

6. Continuing Education Policy and Guidelines for Members

1.0 Introduction

The *Massage Therapy Regulations, 2005*¹ require members of the College of Massage Therapists of Newfoundland and Labrador (CMTNL) to participate in continuing education activities as specified in guidelines published by the CMTNL.

The Education, Quality Assurance, and Scope of Practice Committee has developed these guidelines, which have been approved by the board of directors, taking into account the CMTNL mandate and responsibilities and the needs of members. The CMTNL is committed to the promotion of knowledge, skills, standards and proficiency through approval of continuing education in massage therapy.

The CMTNL defines continuing education as:

Any learning experience, post graduation, which directly relates to massage therapy and enhances a massage therapist's skill or practice. The CMTNL respects a massage therapist's right to develop in their own unique direction and, therefore, this learning experience may include, but is not limited to: courses, workshops, conferences or self study.

Continuing education credits are given in Continuing Education Units (CEUs).

Important points to remember:

- Members must obtain a minimum of 30 CEUs in credit cycle, of which a minimum of 20 CEUs must be from Category A
- One CEU = two hours participation in an activity
- All CEU records are to be kept in a member's professional portfolio
- CEUs cannot be transferred to the next cycle.

Mandatory Jurisprudence Examination

In this current credit cycle, it is mandatory for all active members to complete the open book jurisprudence examination, which covers (among other topics) the new *Massage Therapy Act, 2005*. On submission of the completed examination to the CMTNL, 1.5 CEUs will be awarded. Instructions on the examination will be mailed to all members.

¹ The *Massage Therapy Act* and *Massage Therapy Regulations* may be found online through the link at www.cmtnl.ca

2.0 Credit Cycle

Every member has the same three-year credit cycle. The current credit cycle is for the period: **April 1, 2006 to March 31, 2009.**

3.0 CEU Requirements for Various Groups of Members

3.1 *Active members*

Active members are required to complete 30 CEUs in the credit cycle, of which at least 20 must be in Category A.

3.2 *New graduates*

Graduates who register with the CMTNL within one year following graduation and within this current credit cycle (April 1, 2006 to March 31, 2009) will be required to complete a partial number of CEUs in this current cycle as follows:

- **Registered by March 31, 2007:** Must complete 15 CEUs, of which at least 10 must be in Category A
- **Registered by March 31, 2008:** Must complete 10 CEUs, of which at least five must be in Category A
- **Registered after March 31, 2008:** There is no requirement to complete CEUs in this current credit cycle (up to March 31, 2009).

Only continuing education activities carried out *following* registration with the CMTNL will be given CEU credits.

3.3 *New members registering during the cycle*

New members (other than new graduates), including those who transfer from other regulated jurisdictions, who register during the credit cycle must obtain CEUs as follows:

- **Registered by October 1, 2007:** Must obtain 30 CEUs, of which at least 20 must be in Category A.
- **Registered after October 1, 2007:** Must obtain 15 CEUs, of which at least 10 must be in Category A.

Only continuing education activities carried out *following* registration with the CMTNL will be given CEU credits.

3.4 Inactive members

Members holding an inactive registration are not *required* to complete continuing education activities while in inactive status.

Inactive members who reactivate their registration (i.e. convert to active registration) during the credit cycle must obtain CEUs as follows:

- **Reactivated registration by October 1, 2007:** Must obtain 30 CEUs, of which at least 20 must be in Category A.
- **Reactivated registration after October 1, 2007:** Must obtain 15 CEUs, of which at least 10 must be in Category A.

Only continuing education activities carried out *following* reactivation of registration with the CMTNL will be given CEU credits.

4.0 Continuing Education - Category A

This section the topics that are included in Category A and the types of learning activities that will receive continuing education credits (CEUs).

4.1 Category A Modalities

Modalities in Category A are directly related to the Scope of Practice and the Core Competencies.

The Scope of Practice stated in Section 2(g) of the *Massage Therapy Act, 2005* is:

“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 manipulation to develop, maintain, rehabilitate or augment physical function, or relieve pain, or to promote health.”

