



<p style="text-align: center;">MTAM CONTINUING COMPETENCY PROGRAM</p> <p style="text-align: center;">APPLICATION FOR COURSE/WORKSHOP ACCREDITATION</p>
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A. Procedure for Course Accreditation

Course providers/instructors requesting the MTAM's Education & Continuing Competency Committee to review courses for accreditation must submit an application in writing (email, fax, or mail) to the MTAM office, marked Attention: Education Coordinator.

MAIL: Massage Therapy Association of Manitoba
 304-428 Portage Avenue, Winnipeg MB, R3C 0E2

FAX: 204-927-7978

EMAIL: Michelle Castle, Education Coordinator - mcastle@mtam.mb.ca

Course accreditation can be a lengthy process, and it will generally take a minimum of 6 -8 weeks for a response. The approval process will be delayed if the application does not include all of the required items listed below (i.e., course description and outline, hours of instruction, instructors' qualifications, and anticipated course dates).

Courses approved for credit by the Committee will continue to be recognized for a period of 3 years from the date of initial approval, provided the course content, instructor, and hours of instruction remains the same. Course providers must submit a new application for course accreditation beyond this time frame, or if there are changes to the course content, hours, or instructor.

B. Applications for course accreditation must include the following:

1. COURSE CONTENT

- a. A description of the course content and a detailed course outline.
- b. Copies of the course manual, course handouts, presentation slides, promotional material, and/or other support material are encouraged (PDF or printed).

2. LEARNING OUTCOMES

- a. A statement/list of expected learning outcomes relevant to registered massage therapists.

3. HOURS OF INSTRUCTION

- a. The total number of instructional hours, including theory and practical components. The total number of instructional hours is not to include breaks.
- b. If participants are required to complete case studies or clinical practice hours following the course, please be sure to describe these requirements and the number of hours needed to meet those requirements.

4. INSTRUCTOR'S QUALIFICATIONS

- a. A description of the instructor(s) qualifications relevant to teaching the course. This must include information about relevant education, professional credentials, professional experience, professional association membership, and – if applicable – registration with a health care regulatory college.
- b. A resume is encouraged.

5. COURSE DATES

- a. Identify the date(s) and location(s) of any planned or confirmed upcoming course offerings within Manitoba, if available.

C. Primary and Secondary Continuing Competency Credits

Primary credits are assigned to courses (with qualified instructors) that are approved as primary massage therapy assessment & treatment techniques, approved complementary / adjunctive modalities, massage therapy business management, professional ethics and professional self-care.

- 1 hour of instruction = 1 primary credit

Secondary credits are assigned to courses that are approved as a “secondary modality” considered by MTAM to be outside the massage therapy scope of practice. Secondary credits may also be assigned if the course topic is considered primary, but the instructor is not considered by MTAM to have sufficient qualifications to teach this course/modality to RMT’s.

- 2 hours of instruction = 1 secondary credit