



MTAS

Massage Therapist
Association of Saskatchewan

Continuing Education/Competency Handbook

Revised November 2012

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Members' Continuing Education Handbook - Introduction

As stated in the MTAS Bylaws (9.2): "All MTAS members are required to maintain competency by collecting competency credits".

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; and
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.

MTAS does not endorse any of the courses or workshops approved for credits. Courses are considered for evaluation based on the written submissions of the course provider and are assessed against a standard template to ensure consistency.

Members' Responsibility for Continuing Education

In order to maintain membership in MTAS, all members must comply with the following Bylaw:

11.2 Competency of Members

- a. All practicing and non-practicing ** members must obtain a minimum number of forty (40) competency credits, twenty-eight (28) of which shall be primary credits, over a three-year period to maintain registration and/or license with the Corporation.
- 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. 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 provided to the office 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 no longer submit individual credit approval requests for courses that are not on the pre-approved list. Applications may be submitted by course providers only.

*** This will be changed pending approval of an amendment to the Bylaws at the March 3rd, 2013 Annual General Meeting.*

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:

Primary Credits	Minimum 28 per window
Business Credits	Minimum 7 per window (maximum 14 allowed)
CPR/SFA	5 per window

B. Non-Practicing Member Requirements.

The policy for these members has changed, effective November 1st, 2012. (*Subject to approval of an amendment to the Bylaws at the March 3rd 2013 Annual General Meeting.*) 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: All members who are required to earn at least 13 credits in a window must accumulate the minimum 7 business credits (*no pro-rating of the business credit requirement will occur for those members who require fewer than 40 credits in 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 just graduated from a 2,200-hour massage program and have successfully completed the MTAS Board Examination will have a grace period of two (2) years before being required to earn credits. This two-year period is interpreted as beginning the year after the year of graduation, (e.g. a 2012 graduate's grace period would be 2013-2014). 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.

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 of 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 11.2 (a).

Continuing Education Windows

Year of Graduation	Nov 1, 2012 - Oct 31, 2015 Con-Ed Window I	Nov 1, 2015 – Oct 31, 2018 Con-Ed Window II
2010	40	40
2011	27	40
2012	13	40
2013	0	40
2014	0	27
2015	0	13
2016	0	0
2017	0	0
2018	0	0

Explanation of table:

1. All graduates 2010 and earlier require 40 credits in each window.
2. 2011 graduates require 27 credits in CEW I and 40 credits in CEW II.
3. 2012 graduates require 13 credits in CEW I and 40 credits in CEW II.
4. 2013 graduates require 0 credits in CEW I and 40 credits in CEW II.
5. 2014 graduates require 0 credits in CEW I and 26 credits in CEW II.
6. 2015 graduates require 0 credits in CEW I and 13 credits in CEW II.
7. 2016, 2017 and 2018 graduates require 0 credits in CEW I and 0 credits in CEW II.

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. ***Note that the secondary credit category has been eliminated, effective November 1st, 2012.***

Credit activities are to be 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 would include, but are not limited to, the following (1 credit per 1 hour of study):

Anatomy	Applying Treatments	Client Assessment
Massage Techniques	Massage Theory	Nutrition
Pathology	Physiology	

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

- Active Release
- Acupressure
- Cranial Sacral Therapy including Unwinding
- Deep Tissue Therapy
- Fitness Training (assessed on course content-some courses may not be eligible)
- Hot Packs
- 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
- Medical Terminology
- Muscle Energy
- Myofascial Release
- Neuromuscular Therapy
- Proprioceptive Neuromuscular Facilitation (PNF stretching)
- Remedial Exercise
- Rolfing
- Shiatsu
- Sports Massage (including athletic taping & bracing)
- Strain/Counter Strain
- Structural Integration
- Swedish Massage
- Thai Massage
- Trigger Point Therapy
- Tui Na
- Visceral Manipulation

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

Self-Directed Study for Competency Credits

Any combination of the following four options may be used to obtain a maximum of six (6) credits per three-year window:

1. MTAS Continuing Education Mentoring Form
 - 1 credit per 2 hours of shadowing.
 - Equal credits are awarded for each MTAS member participating.
2. MTAS Case Study Form
 - 1 credit per case study.
3. MTAS Literature Reviews: Magazine Article, Book or Video (may be primary or business credits, depending on subject matter being reviewed.)
 - 2 credits per magazine article.
 - 3 credits per book or video.
4. MTAS Group Study Participation Form (may be primary or business credits, depending on subject matter being studied.)
 - 1 credit per 2 hours of participation for each MTAS member participating.

