business credit classification depends upon the subject matter being reviewed.  
 1 credit per podcast/webinar/magazine or research article; 3 credits per book or video.**

Member Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Provide the following documentation: Note that any missing documentation will affect the assessment.**

[  ] Attach a copy of the article (for print media only).

Publication title: \_\_\_\_\_

Article title: \_\_\_\_\_

Author/producer: \_\_\_\_\_

Volume/issue: \_\_\_\_\_ ISBN/copyright: \_\_\_\_\_

Citation (for research article): \_\_\_\_\_

**Attach written answers to the following:**

1. Summary of material. Maximum length: 1 page for article review or podcast/webinar, 2 pages for book or video.
2. Explain how this information will be beneficial to your practice. What did you learn?
3. Has this study identified any areas of your practice that you could improve upon?
4. Other comments.

I, \_\_\_\_\_ confirm that have completed the above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Please note that signing or issuing, in your professional capacity, a document that you know contains false or misleading statements is a matter of professional misconduct and will be referred to the Disciplinary Committee if deemed necessary.***

**Please submit copies of all documentation to the MTAS office and allow up to 12 weeks for completion of the evaluation process.**



## MTAS Continuing Education - Mentoring Form

(3 pages)

Under the MTAS Continuing Education Policy and Guidelines, mentoring or supervision is defined as an activity in which a massage therapist or student observes and works with another health professional to obtain a better understanding of other modalities or to learn new techniques.

A mentoring agreement must be in place between the mentor and mentee, outlining details of subject matter to be covered each day, along with expectations and learning outcomes.

Submit these forms as completed to ensure timely recording of con-ed credits.

Use additional paper if necessary.

**1 credit per 2 hours of mentoring (business or primary depends upon material covered).**

**Maximum 15 credits per con-ed window.**

**[Note that an equal number of credits are awarded to both the mentor (if an MTAS member) and the mentee (student)].**

Mentee/student name: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mentor name: \_\_\_\_\_

Why did you become a mentor? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Mentor's qualifications (profession, credentials, number of years of training, number of years in practice): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Mentoring program date range, from: \_\_\_\_\_ to \_\_\_\_\_

Total number of hours: \_\_\_\_\_

***Please ensure that there is a confidentiality agreement in place between you and the mentor, and that client consent is obtained.***

- Use the template on the reverse of this form as a guide.
- Provide a detailed outline of the mentoring program and attach supplementary files as necessary.
- Include details of subject matter covered each day, with references, expectations and learning outcomes, and your observations as a student/mentee.

Mentor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentee signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please note that signing or issuing, in your professional capacity, a document that you know contains false or misleading statements is a matter of professional misconduct and will be referred to the Disciplinary Committee if deemed necessary.***

**Please submit copies of all documentation to the MTAS office and allow up to 12 weeks for completion of the evaluation process.**





## Mentorship Program Template – Mentee Skills and Abilities

To be completed by the mentor

Mentee/student name: \_\_\_\_\_

- 1 – Inadequate. Requires improvement in order to be acceptable.
- 2 – Acceptable. Performs as expected for the current experience/knowledge level.
- 3 – Above average. Performs at the level expected of a new therapist.
- 4 – Excellent. Performs at the level expected of a veteran therapist.
- U – Unknown. Did not have the opportunity to observe this behaviour.

### Clinical skills

Awareness of and adherence to standards of practice	1	2	3	4	5	U
Ability to understand and assess client needs	1	2	3	4	5	U
Ability to develop and maintain rapport	1	2	3	4	5	U
Knowledge of techniques/procedures	1	2	3	4	5	U
Ability to incorporate learned material in decision-making	1	2	3	4	5	U
Understanding of legal and ethical issues re: confidentiality	1	2	3	4	5	U

### Professionalism and personal characteristics

Ability to perform independently	1	2	3	4	5	U
Ability to grow from constructive criticism	1	2	3	4	5	U
Effective communication skills	1	2	3	4	5	U
Adaptability and willingness to change	1	2	3	4	5	U
Self-control and emotional stability under pressure	1	2	3	4	5	U
Promptness and dependability	1	2	3	4	5	U

