



## **Membership Requirement – Continuing Education Credits Policy**

Please note that this policy does not apply to massage therapist members who are part of a regulatory college for massage therapists in the jurisdiction in which they practice, as Continuing Education is governed by the respective regulatory colleges for their members/registrants.

### Purpose:

- To establish policy and procedure surrounding the Membership Requirement to complete the required continuing education credits during each 3-year CEC cycle in accordance with CMMOTA Bylaws 3.5.1.1.3., 3.5.1.2.3., and 3.5.1.7.3

### Policy:

1. All Full Massage Therapist Members, Spa Therapist Members, and Full Manual Osteopathic Therapist Members are responsible to complete the required continuing education credits and submit proof of the same during each 3-year CEC cycle in order to maintain membership with the Association.
2. Submission Cycles are 3 years in length. Cycles begin in 2025, 2028, etc. and run from January 1 to December 31 for three consecutive years. This period is the same for all members.
3. Submission deadline for a cycle is December 31 of the last year of the cycle.
4. Any credits accumulated in the current term in excess of the required number will be carried forward into the next submission cycle to a maximum of 15 credits per professional designation.
5. Members who carry a dual professional designation are required to complete continuing education credits for each profession.
6. Some continuing education credits may be applied to both Massage Therapy (MT) and Manual Osteopathic Therapy (MOT), however the number of credits may differ between professions based on which category the educational credit falls into for the specific profession (i.e. professional skills, complementary training, or personal interest).
7. Courses submitted for Continuing Education Credits must have been completed within the current submission cycle.
8. Activities listed in #13.f.-13.p. submitted for Continuing Education Credits must have been completed within the current submission cycle.
9. Credits will only be granted once per CEC cycle per course, regardless of the number of times a member may attend or complete an individual course, except in cases where a course which is delivered by different methods (online vs. in-person). In such cases a member may receive credit for completing both courses, even if the course material is similar in nature and provided through the same continuing education provider.
10. CMMOTA requires a basic level of training in massage therapy of 2200 hours or more from an approved school as a prerequisite for membership. As a Full Massage



Therapist Member or Spa Therapist Member this training or part thereof cannot be used for Continuing Education Credits.

11. CMMOTA requires a basic level of training in manual osteopathic therapy of 1000 hours or more from an approved school as a prerequisite for membership. As a Full Manual Osteopathic Therapist Member this training or part thereof cannot be used for Continuing Education Credits for that designation, however, this education may be considered to fulfill CEC requirements as a Full Massage Therapist Member or Spa Therapist Member.
12. Required Continuing Education Credits are determined for each Full Massage Therapist Member, Spa Therapist Member or Full Manual Osteopathic Therapist member based on the date of their entrance into their respective membership class with the Association. If membership is obtained:
  - a. Prior to the start of the submission cycle (January 1 of Year 1) –30 CEC required.
  - b. During Year 1 of submission cycle – 30 CEC required.
  - c. During Year 2 of submission cycle – 20 CEC required.
  - d. During January 1 to March 31 of Year 3 of the submission cycle – 10 CEC required.
  - e. During April 1 to December 31 of Year 3 of the submission cycle – 6 CEC required.
13. Continuing Education Credits may be obtained in one or more of the following ways:
  - a. Attendance at a CMMOTA Annual General Meeting – 4 CEC per year of attendance during a submission cycle.
    - i. This includes those members who are serving on the Board of Directors.
  - b. Maintenance of Intermediate First Aid and Level “C” CPR Certification – 6 CEC automatically granted per submission cycle. Courses delivered solely online are not acceptable to maintain certification.
  - c. Professional Skills Continuing Education Credits
    - i. For Full Massage Therapist members an approved course that provides training in a modality listed in Sections 3 or 4 of *Appendix 19 Modalities List for Massage Therapists*; or
    - ii. For Manual Osteopathic Therapist members an approved course that provides training in a modality listed in Sections 2 and 3 of *Appendix 34 Modalities List for Manual Osteopathic Therapists*; or
    - iii. For Spa Therapist members an approved course that provides training in a modality listed in Sections 1 or 2 of *Appendix 42 Modalities List for Spa Therapists*; or
    - iv. For all therapists, an approved course that involves either business skills development (marketing, bookkeeping, etc.), communication skill development, healthcare skills and protocols, assessment and interview skills, refresher courses (in anatomy, physiology,



