



Association of Manitoba Inc.

EDUCATION & CONTINUING COMPETENCY

Program

PROCEDURE & POLICY HANDBOOK

Revised January 2010

Updated April 13, 2010

Effective – July 1, 2010

Disclaimer

To avoid the possibility that approval of an education and continuing competency activity would be interpreted as clearly placing the activity or modality within the **MTAM** scope of practice, the **MTAM** Education & Competency Committee makes the following statement:

*The **MTAM** believes it is important to permit members to develop their own education & continuing competency plan. The Association also believes that public safety and our professional reputation should be our primary concern. This policy is intended to set the standards and criteria for the education and continuing competency of the **MTAM** members.*

The approval of courses/workshops and related activities for Continuing Competency Credits (CEUs) by the **MTAM** Education & Competency Committee does not represent an endorsement of a relationship between these courses and scope of practice.

*Each member is expected to perform and operate their practice within the parameters of ethical and responsible means as outlined in the **MTAM** Bylaws, Code of Ethics and Practice Guidelines. The choice of course and/or direction of professional development are the responsibility of the individual member. The **MTAM** and the Committee encourage members to evaluate their choice of course/workshops and related activities in terms of their benefit to the ongoing quality improvement of their practice.*

1. PURPOSE OF EDUCATION & CONTINUING COMPETENCY PROGRAM

The Massage Therapy Association of Manitoba Inc. (**MTAM**) believes it is important to support all members by organizing the education and continuing competency program to assist them with self-directed continued competency as they progress in their professional careers.

The **MTAM** believes that public safety and professional competency are of primary concern for massage therapists in Manitoba – therefore this program is also intended to establish continuous improvement standards that are widely recognized for their quality and relevance to the profession.

Finally, the **MTAM** recognizes that continuous self-assessment and enhancement of skills are essential responsibilities of each member. Evolving therapeutic techniques, innovations in patterns of health care delivery, and increasing public awareness of the importance of health care emphasize the need for members to demonstrate their continuing competence when providing massage therapy services throughout Manitoba.

2. The MTAM OBJECTIVES OF EDUCATION AND CONTINUING COMPETENCY:

The MTAM EDUCATION AND CONTINUING COMPETENCY Program is designed to meet the following objectives:

1. To pursue professional excellence as stated in the **MTAM's** Code of Ethics – Principle IV – Responsibility to Society: “Ethical practice is demonstrated by pursuing continued career-long professional learning.”
2. To ensure the profession of Massage Therapy has professional credibility within the Manitoba healthcare field, particularly with regulatory bodies, government officials, (i.e. legislation/regulation) and the general public.
3. To promote standards of competency through continuous education of member massage therapists in Manitoba and to remain current with changes in massage therapy practices within the profession.
4. To provide **MTAM** members with timely, cost effective education; ongoing opportunities for professional and personal self development and peer evaluation inherent to the needs of massage therapy in Manitoba.

3. ROLE OF THE EDUCATION AND CONTINUING COMPETENCY COMMITTEE

The Education and Continuing Competency Committee is a standing committee of the Board of Directors of the **MTAM** and acts as a quality assurance committee for the education and continuing competency program. The terms of reference for the committee are to:

1. Implement and review the policies governing the program.
2. Provide education opportunities within the guidelines of the program.
3. Approve education and continuing competency activities for accreditation based on:

- Relevance to massage therapy in theory, techniques, principles and scope of practice.
 - Learning outcomes that will enhance the knowledge, skills, and abilities of the massage therapist.
4. Provide peer review as required
 5. Report to the Board of Directors as required.

4. MEMBER RESPONSIBILITIES

Based on the **MTAM** Code of Ethics, “Responsibility to Society”, it is understood that:

MTAM membership requires continuing competency through education and professional development.

Massage Therapists perform and operate their practice within the parameters of ethical and responsible means outlined in the **MTAM** By-laws, Code of Ethics and Standards of Practice. The choice of course and/or direction of education and continuing competency and maintaining competency are the member’s responsibility.

Members are responsible to maintain detailed documentation of their education and continuing competency activities during each cycle.

It is the member’s responsibility to attain credits according to the education and continuing competency policies and procedures, and to provide the **MTAM** office the required documentation following each course of study.

