



College of
Massage
Therapists of
Ontario

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Massage Therapy Education and Credentials Assessment (MTECA) Handbook

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This handbook includes the policies and procedures for the Massage Therapy Education and Credentials Assessment (MTECA) process in Ontario. Although accurate at the time of publication, subsequent changes may take place without prior notice. The College will attempt to advise candidates of important changes but reserves the right to make any changes necessary at any time without advance notice.

Please visit our website at www.cmtto.com for the most current version of this handbook and for new or revised policies.

1 Introduction

1.1 About this Handbook

This handbook is written for individuals who wish to apply for registration with the College of Massage Therapists of Ontario (CMTO) and who did not graduate from a Massage Therapy program at a private vocational school in Ontario, or a College of applied Arts and Technology in Ontario (hereinafter referred to as “approved” Massage Therapy programs).

Before being eligible to apply for the CMTO Certification Examinations, candidates must have graduated from an approved Ontario Massage Therapy program or must have education and qualifications equivalent to those provided by an approved Massage Therapy program in Ontario. The Massage Therapy Education and Credentials Assessment (MTECA), together with the CMTO Standards and Regulations eWorkshop, is used to determine if a candidate has equivalent education and is therefore eligible to complete the College’s Certification Examinations.

This handbook describes the MTECA process so that applicants know what to expect. It provides information about how to apply, how applicants will be assessed, and what happens after applicants receive the results of an assessment.

The Resources and Links section of this handbook provides further information about working in health care in the province of Ontario, understanding the standards of practice of Massage Therapy in Ontario, Massage Therapy education in Ontario, and information about the College’s Certification Examinations and the registration process.

IMPORTANT: The Massage Therapy Education and Credentials Assessment is not required if advanced standing towards a diploma program by an approved Massage Therapy school in Ontario has been granted. Applicants are encouraged to contact an approved school directly to inquire about advanced standing or how they may combine prior training with the completion of additional training to bring credentials to the equivalent of an Ontario diploma program. For a list of approved Massage Therapy schools in Ontario, please refer to the Resources and Links section at the end of this handbook.

1.2 About the College of Massage Therapists of Ontario

The College of Massage Therapists of Ontario (“the College”) regulates the Massage Therapy profession in Ontario. The College is dedicated to protecting the public, and promoting the highest possible quality of Massage Therapy practise in a safe and ethical manner.

As part of our responsibility to the public, we implement practice requirements, administer the Certification Examinations and promote continuous improvements of Massage Therapists’ knowledge, skills and abilities. The College also promotes research and development of expertise in the Massage Therapy profession.

1.3 Practising Massage Therapy in Ontario

Only members of the College holding a certificate of registration are entitled to hold themselves out as Massage Therapists or use the titles “Massage Therapist” or “Registered Massage Therapist” or any abbreviation or variation of those titles. The College is the sole regulator of Massage Therapists in the province of Ontario and the only entity that issues certificates of registration.

Many Registered Massage Therapists in Ontario are self-employed health professionals. They work in a variety of settings, most often in Massage Therapy clinics and health-related offices such as health clinics, private practice, rehabilitation centres, health spas, health and fitness clubs, nursing homes, community health clinics, and hospitals. Clients may make appointments with Massage Therapists without being referred by a medical doctor.

Registered Massage Therapists assess, treat and prevent physical dysfunction and pain of the soft tissue and joints of the body.

1.4 Language Fluency Requirements (English and French)

The Registration Regulation under the *Massage Therapy Act, 1991* requires an applicant for registration to be “able to speak and write either English or French with reasonable fluency”. This is necessary in order to safely and competently practise the profession. If an applicant’s first language is not English or French and secondary school was not completed in either English or French, they will be required to provide evidence of fluency before applying to take the Certification Examinations. More information about the fluency requirement is available in the College’s [Language Fluency Policy](#) including the standardized tests accepted by CMTO and the required minimum scores.

2 The MTECA

In order to be considered for the MTECA, applicants must be able to demonstrate that they meet the following criteria:

- The applicant must have graduated with a diploma, certificate or degree in Massage Therapy;
- The program must be established as post-secondary;
- The program must be established as a separate school, faculty, division or department recognized by the appropriate government agency in the jurisdiction;
- The program must have included a supervised clinical component with direct client care;
- The program must have included learning outcomes, competencies and evaluation criteria set out in a clear, concise and detailed manner.

Please Note: All documents must be submitted from the educational institution to the College **in the language of instruction**. If the language of instruction is not English or French, the applicant must obtain

a copy of the original documents from their educational institution and have all of the required documents translated to either English or French by a certified translator which must then be submitted to the College directly from the certified translator. The applicant is responsible for any translated and associated costs.

If the educational institution has an official translation of the documents required for the MTECA process in either English or French, the institution must send the original documents to the College in the language of instruction accompanied by the translated documents signed by the educational institution.

If the College receives any documents from the educational institution in a language other than English or French, a copy of the documents will be sent to the applicant who is responsible for having the documents translated and arranging to have the documents submitted by the translator directly to the College.

All documents must be translated by a certified or official translator who is authorized to officially sign and stamp translations. All translated documents must include a certified seal.

