

# Continuing Education (CE) Policy and Guidelines for Members

## 1.0 Introduction

The *Massage Therapy Regulations, 2005<sup>1</sup>* 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 Quality Assurance, Continuing Education, and Scope of Practice Committee has developed these guidelines, which have been approved by the board of directors, considering 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, online and in-person courses, workshops, conferences or self-study.*

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

### Important points to remember:

- Members must obtain a minimum of 30 CEUs in a credit cycle, of which a minimum of 20 CEUs must be from Category A and a maximum of 10 CEUs from Category B.
- One CEU = two hours participation in an activity
- All continuing education records are to be kept in a member's professional portfolio
- CEUs cannot be transferred to the next cycle.
- It is the responsibility of the member to acknowledge and adhere to the CE Policy.
- It is the responsibility of the member to stay current with any CE Policy changes.

## 2.0 Credit Cycle and Administrative Deadlines

- Every member has the same three-year credit cycle.
- The current credit cycle is for the period: April 1, 2024, to March 31, 2027.
- The CE administrative (portfolio submission) deadline is January 31<sup>st</sup>, 2027
  - Any CE Portfolio submissions received after the administrative deadline will be reviewed in sequential order according to the date submitted, once all portfolios submitted prior to the deadline have been completed.
- The CE course approval deadline is September 30<sup>th</sup>, 2026.
  - After September 30<sup>th</sup>, 2026, only those courses listed on the CMTNL Approved CE List will be eligible for CE submission.

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## 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 a minimum of 20 CEUs must be from Category A and a maximum of 10 CEUs from Category B.

### 3.2 New Members Registering During the Cycle

Any member, including new graduates or Registered Massage Therapists transferring from another regulated jurisdiction, who registers during the credit cycle, must obtain CEUs as follows:

- **Registered by October 1, 2025:**  
Must obtain 30 CEUs, of which at least 20 must be in Category A.
- **Registered after October 1, 2025:**  
Must obtain 15 CEUs, of which at least 10 must be in Category A.
- **Registered after October 1, 2026:**  
There is no requirement to complete CEUs in this current cycle. Mandatory CEUs required to register will be carried into the following cycle.

Approved continuing education activities carried out within the credit cycle (April 1, 2024, to March 31, 2027) will be given CEU credit.

### 3.3 Inactive Members

Any member who has been inactive during the current CE cycle must obtain CEUs as follows:

- **Active for more than 18 cumulative months in a CE cycle:**  
Must obtain 30 CEU's, of which at least 20 must be in Category A
- **Active for less than 18 cumulative months in a CE cycle:**  
Must obtain 15 CEUs, of which at least 10 must be in Category A.

Approved continuing education activities carried out while inactive and within the credit cycle (April 1, 2024, to March 31, 2027), will be given CEU credit.

# Continuing Education (CE) Policy and Guidelines for Members

## 4.0 Continuing Education - Category A

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

### Modalities and Activities

Modalities in Category A are directly related to the Inter-jurisdictional Competencies and Performance Indicators for Massage Therapists at Entry-to Practice (PC's/PI's), as well as advanced massage techniques. The PC's/PI's may be found online at [www.cmtnl.ca](http://www.cmtnl.ca).

Category A will consider competencies in Communication, Assessment and Treatment.

### 4.1 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 onsite, online or correspondence learning).
- Presenting workshops, seminars or courses relevant to the 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).
- Members teaching courses specific to Category A 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%.
- Members participating in the examination process in an approved massage therapy program/school may claim CEUs for the preparation time for an exam the first time that they administer it, or if the content of the exam changes by more than 50%.
- Members on committees of the College of Massage Therapists of Newfoundland Labrador (CMTNL) or Newfoundland Labrador Massage Therapists Association (NLMTA), College of Massage Therapists of Newfoundland and Labrador (CMTNL), College of Massage Therapists of Ontario (CMTO), College of Massage Therapists of British Columbia (CMTBC), College of Massage Therapists of Prince Edward Island (CMTPEI), Canadian Massage Therapy Council for Accreditation (CMTCA), or Canadian Massage Therapist Alliance (CMTA)
- Participation in CMTNL examinations such as: Track Examiner, Examiner, Standardized Client, Support Staff, Administration Staff (e.g. Exam Officers).
- Peer study group of topics relevant to Category A modalities and/or Scope of Practice - **maximum of 10 continuing education units** (combined Category A and/or B) for the three-year cycle.