Modalities in the Scope of Practice include, but are not limited to:

Any modality which directly relates to the practice of massage therapy, as approved by the CMTNL, such as the study of:

- Active release
- Acupressure
- Acupuncture
- Anatomy and Physiology
- Aquatic massage therapy
- Activity of normal life intervention (ANLI) assessment
- Baths
- Cardiopulmonary resuscitation (CPR)

- Clinical and orthopaedic assessments
- Cold Packs
- Communication and the therapeutic relationship between therapist and patient
- Cranial Sacral Therapy including Unwinding
- Deep Connective Tissue
- Deep Muscle
- Esalen Tissue
- Ethics
- First Aid
- Hot Packs
- Hot Stone Therapy
- Infant massage
- Integrative Manual Therapy
- Joint Mobilization
- Jurisprudence
- Labour support
- Lomi Lomi
- Manual Lymph Drainage
- Muscle Energy
- Myofascial Release
- Neuromuscular Therapy
- Neuromuscular Integration and Structural Alignment (NISA)
- Orthobionomy
- Pain management
- Pathology
- Perinatal and pregnancy
- Proprioceptive Neuromuscular Facilitation (PNF)
- Policies and Procedures of CMTNL
- Reflexology
- Remedial Exercise
- Research literacy
- Rolfing
- Self care
- Shiatsu including Moxibustion
- Sports Massage including athletic taping & bracing
- Strain/Counterstrain
- Structural Integration
- Swedish
- Therapeutic exercise
- Traditional Thai
- Trigger Point Therapy
- Tuina
- Visceral Manipulation

All other modalities are subject to approval by the Education, Scope of Practice and Quality Assurance Committee.

4.2 **Category A Activities**

Category A activities include:

- Attending workshops, seminars or courses relevant to the Category A modalities and/or Scope of Practice that are approved by the CMTNL (attending includes on-site, on-line or correspondence learning)
- Presenting workshops, seminars or courses relevant to the modalities in Category A modalities and/or Scope of Practice that are approved by the CMTNL (including preparation time limited to the first time the presentation is made).
Note: Members teaching in an approved massage therapy program/school may not claim for teaching time, but they may claim CEUs for the preparation time for a course the first time that they teach it, or if the content of the course changes by more than 50%
- Membership on committees of the CMTNL, Newfoundland and Labrador Massage Therapists' Association (CMTNL), College of Massage Therapists of Ontario (CMTO), College of Massage Therapists of British Columbia (CMTBC), or Canadian Massage Therapist Alliance (CMTA)
- Participation in CMTNL examinations, such as, examiner training, mock client training, administrator, examiner or exam helper
- Peer study group of topics relevant to Category A modalities and/or Scope of Practice
- Participation in, conducting or collaborating in formal research with intent to publish results that is relevant to the Category A modalities and/or Scope of Practice
- Submitting articles for publication in Massage Therapy publications that are relevant to the Category A modalities and/or Scope of Practice
- Reviewing books, articles or videos that are relevant to the Category A modalities and/or Scope of Practice
- Volunteer event related to Category A modalities and/or Scope of Practice

5.0 **Continuing Education – Category B**

5.1 **Category B Modalities**

Modalities in Category B are **complementary** to massage therapy and are not considered part of a massage therapist's scope of practice.

The CMTNL has developed a policy on complementary modalities which may be found in Annex B to these guidelines.

Modalities considered complementary to massage therapy include but are not limited to:

- Alexander Technique
- Aromatherapy
- Feldenkrais
- Electrical therapy techniques including:
 - IFC
 - TENS
 - Therapeutic Ultrasound
 - Pulsed High Frequency
 - Low Intensity Laser Therapy
- Guided Imagery
- Healing Touch (not yet approved by CMTO)
- Inhalation Therapy
- Kinesiology
- Meditation
- Pilates
- Reiki (1st degree only)
- Therapeutic Touch
- Touch for Health
- Trager
- Yoga

Category B also includes the study of:

- Business or insurance practices and procedures in massage therapy
- Accounting
- Computers
- Business/business management
- Marketing
- Billing procedures
- Public speaking
- Study in the field of healthcare or enrolment in another health related program

5.2 Category B activities

Activities in Category B include:

- Attending workshops, seminars or courses complementary to massage therapy (attending includes on-line or correspondence courses)
- Presenting workshops, seminars or courses complementary to massage therapy that are approved by the CMTNL (including preparation time limited to the first time the presentation is made). Note: Members teaching such courses in an approved massage therapy program/school may not claim for teaching time, but they may claim CEUs for the preparation time for a course the first time that they teach it, or if the content of the course changes by more than 50%.
- Peer study group of topics complementary to massage therapy