Other Primary Credits:

A. CPR/First Aid

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

Standard First Aid and CPR Level "C" are mandatory requirements for the profession. **You are required to maintain up-to-date standards in this area in order 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 allows continuing education credits for this course. (5 primary credits per window). A copy of the certificate must be submitted to the MTAS office upon renewal. 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 allowed additional credits.** If you allow your SFA/CPR certification to lapse for any reason, your membership may be suspended until we receive your proof of recertification.

B. www.TouchU.ca

This e-magazine subscription is available at no charge to all MTAS members. There are 19 credit articles (37 primary credits) currently on-line with more articles to come. Most articles are eligible for 2 primary credits; one is 4 and two are 8 credits. If you have misplaced your password for this website, please contact the magazine provider by e-mail: support@massagetherapypractice.com. In order to receive the free access, you must enter the MTAS association discount code when you create your account. Please e-mail or call the MTAS office for this code.

Primary activities include:

- Attending workshops, seminars or courses relevant to the Scope of Practice (includes on-line or correspondence courses).
- Presenting workshops, seminars or courses relevant to the Scope of Practice (including preparation time to the first time the presentation is made).
- Participating on Committees of the Association that are relevant to the Scope of Practice.
- 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.

BUSINESS CREDIT ACTIVITIES (1 credit per 1 hour of study).

This is a new credit category, effective November 1st, 2012. The change has been made to bring the MTAS competency system into line with the Inter-Jurisdictional Entry-to-Practice Competency Profile for Massage Therapists, 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.

MTAS AGM attendance
Chamber of Commerce events
SIAST business classes
University business classes

MTAS jurisprudence quiz (not yet available – coming soon)
Financial institution seminars
Technical college business classes

May include, but not limited to:

- Accounting
- Administration
- Advertising & promotion
- Book-keeping
- Business law
- Business planning
- Charting skills & records management
- Coaching skills
- Commerce
- Communications
- Computer applications
- Conflict resolution
- Customer service & client relations
- Data processing
- Decision-making
- E-commerce
- Economics
- Ethics
- Financial planning
- Human resources
- Investments
- Jurisprudence & 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 have to be approved by the Competency Committee. Members may take any classes, courses or workshops of personal interest that are related to business; however a certificate of attendance or letter from the course provider must be submitted to the MTAS office for credit recording purposes. This should state at least the course name, completion date, and number of hours of attendance.

Please note that receipts are NOT considered proof of attendance.

NOTE: The minimum 7 business credit requirement is applicable to ALL members who are required to earn at least 13 credits in a window. There will be no pro-rating of the business credit requirement for members who require fewer than 40 credits in a window.

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 \$50.00 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.

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:

- Annual General Meeting attendance;
- Member workshops;
- Volunteering on an MTAS Committee;
- Volunteering for the Board of Directors; or
- Completing quizzes on-line via www.TouchU.ca.

Monitoring and Recording Credits

Competency credits for all members are monitored and recorded by the MTAS office – we maintain both paper files and an electronic database. The database contains only the current window credit information and is deleted once the current window is closed. Therefore members are expected to maintain a complete record of their on-going competency credits. If credits are submitted for the window after it has closed, these credits will NOT be included in the window total. It is YOUR responsibility to ensure that you are up-to-date with 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 and transcripts. 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.

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

How to Report to MTAS

You will receive an annual statement of the up-to-date number of credits in your personal file for the current window. This is sent out with your membership renewal information in mid-August each year. You are only to report on the credits earned during the current window. ***(Refer to the table on page 7 of this handbook for window dates)***.

Competency credits may be submitted via the website (member profile update), e-mail, fax, regular mail or in person. Note that if you update your con-ed profile on-line, you must still submit the paper proof of completion of the course for inclusion in your membership file. Please remember that from October 1st to December 1st is the membership renewal period and our e-mail and fax volume increases significantly. Please submit your competency credits early to avoid delays.

Members are encouraged to submit proof of competency credits earned throughout the continuing education window, on an on-going basis, as opposed to 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.

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.

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 in **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 cannot 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 tracks 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 will be advised of the number of carry-over credits once all submissions for the window are completed, around membership renewal time at the end of the window. (It is for this reason that we request that all competency credit submissions are made ahead of the window closure).

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), the MTAS Competency Committee strongly recommends obtaining approval for courses prior to attendance. The Committee may decline to accredit 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 in order for the Committee to complete a course approval:

1. Course Provider Form (***see Appendix B, page 24***)
2. Course description.
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. Program content - provide an hourly breakdown of time spent of each part of the program (lesson plan).
4. Presenter list and biography
 - a. List presenters for each topic/content area.
 - b. Include work experience in chronological order, summary of qualifications and professional memberships, for each presenter.
 - c. Presenter's specific qualifications for teaching this course, including theoretical background.
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.

NOTE: Members may no longer submit individual credit approval requests for courses that are not on the pre-approved list. Applications may be submitted by course providers only.

