

Massage Therapy
Association of Manitoba

COURSE APPROVAL CRITERIA

Course Approval Criteria

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 and continuing competency plan. The Association also believes that public safety and our professional reputation should be our primary concerns. This policy is intended to set the standards and criteria for the education and continuing competency endeavors of the MTAM members.

The approval of courses/workshops and related activities for continuing competency credits by the MTAM Education and 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, Practice Standards, and MTAM Policies. The choice of courses and the 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.

Background

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

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 currently approved list, then an application must be submitted for review to the Education and Continuing Competency Committee. It is recommended that the request for approval be made at least eight weeks prior to the start of the activity to permit the Committee to review and approve the course.

- Courses (and their instructors) that have been approved by MTAM will state MTAM credits on course notifications received via the InTouch newsletter, MTAM email notices, MTAM web-site, or other MTAM member mail outs.

- Members should be aware that courses previously approved more than 2 years ago may not continue to be recognized for the same number and type of credits. Course providers are asked to re-submit course material for review and approval every 2 years or sooner if changes are made to the course content or if an alternate instructor is used.
- Members should be aware that courses or instructors approved by other provincial jurisdictions are not necessarily approved by MTAM. As well, the designation of activities as either core competency/primary or complementary/secondary may also vary between provincial jurisdictions.

Procedure for Course Approval

- Members requesting the Committee to review courses for approval must contact the course provider or instructor to request that they submit an application via the online application form on the MTAM website.
- 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 Committee will not be able to properly review the course.
- Instructors or course providers requesting the Committee to review courses for approval should proceed directly to the MTAM website to complete the online application form.

Please be prepared to supply the following information in your course approval application:

1. A description of the course content and a detailed course outline.
2. A statement or list of overall learning outcomes relevant to the massage therapist's continuing competency within their practice. This should identify what specific knowledge and skills the therapist will acquire by the end of the course.
3. The total number of instructional hours (theory & practical), not including breaks.
4. A detailed description of the instructor's credentials relevant to teaching this course for RMTs. This should include information about **relevant education and experience**, professional credentials, association memberships, and any other information that describes the instructor's qualifications. A resume is encouraged. Short bios on their own are considered insufficient documentation of credentials.
5. Identify the method of participant evaluation. (ex. Quiz/exam, Instructor observation)
6. Course manuals, course timelines and other materials may be useful and can be uploaded into the application.

- The Committee will categorize approved courses as core competency or complementary credit activities and assign credits accordingly.
- The Committee may not approve all courses or activities, and in such cases, no credits will be assigned.
- The Committee will notify the individual who requested the review for course approval of their decision, including the number and type of credits approved, if any.
- The Committee may require 8-10 weeks for a response to the request for approval. Approval of courses can be a lengthy process, so members are encouraged to submit requests to course providers well in advance of the course. The approval process will be delayed if the application does not include the required items listed above.
- If an application is received after the course has already been completed, there is no guarantee as to the kind of credits, if any, that the Committee will grant.

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.

Further, instructors who are not fully qualified massage therapists as per MTAM standards may not be considered qualified to teach primary massage therapy modalities and techniques.

It is recommended that the request by instructors seeking accreditation be made at least eight weeks prior to the start of the activity to permit the Committee to review and approve the course/instructor.

The Committee may decline to approve courses, or may assign complementary/secondary credits 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.

Instructors may be considered qualified instructors by MTAM if:

- The instructor is a qualified Registered Massage Therapist in Manitoba, or in a regulated jurisdiction, or within their home jurisdiction provided the qualification is consistent with MTAM standards (i.e. RMT),

OR

- is qualified as another recognized or regulated health care professional who can reasonably be expected to teach RMTs safe and effective assessment and treatment, home care knowledge and skills

within a health care context (such as: MD, DC, DO, PT, AT, OT, RN, or other qualified health professional).

AND

- The instructor must be in good standing with their regulatory body and/or professional association and holds a status that is active, practicing, non-practicing or retired. Associate members (physio, AT, OT, etc.) would require the same.
- The instructor must be a clinician/professional who, at minimum, has equivalent knowledge and competencies to that of RMTs.
- The instructor holds current registration or certification in their profession.
- The instructor has all the required training, certification and sufficient experience to perform and to teach the specific modality to RMTs for use in a health care context. (In some cases, this criterion may suffice in lieu of the above criteria – at the discretion of the Committee. Revised Feb 2012)
- The instructor is a member of a professional association and/or regulatory body that recognizes and includes the modality, if available.
- The instructor has all the required training, experience and certification to perform and to teach the modality.
- 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.
- The instructor is faculty member of a Public University or College.

Instructors must provide a curriculum vitae and supporting documents, as necessary, will be submitted with the application for course approval. Links to websites and a brief biography are inadequate.

If an instructor is not a member of their regulatory body and/or professional association if available in the jurisdiction(s) where they practice, they are not appropriately credentialed.

While it may be difficult to determine that internationally credentialed instructors meet the required criteria, the MTAM intends to confirm these criteria. It is the responsibility of the instructor(s) to assist in this process. Course approval may be delayed as a result.