### Attitude towards fellow employees

Problem solving and conflict resolution skills	1	2	3	4	5	U
Co-operation within a team environment	1	2	3	4	5	U
Cultural sensitivity and diversity awareness	1	2	3	4	5	U

Mentor signature: \_\_\_\_\_

Date: \_\_\_\_\_



## MTAS Volunteer Activity Form

- This form should be used to document volunteer experiences at community events or with community groups.
- Volunteer work is defined as an activity in which a therapist freely gives his/her time and talent, with an attitude of social responsibility and with no expectation of monetary reward.
- For MTAS con-ed purposes, the activity must be within scope of practice and unpaid.
- A copy of this completed volunteer form should be submitted for review before the end of the calendar year.

**1 primary credit per 1 hour of volunteer massage therapist activity.  
 1 business credit per 1 hour of volunteer board/coach activity.  
 Maximum 10 credits per con-ed window.**

Member name: \_\_\_\_\_ Membership number: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization name: \_\_\_\_\_

Supervisor's name and position: \_\_\_\_\_

Contact tel: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

Total volunteer hours: \_\_\_\_\_

**Provide written answers to the following using a separate piece of paper:**

1. What is your role with this community group? e.g., massage therapist, board member, coach, etc.
2. Describe and explain the activities within your role.
3. Explain how this experience benefits your practice.
4. Additional comments.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Therapist signature: \_\_\_\_\_

*Please note that signing or issuing, in your professional capacity, a document that you know contains false or misleading statements is a matter of professional misconduct and will be referred to the Disciplinary Committee if deemed necessary.*

**\*\* Please ensure that the supervisor signs this form and your written report prior to submission \*\***

**Please submit copies of all documentation to the MTAS office and allow up to 12 weeks for completion of the evaluation process.**



## MTAS Group Study/Peer Review Participation Form

1 hour of participation = 1 credit

A separate form must be completed for each study session.

Group study sessions may be audited by the con-ed committee on a random basis as part of the process to confirm assessed credits. Therefore, a representative of the group is required to provide to the committee the name, mailing address, telephone, and fax numbers of each of the individuals involved, who may be contacted concerning activity evaluation. One of these contact persons should be the instructor or group facilitator.

Study groups must be a minimum of 3 participants. The study material must be consistent with the scope of practice established by MTAS, and have significant content directly related to the practice of massage therapy. Primary or business credit classification depends upon the subject matter being studied.

Member Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Attach the following detailed descriptive documentation: *Note that any missing documentation will affect the assessment.***

- Content - must include more than a study title; marketing and promotional literature are not valid course outlines.
- Format - e.g., hands-on practice on other participants or participants' patients; discussion of theory; lecture etc.
- Study materials - e.g., manuals, texts or videos (incl. title and date of publication).
- Duration and frequency - e.g., 1-hour, twice per month for 6 months.
- Explain how this study group has been or will be beneficial to your practice.

I, \_\_\_\_\_ confirm that have completed the above and am hereby submitting this material as a component of my con-ed log, as per MTAS policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Please note that signing or issuing, in your professional capacity, a document that you know contains false or misleading statements is a matter of professional misconduct and will be referred to the Disciplinary Committee if deemed necessary.***

**Please submit copies of all documentation to the MTAS office and allow up to 12 weeks for completion of the evaluation process.**

## MTAS – Teaching Form

- This form should be used to document teaching activities. e.g. teaching assistant (T.A.) at a workshop, massage therapy school instructor or con-ed course instructor.
- **For MTAS con-ed purposes, teaching refers to the delivery of educational instruction/course material, which must be within scope of practice.**
- **Preparation/research time is not included. You may submit a literature review for this aspect of your teaching work.**
- A copy of this completed form should be submitted for review before the end of the calendar year.

