

Annex A – CEU Forms



CONTINUING EDUCATION UNITS (CEU) ACTIVITY RECORDING FORM –

CEU CREDIT CYCLE APRIL 1, 2015 – MARCH 31, 2018

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.
- ✓ Attach copies of diplomas, receipts, etc as proof of completion
- ✓ 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, 2018 by mail** at:

**College of Massage Therapists of Newfoundland & Labrador
40 Commonwealth Avenue, Suite 114 Mt. Pearl, NL A1N 1W6**

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) _____