Deadlines

- The Committee meets 4 times a year and materials will be forwarded to the Committee from the MTAS Office 1 week prior to each meeting.
- Annual application deadlines:
March 1st, June 1st, September 1st and December 1st.
- Once the Committee has approved a course, written notification will be provided to the course provider and the course details will be posted on the pre-approved courses list on the MTAS website.
- 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.

In order to assist course providers with the submission of materials for continuing education credit approval, standardized forms have been created for submission with the appropriate documentation (*see Appendix B, pages 18-24*).

Information Availability

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

Please note that this resource is a historical list of all courses that have been evaluated 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 all 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 this information.

The MTAS website also contains an up-to-date listing of Coming Events about which the Office has been informed. This is the place to check for approved courses/workshops coming up in the near future.

If in doubt as to whether a particular course has been evaluated, please contact the MTAS Office either by e-mail: mtas@sasktel.net, phone: 306-384-7077, or fax: 306-384-7175. We are available to assist you from Monday to Friday between 8:00am and 4:00pm.

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

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MTAS

Massage Therapist
Association of Saskatchewan

Case Study Form

(1 credit per case study)

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 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.
The committee meets on March 1st, June 1st, September 1st and December 1st annually.**

Massage Therapist Association of Saskatchewan Inc.,
#16 - 1724 Quebec Avenue, Saskatoon, Sask. S7K 1V9
Tel: 306-384-7077 Fax: 306-384-7175 E-mail: mtas@sasktel.net



MTAS

Massage Therapist
Association of Saskatchewan

Literature Reviews: magazine article, book or video

A separate form must be completed for each publication review for credit to be approved. Please ensure that this form is saved for submission to the office for recording purposes.

Primary or business credit classification depends upon the subject matter being reviewed.
Maximum 6 credits per 3-year window from this avenue.
2 credits per magazine article; 3 credits per book or video.
Maximum length: 1 page for article review, 2 pages for book or video.

Member Name: _____

Membership Number: _____

Address: _____

City: _____

Postal Code: _____ Tel: _____

E-mail: _____

Pre-approval date: _____

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

[] Copy of the article (for print media only)

Publication title: _____

Article title: _____

Author/producer: _____

Volume/issue: _____ ISBN/copyright: _____

Provide written answers to the following:

1. Summary of material.
2. Explain how this information has been or will be beneficial to your practice.
3. Has this material encouraged or inspired you in some way as a therapist? In what way?
4. Will you pursue other fields of study in this area? Why or why not?
5. Has this article identified any areas of practice that you could improve upon?
6. What did you find the most helpful about this publication?
7. Any 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.
The committee meets on March 1st, June 1st, September 1st and December 1st annually.**

Massage Therapist Association of Saskatchewan Inc.,
#16 - 1724 Quebec Avenue, Saskatoon, Sask. S7K 1V9
Tel: 306-384-7077 Fax: 306-384-7175 E-mail: mtas@sasktel.net



Mentoring Form

This form should be used to document mentoring activities. Under the MTAS Competency Policy and Guidelines, mentoring or supervision is defined as an activity in which a massage therapist observes or shadows the practice of another health professional in order to obtain a better understanding of other modalities or to learn new techniques. A copy of all completed mentoring forms should be submitted at the end of each year.

1 primary credit per 2 hours of mentoring.

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

Member Name: _____ Membership Number: _____

Address: _____ City: _____

Postal Code: _____ Tel: _____ E-mail: _____

Mentor's Name: _____

Mentor's Qualifications (profession, credentials, number of years of training, number of years in practice): _____

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

Massage Therapist: please write below a brief description of your observations and learning experiences (additional paper or the back of this form may be used as necessary).

Mentor's signature: _____ Date: _____

Therapist signature: _____ Total hours of mentoring: _____

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.
 The committee meets on March 1st, June 1st, September 1st and December 1st annually.**



Self-Directed/On-Line Study Assessment Form

Please note that as with all primary courses, self-directed and on-line study materials must be pre-approved by the MTAS Competency Committee prior to undertaking study. (Business materials are exempt from this requirement.) This protects you from credit shortfalls at the end of the window. Please ensure that this form is saved for submission to the office for recording purposes.

Member Name: _____

Membership Number: _____

Address: _____

City: _____

Postal Code: _____ Tel: _____

E-mail: _____

Pre-approval date: _____

Signature: _____

Type of Learning:

- On-line (using internet access only).
- Self-directed (materials sent to you, study on own time).
- Other: _____

Attach the following documentation to this assessment: *Note that any missing documentation will affect the assessment.*

- Descriptive course outline (marketing and promotional literature are not valid course outlines).
- Recommendation of completion time from the course provider.
- Proof of completion (one of the following) indicating final pass grade.
 - Diploma or certificate of completion;
 - Official transcript;
 - Official letter from course provider.
- Length of time for completion.
- Name and contact information of course provider.
- Professional CV/resume of course instructor.