2.1 Completing the MTECA Application

The College accepts MTECA applications throughout the year. The MTECA application package is available on the College website and provides detailed instructions about the required documents and fees. As applicants will need to obtain required documentation in their home jurisdiction, it is encouraged that they begin the MTECA application process prior to arriving in Ontario.

The application package available on the College website contains the following documents:

- **Self-Evaluation of Education and Credentials Form** – It is recommended that this form be completed prior to considering the MTECA process as it will provide the applicant with an understanding of the competency standards taught in approved Ontario programs. To assist in the mapping process, the applicant must contact their educational institution to request copies of academic records and course descriptions as reference material when completing their self-evaluation. The process of completing the self-evaluation form will serve as a guideline for the applicant to determine whether proceeding with the MTECA process or pursuing an alternative course of action is appropriate.
- **MTECA Application Form** – This form asks some general questions about the applicant's contact information and educational background. The required application fee must accompany the form in the amount and in one of the payment methods indicated. The applicant must provide consent and acknowledgement by making a declaration as indicated on the form which must be signed and dated.

- **Document Request Form** – This form must be completed by both the applicant and their educational institution. After completing Section A, the applicant must arrange to have their educational institution complete all of Section B and affix a school seal to the document. Along with a completed Document Request Form, the educational institution must send the following to the College directly:
 - A program catalogue, if available;
 - Official transcript or academic record which demonstrates that the program included a clinical component and includes grades or marks earned in each course;
 - Documentation of supervised clinical practice hours with detailed descriptions of areas practiced;
 - Full program syllabus from the time of the applicant’s study with detailed course descriptions which document content and competencies, objectives and learning outcomes;
 - Grade scale or explanation of grading system relevant to the applicant’s time of study;
 - Weighing factors of each course which provides a breakdown of worth for each course in the entire program;
 - An official statement confirming the Massage Therapy program is established as post-secondary, a separate school, faculty, division or department recognized by the appropriate government agency in the jurisdiction.

- **Professional Development Activity Report** – Applicants must use this form to demonstrate any continuing professional development activities they have undertaken. Supporting documentation (original or notarized copies) confirming the applicant’s participation in each activity must be submitted. Please refer to the Professional Development Activity Report for information about types of acceptable evidence to validate professional development activities.

- **Application Checklist** – This document provides an itemized list of all required components which must be received by CMTO from the applicant and directly from third parties to complete an MTECA application. Applicants must use the checklist to confirm they have included the required documents with their application and have arranged to have third parties submit the necessary additional documents directly to the College. This checklist must accompany the application package as it will be used by College staff for administrative purposes.

2.2 Submitting Documents

The following documents must be submitted by the applicant:

- **MTECA Application Form**, including the following:
 - **Required fees** – An Application Fee of \$100.00 must accompany the application form and will be processed upon receipt. The remaining Assessment and Credentialing Fee of \$850.00 will be due after all required documents have been received from the applicant, credentialing agency, and educational institution. The College will contact the applicant once all documents have been received and will request the remainder of fees at that time.
 - **Diploma, certificate or degree** – Original or notarized copy of Massage Therapy diploma, certificate or degree. A simple photocopy will not be accepted.
 - **Proof of legal name change (if applicable)** – If an applicant has undergone a legal name change, a notarized copy of a legal name change document must be provided. This is not required if the applicant has not had a legal name change and all the documents received by the College indicate the applicant's name consistently across all documentation.
 - **Self-Evaluation of Education and Credentials Form**
 - **Professional Development Activity Report**
 - **Verification of professional development** – Original or notarized copies of documentation verifying attendance, name of the activity or course, description of the course, the name of the lecturer(s), and the number of course hours must be submitted. If the College receives documents in a language other than English or French, copies will be provided to the applicant who is responsible for having them translated by a certified translator who must send the translations directly to the CMTO along with the original documents in the language of origin.
 - **MTECA Application Checklist**

The following documents must be submitted directly to CMTO by third parties:

- **Completed Document Request Form** – This must be submitted by the educational institution and accompanied by all of the required documentation listed on the form. If the language of instruction is not English or French, all documents must be translated by a professional who is certified to do so.

- **Credential agency assessment report** – A report from one of the independent educational credential evaluation services noted below must be submitted directly to the College from the agency and must confirm the following:
 - Jurisdiction of education;
 - Name of Educational Institution;
 - Length of program;
 - Specific credential attained (diploma, certificate or degree) and the year granted;
 - Massage Therapy program was a post-secondary program;
 - Program was delivered by an education program, faculty, division or department recognized by the appropriate government agency in the jurisdiction;
 - Area(s) of specialization and the Canadian equivalent.

Note: It is important that all evidence submitted in support of an MTECA application be substantive. Having documentation notarized as a true and accurate record by a professional with the applicable authority is a vital part of preparing a portfolio of evidence. If an applicant would like to have the original documents returned to them, a written request must be included with the application package.

If an applicant is unable to obtain any of the required original documents, they may contact College for information about submitting alternative documentation.