# Continuing Education (CE) Policy and Guidelines for Members

## 4.1 Category A - Activities (continued)

- Tutoring subject matter directly related to the Massage Therapy core competencies and/or Scope of Practice - **maximum of 10 continuing education units** (combined Category A and/or B) for the three-year cycle.
- 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.
- Self-study, such as reviewing books, articles, videos or webinars that are relevant to the Category A modalities and/or Scope of Practice - **maximum of 10 continuing education units** (combined Category A and/or B) for the three-year cycle.
- Volunteer event related to Category A modalities and/or Scope of Practice – **maximum of 10 continuing education units** (combined Category A and/or B) for the three-year cycle. An event includes an organized non-profit event. For example, Breast Cancer Retreat, The Relay for Life, Sporting events (ex: Triathlon), etc.

## 4.2 Category A – Modalities

This category includes core competencies that are directly related to a Massage Therapy Practice and the furthering of one’s knowledge of the Inter-jurisdictional Competencies and Performance Indicators (PC’s/PI’s), and/or Advanced Massage Techniques and Treatments.

Category A modalities include, but are not limited to:

Active Release	Orthopaedic Assessment	Neurology
Anatomy	Charting/Record keeping	Pathology
Bowen	Remedial Exercise	Palpation
Cranial Sacral Therapy	Manual Lymphatic Drainage	First Aid / CPR
Ergonomy	Hot/Cold Therapy	Critical Thinking
Integrative Manual Therapy	Myofascial Release	Infection Control
Orthobionomy	Trigger Point Therapy	Ethics
Physiology	Research Literacy	Joint Mobilization
Rolfing	Sports Massage	Jurisprudence
Strain / Counterstrain	Myology	Biomechanics
Trigger Point Therapy	Chair Massage	Self-care*
Visceral Manipulation	Pain Management	Professionalism
Advanced Massage Therapy Techniques**	Stage of Life Massage (Pregnancy, Geriatric, Infant)	Skills for Managing a Massage Therapy Practice***
Activity of Normal Life Intervention (ANLI) Assessment		

# Continuing Education (CE) Policy and Guidelines for Members

## 4.2 Category A - Modalities (continued)

\*Self-care courses/books must directly relate to your massage therapy practice. For example: a book that explains how to manage the stress related to patient/therapist relationships, or courses that teach self-massage for a therapist's forearms to avoid injury would be acceptable.

\*\*Advanced Massage (meaning the hands are in contact with the body) Techniques include but are not limited to: Releases (positional, soft tissue, etc.); Neuromuscular techniques; Deep Tissue Massage; Massage traditions (Shiatsu, Thai Massage, Indian Head Massage, etc.).

\*\*\*Skills for Managing a Massage Therapy Practice include but are not limited to: Record Keeping; Charting; Client Reports.

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

## 5.0 Continuing Education - Category B

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

### Complementary Modalities and Activities

Category B will consider Remedial, Business-related modalities, and other Healthcare fields of study.

The CMTNL acknowledges that there are several 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, can be deemed a separate practice or profession.

Massage 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 within the scope of practice as defined in *The NL Massage Therapy Act, 2005*.

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, Scope of Practice and the CMTNL By-laws,
2. determining the appropriateness of the complementary modality,

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## Complementary Modalities and Activities (continued)

3. ensuring that they have the knowledge, skill, credentials 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,
7. evaluating the ongoing status of the client and the effects of the modality on the client's condition and overall health.

No complementary modality should be performed without the proper accreditation and the necessary insurance. Please verify with your insurance provider to understand what modalities may or may not be covered.

Members teaching a complementary modality should note that teaching a course on a complementary modality **is not** considered practicing massage therapy. Members are reminded that the complementary modalities that therapists engage in, under this policy, **are not** considered massage therapy and **may not** be billed as massage therapy if performed on their own. However, they may be billed as massage therapy if they are integrated into a massage therapy 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 plan for separate insurance coverage for these activities.