Note: The onus is on members to keep the **MTAM** office informed of change of address or phone numbers. Reference: **MTAM** By-laws, Section 8.04 – *Responsibilities of Members, (d) All members shall notify the Association in writing or by updating their personal profile on the web-based database of any change of address and/or telephone number within thirty (30) days of such change.*

If the **MTAM** cannot contact a member due to an incorrect address, the member remains responsible for compliance, as outlined above.

5. DEFINITIONS

In this Procedure and Policy Handbook, unless the context otherwise requires:

- **‘Activity’** means a course, lecture, seminar or other professional activity in which a member participates to obtain CEUs.
- **‘Approved courses or continuing competency activities’** are those programs, activities and initiatives approved by the MTAM Education and Continuing Competency Committee.
- **‘Association’ or MTAM** means the Massage Therapy Association of Manitoba.
- **‘CEU’** means Competency Education Unit.
- **‘Committee’** means the **MTAM** Education and Continuing Competency Committee.
- **‘Competency’** means the knowledge, skills, attitudes, and judgment required for professional massage therapy practice. Occupational competencies are identified in the “Massage Therapy Competency Document” developed by the Consortium of Massage Therapy Regulators (December 2008).
- **‘Credit’** is the value in CEUs credited to the member for each activity and applied to the total CEUs required in a cycle.
- **‘Cycle’** is a two (2) year period with which members acquire CEUs.
- **‘Database’** is the web-based personalized education and continuing competency record of each member’s personal profile accessible at www.trainingtodo.com/mtam by use of the members MTAM username and password.
- **‘Massage Therapy’** means the art, philosophy and science of treatment by systematic manipulation of the soft tissues of the body, and includes the following practices:
 - Various techniques of assessment, massage and manipulation of the soft tissues of the body, but without the intended or attempted use of high velocity thrust of the bony structure of the body.
 - Hydrotherapy, or the application of water in all forms.
 - Thermal-therapy, or the application of heat and cold.
 - Remedial exercises.
 - Use of vibrating and/or oscillating machines.
 - Use of electro-modalities, provided the massage therapist has met the training and qualification standards as adopted and approved by the MTAM.
- **‘Massage Therapy Scope of Practice’** is 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.

- **‘Member’** means an **MTAM** member.
- **‘Modality’** means a method of treatment.
- **‘Policy’** refers to the Education and Continuing Competency Program Policy and Procedures.
- **‘Program’** refers to the Education and Continuing Competency Program.
- **‘Primary Professional Activities’** are activities that fall clearly within the MTAM ‘Scope of Practice’ and the professional responsibilities associated with massage therapy practice.
 - **Primary Modalities** – Methods of assessing and treating the soft tissue and joints of the body, using massage and manual techniques that are within the MTAM Scope of Practice.
 - **Complementary Modalities** – Methods of treatment considered by MTAM to be complementary to primary modalities within a massage therapy treatment plan. These modalities fall within the MTAM definition of massage therapy, and they may be integrated into a massage therapy treatment plan when appropriate and with sufficient training. These modalities are: hydrotherapies, thermal therapies (use of heat and cold), remedial exercises, vibrating and/or oscillating machines, and electro-modalities (e.g., TENS, IFC, low-intensity laser, therapeutic ultrasound).
- **‘Secondary Professional Activities’** are learning opportunities that are not directly related to the MTAM ‘Scope of Practice’.
 - **Secondary Modalities** – bodywork and energy-based natural health modalities that are not directly within the MTAM Scope of Practice for massage therapy, in fundamental theory, application, and/or intent.

6. CEU CREDIT REQUIREMENTS

- All **MTAM** practicing and non-practicing members must accumulate twenty-four (24) CEUs within their assigned 2-year credit cycle. (16 Primary & 8 Secondary).
- Members may combine Primary and Secondary CEU credits to acquire the twenty-four (24) CEUs required in each cycle, but at least sixteen (16) CEUs claimed must be Primary CEU credits.
- CEU credits can be designated to be either primary or secondary credits.
- It is strongly recommended that members obtain/diversify their credits within categories to maintain overall competency. Concentration of credit accumulation in any one area is not recommended and strongly discouraged.
- Primary CEU credits are applied to primary competency activities that are within the **MTAM** defined scope of massage therapy practice.
 - 1 Primary CEU credit = 1 hour in a primary competency course/workshop
 - Other types of primary professional activities will be assigned CEU credits as outlined in the section ‘Primary Competency Activities’.
- Secondary CEU credits are applied to secondary professional activities that are not directly related to the practice of massage therapy.

