

Massage Therapy
Association of Manitoba

ECC PROGRAM FREQUENTLY ASKED QUESTIONS

The **Education & Continuing Competency Policy** document should be read in conjunction with this document.

This document is a working document. The more questions we get, the more we will update the information to the benefit of our members. Current as of July 12, 2018.

SECTION 1: By the Numbers – Dates, Deadlines and Credits

---When does my first Education & Continuing Competency (ECC) cycle begin?

Your cycle will begin on September 1 of the calendar year that you join MTAM. E.g. If you join MTAM at any time in 2017, you will be assigned to the 2017-19 cycle which begins on September 1, 2017.

---I can't remember what ECC cycle I'm in. How do I figure that out?

[Login to the Members-Only Portal](#) of the MTAM website and click on **Training History and Compliance** to see your current cycle dates.

---How long is my ECC cycle?

Two years long. Every cycle begins on September 1 and ends on August 31 two years later. E.g. If you are in the 2017-19 cycle, it began on September 1, 2017 and will end on August 31, 2019.

---How many Credits do I need to complete in a cycle?

You will need to complete 24 Continuing Education Credits (CECs) each cycle. At least 18 CECs must be Core Competency/Primary credits and 6 more CECs may be either Complementary/Secondary **or** Core Competency credits.

---What are Core Competency/Primary credits?

Core Competency activities (formerly called Primary) = Activities / courses that are directly aligned with the Scope of Practice and Business of massage therapy.

---What are Complementary/Secondary credits?

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.

---What happens if I am unable to complete 24 CECs during my cycle?

A member who is experiencing difficulty completing the 24 credits should contact MTAM as soon as possible. They must provide a written explanation detailing the reason that they are not able to fulfill their ECC obligations and outline a plan to complete the credits within a reasonable time frame. Submissions are considered on a case-by-case basis.

SECTION 2: Submitting Credits

---When do my CECs have to be completed and submitted by?

Your CECs need to be completed and submitted **during** your current cycle. E.g. If you are in the 2018-20 cycle which begins on September 1, 2018 and ends on August 31, 2020, all of your CECs must have been completed and submitted on or between those dates.

---How do I submit CECs to add to my training history?

MTAM hosted courses or events:

Make sure you sign-in at the course! The sign-in sheet is used to verify your attendance in order to enter your credits for the course/event. You are not required to send anything else in.

Non-MTAM course or event:

If the course is on the pre-approved list, just [send in](#) a copy of the certificate of attendance or a letter from the course provider stating that you attended and the date that you completed the activity. If the course is NOT on the pre-approved list, a course approval application must be submitted for review:

[Course Approval Criteria and Submissions.](#)

Self-Directed activities:

Activities such as some leadership activities, volunteer work directly related to massage therapy and completing book, article and DVD reviews require the completion of a declaration form. Declaration forms for all approved self-directed activities can be found on the Resources page in the [members-only portal](#) of the MTAM website.

---Can I save up all of my certificates for the whole cycle and just send them in at the end of the cycle?

Please don't! All certificates and other education documents should be submitted as soon as possible (within 30 days and before the cycle deadline). Waiting longer than that increases the chance of losing or misplacing your documentation.

If you are submitting a course or activity that has not been pre-approved for credits, extra time is required to complete the course review process. This may affect your compliance at the end of the cycle if the course review process cannot be completed in time or if the course application is declined.

---I found a certificate for a course that I completed 4 years ago. Can I still get credits if I submit it now?

Unfortunately, no. Courses or activities must be completed and submitted during your current cycle in order to receive CECs. E.g. If your current cycle is the 2018-20 cycle, only courses or activities completed on or between September 1, 2018 and August 31, 2020 may be applied for CECs.

---Can I submit a course or activity that has not been pre-approved for credits?

Yes - however, there is no guarantee that the course will be approved or what type of CECs may be awarded. To avoid disappointment, it is recommended that you *inquire about course approval before paying for a*

course. If the course is declined it may affect your cycle compliance which could result in professional fines and/or penalties.

SECTION 3: Approved Courses and Course Approval Applications

FOR MEMBERS:

---Where do I find a list of MTAM approved workshops/courses?