- Participation in conducting or collaborating in formal research with intent to publish results complementary to massage therapy
- Submitting articles for publication in Massage Therapy publications complementary to massage therapy
- Reviewing books, articles or videos complementary to massage therapy

6.0 Obtaining approval for specific workshops/courses

6.1 Members seeking approval of workshops/courses

The CMTNL must approve each workshop or course offered in relation to the **Category A and B modalities**. The list of approved workshops/courses is provided in the CMTNL website www.cmtnl.ca

Also, all courses/workshops that are approved by the CMTO and CMTBC will be recognized by the CMTNL. The credit hours may vary; therefore, it is advised to verify this with the CMTNL before registration in such a workshop/course.

If a member is interested in taking a workshop/course that is not on the CMTNL approved list or is not approved by CMTO or CMTBC, the following information must be submitted to the CMTNL for approval:

- Résumé or credentials of instructor(s).
- A course outline, detailing course content and learning objectives including relevance to Category A and Category B criteria, listed in section 4 of these guidelines.
- The specific number of hours of direct instruction (e.g. 9:00-5:00 minus one hour for lunch is a seven hour workshop eligible for 3.5 CEUs).
- Any other relevant information.

In this current credit cycle, requests for approval of workshops/courses must be received by the CMTNL by October 31, 2008 in order to allow for review, approval and participation in the workshop/course prior to the end of the credit cycle.

6.2 Training providers seeking approval of workshops/courses

The CMTNL must approve each workshop or course offered in relation to activities in Category A.

Training providers may seek approval of specific workshops/courses by providing the following information to CMTNL:

- Résumé or credentials of instructor(s).
- A course outline, detailing course content and learning objectives including relevance to the Category A modalities.
- The specific number of hours of direct instruction (e.g. 9:00-5:00 minus one hour for lunch is a seven hour workshop eligible for 3.5 CEUs).
- Any other relevant information.

A request for workshop/course approval shall be written and submitted at least two months before offering the activity, and no later than October 31, 2008 in this current credit cycle.

Instructors of approved courses can also help with the CEU reporting process by downloading the CEU Recording Form from the CMTNL website www.cmtnl.ca and complete this form for each member registered in their workshop/course. This will help with ensuring the correct information is included in the member's portfolio and submitted to the CMTNL at the end of the cycle.

7.0 Professional Portfolio

7.1 Forms

It is the responsibility of the member to keep a professional portfolio containing a detailed log of participation in continuing education activities, using one of the following forms as appropriate. Copies of these forms are attached in the Annex to these Guidelines and may also be found on the CMTNL website at www.cmtnl.ca under Continuing Education:

- CEU Activity Recording Form (EQA 301) – for most activities
- Shadowing Form (EQA 302) - When 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 summary of this information should also be transferred to the CEU Recording Form.
- Self-directed Learning Form (EQA 303) – for activities of independent study of professionally related journal articles, videos, monographs, texts and other materials, or a peer study group, in which two or more registrant's meet, to discuss and study the same. A summary of this information should also be transferred to the CEU Recording Form.

7.2 Proof of activities

The following are examples of the type of proof you may retain and use to verify activities:

Activity	Proof of activity to be kept in portfolio
Attending workshops/courses	Course information, including name of organization and contacts for verification; receipt, written proof of attendance, certificate or diploma, CEU reporting form signed by the instructor
Presenting/teaching workshops/courses	Brochure from the course you teach, dates/teaching hours (excluding breaks), names of organizations and contacts for verification
Membership on committees	Names of committees, meeting dates and number of hours for each meeting
Participation in college examinations	Written proof of participation and hours/CEUs by examination administrator
Peer study group	Written summary of topic of each meeting, initialed by a peer as proof of activity
Participation in formal research	Type of research and hours of activity
Submitting articles for publication	Copy of article and number of hours of preparation time
Reviewing books/articles	Brief synopses of articles, books or videos reviewed, record of learning that occurred.
Volunteer event	Event information, thank you letter from organization or participation certificate

Please remember to convert the hours to CEUs in your professional portfolio (two hours = one CEU).

8.0 Reporting CEUs to CMTNL at end of cycle

Completed CEU Recording Forms, Shadowing Forms and Self-directed Learning Forms (see section 7.0) must be received by the CMTNL by **January 31, 2009**.