- 1 Secondary CEU credit = 2 hours in a Secondary competency course/workshop.
- Other types of secondary competency activities will be assigned CEU credits as outlined in the section 'Secondary Competency Activities'
- Should a member earn a surplus of CEUs in a cycle, he/she may carry a maximum of twenty-four (24) primary CEUs forward to the next cycle, providing that these surplus CEUs were earned during the cycle and/or were not acquired as an instructor/teaching assistant at a massage therapy college or approved course.
- The committee reserves the right to assign additional credit requirements for reinstated members and those practicing massage therapists joining from other jurisdictions.

7. CONTINUING COMPETENCY CYCLE OF A MEMBER

- A cycle is two (2) years in length.
- A member's credit cycle begins on July 1st of the year assigned to the member and ends on June 30th, two years later.
- The cycle of a massage therapist joining within two (2) years of graduation from a massage therapy college shall be the cycle commencing two (2) years after the year of graduation. The two years immediately following graduation are considered to be a grace period. Any CEUs earned during the grace period will be accumulated in the assigned cycle. (For example, a student graduating in 2010 will be assigned to the 2012-2014 cycle, beginning on July 1, 2012 and ending on June 30, 2014.)
- The cycle of a practicing massage therapist joining **MTAM** after two (2) years of graduation or from another jurisdiction shall be the cycle commencing July 1st of the calendar year of joining and may be dependent on the submission of continuing competency activity reports from their prior jurisdiction. (For example, a therapist joining in October 1, 2010 will be assigned to the 2010-12 cycle beginning July 1, 2010. A therapist joining February 1, 2011 will be assigned to the 2011-13 cycle beginning July 1, 2013.)
- The cycle of a practicing massage therapist rejoining **MTAM** after a break in membership, for whatever reason, shall be the cycle commencing July 1st of the year of reinstatement and may be dependant on the submission of any outstanding fees and/or continuing competency history.

8. REQUEST FOR A CONTINUING COMPETENCY EXEMPTION

A member may present the Committee with a written request for an exemption from continuing competency responsibilities on compassionate grounds or extenuating circumstances (including financial hardship). Each request shall be reviewed confidentially and the member shall receive a written determination from the Committee, a copy of which shall be retained in the member's file. If an exemption is not granted, the member may submit a written appeal to the Board for review.

- Rarely would a member be totally exempted from complying with the continuing competency requirements
- Most often the exemption granted would take the form of an extension of the cycle to permit CEUs to be acquired.

- The Committee will require proof, in writing, of a serious medical or family emergency. These may take the form of letters from an attending physician or a copy of a death certificate that accompany the written request for exemption.
- Should the request be based on conditions that may inhibit a member from acquiring CEUs, the Committee reserves the right to refer the request to the Board.

9. SUBMITTING & RECORDING OF COMPLETED CONTINUING COMPETENCY ACTIVITIES

The following are policies and procedures in regards to the recording and submitting of professional development and continuing competency activities of **MTAM** members.