**Therefore, any RMT including complementary modalities into their practice should have proper credentials and certifications when necessary and should ensure that their liability insurance covers the use of these modalities. They must also inform their patient that this modality is not generally included as part of a massage therapy practice.**

Subsection 2(g) of *The NL 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 to relieve pain or to promote health.*

A more comprehensive list of Complimentary Modalities may be found in the Annex of this Continuing Education (CE) Policy.

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## 5.1 Category B - Activities

Activities in Category B include:

- Attending workshops, seminars or courses Complementary (not in Category A) 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 - **maximum of 10 continuing education units** (combined Category A and/or B) for the three-year cycle.
- 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
- Self-study such as reviewing books, articles, videos, or webinars complementary to massage therapy – **maximum of 10 continuing education units** (combined Category A and/or B) for the three-year cycle.
- Study in the field of healthcare or enrolment in the field of study of a health-related program such as:
  - Acupuncture or Traditional Chinese Medicine
    - Including Cupping, Gua Sha, Tuina and Acupressure
  - Chiropractic, Kinesiology, Physiotherapy, Occupational Therapy
  - Personal Training or Group Fitness Instructor, Recreation
  - Osteopathy, Homeopathy, or Naturopathy
  - Nursing, Nutrition, or Dietetics
  - Reiki, Reflexology
  - Yoga, Pilates

# Continuing Education (CE) Policy and Guidelines for Members

## 5.2 Category B - 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.

Category B modalities include, but are not limited to:

Aromatherapy	Pilates	Yoga
Guided Imagery / Meditation	Public Speaking	Insurance
Traditional Chinese Medicine Manual Techniques (Cupping, Gua Sha, Tuina)	Business, Management, or Marketing	Energy Work (Healing Touch, Reiki, etc.)

Proper training, certification or licensing, and insurance is required to incorporate techniques into a massage therapy practice. These techniques are sometimes used to treat conditions that **do not** fall under the massage therapy scope of practice, and therefore they are not deemed a core competency of massage therapy. These techniques can only be incorporated in a massage therapy practice when used within the Massage Therapy Scope of Practice.

## 6.0 Continuing Education – Hybrid Model Option

This section lists the mandatory activities required within the Hybrid Model Option to maintain a licence to practice massage therapy, during each continuing education cycle, as set out by the CMTNL.

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### 6.1 Learning Module Plan

Each year the CMTNL will make a Module Learning Plan (MLP) available, which will consist of an online course in an area of core professional learning directly related to understanding the college, the responsibility of an RMT, standards of practice and more.

In a 1-year cycle, you must complete the entire MLP to obtain credit for 10 CEU's. **Members must complete all required tasks** to obtain any value for the CEU's.

# Continuing Education (CE) Policy and Guidelines for Members

## 6.1 Learning Module Plan (continued)

### Module Learning Plan Outline:

Complete the course offered by CMTNL
Quiz of material from CMTNL course
Case Study
Self-Assessment Tool

To allow all members to benefit from this new option and still receive CEU's for new courses or mandatory CEUs, you can use them in lieu of the case study or self-assessment in year 2 or 3.

### Module Learning Plan Outline (Hybrid Option):

Complete the course offered by CMTNL
Quiz of material from CMTNL course
Case Study <b>or</b> First Aid <b>or</b> New Modalities
Self-Assessment Tool <b>or</b> New Modalities

### CE Hybrid Option Examples over an entire CE cycle:

Example 1	Example 2	Example 3
<p><b>Year 1:</b> Complete 15 CEUs of choice</p>	<p><b>Year 1:</b> Complete CMTNL learning module</p>	<p><b>Year 1:</b> Complete CMTNL learning module (with First Aid included)</p>
<p><b>Year 2:</b> Complete CMTNL learning module</p>	<p><b>Year 2:</b> Complete CMTNL learning module</p>	<p><b>Year 2:</b> Complete CMTNL learning module (with a new modality course such as cupping included)</p>
<p><b>Year 3:</b> Complete 5 CEUs of choice</p>	<p><b>Year 3:</b> Complete 10 CEUs of choice</p>	<p><b>Year 3:</b> Complete 10 CEUs of choice</p>

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## 6.2 Learning Module(s) offered by the CMTNL

The CMTNL can develop online options through our website with quizzes and certificates for course completion verification. Using an online platform for courses will also give membership the option to use a portal or their portfolio.