There is a complete list of approved courses on the MTAM website in to the [members-only portal](#), click on **Approved Education Courses and Resources**. Finally, click on the **Approved courses link**.

If you don't see what you are looking for there, contact the [Education & Event Manager](#) to see if the course is currently under review or if a new course approval application needs to be made.

---How do I get a new course approved for CECs with MTAM?

If a course is not currently not on our approved courses list, we have either not yet received an application to review it or it may have been previously approved, and the course provider did not reapply for approval after the original 2-year approval period.

Applications for course approval must be made by the course provider or instructor via the MTAM website online application system [Continuing Education Course Approval Application](#). Members should contact the course provider or instructor well in advance of signing up for a course and request that they apply for course approval. **Please note!** It can take up to 8 weeks to complete a review of a course approval application.

---What happens if I contact the course provider and they do not respond to my course approval application request?

Members may be able to submit a course approval application on their own but should be aware that if they are not able to submit all of the required course and instructor information, the application will not be accepted as the ECC committee will not be able to properly review the course.

---Who does the assessment of workshops/courses?

Education and Continuing Competency committee members are a group of massage therapist volunteers who meet monthly (with the exception of July, August and December) to review course approval applications and help with other education related activities.

FOR COURSE PROVIDERS:

---How do I submit an application for course approval?

Visit out [Course Submission Page](#) for approval or jump directly to the [Continuing Education Course Approval Application](#).

SECTION 4: Other Frequently Asked Questions

---I'm a new graduate - do I need to earn CECs immediately?

Yes - But don't worry. There are a host of free/inexpensive and convenient ways to earn the required CECs. Your first few years of practice can present a number of challenges. MTAM has created a New Member Orientation session and several courses that will help you overcome these challenges and support you in your entry to the massage therapy profession.

---If I am a non-practicing member, do I still need to complete CECs?

Yes. All MTAM members – practicing and non-practicing – are required to participate in the continuing competency program and maintain compliance in each cycle.

---I have been practicing for a long time and have been to all of the courses in which I am interested. Why do I still have to earn credits?

Every profession changes with time. Clinical and business-related procedures and best practices, evolve and improve with time and emerging research. Professionals must do their best to stay up to date with these changes while still maintaining competence in entry level skills. Outdated knowledge can be harmful to clients and detrimental to your massage therapy business. Engaging in continuing competency activities will help you deliver the best care to your clients and help ensure that you are using sound business practices.

---I write a massage therapy blog on my clinic's website. Does that count for credits?

Maybe - If your blog/website/pamphlet/booklet consists of client/public education material that is:

- Clear, accurate, appropriate and evidence based

AND

- Includes direct references to reliable sources of information. You can receive up to 6 core competency credits per cycle. A copy of the item must be submitted along with the references used and a declaration confirming it is your own original work and indicating the number of hours involved in creating it.

---I completed more Core Competency credits than I needed to this cycle. Can I use some of them toward my next cycle?

Yes - Up to 24 core competency credits (excluding leadership credits) can be carried over from the current cycle to the next cycle. CECs cannot carry forward more than one cycle.

---Can I carry forward extra Complementary credits too?

No - Members may complete up to a maximum of 6 complementary credits in a cycle. Any additional complementary credits will not be recorded and there are no extra credits to carry forward.

---If I have completed 24 or more core competency credits before my cycle ends (but I have not completed 6 complementary credits), why does my online profile show me as "not compliant"?

You are technically compliant. However, your online profile will show you are not compliant until you have 6 complementary credits assigned. The MTAM office will convert up to 6 extra core competency credits to complementary credits at the end of your cycle, or you can request this conversion earlier if you prefer.

---What are leadership credits?

Leadership credits are given for leadership activities such as:

- Teaching or assistant teaching at a recognized massage therapy school
- mentoring another RMT or a massage therapy student
- presenting workshops or seminars on core competency topics
- clinical supervision and/or practical examination of students at a recognized massage therapy school
- participation on the MTAM board or committees
- participation on a committee specifically relevant to the massage therapy profession and pre-approved by the ECC committee
- Extra leadership credits may not be carried forward to the next cycle.