- The Committee requires that members submit copies of proof of attendance/completion of activities within sixty (60) days of completion to the **MTAM** office via fax, mail, or email. This proof must include the number of contact hours for courses/workshops.
- In regards to **MTAM** sponsored activities, such as workshops and annual general meetings, the **MTAM** office will automatically enter into the **MTAM** Continuing Competency Database those member activities and their corresponding CEUs. All attendees must provide proof of attendance by their signature on the registration sheet at these **MTAM** sponsored activities.
- All submitted supporting documentation will be placed in the member's file.
- The **MTAM** office will enter submitted members' activities and the corresponding CEU credits into the **MTAM** Continuing Competency Database.
- Members will be able to view their personal continuing education activity summary as entered in the **MTAM** Continuing Competency Database through the **MTAM** web-site www.mtam.mb.ca. The **MTAM** office will provide each member with their personal username and password. Log in and click on Training To Do.
- Four (4) months prior to the end of a member's cycle, the **MTAM** office will mail a notification to those members who are not compliant for the cycle indicating the accumulated CEUs to date. This will serve as a reminder for those members who are deficient in CEU credit requirements for the current cycle.
- By June 30th of every 2-year cycle, members must have submitted all outstanding supporting documentation of activities completed with the cycle.
- Members are required to maintain a personal record of their continuing competency activities by keeping the original copies of proof of attendance/completion and their 'Activity Logs' for a period of two (2) cycles (four (4) years). An 'Activity Log' is available by request or can be found on the **MTAM** website.
- **MTAM** reserves the right to audit members' continuing competency and professional development activities submitted during the cycle period and within two (2) years of completion of that cycle period.

9.1 Proof of Activity Completion

The following items are examples of the type of proof you must retain and use to report activities:

- Certificates of completion with instructor name and signature, date of activity and number of contact hours.

- If a certificate of completion is not provided other forms of verification must be submitted such as a letter or e-mail from the instructor/registrar of the activity verifying completion.
- Transcripts are required for any courses taken from a recognized university or College program as proof of completion.
- Receipts with names of organizations responsible for the activity and contact information for verification may also be submitted. (e.g. Conferences)
- Brochures from courses taken/taught with names of organizations and contacts
- **MTAM** affidavits for study groups, reviews of articles, books or videos and massage therapy practice.

Accompanying or included on the documents providing proof of activity completion, there should be provided the following:

1. Date of Activity
2. Instructor name for courses/workshops
3. Sponsoring organization
4. Number of contact hours for courses/workshops

9.2 MTAM Non-approved Courses/Workshops

If a completed workshop/course is not approved by **MTAM**, then in addition to the proof of completion, materials for course approval must be submitted as outlined in Section 10 "Course Accreditation"

10. COURSE ACCREDITATION

Many courses have already been assessed for credits. Before starting any activity, check with the **MTAM** office or web-site for the list of accredited activities and their corresponding CEUs.

- The Committee strongly recommends obtaining prior approval for courses that are not listed on the approved **MTAM** course list.
- If a proposed course is not on the approved list, then it must be submitted in writing for accreditation to the Education and Continuing Competency Committee. It is recommended that the request for accreditation be made at least eight (8) weeks prior to the start of the activity to permit the Committee to review and approve the course. This applies to instructors seeking accreditation for courses they are offering to **MTAM** members.
- Courses (and their instructors) that have been approved by **MTAM** will state **MTAM** CEUs on course notifications received via the *In Touch* newsletter, **MTAM** web-site or other **MTAM** member mail outs.
- Members should be aware that courses approved by other provincial jurisdictions are not necessarily approved by **MTAM**. As well, the designation of activities as either primary or secondary may also vary between provincial jurisdictions.

10.1 Procedure for Course Accreditation

- Members or instructors requesting the Committee to review courses for accreditation must submit a request in writing/email to the **MTAM** office, marked Attention: Education and Continuing Competency Committee.
- Requests for course accreditation must include the following items:
 1. A detailed course content description or outline – for example, a description of what specifically will be learned, including theory, content, anatomical areas involved, physiological aspects, assessments/treatment techniques, contraindications, indications for treatment.
 2. The total number of instructional hours (Theory and Practical components)
 3. A description of the instructor(s) credentials as it relates to the course: profile of education and experience.
 4. A statement of overall educational outcome as it relates to the member's continuing competency within their practice.
- The Committee will categorize approved courses as primary or secondary activities and assign CEUs.
- The Committee will make a written response of their decision to the request for accreditation.
- It will require a minimum of six (6) weeks for a response to the request for accreditation. Approval of courses can be a lengthy process, so members are requested to submit requests well in advance of the course. The approval process will be delayed if the request does not include the required items listed above.
- If a member submits a course for accreditation after the completion, there is no guarantee as to the kind of credits, if any, that the Committee will grant.

10.2 Instructor Credentials

Depending on the course being taught, credits may not be assigned if it is deemed the instructor does not possess an adequate level of training/expertise to teach the proposed course. Persons who have completed levels of practitioner training in various massage specialties are not necessarily qualified to teach those specialties.