It is the responsibility of the member to acknowledge and adhere to the requirements of the CE Module Learning Plan (MLP). **Members must complete all required tasks** to obtain any value for the CEU's.

## 6.3 Case Study

The CMTNL requires members to complete a case study as part of the Module Learning Plan (MLP) of the CE Hybrid option.

The case study must be completed as per the guidelines set out by the CMTNL Module Learning Plan (MLP).

It is the responsibility of the member to acknowledge and adhere to the requirements of the CE Module Learning Plan (MLP). **Members must complete all required tasks** to obtain any value for the CEU's.

## 6.4 Self-Assessment Tool

The CMTNL requires members to complete the self-assessment tool as part of the Module Learning Plan (MLP) of the CE Hybrid option.

The self-assessment tool must be completed as per the guidelines set out by the CMTNL Module Learning Plan (MLP).

It is the responsibility of the member to acknowledge and adhere to the requirements of the CE Module Learning Plan (MLP). **Members must complete all required tasks** to obtain any value for the CEU's.

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## *7.0 Obtaining Approval for Specific Workshops/Courses*

The CMTNL reserves the right to approve continuing education learning activities falling under Category A designation. Members and/or training providers seeking approval must submit the required documentation as requested by the CMTNL under the course approval process.

### **7.1 Members Seeking Approval of Workshops/Courses**

The CE course approval deadline is **September 30<sup>th</sup>, 2026**. After September 30<sup>th</sup>, 2026, only those courses listed on the CMTNL Approved CE List will be eligible for submission.

Prior to attendance, the CMTNL must approve each workshop/course offered in relation to the Category A and B modalities.

All courses/workshops that are approved by other regulatory provinces are eligible for approval 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 other regulatory provinces the following information must be submitted to the CMTNL for approval:

- Resume (CV) or credentials of instructor(s).
- A detailed course outline that **must include** course content, learning objectives, and relevance to Category A or Category B criteria. (See section 4.0 and 5.0 of policy.)
- The specific number of hours of direct instruction (ex: 9:00-5:00 minus one hour for lunch is a seven-hour workshop eligible for 3.5 CEUs). Where this information is not available, reasonable and appropriate breaks will be determined by the Continuing Education (CE) Committee. Course duration will be rounded to the nearest quarter unit. (i.e. 37mins = 0.25 CEUs)
- Any other relevant information.

Requests must be submitted to the CMTNL at least four weeks prior to course attendance to allow for review. Later submissions will be accepted, however, without guarantee to review prior to course.

The approval of course(s)/workshop(s) and related activities for CEU's by the Quality Assurance, Continuing Education and Scope of Practice Committee, does not represent an endorsement of a relationship between these course(s)/workshop(s) and our scope of practice. Each therapist is expected to perform and operate their practice within the parameters of ethical and responsible means, as outlined in the CMTNL Bylaws, Code of Ethics, Standards of Practice, The Massage Therapy Act and Regulations.

# Continuing Education (CE) Policy and Guidelines for Members

## 7.1 Members Seeking Approval of Workshops/Courses (continued)

The choice of course(s)/workshop(s) and/or direction of professional development is the responsibility of the individual therapist. The CMTNL and the Quality Assurance, Education and Scope of Practice Committee encourage therapists to evaluate their choice of course(s)/workshop(s) and related activities, in terms of improving their skills and benefiting their practice.

## 7.2 Training Providers Seeking Approval of Workshops/Courses

The CE course approval deadline is **September 30<sup>th</sup>, 2026**. After September 30<sup>th</sup>, 2026, only those courses listed on the CMTNL Approved CE List will be eligible for submission.