- documentation, etc.), clinical procedures or protocols (example concussion protocols, or trauma protocols), client care, or self care; or
- v. For all therapists, attendance at a live CMMOTA Info Session.
  - vi. This training may be taken in person or online.
  - vii. Courses: 1 credit per hour will be awarded to a maximum of 24 credits per course (requires submission through CMMOTA Member Portal [<https://app.cmmota.com/login>] or *Appendix 22: Member CEC Course Evaluation Form* or *Appendix 23 Course Developer CEC Evaluation Form.*)
  - viii. CMMOTA Info Session: 1 credit per event will be given if the following conditions are met:
    1. Completion of the Info Session survey within 48 hours of the completion of the session; and
    2. Attendance for the majority of the session can be verified by the Association.
  - ix. Scope of Practice is determined by the Association; however, the ability to practice additional modalities beyond the core 10 are determined by the Professional Liability Insurance provider's decision to recognize their additional training as a modality and to provide professional liability insurance coverage to the therapist to practice that modality.
- d. Complementary Training Credits
    - i. Any course that is out of scope of practice for the professional designation but is complementary to the business of the professional designation as determined by the Association (examples: Acupuncture, Yoga Teaching, Esthetics, etc.).
    - ii. 1 credit per 4 hours to a max of 3 per course regardless of hours to a maximum of 6 credits per submission cycle (requires submission through CMMOTA Member Portal [<https://app.cmmota.com/login>] or *Appendix 22: Member CEC Course Evaluation Form* or *Appendix 23 Course Developer CEC Evaluation Form.*)
  - e. Personal Interest Training Credits
    - i. Any course that falls outside of Professional Skills or Complementary Training.
    - ii. 1 credit per course regardless of hours to a maximum of 3 credits per submission cycle (requires submission through CMMOTA Member Portal [<https://app.cmmota.com/login>] or *Appendix 22: Member CEC Course Evaluation Form* or *Appendix 23 Course Developer CEC Evaluation Form.*)
  - f. Seminar/Conference Attendance Related to Massage Therapy or Manual Osteopathic Therapy
    - i. Attend a seminar or conference related to the field of massage therapy or manual osteopathic therapy that is a minimum of 4 hours in length.



- 1 credit per 4 hours to a maximum of 4 credits per seminar/conference event, to a maximum of 8 credits per CEC Cycle (please refer to Appendix 41 – Seminar/Conference Attendance Participation Checklist)
- g. Volunteering on behalf of CMMOTA at a CMMOTA Event
    - i. Participating as a volunteer at a CMMOTA hosted event. 1 credit per 2 hours, to a maximum of 3 credits per event to a maximum of 9 credits per CEC Cycle.
    - ii. Where a member holds dual designation status with CMMOTA, any credits would apply to both MT and MOT.
  - h. Volunteering to promote the industry.
    - i. Participation as a volunteer without monetary compensation at an event. 1 credit per 2 hours, to a maximum of 3 credits per event, to a maximum of 9 credits per CEC cycle (please refer to *Appendix 24 – Event Volunteer Participation Checklist*).
    - ii. Where a member holds dual designation status with CMMOTA any credits would apply to both MT and MOT, unless the event involves providing professional treatment in which case the credit would only apply to the profession which was practiced.
  - i. Volunteering as a Peer Reviewer
    - i. Participating as a volunteer as a peer reviewer for a professional journal that includes articles pertaining to either massage therapy or manual osteopathic therapy. 1 credit per review provided, to a maximum of 3 credits per year to a max of 9 credits per CEC cycle (please refer to Appendix 38 – Volunteering as a Peer Reviewer Participation Checklist).
    - ii. Credits granted will only apply to the profession for which the article is being reviewed, either MT or MOT.
  - j. Publication of an Article authored or co-authored by the member pertaining to massage therapy or manual osteopathic therapy in a Peer Reviewed Journal
    - i. 6 credits per article, to a maximum of 18 credits per CEC cycle (please refer to Appendix 39 – Article Publication CEC Checklist)
    - ii. Credits granted will only apply to the profession which the article is pertaining to, either MT or MOT.
  - k. Teaching and Teaching Assistant
    - i. 6 credits per year to a max of 18 credits per cycle (please refer to *Appendix 25 – Teaching or Teaching Assistant CEC Checklist*).
    - ii. Credits for teaching and teaching assistant shall apply only to the profession being taught. MT Credits for teaching or teaching assistant at a MT school only. MOT Credits for teaching or teaching assistant at a MOT school only. Credits may be granted for both professions if a member is a teacher or a teaching assistant at a separate MT and MOT program/school.
  - l. Workshop Instructor or Assistant