The Committee may decline to accredit courses, or may assign secondary credit only, based on insufficient credentials of the instructor relative to the course being provided. The **MTAM** does not discourage members from taking courses from such instructors, but it is not obliged to credit these courses.

a. Primary Modalities & Complementary Modalities - Instructors of primary and complementary modalities may be considered “qualified instructors” by MTAM if:

- The instructor is a qualified Massage Therapist in their own jurisdiction (i.e., RMT, LMT),

OR

- is qualified as another recognized health care professional (e.g., MD, DC, DO, PT, AT, OT, RN).

AND

- The instructor has all the required training, experience and certification to perform and to teach the modality.

AND

- The instructor is a member of a professional association or regulatory body that recognizes and includes the modality, if available.

b. Secondary Modalities - Instructors of secondary modalities may be considered “qualified instructors” by MTAM if:

- The instructor has all the required training, experience and certification to perform and to teach the modality.

AND

- The instructor is a member of a professional association or regulatory body that recognizes and includes the modality, if available.

c. Health Sciences - Instructors of health sciences may be considered “qualified instructors” by MTAM if:

- The instructor has a degree in sciences or a directly related health profession.

AND/OR

- The instructor has experience teaching health sciences in a recognized College or University.

AND/OR

- The course, seminar, or workshop is offered and endorsed by a recognized College or University.

d. Business & Practice Management - Instructors of courses, seminars, and workshops in Business and Practice Management may be considered “qualified instructors” by MTAM if:

- The instructor holds a suitable combination of education and experience in business and/or massage therapy practice management.

AND/OR

- The course, seminar, or workshop is offered and endorsed by a recognized College or University.

10.3 Appeal Process for Course Accreditation

In the event the course and/or instructor are deemed not within **MTAM's** policy and criteria by the Education and Continuing Competency Committee, and therefore are not approved for accreditation, the member may appeal the denial of accreditation to the **MTAM** Board of Directors.

In such a situation, the Board's decision is final.

11. PRIMARY CEU CREDIT GUIDELINES

- 1 Primary CEU = 1 hour of time in a Primary Activity, unless otherwise stated elsewhere in this policy.
- Within a cycle at least 16 CEUs must be primary CEU credits.

11.1 Primary Competency Activities

Primary Competency Activities fall clearly within the MTAM Scope of Practice and the professional responsibilities associated with massage therapy practice.

Primary Competency Activities include attending workshops on primary and complementary modalities, studying health sciences, developing business skills, assuming leadership roles, and completing a variety of self-directed learning activities.

1. **Attending workshops, seminars or courses** with a qualified instructor on topics related to primary professional activities, including: (Can be carried forward!)
 - a. **Primary Modalities** – methods of assessing and treating the soft tissue and joints of the body, using massage and manual techniques that are within the MTAM Scope of Practice. (See attached for a list of modalities considered “primary” by MTAM at this time.)
 - b. **Complementary Modalities** – methods of treatment considered by MTAM to be complementary to primary modalities within a massage therapy treatment plan. Complementary modalities are: hydrotherapy, thermal therapies, remedial exercises, and electro-modalities
 - c. **Health Sciences** – anatomy, kinesiology, physiology, pathology, biology, chemistry, pharmacology, nutrition, etc. (Max 24P per cycle)
 - d. **Ethics & Business Management** – skills and knowledge needed to build and maintain a massage therapy practice, including: professional ethics, record keeping, jurisprudence (e.g., PHIA, PIPEDA), business planning, business management, office administration, accounting, marketing, communication, client relations, conflict resolution, professional collaboration, etc. (Max 16P per cycle)
 - e. **Self Care** – Courses or workshops specific to personal and/or professional self-care. This is not intended to include self-directed activities without an instructor/leader/coach/facilitator, nor is it intended to include participation in fitness, yoga, tai chi, dance, or similar classes. (Max 8P per cycle)
 - f. **CPR** – (1st time in a cycle = 2P; 2nd time in a cycle = 2 secondary)
2. **Leadership Activities (Cannot be carried forward)**
 - a. **Presenting workshops or seminars** on primary or complementary modalities, health sciences, or business and practice management for massage therapists. (Max 4P per workshop for the first time in a cycle. A combined maximum of 12P per cycle is available if 3 or more *different* workshops are presented - e.g., level 1, level 2, level 3, etc.)
 - b. **Teaching** courses within a massage therapy program at recognized schools. (Max 4P per course for the first time in cycle, and max 12P per cycle if 3 or more different courses are taught.)
 - c. **Assistant-teaching** at recognized massage therapy schools. (Max 2P per course for the first time in a cycle, to a maximum of 6 per cycle),

