



the **College**
OF MASSAGE THERAPISTS

of Ontario

Certification Examinations

Candidate Handbook

2010

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Candidate Handbook

2010

The Handbook includes the policies and procedures for the Massage Therapy Certification Examinations 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 the website www.cmta.com for the most current version of this Handbook and for new or revised policies.

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1 General Information

1.1 The College of Massage Therapists of Ontario

The College of Massage Therapists of Ontario is dedicated to excellence in protecting the public, serving its members, and promoting the highest possible quality of the practice of massage therapy in a safe and ethical manner.

The College, one of this province's health regulatory bodies, exists to protect the public interest and to regulate the profession of massage therapy.

Through the maintenance of high professional standards, the College of Massage Therapists of Ontario ensures ethical, high-quality health care.

As part of its responsibility to the public, the College sets minimum entrance to practice requirements, administers the certification examinations and promotes continuous improvement of massage therapists' knowledge, skills and abilities through the Quality Assurance Program.

The College also promotes research and development of expertise in the massage therapy profession.

Candidates are expected to read, understand and comply with all requirements of the *Regulated Health Professions Act, 1991*, *Massage Therapy Act, 1991*, Regulations, Standards of Practice, Code of Ethics, Policies and Guidelines of the College.

1.2 Certification Examinations and Registration with the College

There are two components to the College's certification examination: the Objectively Structured Clinical Evaluation (OSCE) and the Multiple-Choice Examination (MCQ). Successful completion of both components of the certification examination is one of the conditions for registration with the College.

Massage therapy students or graduates who have not yet taken, or have failed the certification examinations are not yet members of the College and are advised they should not practise massage therapy or hold themselves out as Massage Therapists before they are registered with the College.

If the College receives a complaint about a student or graduate of a massage therapy program who is, or has been, practising before being registered, the information will be investigated. When the student or graduate files an application for registration, the complaint will be reviewed by the Registrar for a decision.

The Registration Committee will make a decision about whether to refuse to register the applicant or to impose terms, conditions, or limitations on the certificate. They will consider the individual's decision to practise massage therapy while unregistered, and may determine that the individual has not adhered to the four Principles of the Code of Ethics and does not meet the registration requirement to demonstrate that he/she has the required judgment to practise safely and ethically.

In the past, the Registration Committee has refused to register graduate(s) who practised before registration with the College.

Please refer to Appendix B in section 14 for the full position statement.

1.3 Examination Regulation

The following is taken directly from the *Massage Therapy Act, 1991*:

ONTARIO REGULATION 544/94

AMENDED TO O. REG. 388/06

GENERAL

PART I EXAMINATIONS

1. In setting the examinations to be taken by applicants to the College for registration, the College shall specify the general areas of competency to be examined and shall ensure that the examinations provide a reliable and valid measure of a candidate's competency in knowledge, skills and ability for the practice of massage therapy in Ontario. O. Reg. 266/04, s. 1.

2. Written and practical examinations shall be offered at least twice yearly and at such other times as the Council considers necessary. O. Reg. 266/04, s. 1.

3. (1) Subject to subsection (2), a candidate who fails the examinations may apply for re-examination. O. Reg. 266/04, s. 1.

(2) In every case where a candidate has failed the examinations three times after obtaining a diploma from a massage therapy program acceptable to the Registration Committee, the candidate is not eligible to apply to take the examinations again without obtaining another diploma from a massage therapy program acceptable to the Registration Committee. O. Reg. 266/04, s. 1.

4. Ontario Regulation 712/93 (Examinations) made under the Act continues to apply to a person who had, before the revocation of that regulation, applied to take the examinations for the purpose of applying to the College for registration. O. Reg. 266/04, s. 1.

Exception

Candidates who paid for their first examination **prior to** August 26, 2004 are subject to the revoked regulation. The **old** Ontario Regulation 712/93 is still in effect for these candidates as follows:

(3) A candidate who fails the examinations may apply for re-examination twice. A candidate who fails a third attempt of the examinations must submit, to the Registration Committee, proof of remediation and upgrading in accordance with policy guidelines issued by the College before the candidate may retake the examinations. A candidate who fails the examinations may retake them not more than two years after the failure, but if the candidate presents to the Registration Committee proof of remediation and upgrading in accordance with policy guidelines issued by the College, he or she may retake the examination more than two years after the failure.

Ontario Regulation 712/93 (Examinations) made under the Act continues to apply to a person who had, before the revocation of that regulation, applied to take the examinations for the purpose of applying to the College for registration. O. Reg. 266/04, s. 1.