All forms must be completed accurately, with sufficient detail as noted above on each activity, along with the hours for each activity and the equivalent CEUs (two hours of activity = one CEU). The form **MUST BE SIGNED**.

Do not send copies of certificates or other proof of participation in activities – please keep these in your portfolio.

9.0 Consequence of not reporting or not meeting requirements

Failure to provide proof of completion of the required CEUs may result in non-renewal of the license to practice massage therapy.

The Education, Quality Assurance and Scope of Practice Committee has certain discretionary powers in these matters. A member who has not completed the required CEUs may apply for an extension by writing to the committee at the time that their CEU reporting form is due (January 31, 2009), explaining the situation clearly. The committee may grant an extension of time to complete the required CEUs and set out conditions related to the extension.

10.0 Frequently Asked Questions

If I have more than 30 CEUs in a cycle, can I carry them forward to the next cycle?

No. Members are expected to be continually upgrading their knowledge and improving their skills.

What happens if I was unable to obtain the required CEUs during my cycle?

The Education, Scope of Practice and Quality Assurance Committee has certain discretionary powers in these matters. A member who has not completed the required CEUs must write to the Committee at the time that their CEU reporting form is due, explaining the situation clearly. The Committee will render a decision based on the information provided.

How do I get a course assessed for eligibility for CEUs?

Send information on the content, duration and a brief description of the modality to the College office – see section 6.1 and 6.2 of this policy document.

How do I find approved courses or determine approved activities?

CEU approved courses can be found on the College's web site, www.cmtnl.ca – check under Continuing Education. This is a searchable database of all courses approved by the Education, Scope of Practice and Quality Assurance Committee.

Does record keeping and report writing that I do as part of my practice count for CEUs?

No. Only a **learning activity** related to record keeping or report writing (e.g. workshop, peer study) counts for CEU credit.

If I am a recent graduate, when do I have to start continuing education activities and report CEUs?

New graduates who register with the CMTNL have to do continuing education activities in this cycle and submit a report at the end of this cycle (January 31, 2009). They have to do a partial number of CEUs in this credit cycle, depending on when they register. See section 3.2 for specific information.

What happens if CEU Recording Forms are not filled out correctly?

The CMTNL will have to send the form back to members and charge an administrative fee if it is not correctly filled out. Please be careful to include the following information which is frequently missing on forms submitted (where applicable): dates of activities, title of workshop/course, number of hours of instruction, (not including breaks), number of equivalent CEUs (two hours = 1 CEU).

11.0 Your feedback is needed

The CMTNL is continually striving to make these Continuing Education Guidelines useful and informative to members. Please let us know by email, fax or telephone if you have further questions or comments so that we may address these in future versions.

Annex A – CEU Forms

**COLLEGE OF MASSAGE THERAPISTS
of Newfoundland & Labrador**

CONTINUING EDUCATION UNITS (CEU) ACTIVITY RECORDING FORM –

CEU CREDIT CYCLE APRIL 1, 2006 – MARCH 31, 2009

Name of Registered Massage
Therapist:

Registration #:

Telephone number:

DECLARATION

I certify that I have completed the attached continuing education activities during this cycle and obtained the number of CEUs indicated.

Signed this _____ day of _____, 20____, at _____.

Signature

Instructions for completion:

- ✓ Sign and date the above declaration, and submit with the completed activity report on following pages.
- ✓ On the final page of the report, record the total primary and secondary CEUs obtained.
- ✓ Photocopy this form and keep copies up to date in a file labelled "Professional Portfolio".
- ✓ Keep photocopies of receipts, course brochures, and diplomas.
- ✓ Keep in mind that you are required to have 30 CEUs in a 3 year cycle. 20 or more CEUs should be primary and a limit of 10 may come from secondary activities (All 30 may be obtained from primary CATA sources).

