

# MTAM EDUCATION & CONTINUING COMPETENCY PROGRAM

Massage Therapy  
Association of Manitoba

## Policy

Original Policy Passed: October 30, 2017

Effective as of: January 1, 2018

Last Reviewed or Revised: July 16, 2018

### Important Note

*Please read the accompanying **ECC Program FAQ** which expands this policy with information including how to submit credits, deadlines, current list of approved Core Competency and Complementary activities, etc.*

### Background

The Massage Therapy Association of Manitoba (MTAM) believes that quality education is a crucial part of a massage therapist's professional responsibility to provide the highest standards of care and safety.

Ongoing assessment of competence helps to determine personal strengths and areas for improvement through self-reflection and the integration of learning into practice.

The MTAM **Education & Continuing Competency Program (ECCP)** offers members an opportunity to engage in activities that contribute to the development of competencies that achieve optimum personal and professional growth throughout their career. It provides a formal means to address learning needs, set a realistic timeline, participate in learning at every opportunity, and successfully complete a learning plan.

### Definitions & Vocabulary

- Continuing Education Credits = CECs
- **Core Competency** activities (formerly called Primary) = activities / courses that are directly aligned with the Scope of Practice and Business of massage therapy
- **Complementary** activities (formerly called Secondary) = activities / courses that are complementary to but not directly aligned with the Scope of Practice and Business of massage therapy

### Requirements

The ECCP is a mandatory program and all Practicing and Non-practicing members of the MTAM are required to participate.

The ECCP is designed to be accessible to members regardless of geographic location, financial restraints and/or time limitations.

A key component of the ECCP is fulfillment of both **Core Competency** and **Complementary** activities. Each member must complete:

- A minimum total of 24 Continuing Education Credits (CECs) during a two-year cycle.
- A minimum 18 CECs from *Core Competency* education/activities (formerly called Primary).
- Up to 6 CECs from *Complementary* education/activities (formerly called Secondary).
- It is **recommended but not mandatory** that 4 of the 18 *Core Competency* CECs come from **the annual completion of the MTAM Self-Assessment Tool**.

## Cycle Dates

Education and Continuing Competency cycles are two years in length and begin **on September 1<sup>st</sup>** and conclude on **August 31<sup>st</sup>** two years later. To determine your cycle year end, please log into your personal **Training History and Compliance** record in the member's only portal of the MTAM website.

## Reporting Deadlines

Members are required to submit all documents verifying CECs completed during their cycle by August 31<sup>st</sup> at 11:59 pm of the final year of their cycle. E.g. 2017-2019 cycle --- reporting deadline is August 31, 2019.

## Late Fines and How to Avoid Them

Not having all of your verifying documents in by the deadline will result in a member being non-compliant for their education cycle and will result in a **late fine of \$50 plus GST**.

For those having difficulty managing to complete their CECs on time, we are happy to work with members to make reasonable alternate arrangements or grant extensions. However, this will only be considered when members are in touch with us **at least one week** prior to a deadline.

No communication at all from a member before or for 7 days after the deadline will result in membership cancellation and missing an extension deadline will result in membership cancellation. Following these two situations, a member must apply back through the MTAM Membership Reinstatement process.

## Reporting Methods

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Required documents for reporting CECs include but are not limited to certificates of completion, MTAM declaration forms\*, and MTAM Event sign-in sheets. Documents may be sent to MTAM via email, fax or mail. A mobile phone photograph sent via email of certificates and forms are preferred.

\*Declaration forms can be found in in the member's only portal of the MTAM website under Education Resources.