1.4 Certification Examinations and Registration with the College

There are two components to the College's certification examination: the Objectively Structured Clinical Evaluation (OSCE) and the Multiple-Choice Examination (MCQ). Successful completion of both components of the certification examination is one of the conditions for registration with the College.

Massage therapy students or graduates who have not yet taken, or have failed the certification examinations are not yet members of the College and are advised they should not practise massage therapy or hold themselves out as Massage Therapists before they are registered with the College.

If the College receives a complaint about a student or graduate of a massage therapy program who is, or has been, practising before being registered, the information will be investigated. When the student or graduate files an application for registration, the complaint will be reviewed by the Registrar for a decision.

The Registration Committee will make a decision about whether to refuse to register the applicant or to impose terms, conditions, or limitations on the certificate. They will consider the individual's decision to practise massage therapy while unregistered, and may determine that the individual has not adhered to the four Principles of the Code of Ethics and does not meet the registration requirement to demonstrate that he/she has the required judgment to practise safely and ethically.

In the past, the Registration Committee has refused to register graduate(s) who practised before registration with the College. Please refer to Appendix B in section 14 for the full position statement.

1.5 Registration Requirements for a General Certificate of Registration

As per *O. Reg. 864/93 of the MTA, 1991*, if you completed your massage therapy educational program more than three years prior to the date of the application for registration, you must have within fifteen months of application, successfully completed a refresher course approved by the Council in accordance with its policies.

The following is taken from *O. Reg. 864/93 of the Massage Therapy Act, 1991*:

- 6.** The following are registration requirements for a general certificate of registration:
1. The applicant must satisfy the Registration Committee, where he or she has previously practised massage therapy or another health profession in Ontario or any other jurisdiction, that there has been no finding of, and that there is no current proceeding involving an allegation of, professional misconduct, incompetence or incapacitation or any like finding or proceeding against the applicant that affects the fitness of the applicant to practise the profession.
 2. The applicant must satisfy the Registration Committee that he or she has not been convicted or charged with, and not found "not guilty" or acquitted of, an offence that affects the fitness of the applicant to engage in the practice of the profession.
 3. In the event that the applicant completed an educational program described in subparagraph i of paragraph 1 of subsection 5 (1) more than three years prior to the date of the application for registration, the applicant must have, within fifteen months of application, successfully completed a refresher course approved by the Council in accordance with its policies.
 4. The applicant must be a Canadian citizen or a permanent resident of Canada or authorized under the *Immigration Act* (Canada) to engage in the practice of the profession.
 5. The applicant must be able to speak and write either English or French with reasonable fluency. *O. Reg. 864/93, s. 6.*

1.6 Examination Content and Item Development

The certification examinations are based upon internationally recognized testing standards, designed to ensure fairness, openness and defensibility. The cornerstone of these standards is the requirement that the certification examinations be job-related. The education and experience requirements and the content of the examinations must reflect what competent massage therapists in Ontario do on the job.

In order to support this requirement, a full-scale job analysis is performed periodically in the form of a survey. The Standards of Practice, the Massage Therapy Competency Standards (MTCS) Document and related Legislation (*Regulated Health Professions Act, 1991* and the *Massage Therapy Act, 1991*) were used to establish an exhaustive list of tasks that made up the survey. Thousands of massage therapists across Ontario are invited to participate in the survey, the results of which are being used to establish the critical knowledge, skills, and abilities that make up the content outlines of the OSCE and Multiple-Choice Examinations.

In addition, the internationally recognized testing standards employed at the examinations ensure that each candidate is afforded an optimal, standardized testing experience. The certification examinations undergo rigorous psychometric review that is supported by the input of Subject Matter Experts (SME's), a highly trained group of massage therapists practicing in Ontario. The College, through the joint efforts of the psychometric consultants (Schroeder Measurement Technologies) and the College's Content Specialist, Certification Services (formerly called Examination Officer), ensures the development, administration and review of the certification examinations. For a list of College-approved references used by SME's for all examination questions, please go to <http://www.cmta.com/regist/regist1.htm>.

1.7 Eligibility for Certification Examinations

The following eligibility criteria apply to both the OSCE and MCQ exams.

Eligibility for Ontario educated candidates

An applicant educated in Ontario must have obtained a diploma in massage therapy from an approved private vocational school in Ontario or a College of Applied Arts and Technology in Ontario.