The completed declaration and recording form must be **received by January 31, 2009** by mail at:

**College of Massage Therapists of Newfoundland & Labrador
P.O. Box 23204
Churchill Square
St. John's, NL
A1B 4J9**

**COLLEGE OF MASSAGE THERAPISTS
of Newfoundland & Labrador**

CEU ACTIVITY RECORDING FORM

Details of Course, Event or Activity	Location, Date & Time	Number of Hours	Primary Activity 2 hrs = 1 CEU	Secondary Activity 2 hrs = 1 CEU	Event Coordinator's Name / Signature
Total Number of Primary CEUs _____					
Total Number of Secondary CEUs _____					



CONTINUING EDUCATION UNITS (CEU) - SHADOWING FORM

This form should be used to document all job shadowing activities. Under the CMTNL Continuing Education Policy and Guidelines, job shadowing or supervision is defined as activity in which a massage therapist observes or shadows the practise of another health professional in order to obtain a better understanding of other modalities or to learn new techniques.

Once completed, this form should be kept in your professional portfolio.

The number of hours spent shadowing should be reported on the CEU Activity Recording Form (EQA 301) at the end of the CEU credit cycle. A copy of all completed shadowing forms should also be submitted at the end of the cycle.

- ✓ Therapist's Name _____
- ✓ Registration number _____
- ✓ Mentor's name _____
- ✓ Mentor's qualifications (profession, credentials, number of years in practice training)

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 on the back of this form may be used)

Date: _____

Mentors' signature: _____

Therapist's Signature: _____

Total # of hours shadowing: _____

Total # of CEUs (note: 2 hours of shadowing = 1 CEU) _____



CONTINUING EDUCATION UNITS (CEU) – SELF-DIRECTED LEARNING FORM

This form should be used to document each activity of independent study including the study of professionally related journal articles, videos, monographs, texts and other materials, or peer study groups in which two or more members meet, to discuss and study the same topic.

Once completed, this form should be kept in your professional portfolio. A separate form must be completed for each self-study or peer study activity.

The number of hours spent in self-directed learning should be reported on the CEU Activity Recording Form (EQA 301) at the end of the CEU credit cycle. A copy of all completed Self-directed Learning Forms should also be submitted at the end of the cycle.

- ✓ Therapist's Name _____
- ✓ Registration number _____

Title of article/book/video reviewed

Date of activity _____

Topic covered by peer study group: _____

Names of peer study group members (if applicable): _____

Date(s) of study group

Written summary of topic of each peer study meeting, initialed by all in attendance as proof of activity

or

Brief synopses of articles, books or videos reviewed, record of learning that occurred.

Total # of hours self-directed learning _____

Total # of CEUs (note: two hours of self-directed learning = one CEU) _____

Annex B – Policy on Complementary Modalities

The College has determined that there are some modalities which, while not fitting the definition of the scope of practice, may be complementary to massage therapy treatments.

Scope Statement

Section 2 of the *Massage Therapy Act, 2005* states:

“Massage therapy means 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 manipulation to develop, maintain, rehabilitate or augment physical function or relieve pain or to promote health.”

Policy

There are a number of modalities that can be integrated into a treatment plan by a massage therapist, and may even be accepted and taught in recognized massage educational institutions, that, if used exclusively in and of themselves, would not fall within the generally accepted practice of the profession.

Therapists ought to be given reasonable and responsible latitude with respect to the use of complementary modalities, recognizing that they are accountable to ensure that the modality is integrated into a treatment plan that largely consists of modalities in scope.

Massage therapists who provide complementary modalities must understand their professional accountability and that they are responsible for:

1. following the Code of Ethics, the Standards of Practice, and the Regulations,
2. determining the appropriateness of the complementary modality,
3. ensuring that they have the knowledge, skill, and judgment to perform the modality competently,
4. performing an assessment of clients before providing the treatment,
5. explaining to the client the anticipated effects, the potential benefits, and the potential risks of the proposed modality so the client can make an informed choice,
6. obtaining valid consent before beginning treatment, and
7. evaluating the ongoing status of the client and the effects of the modality on the client's condition and overall health.

Members teaching a complementary modality should note that teaching a course on a complementary modality is not considered practising massage therapy.

Members are reminded that the complementary modalities therapists engage in under this policy are not considered massage therapy and that they may not be billed as

massage therapy as such if performed on their own. However, they may be billed as massage therapy if they are integrated into a treatment plan. Activities carried out by a therapist or a health profession corporation beyond the strict practice of massage therapy may not be covered under the member's professional liability insurance and it may be necessary to make arrangements for separate insurance coverage for these activities.

The attached annex is a schedule of modalities that the College considers to be outside the scope of practice for the profession but which may be used as complementary modalities.

Approved January 2007