

## **Annex A – CEU Forms**



**CONTINUING EDUCATION UNITS (CEU) ACTIVITY RECORDING FORM –**

**CEU CREDIT CYCLE APRIL 1, 2018 – MARCH 31, 2021**

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 20 CEUs in a 3 year cycle. 15 or more CEUs should be primary and a limit of 10 may come from secondary activities (All 20 may be obtained from primary CATA sources).

The completed declaration and recording form must be **received by January 31, 2021** either by email ([registrar@cmtnl.ca](mailto:registrar@cmtnl.ca)), fax (1-709-739-7181) or 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
<b>Total Number of Primary CEUs</b> _____					
<b>Total Number of Secondary CEUs</b> _____					

**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)

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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) \_\_\_\_\_