2.3 Credential Assessment Agencies

The following credential assessment agencies are recognized by CMTO. For more information, please visit each website and contact the agency directly:

- World Education Services (WES) - <https://www.wes.org/ca/>
- International Credential Assessment Service of Canada (ICAS) - <https://www.icascanada.ca/>
- Comparative Education Service (CES) - <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces>
- International Credential Evaluation Service (ICES) - <http://www.bcit.ca/ices/>

2.4 Education and Credential Assessment

The assessment process will not begin until all of the required documents have been received by the College. An application package will be reviewed to assess whether an applicant's education is equivalent to the competency standards currently being taught in approved Ontario Massage Therapy programs.

An assessment of a complete application package will usually be conducted within four to six weeks. Upon completion of a thorough review, the assessment team will produce a comprehensive report. In the event that any gaps or deficiencies are identified, this information will be included in the report. The report will be submitted to the Registration Committee for consideration to determine whether the

applicant's education and qualifications are equivalent to current and approved Massage Therapy programs in Ontario.

3 Results and Decision of Assessment

The Registration Committee will meet to consider the assessment report usually within four to six weeks from the date the assessment is completed. The Registration Committee will determine one of the following:

- The applicant's education and credentials are equivalent to a Massage Therapy education program currently approved in Ontario pending successful completion of the Standards and Regulations eWorkshop; or
- The applicant's education and credentials are not equivalent to a Massage Therapy education program currently approved in Ontario and completion of an approved Ontario Massage Therapy diploma program is required before the College's Certification Examination may be attempted.

Written notification of the Registration Committee decision will be issued within 30 days of the decision being made.

3.1 Access to the College's Certification Examinations

As noted above, equivalence is not achieved until MTECA candidates whose foundational education has been accepted have successfully completed the CMTO Standards and Regulation eWorkshop. After successful completion of the eWorkshop, the candidate may attempt the College's Certification Examinations. This online workshop completes the equivalency process by providing an overview of the regulatory environment for the Massage Therapy profession in Ontario including the relevant legislation, standards of practice, policies and bylaws.

Successful completion of the Certification Examinations is a non-exemptible requirement for registration with the College. There are two components to the College's Certification Examinations: the Objectively Structured Clinical Evaluation (OSCE) and the Multiple-Choice Examination (MCQ). MTECA candidates who have been granted access to the Certification Examinations will be contacted by the Certification Services Department with detailed information about the examination registration process and date availability. For more information, please visit the [Certification Examinations](#) section of the College website.

Please Note: MTECA candidates given access to the Certification Examinations have a three-year timeframe from the date they have been assessed as equivalent by the MTECA to successfully complete the examinations and register with the College. After this timeframe, completion of an approved Refresher Course is required prior to attempting the Certification Examinations.

3.2 Approved Ontario Massage Therapy Diploma Programs

If an applicant's education is assessed as not equivalent to an approved Ontario Massage Therapy education program, the applicant will be referred to the approved Massage Therapy diploma programs in Ontario. Ontario diploma programs in Massage Therapy are offered through private career colleges and Ontario community colleges approved by the Ontario Ministry of Advanced Education and Skills Development.

A list of [Massage Therapy Schools](#) offering recognized diploma programs approved by the Ministry of Advanced Education and Skills Development is available on the College website in the *Approved Schools in Ontario* section.

4 Review of Registration Committee Decision

If a candidate is not satisfied with the decision made by the Registration Committee, they may still proceed with an application for registration and then request a review to the Health Professions Appeal and Review Board (HPARB), which is a separate entity from the College and conducts its own review of the candidate's application.

5 Privacy Policy

The College adheres to a strict [privacy code](#). To respect privacy and to ensure clear and accurate information is provided, the College communicates directly with the applicant. Only in exceptional circumstances will the College communicate with family members or friends of an applicant. Applicants are always entitled to retain a lawyer or paralegal and the College may communicate with a legal representative or the applicant, but not both.

6 Resources and Links

6.1 Regulations, Policies and Guidelines

It is important that applicants read, understand and comply with the requirements of Ontario health care legislation including the following, both of which prohibit anyone other than a member of the College from holding himself or herself as a Massage Therapist in Ontario:

- *Regulated Health Professions Act, 1991*,
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_91r18_e.htm

- *Massage Therapy Act, 1991*
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_91m27_e.htm

In addition to legislation, it is important to review the requirements of the College of Massage Therapists of Ontario which include:

- [Standards of Practice](#)
- [Code of Ethics](#)
- [Policies](#) and [Guidelines of the College](#)

6.2 MTECA Preparation

In preparing for the MTECA process, applicants are encouraged to review the [Inter-Jurisdictional Massage Therapy Competency Standards](#) that form the basis of approved Massage Therapy education in Ontario. The Competency Standards can be reviewed prior to application and in advance of arriving in Ontario.

Questions related to the MTECA process including registration with the College can be addressed to registrationservices@cmtto.com.

6.3 Massage Therapy Education in Ontario

A list of [Massage Therapy Schools](#) offering recognized diploma programs approved by the Ministry of Advanced Education and Skills Development is available on the College website in the *Approved Schools in Ontario* section.