- d. **Clinical supervision or practical examination** of students at recognized massage therapy schools (1P for 10 contact hours, to a maximum of 4 per cycle.)
- e. **Formal mentoring** of massage therapy students or other massage therapists. (6 P for first endeavor to a max 12P per cycle)
- f. Membership on the **MTAM Board of Directors** (Max 8P per cycle) or membership on an **MTAM Committee** (Max 8P per cycle). A combined maximum of 12P per cycle is allowed for these activities.
- g. Participating in **on-site evaluation or accreditation** of Massage Therapy Programs or Schools (e.g., COMTA, CETAC). (Max 12P per cycle)

3. Self-Directed Activities (Cannot be carried forward)

- a. Completing **distance education courses and/or assignments** (e.g., on-line, DVD, correspondence) related to primary professional activities.(Max 24P per cycle) Note: You cannot earn more credits for correspondence or on-line courses than is available for equivalent 'face to face' study.
 - b. Participating in **study groups** related to primary professional activities. (Max 8P per group)
 - c. **Reviewing books, articles, or videos** related to primary professional activities. (Max 4P per review – Max 12 per cycle)
 - d. **Publishing articles** related to primary professional activities. (Max 6P per article & 2P for 2nd publication of same article)
 - e. Submitting **case studies** related to primary professional activities. (Max 24 P per study with pre-approval of Research Committee)
 - f. Conducting **research** related to primary professional activities, and writing a formal report with intent to publish. (Max 24 P per study with pre approval of Research Committee)
4. Completing and submitting the **MTAM Self-Assessment Tool. (Max 2P per cycle)**

12. SECONDARY PROFESSIONAL ACTIVITIES (Not carried forward)

Secondary Professional Activities are learning opportunities that are not directly related to the MTAM Scope of Practice.

Secondary Professional Activities include: (1) attending workshops and courses on secondary modalities, adult education, and personal development; (2) community involvement opportunities; and (3) a variety of self-directed learning activities.

- A. **Attending or presenting workshops, seminars, or courses** on secondary professional activities, including:
 - a. **Secondary Modalities** taught by qualified instructors – modalities that are not directly within the MTAM Scope of Practice in theory, application, and/or intent, such as modalities and therapies that incorporate counseling, energy work, or esthetics. (See attached for a list of modalities considered “secondary” by MTAM at this time.)
 - b. **Primary and Complementary Modalities** taught by instructors who are not considered by MTAM to be fully qualified as massage therapists, health care professionals and/or instructors of the specific modality.
 - c. **Adult Education** – successfully completing university or college courses and workshops in adult education, especially for those interested or involved in teaching, presenting workshops, staff training and client education.
 - d. **Personal Development** – successfully completing university or college courses, community-based continuing education courses or seminars in areas of personal interest that are outside the scope of massage therapy, with a goal of personal growth and development. (Max 4S per cycle)
 - e. **Teaching Fitness or Movement Classes** – pilates, yoga, tai chi, etc. (Max 4S per cycle)
 - f. **CPR Recertification (2 Secondary Credits per cycle for second time in a cycle)**

- B. **Community Involvement (Maximum of 2 Secondary Credits per endeavor)**
 - a. **Professional Association Activities** – attending AGM, participating in surveys, representing MTAM at events, etc.
 - b. **Community Service Activities** – providing volunteer massage therapy on-site at community, charity, or sporting events.
 - c. **Trade Shows & Conventions, Corporate Presentations** – providing information, demonstrations, or answering questions about massage therapy at events such as trade shows, conventions, conferences, and wellness fairs.