**Maximum 15 credits per con-ed window. Pro-rated at 5 credits per year.**

Member name: \_\_\_\_\_ Membership number: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Where are you teaching?**

Organization name: \_\_\_\_\_

Supervisor's name and position: \_\_\_\_\_

Contact tel: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

### **What are you teaching?**

Subjects: \_\_\_\_\_

Number of hours spent teaching: \_\_\_\_\_ From (date): \_\_\_\_\_ to (date): \_\_\_\_\_

- Attach a letter explaining your role and teaching hours from the school or organization, or your detailed hourly lesson plan if delivering a workshop yourself.

Provide written answers to the following, on a separate sheet of paper:

1. Explain how this experience benefits your practice. i.e., What did you find most useful or fulfilling about this experience?
2. Additional comments.

**\*\* Please ensure that the supervisor signs your written report prior to submission \*\***

Therapist signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please note that signing or issuing, in your professional capacity, a document that you know contains false or misleading statements is a matter of professional misconduct and will be referred to the Disciplinary Committee if deemed necessary.***

**Please submit copies of all documentation to the MTAS office and allow up to 12 weeks for completion of the evaluation process.**



## **MTAS Member - Development of Con-ed Workshop Form**

- Use this form to document the preparation and research work you have done to develop a workshop/course.
- The course material must be within scope of practice (primary credits), or business-related (business credits).
- Course content preparation and research time is included; course delivery time is not included.
- Development credits are based on the final credits assigned when you submit your completed course for evaluation by the Con-Ed Committee, using the Course Provider Application Form.

**Credits may be counted once per course.**

**Credits will equal the number of credits assigned to the course upon approval by the con-ed committee when you submit the course for evaluation. e.g. if approved for 8 hours con-ed = 8 credits for development.**

Member name: \_\_\_\_\_ Membership number: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **What are you developing?**

Subject/course title: \_\_\_\_\_

Number of hours spent on research & planning: \_\_\_\_\_ hours, from (date): \_\_\_\_\_ to (date): \_\_\_\_\_

Provide written answers to the following, on a separate sheet of paper:

1. Why did you select this subject matter?
2. How will this contribute to the professional development of other RMTs and/or the profession of massage therapy?
3. Provide a 300 to 500-word summary of the material.
4. List and explain your credentials to teach this material.
5. Demonstrate that the content of the course is created in consideration of current and relevant literature - such as journal articles, textbooks, case studies, etc. - and include the appropriate references to the literature. (Testimonials are not considered as references).
6. Additional comments.

Therapist signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that signing or issuing, in your professional capacity, a document that you know contains false or misleading statements is a matter of professional misconduct and will be referred to the Disciplinary Committee if deemed necessary.

**Please submit copies of all documentation to the MTAS office and allow up to 12 weeks for completion of the evaluation process.**

## CONTINUING EDUCATION – COURSE PROVIDER APPLICATION

MTAS has always held the position that the continued competency of our members is of the utmost importance to the protection of the public, and our membership requirements specify that RMTs complete on-going continuing education to remain members in good standing.

Approved continuing education providers are individuals or groups who have demonstrated the ability to design, implement and evaluate continuing education programs for RMTs. Course approval is required before RMTs can report continuing education credits for completion of their competency requirements. The continuing education material submitted should relate to the MTAS scope of practice, outlined within the *Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice (2016)*, and contribute to the professional development of the RMT.

### Scope of Practice

*“The practice of massage therapy is the assessment of the soft tissue and joints of the body, and the treatment and prevention of physical dysfunction and pain of the soft tissues and joints by mobilization and other manual methods to develop, maintain, rehabilitate or augment physical function, or relieve pain.”*

### Application Requirements

- A separate application form must be completed for each course being submitted.
- Incomplete applications will be returned without being reviewed.
- Course approval lasts for 5 years from the approval date; re-evaluation is required every 5 years.
- After receiving approval, any changes to the course content must be reported to MTAS within 30 days.
- Approved course providers agree to supply each participant a certificate of completion, which will include the participant’s name, completion date, number of hours/credits, course title and the signature of the provider.
- Providers agree to include on their website and course materials: *“This course is approved by MTAS for xx credits.”*

### Review Process

The MTAS Competency Committee will review all submissions. If there are additional questions about your application, you will be contacted and asked to provide any additional information or clarification needed for the evaluation to be completed. Meetings are held four times each year – March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, and December 1<sup>st</sup>.