Provide written answers to the following:

1. Why did you choose this course of study?
2. What were your expectations from this course of study? Did this course of study meet your expectations? Why or why not?
3. Explain how this information has been, or will be, beneficial to your practice.
4. Would you recommend this material to other therapists? Why or why not?
5. Has this material encouraged or inspired you in some way as a therapist? In what way?
6. Any additional comments.

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.

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Study Group Participation Form

A separate form must be completed for each study session for credit to be approved. Please ensure that this form is saved for submission to the office for recording purposes.

Group study sessions may be evaluated by the Competency Committee on a random basis as part of the process, in order 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.

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.
- Study materials - e.g. manuals, texts or videos (incl. title and date of publication).
- Duration and frequency - e.g. 1 hour sessions for 6 months, meeting twice/month; 3 hour sessions for 12 weeks, meeting once/week.
- Your professional history - attach a copy of up-to-date resume.

Provide written answers to the following:

1. Explain how this study group has been or will be beneficial to your practice.
2. Include at least one relevant, anonymous case history or clinical record to demonstrate the patient/client benefit received specifically and directly as a result of your study group.
3. Any other comments.

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.

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MTAS

Massage Therapist
Association of Saskatchewan

Course Provider Application Form

Scope of practice: To assess and treat the soft tissues and joints of the body, with the intent of producing a therapeutic outcome.
To promote rehabilitation and/or prevent or reduce physical dysfunction and pain in the soft tissues and joints.
To maintain and enhance health.

CONTACT INFORMATION

Name of organization: _____

Contact name: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ Tel: _____

Fax: _____ E-mail: _____ Website: _____

COURSE INFORMATION

Name of course: _____

Proposed date(s) and location(s) of training: _____

Total hours of training (excluding lunch and breaks): _____

PLEASE PROVIDE DETAILED INFORMATION ON THE FOLLOWING:

(If information is missing, the application will be returned to provider without being assessed).

1. **Briefly state the subjects covered in the course/workshop.**

If this course is already recognized by other Canadian massage therapy regulatory bodies, please indicate the organization names, dates of approval, credit category and number of credits awarded.

2. **Detailed curriculum** - provide an hourly breakdown of the time spent of each part of the program (this is your lesson plan):

- Background and supporting knowledge - please indicate the number of hours spent specifically on the four subjects below and list in detail the material covered:
Anatomy ____hrs **Physiology** ____hrs **Pathology** ____hrs **Kinesiology** ____hrs
- Is there a prerequisite level of education or training required to take this course? If so, please outline the subjects or courses and the level of prior learning required.
- Contraindications and pre-assessment.
- Hygiene and universal precautions.
- Draping, client comfort and safety issues.
- Case history taking and record keeping.
- Professional ethics and client-therapist relationship issues.
- Tools and/or substances used in treatments.
- Practitioner safety and self-care.
- Do you have a formal examination process?
- How are students tested?
- What is the minimum mark for a passing grade?
- How is the theoretical material presented?
- Indicate the number of hours spent on theoretical learning and the number of hours of experiential/application learning.
- How does this training relate to the scope of practice of massage therapy?
- What do you feel are the benefits of this training to professional massage therapists?

MTAS Continuing Education – Course Provider Application Continued

3. **Learning outcomes**
 - List outcomes in behavioural/measurable terms (i.e. which are attainable, can be evaluated, and relate to the scope of practice).

4. **Reference materials and presenter information**
 - Attach biographical information for each presenter, including work experience (in chronological order), qualifications for teaching this material, and professional memberships.
 - List all reference materials used (CDs, DVDs, books, manuals etc.).
 - Please attach copies of the reference material if you believe it will assist the assessment process.

5. **Teaching strategies**
 - List strategies and methods used to teach the material.

PAYMENT

Assessment fee is \$100.00+GST per course (\$105.00). Visa, MasterCard, cheque. Full payment must accompany application.

Cheque	[]	Cheque #: _____	
Visa/MasterCard	[]	Card #: _____	Exp. date: _____
Total payment:	\$ _____	Signature: _____	

**Please submit copies of all documentation to the MTAS office, along with payment in the amount of \$105.00 per course.
The committee meets on March 1st, June 1st, September 1st and December 1st annually.**

FOR OFFICE USE ONLY

Date received: _____

Reviewed by: _____ Date: _____

Not approved Approved Primary credits: _____ Business credits: _____

Massage Therapist Association of Saskatchewan Inc.,
 #16-1724 Quebec Avenue, Saskatoon, Sask. S7K 1V9
 Tel: 306-384-7077 Fax: 306-384-7175 E-mail: mtas@sasktel.net

