



**Appendix 23 – CEC Course Submission Form**

**Continuing Education Course Evaluation Request**

*Please print all information clearly.*

**Submission Date:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**CMMOTA Member**

**Facilitator / Instructor**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please check here if student will receive a Certificate or Letter upon completion.

**\*\*\*PLEASE NOTE We require ALL requested information. If all information is NOT provided, we will be unable to assess the course. \*\*\***

**Course Information:**

Course Name: \_\_\_\_\_ Name of Instructor: \_\_\_\_\_

Course Date(s): \_\_\_\_\_ Course Location(s): \_\_\_\_\_

Total Hours of Course: \_\_\_\_\_

Registration Information: Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Teaching Experience:** (please check all that apply)

TA Experience       Assisted with a minimum of 3 classes       CEC in that Field of Study

8 years in Education/Practice/Teaching       Bachelor’s Degree

Minimum of 5 year’s Experience in the appropriate modality

<b>OFFICE USE ONLY</b>
Date Approved: _____
Credits: _____
Evaluated By: _____
Modality: _____
<input type="checkbox"/> Primary
<input type="checkbox"/> Secondary
<input type="checkbox"/> Personal Interest
<input type="checkbox"/> Online



**Please Provide:**

- Certificate of License (Massage Therapy or Manual Osteopathic Therapy) Registration with your Association
- Proof of Certification(s): (Please list all instructors for each course and attach their bios below)

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**Documentation Required**

- Hourly outline** of course length, including lunch and breaks for all days
- Detailed outline of course**, including what the participants are taught, what they will learn, clinical skills after completion, and any additional skills learned throughout the course.
- Instructor Biography / Curriculum Vitae** that clearly outlines expertise and education to adequately teach this course.
- Course Description**
- Contraindications / Safeties**
- Sample copy of the Certificate of Completion**

**Payment: \*ONLY FOR NON-MEMBERS\* No Fee for Members**

Effective May 14, 2019 all Course Evaluation Requests are subject to a fee of \$30.00 per course. This fee **MUST** be paid **PRIOR** to the course being submitted for approval.

Payment: Please E-Transfer to [payments@cmmota.com](mailto:payments@cmmota.com) and make the security answer **membership**. Please contact our office to arrange another form of payment.

I, the undersigned, declare that the information provided, and statements made in this application and any attached documents are true.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments for Course Consideration:**

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## **Continuing Education Guidelines for New Courses for Instructors**

### **New Course Guidelines and Checklist:**

- Qualifying: Course development instructor must meet TWO or more of these listed credentials:
  - 8 years minimum in education, practice or teaching experience or combination of each.
  - Letters of support from reputable Colleagues
  - Bachelor of Education
  - Instruction is at a level that advances the basic education RMT'S at entry-to-practice level.
  - Instruction is considered a refresher from the standard 2200 Hour diploma with proper references and without copyright infringement.

### **Requirements:**

- Course information
  - Course Name
  - Detailed Course Outline and Content
  - Descriptive Course Material (Handouts)
  - Dates of Course
  - Learning Outcomes
  - Schedule
  - Contraindications and Safeties
  - Assessments used to ensure that learning outcomes are met (quiz's/other)
- Instructor Information
  - A list of all instructors who will be teaching the course.
  - Resume of all instructors
  - Proof of certifications qualifying instructors.
  - Proof of registration of instructor to an Association
- Specification of Instructors to Students Ratio

- \* Please ensure all the information provided is accurate.
- \* New applicants will provide a submission with ALL the requested documents.
- \* If an application is submitted and not complete, applicants will be assessed an additional administration fee of \$30.00.