Massage therapy schools **must submit** their official graduation¹ list to the College **no later than 14 days** prior to each exam. If an applicant is not on the list, the candidate is removed from the examination schedule immediately and examination fees are refunded to the applicant without any additional administrative costs.

Eligibility for Canadian educated candidates (outside Ontario)

An applicant educated in Canada outside Ontario must have qualifications equivalent to those provided by the educational program currently being taught in schools and Colleges in Ontario.

Applicants must have their qualifications assessed and their eligibility determined **before** they are able to take the certification examinations. All necessary documents and payments must be forwarded to the Registration Manager. Once an applicant's credentials have been approved, admission to the certification examination is granted. For more detailed information including the forms necessary for establishing credentials, go to <http://www.cmta.com/CPLA/CPLA.htm> on the College's website.

Although you can apply and pay to write your MCQ online, you will not be able to schedule and take your MCQ until we have received and processed your school's official graduation list. Please allow up to 2 weeks for the College to process this list. If you have applied online but have not received your scheduling instructions, please contact the College.

¹ "Graduation List" refers to an official school list of candidates who have finished requirements to graduate from an approved massage therapy program.

Eligibility for Internationally educated candidates

An applicant educated outside Canada must have qualifications equivalent to those provided by the educational program currently being taught in schools and Colleges in Ontario.

Applicants must have their qualifications assessed and their eligibility determined **before** they are able to take the certification examinations. All necessary documents and payments must be forwarded to the Registration Manager. Once an applicant's credentials have been approved, admission to the certification examination is granted. For more detailed information including the forms necessary for establishing credentials, go to <http://www.cmta.com/CPLA/CPLA.htm> on the College's website.

1.8 Description of the Certification Examinations

The following sections detail the OSCE and MCQ test format.

1.8.1 OSCE

The Objectively Structured Clinical Evaluation (OSCE) is the clinical component of the College's certification exams. This exam is designed to evaluate both the candidates' knowledge and application of skill, and tests their ability to safely and effectively apply the principles and processes of massage therapy practice, within the context of multiple clinical scenarios in one of 7 test stations. Scores are given by massage therapist examiners based on the candidate's performance in each station. The overall score for the exam is the sum of the station scores. Competency area subtopics and the percentage of marks allocated to each competency area are provided in section 13.1 (i.e. OSCE content outline).

OSCE Station Specifications:

The OSCE consists of 7 test stations (detailed in the chart below). Candidates may be assigned to start at any station. Candidates will proceed sequentially from their starting point. For example, a candidate starting at station 6 would continue as follows: 7, 1, 2, 3, 4, and 5. Candidates receive their starting station position on the day of the exam, which is listed on the candidate badge issued at the College's reception desk.

Table 1: OSCE Stations & Descriptions

Station	Title	Station Descriptions
Station 1	Remedial Exercise/Self-care	The candidate is expected to assign specific therapeutic exercises and home-care to the client.
Station 2	Client Interview	The candidate is expected to obtain a relevant case history by conducting a client interview.
Station 3	Assessment 1	The candidate is expected to demonstrate their ability to perform specific assessment techniques (e.g. palpation, range of motion, neurological, orthopaedic testing, etc).
Station 4	Assessment 2	The candidate is expected to conduct an assessment to determine the nature of the client's presenting dysfunction.
Station 5	Treatment Plan/Consent	The candidate is expected to interact with the client to explain their treatment plan for initial and on-going treatment, and obtain informed consent.
Station 6	Treatment	The candidate is expected to perform a focused massage therapy treatment, given the presenting case history and assessment findings.
Station 7	Technique	The candidate is expected to demonstrate their ability to perform specific massage therapy techniques on specific anatomical structures.

Station 1-7: The combination of the 7 stations are designed to assess the candidate's ability to safely and effectively obtain a case history, conduct an assessment, outline a treatment plan and obtain

informed consent, perform a treatment, and assign therapeutic exercise and home-care. Candidates must be **focused** in their approach and tailor their interaction to **specifically address the presenting clinical problem**. Candidates are expected to do the work assigned within the time allotted. The OSCE lasts approximately 1½ hours.

1.8.2 **MCQ**

The MCQ is the multiple-choice component of the certification exams and consists of 100 questions administered within a time period of 115 minutes. This exam is designed to evaluate the candidates' theoretical knowledge in the three competency areas of health science, professional development and clinical science. Competency area subtopics and the percentage of questions allocated to each competency area are provided in section 13.2 (i.e. MCQ content outline). Test questions provide four options, where one option is correct and three others are incorrect distracters.