Applications must be properly formatted and submitted to the MTAS office at least 1 week prior to the meeting date to be placed on the agenda. Please allow up to 4 weeks for completion of the evaluation process.

- **We prefer to receive submissions via e-mail** as we use a virtual meeting space, and the documents are uploaded for review.
- If the application is for an on-line or self-study module, **please provide a user account and log-in details** to enable the committee members to review the materials from the student’s perspective.

1 hour of learning = 1 credit. Credits are awarded in either primary (within scope of practice) or business categories, according to the subject matter. On occasion, partial credits may be awarded if the entire course does not meet the requirements of the MTAS competency policy.

Correspondence will be sent via e-mail to the applicant upon completion of the evaluation, with information regarding whether the course was approved for credits.

Refunds will not be given for applications that are not approved.

## Information for Instructors

All instructors must submit a comprehensive and current resume – see Page 4, Section 4.

1. **Instructors who are massage therapists in Canada** must submit documentation showing that they have successfully completed an Entry to Practice Examination from either their provincial Association or the regulatory College of which they are a member. If the instructor has not completed an Entry to Practice Examination, the course evaluation process will place more emphasis on the content as related to the *Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice* (IJCP) document.
2. **Instructors who are massage therapists outside of Canada** must submit documentation showing that they have successfully completed the highest level of massage therapy education in their jurisdiction.
3. **Instructors who are not massage therapists** must submit confirmation that they are a member in good standing with their own professional governing body. University or post-secondary College instructors should submit a letter from their department head confirming their subject area and length of tenure.

**MTAS guarantees that all materials will be held in confidence and that only office staff and members of the review committee will have access to them.**

**Provider Contact Information**

Surname		First Name		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
				<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr
Street			City/Town		
Province/State	Postal/Zip Code	Country	Area Code	Daytime Telephone	
E-mail Address			Website		

**Course Information**

Name of Course (exactly as written on certificate of completion)	
Course Information Website	
Course Date(s)	Hours of Training (excluding lunch and breaks)
Course Delivery Method	
<input type="checkbox"/> In person, practical technique based	<input type="checkbox"/> Lecture + practical demonstration
<input type="checkbox"/> Lecture	<input type="checkbox"/> Conference
<input type="checkbox"/> Paced on-line course (completion of modules required for progression)	<input type="checkbox"/> Interactive webinar
<input type="checkbox"/> DVD or books, with home study guide	<input type="checkbox"/> University course delivered on-line
<input type="checkbox"/> Other (specify details) _____	

**Please provide detailed information on the following:**

1. If this course is already approved by the CMTO, CMTBC or CMTNL, please indicate the date of approval, credit category and number of credits awarded, **and include a copy of the approval letter with your application.** MTAS will grant automatic approval in this case; but we do still require the complete application materials for reference purposes.
2. **Curriculum:**
  - a. Provide a detailed course outline. This is the **hourly breakdown** of the course length for each day. Include the following:
    - A review of pertinent anatomy and physiology, and where appropriate, pathology.
    - A review of what the participants are taught, what they will learn, clinical skills demonstrated.
    - An hourly breakdown of the time spent on any instructional videos, if included.
  - b. What is this technique/modality assessing or treating?
  - c. How is this technique/modality performed?
  - d. Why is this technique/modality used?
  - e. Provide references for the evidence-base for this learning opportunity.

**MTAS COURSE PROVIDER APPLICATION FORM – PAGE 2**

- f. Indicate the number of hours spent on theoretical learning and on experiential/application learning.
- g. Is there a prerequisite level of education or training required to take this course? If so, please outline the subjects and/or courses and the level of prior learning required.
- h. Discuss contraindications and strategies for risk management, if applicable.
- i. How are participants evaluated on their understanding of the material? If there is a formal examination process, what is the minimum mark for a passing grade?