The CMTNL **must** approve each workshop or course offered in relation to activities in **Category A only**. Training providers may seek approval of specific workshops/courses by providing the following information to CMTNL:

- Resume (CV) or credentials of instructor(s).
- A detailed course outline, including course content, learning objective and relevance to Category A criteria, listed in section 4 and 5 of these guidelines.
- The specific number of hours of direct instruction (ex: 9:00-5:00 minus one hour for lunch is a seven-hour workshop eligible for 3.5 CEUs). Where this information is not available, reasonable and appropriate breaks will be determined by the Continuing Education (CE) Committee. Course duration will be rounded to the nearest quarter unit. (i.e. 37mins = 0.25 CEUs)
- A sample certificate/letter of completion that will be given to each participant upon completion of the course/workshop including the following information:
  - a. Name of Course
  - b. Date of Completion
  - c. Duration of Learning/Instruction hours
  - d. Signature of Instructor/Training Provider
  - e. Name of Massage Therapist that has completed the course/workshop
- *This will help to ensure that the correct information is included in the member's portfolio and submitted to the CMTNL at the end of the cycle.*

A request for workshop/course approval shall be written and submitted at least two months before offering the activity.

# Continuing Education (CE) Policy and Guidelines for Members

## 7.2 Training Providers Seeking Approval of Workshops/Courses (continued)

Please note course(s)/workshop(s) are assessed based on material submitted. It is the responsibility of the training provider to inform the Quality Assurance, Continuing Education and Scope of Practice Committee, when any change to the content of these course(s)/workshop(s), contact information or the status occurs. The Quality Assurance, Continuing Education and Scope of Practice Committee will then reevaluate the CEUs, update the contact information and/or remove it accordingly.

## 8.0 Professional Portfolio

### 8.1 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 will be available on the CMTNL website at [www.cmtnl.ca](http://www.cmtnl.ca) under Continuing Education. Members will have the option to download a printable version of each form to print and complete, or to complete and submit online.

- **CEU Declaration Form** – This is the form that members must complete to attest to the completion of the necessary CEU requirements, as set out by the CMTNL Continuing Education Policy Guidelines, authorized by the NL Massage Therapy Act. Members only need to complete this form once per cycle. ([Printable/Fillable Version](#))
- **CEU Activity Reporting Form** – This is the specific form that members must complete to report the completion of most learning activities. Complete one form for each learning activity completed. Learning modules, case studies and self-assessment tools within the MLPs of the Hybrid CEU option can also be included within this form. ([Printable/Fillable Version](#))
- **CEU Summary Form** - Use this form to record a summary of all CEUs obtained for the entire cycle (April 1<sup>st</sup>, 2024, to March 31<sup>st</sup>, 2027) including the types of learning activities, total hours, number of CEUs and their designated category (A or B). Learning modules, case studies and self-assessment tools within the MLPs of the Hybrid CEU option can also be included within this form. ([Printable/Fillable Version](#))
- **Shadowing Form** - When a massage therapist observes or shadows the practice of another health professional, 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. ([Printable/Fillable Version](#))
- **Self-Directed Learning/Peer Study Group Form** – for activities of independent study of professionally related journal articles, videos, webinars, podcasts, monographs, texts and other materials, or a peer study group, in which two or more members meet, to discuss and study the same material. A summary of this information should also be transferred to the CEU Recording Form. ([Printable/Fillable Version](#))
- **CEU Volunteer/Outreach Event Form** – This is the form that members must complete to attest to the completion of the volunteer event they participated in. As per the CE Policy guidelines, members may only claim a maximum of 10 CEUs per cycle under the volunteer/outreach category. ([Printable/Fillable Version](#))

# Continuing Education (CE) Policy and Guidelines for Members

## 8.2 Proof of Activities

The following are examples of the type of proof you may retain and use to verify activities. Please remember to convert the hours to CEUs in your professional portfolio (2 hrs = 1 CEU).