The Multiple-Choice Examination (MCQ) is administered on workdays, via computer, at a number of locations across the province. The examination can be taken either before or after the OSCE. At the beginning of the MCQ exam, the program will provide a tutorial to give the candidates time to gain confidence using the program and to test the system. The questions in this 5-minute tutorial are for demonstration purposes only and are not scored. Please take the time to answer these questions; they are designed to provide familiarization with the features of the computerized testing system.

The candidate's name and the name of the examination will be shown at the upper left corner of the screen. If either of these is incorrect, notify the test proctor before continuing.

A table in the upper right corner of the screen depicts the numbers of questions in the test, with a distinct colour-fill indicating the ones already answered. There is also a digital clock on the screen keeping track of the minutes left to complete the exam.

The examination is administered adaptively in three (3) groups of questions, 1-50, 51-75 and 76-100. This allows the opportunity to review questions only within each of the three groups of questions. For example, after answering all 50 questions in the first group, the program will prompt the candidates to review these questions. Candidates cannot return to questions 1-50 once they have moved on to question 51. Questions 51-75 may be reviewed in the same fashion, but once question 76 has been selected, candidates cannot go back and review questions 1-75.

Embedded in the examination are a number of "pre-test" questions, which are included in the examination for content development and statistical purposes only. These questions will not affect the candidates' examination score.

The Proctor will provide two sheets of blank scratch paper, which candidates may use during the examination. These papers will not be reviewed by the College, and are for the candidate's use during testing only. Both sheets must be returned to the Proctor upon completion of the test, whether or not they were marked by the candidate.

Candidates have the opportunity to make comments about individual test questions during the examination administration by clicking on a "comment on this question" button. These comments are reviewed by the College and Psychometric staff but do not affect the score on this question. After exiting the program, the examination results will be printed and provided to the candidates.

Be aware that an examination environment is never perfect so expect some noise, distractions, temperature variations, etc. Candidates may bring in personal earplugs or headphones to block out noise. The College is not responsible for any personal injury or articles lost, stolen, or broken at the examination centres.

2 Exam Scheduling and Fee Policy

2.1 OSCE Dates and Scheduling

The following sections detail OSCE dates, application deadlines and policies. For information on OSCE fees, go to section 2.4.

2.1.1 OSCE Dates and Scheduling

For each OSCE exam day, there are four exam sessions available: two in the morning and two in the afternoon (some exceptions apply). Candidates who wish to do their OSCE in **French** on the specified French exam days may have limited times and spaces available. For **Special Accommodation** candidates, the exam days are indicated by **SpAcc** below. French dates are indicated by **FR**. Generally there is a maximum of 28 spaces in each exam. Table 2 lists the dates for the 2010 OSCE Examinations.

Table 2: OSCE Dates & Deadlines

Examination Date	Latest Deadline to Apply and Withdraw/Reschedule without Penalty		Examination Date	Latest Deadline to Apply and Withdraw/Reschedule without Penalty
4-May-10	6-Apr-10		24-Aug-10	27-Jul-10
5-May-10	7-Apr-10		25-Aug-10	28-Jul-10
11-May-10	13-Apr-10		31-Aug-10	3-Aug-10
18-May-09	20-Apr-10		1-Sep-10	4-Aug-10
19-May-09	21-Apr-10		14-Sep-10	17-Aug-10
1-Jun-09	4-May-10		21-Sep-10 FR	24-Aug-10
2-Jun-09	5-May-10		28-Sep-10 SpAcc	31-Aug-10
8-Jun-09	11-May-10		29-Sep-10	1-Sep-10
15-Jun-09 FR	18-May-10		5-Oct-10	7-Sep-10
16-Jun-09 SpAcc	19-May-10		6-Oct-10	8-Sep-10
22-Jun-09	25-May-10		19-Oct-10	21-Sep-10
29-Jun-09	1-Jun-10		20-Oct-10	22-Sep-10
30-Jun-09	2-Jun-10		26-Oct-10	28-Sep-10
6-Jul-10	8-Jun-10		27-Oct-10	29-Sep-10
7-Jul-10	9-Jun-10		2-Nov-10	5-Oct-10
13-Jul-10	15-Jun-10		3-Nov-10	6-Oct-10
14-Jul-10	16-Jun-10		9-Nov-10	12-Oct-10
20-Jul-10	22-Jun-10		10-Nov-10	13-Oct-10
27-Jul-10 FR	29-Jun-10		16-Nov-10	19-Oct-10
28-Jul-10 SpAcc	30-Jun-10		17-Nov-10	20-Oct-10
10-Aug-10	13-Jul-10		23-Nov-10	26-Oct-10
11-Aug-10	14-Jul-10		30-Nov-10	2-Nov-10

17-Aug-10	20-Jul-10			
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IMPORTANT:

Candidates who withdraw after the specified 4-week deadline are required to pay the \$150.00 withdrawal fee, as per the 2010 fee schedule. See Table 3 for details.