**3. Objectives and intended learning outcomes**

- List course objectives and learning outcomes in measurable terms (i.e., which are attainable, can be evaluated and that relate to the scope of practice.)

**4. Reference material and presenter information**

- Attach a current resume for each presenter, including work experience, qualifications for teaching this material, and professional credentials/affiliations. This should demonstrate that they possess sufficient skills, knowledge, and abilities in the area pertinent to the course content they are intending to deliver. Short-form instructor biographies are not acceptable.
- Demonstrate that the content of the course is created in consideration of current and relevant literature - such as journal articles, textbooks, case studies, etc. - and include the appropriate references to the literature. (Testimonials are not considered as references).

**5. Teaching strategies**

- List the methods used to deliver the course materials.

**Payment Information**

The assessment fee is \$100.00 + GST (\$105.00). If you are sending in multiple courses in the same package, the fee applies once only, not per course. Visa, MasterCard, or e-transfer to [payment@saskmassagetherapy.com](mailto:payment@saskmassagetherapy.com) (direct/auto deposit only, no password) – full payment must accompany the application.

EFT #	Visa or MasterCard #	Expiry Date	CVC
Signature of card holder to authorize payment		Amount \$	

**Provider Attestation**

In submitting this application for approval, I attest that all information and materials provided are accurate and truthful and that I am the legal owner of the material provided. I understand that if approved, all MTAS members will be eligible to receive continuing education credits for completion of the course and that I am responsible to provide appropriate verification of completion to each participant. I have reviewed the application requirements and agree to all terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date received	Reviewed by	Review date
Not approved: reason _____ Approved: Primary Credits _____ Business Credits _____		

**Submit completed application and payment to:**

Massage Therapist Association of Saskatchewan Inc., #22-1738 Quebec Avenue, Saskatoon, Sask. S7K 1V9  
 Tel: 306-384-7077 Fax: 306-384-7175 E-mail: [mtas@saskmassagetherapy.com](mailto:mtas@saskmassagetherapy.com)

## **CONTINUING EDUCATION – MEMBER APPLICATION FOR CREDIT EVALUATION**

### **To be used when the course provider chooses not to, or refuses to submit a course**

MTAS has always held the position that the continued competency of our members is of the utmost importance to the protection of the public, and our membership requirements specify that RMTs complete on-going continuing education in order to remain in good standing.

Course approval is required before members can report primary continuing education credits for completion of their competency requirements. Note that if you do not seek pre-approval from the MTAS Continuing Education Committee prior to undertaking study, MTAS will not be responsible for the material not being approved for credits. The Committee reserves the right to refuse to grant credits for inappropriate/out-of-scope subject matter. The continuing education material submitted should be within the MTAS scope of practice and contribute to the professional development of the RMT.

#### **MTAS Scope of Practice**

*“The practice of massage therapy is the assessment of the soft tissue and joints of the body, and the treatment and prevention of physical dysfunction and pain of the soft tissues and joints by mobilization and other manual methods to develop, maintain, rehabilitate or augment physical function, or relieve pain.”*

#### **Application Requirements**

- A separate typed or printed application form must be completed for each course being submitted. Handwritten notes are unacceptable.
- Incomplete applications will be returned without being reviewed.
- After receiving approval, any changes to the course content must be reported to MTAS within 30 days.

#### **Review Process**

The MTAS Competency Committee will review all submissions. If there are questions about your application, you will be contacted and asked to provide any additional information or clarification needed for the evaluation to be completed. Meetings are held four times each year – March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, and December 1<sup>st</sup>.

Applications must be properly formatted, including this form and all supporting documentation, and submitted to the MTAS office at least 1 week prior to the meeting date to be placed on the agenda. Please allow up to 12 weeks for completion of the evaluation process.

- **We prefer to receive submissions via e-mail** as we use a virtual meeting space, and the documents are uploaded for review.
- If the application is for an on-line or self-study module, **please provide a user account and log-in details** to enable the committee members to review the materials from the student’s perspective.

