



## 2018 Initial Registration Document Checklist

Please submit this document with the items listed below **by mail**.

Please include a hard copy *Initial Registration Application Form* or complete an online application form by logging in to your CMTO profile. Do **not** complete both.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ CMTO ID Number: \_\_\_\_\_

Please sign this document and mail it to the CMTO along with the following:

- Black & white or colour headshot of any size. Please print your name on the back of your photograph. This photograph will be printed on your CMTO wallet ID card. The photograph should present a professional image.
- Original** signed report of the results of a criminal record screen which must be a Vulnerable Sector Check. The report must have been conducted no more than six months before the date of registration and obtained from your local Canadian police service. Photocopies are **not** accepted.
  - If the report indicates a criminal finding, applicants must submit a detailed explanation of the circumstances that led to the criminal finding. Applicants may be asked to provide a copy of charging documents and court transcripts related to the matter.
  - If the report indicates any type of driving offence, applicants must also submit an up-to-date (no more than three months old) Certified Complete Driver's Record which can be obtained from ServiceOntario.
  - The report must include records of discharges which have not been removed from all databases in accordance with the *Criminal Records Act* and records of outstanding criminal charges of which the OPP is aware.
  - The full name listed on your application form must match the name appearing on the Vulnerable Sector Check. The report must also indicate that a search was conducted under all current, previous, former or maiden names of the applicant.
  - If you have had a Vulnerable Sector Check conducted previously, you will not be able to use the same report for your registration with the CMTO as the *Criminal Records Act* requires that Vulnerable Sector Checks be conducted for individual positions.
- Photocopy of your current and valid *Certificate of Insurance (COI)* verifying professional liability insurance for a minimum coverage amount of \$2 million per occurrence, \$5 million aggregate per year, and a deductible of not more than \$5,000.
  - A receipt from your professional association or insurance payment receipts do not verify coverage and are **not** accepted.
  - To avoid processing delays, please be sure your insurance is in effect when your application is submitted.

- Photocopy of government-issued identification. Please submit any one of the following only: Canadian Birth Certificate, Canadian Passport, Canadian Citizenship Card or Certificate, Permanent Resident Card or Work Permit issued by Citizenship and Immigration Canada permitting you to practise Massage Therapy.
  - Your Ontario Driver's Licence or Health Card will **not** be accepted.
- Photocopy of current and valid CPR and First Aid certification. You must provide proof of CPR in level A, B, C or HCP and First Aid in Emergency or Standard level.
- Applicable fees for your initial registration. Please refer to the *Initial Registration Application Guide* for a fee chart. The CMTO does **not** accept personal cheques.
- Letter of Standing (if applicable). If you are currently or were previously registered to practise in any regulated profession in any jurisdiction, please arrange to have your regulatory body send a letter confirming your current standing directly to the CMTO. Your initial registration application will not be processed if this letter has not been received directly from your regulator. If you are a Massage Therapist from British Columbia, Newfoundland, or New Brunswick and a Letter of Standing has already been submitted from your regulator as part of your application under the Canadian Free Trade Agreement (CFTA), an additional letter is not required.

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### Receiving Your Registration Package

Once your complete application is received, your documents will be reviewed and processed within 10 business days if there are no outstanding concerns. Your Certificate of Registration will be sent by Canada Post Xpresspost to your preferred mailing address on file. If more information is required, you will be notified by email within 10 business days.

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### Important Information About Your Annual Renewal of Registration

It is important for applicants to understand the registration renewal cycle and how it will affect their first renewal. The registration period is based on the calendar year (January 1 to December 31). All registrants of the College must complete the annual registration renewal process by December 31<sup>st</sup>, 2018 11:59 pm ET. Registrants who do not complete their renewal by December 31<sup>st</sup> will have their Certificate of Registration suspended.

All registrants will be notified by email with information about how to complete the 2019 online renewal process.

**PLEASE NOTE: If you are applying for registration late in the year and may not be able to pay an additional registration fee for 2019 by the end of this year, you are encouraged to apply for registration at a later time and submit your initial registration application in the new year.**

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I have read and understand all of the information provided above:

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_