



Membership Requirement – Maintenance of Study Permit/Work Permit Policy

Purpose:

- To establish policy and procedure surrounding the Membership Requirement to maintain a valid study permit or a valid work permit if required as per CMMOTA Bylaw's 3.5.1.1.10., 3.5.1.2.9., 3.5.1.3.8., 3.5.1.4.5., 3.5.1.5.5., 3.5.1.6.8., 3.5.1.7.11., 3.5.1.8.4., 3.5.1.9.3., 3.5.1.10.5., and 3.5.1.11.4..

Policy:

1. All Members who are not Canadian Citizens, or Permanent Residents of Canada are responsible to maintain either a valid study permit or a valid work permit that has not expired.
2. A valid study permit must be accompanied by proof of a valid visitor visa (temporary resident visa) or an electronic travel authorization, which has been issued by the Government of Canada.
3. A valid work permit must include reference to the right to practice the profession of Massage Therapy, or the profession of Manual Osteopathic Therapy, or both, which has been issued by the Government of Canada.
4. Administration shall notify Members requiring an updated study permit or work permit by email to the last known address of the member of their pending expiration of their existing study or work permit three (3) months prior to the expiry date of their current study permit or work permit.
5. Members requiring a study permit or work permit shall be responsible to pay for (if required) and obtain a new study permit or work permit, prior to the expiry date of their current study permit or work permit.
6. Members requiring a study permit or work permit shall be responsible to submit a new study permit or work permit or proof of application for extension of their permit to the CMMOTA office via email, or hard paper copy before the expiry date of their current study permit or work permit.
7. A Member who continues under the proof of application for extension of their permit, must inform the association of the decision once it has been rendered, and if it has been approved, shall provide a copy of the renewed document to the association.
8. If a Member who has continued under the proof of application for extension of their permit is denied an extension, then the member must inform the Association of the decision, and must immediately request that their membership with the Association be cancelled using *Appendix 29: Membership Cancellation Request Form*. In absence of a completed form, Administration shall follow CMMOTA's *Disciplinary Policy for Non-Compliance Regarding Study Permit Work Permit Requirements*.
9. If a Member requiring a study permit or work permit does not submit an updated study permit or work permit or proof of application for extension of their permit prior to the expiry date of the current study permit or work permit, then Administration



shall follow CMMOTA's *Disciplinary Policy for Non-Compliance Regarding Study Permit Work Permit Requirements*.

Administration Procedure:

1. Administration will record and track a member's study permit and/or work permit and date of the expiry of said permit(s) for all Members of the Association who are not Canadian Citizens, or Permanent Residents of Canada.
2. Administration will send a notice of pending expiration of a member's study permit and/or work permit 3 months prior to the expiration date of the study permit and/or work permit to the last known email address of the member.
3. Administration shall receive for review all new or updated study permit and/or work permit and/or proof of application for extension of their permit from members for verification and acceptance as fulfilling this membership requirement.
4. Administration will inform the member by email once their new study permit and/or work permit has been accepted and updated in their membership profile.
5. If a Member's study permit and/or work permit lapses, then Administration shall follow CMMOTA's *Disciplinary Policy for Non-Compliance Regarding Study Permit Work Permit Requirements*.

Member Procedure:

1. A Member who is not a Canadian Citizen, or Permanent Residents of Canada shall be responsible to obtain a new study permit and/or work permit prior to the expiry date of their current study permit and/or work permit, and to forward that documentation and/or proof of application for extension of their permit to CMMOTA Administration prior to the expiry date of their current study permit and/or work permit by email, or by regular post.
2. A Member who continues under the proof of application for extension of their permit, must inform the association of the decision once it has been rendered, and if it has been approved, shall provide a copy of the renewed document to the association by email, or by regular post.
3. If a Member is denied an extension to their permit, they shall be responsible to complete a copy of *Appendix 29: Membership Cancellation Request Form* and submit it via email or regular post to the Association, understanding that a failure to do so will result in being subject to CMMOTA's *Disciplinary Policy for Non-Compliance Regarding Study Permit Work Permit Requirements*.
4. If a Member who is not a Canadian Citizen, or Permanent Residents of Canada does not provide Administration with a new study permit and/or work permit and/or proof of application for extension of their permit, prior to the expiry date of their previous study permit and/or work permit then they understand that they will be subject to CMMOTA's *Disciplinary Policy for Non-Compliance Regarding Study Permit Work Permit Requirements*.



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