1 hour of learning = 1 credit. On occasion, partial credits may be awarded if the entire course does not meet the requirements of the MTAS competency policy or if it is not fully within the scope of practice.

Correspondence will be sent via e-mail to the applicant upon completion of the evaluation, with information regarding whether the course was approved for credits.

There are no refunds for applications that are not approved.



## CONTINUING EDUCATION – MEMBER APPLICATION FOR PRIMARY COURSE CREDIT EVALUATION

### MTAS Member Contact Information

Surname	First Name	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	
		<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	
Street		City/Town		
Province/State	Postal/Zip Code	Country	Area Code	Daytime Telephone
E-mail Address		Website		

### Course Information

Course Name	Course Instructor Name
Course Information Website	Instructor Contact Info. (phone and e-mail)
Course Date(s)	Hours of Training (excluding meals, breaks or social activities)
Course Delivery Method <input type="checkbox"/> In person, hands-on/practical technique based <input type="checkbox"/> Lecture + practical demonstration <input type="checkbox"/> Lecture <input type="checkbox"/> Conference <input type="checkbox"/> Paced on-line course (completion of modules required for progression) <input type="checkbox"/> Interactive webinar or videoconference <input type="checkbox"/> DVD or books, with home study guide <input type="checkbox"/> University course delivered on-line <input type="checkbox"/> Other (specify details) _____	

**Provide detailed information on all of the items below.** Note that we can only give credit for material that is within scope of practice and for which you document the specific length of time spent on learning. Type your responses to the following questions and attach with the application form.

- A. **Provide a detailed course outline** i.e. the lesson plan or curriculum. This is the **hourly breakdown** of the course length for each day. See attached sample. Include the following:
  - A review of pertinent anatomy and physiology, and where appropriate, pathology.
  - A review of what the participants are taught, what they will learn, clinical skills demonstrated.
  - An hourly breakdown of the time spent on any instructional videos, if included.
  - Indicate whether the time is spent on theoretical learning or on hands-on learning.
  - For online courses, please provide log in access.
  
- B. **Attach a current resume** for each presenter, including work experience, qualifications for teaching this material, and professional credentials/affiliations. This should demonstrate that they possess sufficient skills, knowledge, and abilities in the area pertinent to the course content. If a resume is unavailable, attach an Instructor biography.

- C. **List all reference materials.** Demonstrate that the content of the course is created in consideration of current and relevant literature - such as journal articles, textbooks, case studies, etc. - and include the appropriate references to the literature. (Testimonials are not considered as references). Attach a copy of any student handouts and course materials.
- D. **Explain (one page maximum):**
- WHAT is this technique/modality assessing or treating?
  - WHY did you choose this course?
  - HOW this information will make you a better therapist and be beneficial and relevant to your practice and the profession of massage therapy.

**Payment Information**

The assessment fee is \$35.00 + GST (\$36.75). Visa, MasterCard, or e-transfer to [payment@saskmassagetherapy.com](mailto:payment@saskmassagetherapy.com) (direct/auto deposit only, no password) – full payment must accompany the application.

EFT #	Visa or MasterCard #	Expiry Date	CVC
Signature of card holder to authorize payment		Amount <b>\$36.75</b>	

**Member Attestation**

In submitting this application for approval, I attest that all information and materials provided are accurate and truthful. I understand that if approved, I will be eligible to receive continuing education credits for completion of the course and that I am responsible to provide appropriate verification of completion. I have reviewed the application requirements and agree to all terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date received	Reviewed by	Review date
Not approved: reason _____		Approved: Primary Credits _____ Business Credits _____

**Submit completed application with payment to:**

Massage Therapist Association of Saskatchewan Inc., #22-1738 Quebec Avenue, Saskatoon, Sask. S7K 1V9  
 Tel: 306-384-7077 Fax: 306-384-7175 E-mail: [mtas@saskmassagetherapy.com](mailto:mtas@saskmassagetherapy.com)