- C. **Self-Directed Activities (Cannot be carried forward)**
 - a. Completing **distance education (DE) courses and/or assignments** (e.g., on-line, DVD, correspondence) related to secondary professional activities. (Max 12S per cycle)
 - b. Participating in **study groups** related to secondary modalities.(max 4 secondary per group)
 - c. **Reviewing books, articles, or videos** related to secondary modalities. (max 6 per cycle – max 2 Secondary per each review)
 - d. **Publishing articles** related to secondary modalities or personal development. (Max 3 Secondary for article and 1 Secondary for second publication)

- e. Submitting **case studies** related to secondary modalities. (Max 12S per study) (Approval of Research Committee?)
- f. Conducting **research** related to secondary modalities, and writing a formal report with intent to publish. (Max 12S per report) (Approval of Research Committee?)
- g. Maintaining a **full-time massage therapy practice** at least 20 hours per week – (Max 2S per cycle)

13. COMPLIANCE & DISCIPLINE

Failure to comply with the **MTAM** Continuing Education and Professional Development Policies and Procedures may result in a term, condition or limitation of membership status, or ultimately membership termination.

All practicing and non-practicing Members whose cycle ends on June 30th are responsible to submit all supporting documentation from professional development activities on or before that date.

- After June 30th, the **MTAM** office will review the continuing education of all members whose cycle has ended. Members who are non-compliant will receive an advisory letter stating they have fourteen (14) days from the postmark to respond with supporting documentation for completed activities.
- Members who respond within fourteen (14) days and continue to be in default shall receive, by mail, notification of a 2-month grace period to accumulate outstanding credits and will be assessed a \$50.00 administration fee. If extenuating circumstances prevail, the member must submit a request for extension in writing to the Committee. (See *Request for Extension*)
- Members not responding to the registered letter within fourteen (14) days of receipt shall receive, by mail, notification that they have breached **MTAM's** Code of Ethics and that the matter has been forwarded to the MTAM Board. Members remaining delinquent may be terminated as members.
- Terminated members will be removed from insurance industry advisory lists of current **MTAM** members, as provided for in MTAM By-Laws and Policies, and Professional and General Liability insurance coverage will be cancelled.
- These sanctions will remain in effect until supporting continuing education documentation has been submitted and the \$50.00 administration fee has been paid.
- Members reinstating as a result of termination under this policy shall be required to pay a reinstatement administration fee of \$100.00 to reactivate their membership.

14. FREQUENTLY ASKED QUESTIONS

Question: If I graduated from my 2200-hour program in June of 2009 and joined MTAM in July of 2009, when does my cycle begin?

Answer: Your cycle will begin two (2) years after graduation. You will be assigned to the 2011-2013 cycle, beginning on July 1, 2011. As a new member joining immediately after graduation, you have a two (2) year grace period in which you are not required to take continuing education.

Question: Can I obtain credits if I take continuing education courses during my grace period?

Answer: Yes. Any credits obtained during the grace period are applied to the first active cycle that begins two (2) years after graduation.

Question: If I graduated from my 2200-hour program in June of 2009 and joined MTAM in June 2010, does the two (2) year grace period still apply?

Answer: Partly. You will only have one (1) year of the grace period remaining, as the grace period begins in the year of graduation. Your first active cycle will begin July 1, 2011.

Question: If I join MTAM partway through the membership year, when does my cycle begin?

Answer: Your cycle begins on July 1st of the calendar year that you join. For example, if you joined on February 1, 2009, your cycle will begin on July 1, 2009. If you joined on September 1, 2009, your cycle will begin on July 1, 2009.

Question: If I have an excess of credits how many credits can be carried over to the next cycle?

Answer: Only excess primary credits can be carried over from the current cycle to the next to a maximum of twenty-four (24) primary CEU credits.

Question: Am I compliant if my primary and secondary CEUs equal 24?

Answer: Maybe. You are compliant if you have at least 16 primary CEU credits in the total of 24 CEUs. If you have fewer than 16 Primary CEUs, you are not compliant and will need to take further primary activities to achieve compliance.

Appendix A: EXAMPLES OF PRIMARY PROFESSIONAL ACTIVITIES

The modalities/techniques identified in the “Massage Therapy Competency Document” (and its successors), as developed by the Consortium of Massage Therapy Regulators in December 2008, are considered by the MTAM in determining whether a modality/technique is primary to massage therapy.