Activity	Proof of activity to be kept in portfolio
Attending workshops/courses	<ul style="list-style-type: none"> <li>• Name of organization and contacts for verification</li> <li>• Receipt, written proof of attendance, certificate or diploma</li> <li>• CEU reporting form signed by the instructor (in-person)</li> </ul>
Presenting/teaching workshops/courses	<ul style="list-style-type: none"> <li>• Brochure from the course you teach</li> <li>• Teaching/Presentation dates</li> <li>• Teaching hours (excluding breaks)</li> <li>• Names of organizations and contacts for verification</li> </ul>
Members on committees	<ul style="list-style-type: none"> <li>• Name of committee(s)</li> <li>• All meeting dates</li> <li>• Number of hours for each meeting (excluding breaks)</li> </ul>
Participation in CMTNL examinations	<ul style="list-style-type: none"> <li>• Written proof of participation by CMTNL</li> <li>• Hours/CEUs by examination administrator</li> </ul>
Participation in college examinations	<ul style="list-style-type: none"> <li>• Written proof of participation by college</li> <li>• Hours/CEUs by examination administrator</li> </ul>
Peer study group <i>*Maximum of 10 CEUs per cycle.</i>	<ul style="list-style-type: none"> <li>• Written summary of topic of each meeting</li> <li>• Material covered</li> <li>• Notes/Minutes taken during group meeting</li> <li>• Name of peers in attendance, initialled by at least one other peer as proof of activity</li> </ul>
Participation in formal research	<ul style="list-style-type: none"> <li>• Type of research</li> <li>• Name(s) of collaborators, where applicable</li> <li>• Dates of research</li> <li>• Hours of activity</li> </ul>
Submitting articles for publication	<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Number of hours of preparation time</li> <li>• Name(s) of collaborators, where applicable</li> </ul>
Reviewing books/articles <i>*Maximum of 10 CEUs per cycle.</i>	<ul style="list-style-type: none"> <li>• Brief synopses of articles, books or videos reviewed</li> <li>• Record of learning that occurred.</li> </ul>
Tutoring <i>*Maximum of 10 CEUs per cycle.</i>	<ul style="list-style-type: none"> <li>• Name, contact information, signature/letter from person being tutored</li> <li>• Material/content/topic being tutored</li> <li>• Dates and duration of each tutoring event</li> </ul>
Volunteer event <i>*Maximum of 10 CEUs per cycle.</i>	<ul style="list-style-type: none"> <li>• Name and date of event</li> <li>• Name of organization, and contact information</li> <li>• Duration of hours volunteered (excluding breaks)</li> <li>• Thank you letter from organization or participation certificate</li> </ul>

# Continuing Education (CE) Policy and Guidelines for Members

## ***9.0 Reporting CEUs to CMTNL at End of Cycle***

Each credit cycle is three years in duration. Members are required to report their CEU activity by way of a portfolio at the end of their 3-year credit cycle.

Completed CE Recording Forms, Shadowing Forms and Self-directed Learning Forms must be received by the CMTNL by January 31, 2027. If additional activities are to be completed after January 31, 2027, but before March 31, 2027, members must include these on the form as “pending”. Once completed, it is the responsibility of the member to submit the final documentation required to complete any pending submissions.

**The CE administrative (portfolio submission) deadline is January 31<sup>st</sup>, 2027.**

- Any CE Portfolio submissions received after the administrative deadline will be reviewed in sequential order according to the date submitted, once all portfolios submitted prior to the deadline have been completed.

All forms must be completed accurately, with sufficient detail as noted in the table above on each activity, along with the hours for each activity and the equivalent CEUs (two hours of activity = one CEU).

**Submissions that are incomplete** (missing the required supporting documentation) **will be sent back to the member**. The CEU submission will not be reviewed until all documentation requested by the CE Committee has been provided by the member.

Please send copies of your certificates or other proof of participation in activities – you should keep the originals in your portfolio.

## ***10.0 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 Quality Assurance, Continuing Education 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, 2027**), 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.

# Continuing Education (CE) Policy and Guidelines for Members

## 11.0 Frequently Asked Questions

The following is a list of frequently asked questions pertaining to the CMTNL CE Policy. Please contact Quality Assurance, Continuing Education, and Scope of Practice via email at [qualityassurance@cmtnl.ca](mailto:qualityassurance@cmtnl.ca) if you have any further 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 Quality Assurance, Continuing Education and Scope of Practice 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.

The member's license to practice massage therapy will be suspended, as per the NL Massage Act, until the CEU requirements are met, and/or an agreement is reached between the CMTNL and the member pertaining to the extenuating circumstances preventing them from meeting the required amount of CEUs.

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

Send the information outlined in Section 7.0 to the Quality Assurance, Continuing Education and Scope of Practice via email at [qualityassurance@cmtnl.ca](mailto:qualityassurance@cmtnl.ca) – see sections 7.1 and 7.2 of the CE Policy.