- i. 1 credit per 2 hours, to a maximum of 6 credits per course to a max of 18 per cycle (please refer to *Appendix 26 – Workshop Instructor or Assistant CEC Checklist*).
    - ii. Credits granted will only apply to the profession(s) which the workshop is geared towards. If the course is applicable to both MT and MOT professions, then credits may be granted for both.
  - m. Student Therapist Supervision
    - i. 1 credit per 2 hours, to a maximum of 6 credits per year to a max of 18 credits per cycle (please refer to *Appendix 35 – Student Therapist Supervision CEC Checklist*).
    - ii. Credits granted will only apply to the profession for which supervision is provided, either MT or MOT.
  - n. CMMOTA Board of Directors participation.
    - i. Being a duly elected or appointed member of the Board of Directors. 6 credits per year, or portion of a year, of service.
  - o. CMMOTA Disciplinary Committee Participation
    - i. Being a duly appointed member of the Disciplinary Committee and participating in the yearly training session. 4 credits per year, or portion of a year, of service.
    - ii. Sitting as a member of a Disciplinary Hearing. 4 credits.
  - p. Other Committee Service.
    - i. Credits vary, as outlined in the establishment of committee policy.
  - q. By Motion of the Board of Directors
    - i. Under special circumstances the Board of Directors may award Continuing Education Credits to a member, or a group of members, for any reason that it deems appropriate.
  - r. By Decision of the Executive Director
    - i. Under special circumstance, the Executive Director may award Continuing Educations Credits to a member on the basis of compassionate grounds as they deem appropriate.
- 14. Submission Guidelines for CEC credits:
  - a. In order to allow CMMOTA administration to process credits quickly and efficiently the Member shall be responsible to submit in English:
    - i. Submission of information for completed courses through CMMOTA Member Portal [<https://app.cmmota.com/login>] or submission of *Appendix 22: Member CEC Course Evaluation Form* or *Appendix 23 Course Developer CEC Evaluation Form* with supporting documents to [info@cmmota.com](mailto:info@cmmota.com).
    - ii. For Seminar/Conference Attendance please refer to *Appendix 41 – Seminar/Conference Attendance Checklist*.
    - iii. For volunteering to promote the industry please refer to *Appendix 24 – Event Volunteer Participation Checklist*.



- iv. For teaching or teaching assistant credits please refer to *Appendix 25 – Teaching or Teaching Assistant CEC Checklist*.
  - v. For workshop instructor or assistant credits please refer to *Appendix 26 – Workshop Assistant CEC Checklist*.
  - vi. For student therapist supervision credits please refer to *Appendix 35 – Student Therapist Supervision CEC Checklist*
  - vii. For AGM Attendance credit, Intermediate First Aid and Level “C” CPR credit, participation as a volunteer at a CMMOTA event, credits awarded by Motion of the Board of Directors, and/or Board of Directors or Committee’s Participation no additional material needs to be submitted. CMMOTA administration will award CEC credits for these on an event-by-event basis once attendance has been verified if required and will award CEC credits for Board or Committee participation not later than December 31<sup>st</sup> of each calendar year.
    - b. If a course has not already been approved, it shall be evaluated by Administration as described in the *CMMOTA Continuing Education Course Approvals Policy*, and credits will be awarded based on that policy.
15. At its discretion, Administration may confirm the authenticity of any continuing education credits submission.
16. Administration shall notify members who have outstanding CEC requirements by email to the last known address of the member of the number of outstanding CEC’s three (3) months prior to the end of the CEC cycle.
17. If a Member does not submit the required Continuing Education Credits prior to the completion of the three-year continuing education credit cycle, then Administration shall follow CMMOTA’s *Discipline for Non-Compliance Continuing Education Credits Policy*.

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This Policy Revision Comes into Effect on January 1, 2025