These are examples of modalities that are considered primary or complementary by MTAM when the course or workshop is presented by a **qualified instructor**. All other modalities are subject to the approval of the Continuing Education Committee.

A. PRIMARY MODALITIES – Courses, Workshops, Seminars

- ART: Active Release Therapy
- Assessment/Treatment/Rehab
- Breast Massage
- CST: Cranial-Sacral Therapy
- Deep Tissue
- Fascial Techniques
- Joint Mobilization
- Infant & Pediatric Massage
- Kinesio-Taping
- Manual Lymph Drainage
- Muscle Energy Technique / Muscle Balancing
- Myofascial Release
- Neuromuscular Therapy
- Orthopedic Assessment & Massage
- Osteopathic Techniques
- Pregnancy Massage
- Rolfing
- Sports Massage
- Structural Integration
- Swedish Massage
- Taping Techniques
- Trigger Point
- Visceral Mobilization

B. COMPLEMENTARY MODALITIES – Courses, Workshops, Seminars

- Hydrotherapies
- Thermal Therapies (use of heat and cold)
- Remedial / Therapeutic Exercise
- Vibrating and/or Oscillating Machines
- Electro-modalities (e.g., TENS, interferential therapy, low-intensity laser therapy, therapeutic ultrasound, etc.)

C. HEALTH SCIENCES – Courses, Workshops, Seminars

- Physiology
- Pathology
- Anatomy
- Biology
- Chemistry
- Pharmacology
- Nutrition
- Gerontology
- Neurology
- First Aid

D. BUSINESS & PRACTICE MANAGEMENT – Courses, Workshops, Seminars

- Charting and Record Keeping
- Legislation (e.g. PHIA, HPA)
- Ethics
- Business Agreements
- Business Planning & Development
- Business Management
- Human Resource Management
- Office Administration
- Accounting
- Marketing
- Communication & Client Relations
- Conflict Resolution
- Professional Collaboration

E. LEADERSHIP ACTIVITIES

- Presenting workshops or classes
- Teaching in a massage school
- TA/supervising in a massage school
- Mentoring
- MTAM Board of Directors
- MTAM Committee Member
- School Accreditation

F. SELF-DIRECTED PRIMARY ACTIVITIES

- Online or Correspondence Courses
- Participating in a Study Group
- Publishing an Article
- Writing a Review
- Submitting a Case Study
- Conducting & Reporting Research
- Completing the Self-Assessment Tool

Appendix B: EXAMPLES OF SECONDARY MODALITIES & ACTIVITIES

These are examples of modalities and activities that may be considered secondary by MTAM.

The list is not exhaustive. All other modalities or topics are subject to the approval of the Continuing Education Committee.

A. SECONDARY MODALITIES – Courses, Workshops, Seminars

- Acupuncture
- Aromatherapy
- Ayurveda
- Bioenergy Therapy™
- Body Talk™
- Chakra Work
- Eastern Modalities / Disciplines
- Ergonomics
- Healing from the Core™ (Upledger)
- Lomi Lomi
- Polarity Therapy™
- Quantum Touch™
- Reflexology
- Reiki
- Shiatsu
- Somato-Emotional Release Therapy™
- TCM: Traditional Chinese Medicine
- Therapeutic Touch™
- Yoga or Pilates Instructor Training
- Zero Balancing™

B. COMMUNITY INVOLVEMENT ACTIVITIES

- Attending or presenting massage therapy information at trade shows or conferences
- Providing volunteer massage at community events
- Participating in MTAM activities (e.g., AGM)

C. SELF-DIRECTED SECONDARY ACTIVITIES

- Online or correspondence courses related to secondary modalities
- Participating in a study group related to secondary modalities
- Publishing an article related to secondary modalities
- Writing a review related to secondary modalities
- Submitting a case study related to secondary modalities
- Conducting & reporting research related to secondary modalities

D. PERSONAL DEVELOPMENT – Courses, Workshops, Seminars

Formal courses or programs offered by recognized institutions or organizations, such as Pilates, Yoga, Tai Chi, additional language courses, teaching/presenting skills, etc.