### **How do I find approved courses or determine approved activities?**

Approved courses can be found on the CMTNL website, [www.cmtnl.ca](http://www.cmtnl.ca) – check under Continuing Education. This is a searchable database of all courses approved by the Quality Assurance, Continuing Education and Scope of Practice 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 (as in a workshop/course or peer study) counts for CEU credit.

# Continuing Education (CE) Policy and Guidelines for Members

## ***11.0 Frequently Asked Questions (continued)***

**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 must do continuing education activities in this cycle and submit a report at the end of the cycle (**January 31, 2027**). The number of CEUs they are required to complete in this credit cycle is dependent on when in the cycle that 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 member if it has not been completed correctly. See Sections 8.0, 9.0 and 10.0 of the CEU policy. Please be careful to include the following information which is frequently missing on forms submitted (where applicable):

- Name of member
- Registration number
- Dates of activities
- Title of workshop/course
- Number of hours of instruction (not including breaks)
- Number of equivalent CEUs (two hours = 1 CEU)

## ***12.0 Feedback***

The CMTNL is continually striving to make these Continuing Education Guidelines useful and informative to members. Please direct any questions or concerns to the CMTNL as below:

### **Contact Info**

- Address: PO Box 50002, Paradise RPO, Topsail, NL, A1L 0J2
- Phone: 1-709-739-7181
- Fax: 1-709-739-7182
- Toll Free: 1-888-739-7181
- Email: [qualityassurance@cmtnl.ca](mailto:qualityassurance@cmtnl.ca)

# Continuing Education (CE) Policy and Guidelines for Members

## Annex – 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 several 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 itself, 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.

No complementary modality should be performed without the proper accreditation and the necessary insurance. Please verify with your insurance provider to understand what modalities may or may not be covered.

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

# Continuing Education (CE) Policy and Guidelines for Members

## Policy (continued)

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 plan for separate insurance coverage for these activities.

## Category A Complimentary Modalities

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

- Active Release
- 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/client)
- 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

# Continuing Education (CE) Policy and Guidelines for Members

## Category A Complimentary Modalities (continued)

- Pregnancy Massage (including prenatal and postnatal)
- Proprioceptive Neuromuscular Facilitation (PNF)
- Policies and Procedures of CMTNL
- Remedial Exercise
- Research Literacy
- Rolfing
- Self-care (for the massage therapist)
- Shiatsu
- Sports Massage
- Strain/Counterstrain
- Structural Integration
- Swedish Massage
- Therapeutic Exercise (in terms of self-care for both therapist and/or patient)
- Traditional Thai Massage
- Trigger Point Therapy
- Visceral Manipulation

## Category B Complimentary Modalities

Modalities considered outside of the core competencies and/or Scope of Practice but are complementary to massage therapy include but are not limited to:

- Acupressure
- Acupuncture
- Alexander Technique
- Aromatherapy
- Cupping
- Dry Needling
- Electrical Therapy Techniques (such as IFC, TENS, Therapeutic Ultrasound, Pulsed High Frequency, Low Intensity Laser Therapy)
- Feldenkrais
- Gua Sha
- Guided Imagery
- Healing Touch
- Inhalation Therapy
- Meditation
- Percussive Therapy (such as massage guns, or Thumper™ massage devices)
- Pilates / Yoga
- Reflexology
- Reiki (1<sup>st</sup> degree only)
- Taping and Bracing
- Therapeutic Touch
- Touch for Health
- Trager

# **Continuing Education (CE) Policy and Guidelines for**

## **Members Category B Complimentary Modalities (continued)**

Category B Complimentary Modalities also includes the study of:

- Accounting
- Billing Procedures
- Business/Business Management
- Business Practices and Procedures in Massage Therapy
- Computers
- Insurance Practices and Procedures in Massage Therapy
- Marketing
- Public Speaking

Study in the field of healthcare or enrolment in the field of study of a health-related program such as:

- Acupuncture or Traditional Chinese Medicine
  - Including Cupping, Gua Sha, Tuina and Acupressure
- Chiropractic, Kinesiology, Physiotherapy, Occupational Therapy
- Personal Training or Group Fitness Instructor, Recreation
- Osteopathy, Homeopathy, or Naturopathy
- Nursing, Nutrition, or Dietetics
- Reiki, Reflexology
- Yoga, Pilates