Please note:

1. Exams are delivered in English on ALL dates above, including French (Fr) and Special Accommodation (SA) days.
2. Special Accommodation OSCE dates are only on the following days: **June 16, July 28, September 22.**
3. French OSCE dates are only on the following days: **June 15, July 27, September 21.**

The deadline to sign up for an exam day is 4 calendar weeks prior to the date. *The deadline date for **Special Accommodation Applications** is **3 months** prior to the date.*

2.1.2 Scheduling Policies

IMPORTANT: The College must receive your school's graduation (program completion) list a minimum of 14 calendar days before your scheduled OSCE date. To avoid losing an exam date, confirm when your school will submit its graduation list BEFORE scheduling your exam.

For example: If the College receives your school's grad list on Tuesday, June 2nd, the earliest possible date that you can take your OSCE is Tuesday, June 16th.

Please talk to your program or academic advisor or refer to the Candidate Handbook for further guidance.

Please note that we reserve the right to change your session time on the OSCE exam day that you select. In this event, you will be notified immediately.

Please note that we reserve the right to cancel an examination day. If your examination day is cancelled, we will re-schedule for the next available exam day. In this event, you will be notified immediately.

If an OSCE exam is full, it will be indicated on the list and you will not be able to select it. However, due to withdrawals, an OSCE previously identified as full may later become available. Please check the page frequently for an opportunity to select a session that has become available. Note that the College does not maintain a waiting list.

Candidates may apply to take the OSCE or MCQ in any order.

The certification examinations are offered in both *English* and *French*. Candidates who wish to take the examination in French, must indicate this when applying/paying for and scheduling their exam session online.

A candidate who has applied to take the examination in French cannot switch to English during the examination and vice versa.

2.2 MCQ Examination Dates and Scheduling

The following sections detail MCQ dates, application deadlines and policies. For information on MCQ fees, go to section 2.4.

2.2.1 MCQ Examination Dates & Scheduling

Candidates schedule their MCQ exams through testing centres or, in the case of special accommodation exams, by contacting the College. Go to this link for a complete list of MCQ testing centres: <http://www.cmta.com/PDFs/MCQ.pdf>.

Appointments are available at a variety of times and days of the week depending on the test site selected. To select an exam date, candidates can apply and submit their payment on the CMTO website. Scheduling instructions will be sent by email to candidates who have paid for their MCQ and who have completed their massage therapy program.

The deadline to sign up for an exam day is 4 business days prior to the date. *Note that the deadline date for **Special Accommodation Applications** is **3 months** prior to the date.*

2.2.2 MCQ Scheduling Policies

You must pay for your MCQ exam before you can select an exam date

You will not receive MCQ scheduling instructions until your school has provided proof of your graduation.

Candidates may apply to take the OSCE or MCQ in any order.

The certification examinations are offered in both *English* and *French*. Candidates who wish to take the examination in French, must indicate this when applying/paying for and scheduling their exam session online.

A candidate who has applied to take the examination in French cannot switch to English during the examination and vice versa.

2.3 Withdrawing from Scheduled OSCE and MCQ Exam Sessions

2.3.1 OSCE Withdrawal

IMPORTANT: Candidates may withdraw from an exam at any time, up until the commencement of the exam, without the exam counting as an attempt. A \$150.00 administrative fee will apply.

Candidates who wish to withdraw from, or re-schedule an OSCE must send their request *in writing* to Certification Services, by e-mail (certificationservices@cmta.com), facsimile (416 489-2625) or mail.

Candidates may withdraw from the OSCE on or prior to the Tuesday (4:00pm) four weeks prior to the exam date, without incurring an administrative fee. An administrative fee of \$150.00 is applied when a candidate withdraws or re-schedules *after* the withdrawal date specified.

Candidates who withdraw after the specified withdrawal date due to medical reasons will be charged an administrative fee of \$50.00 if a doctor's note is provided (see Table 3).

Candidates who encounter an extraordinary circumstance (sudden illness or accident) during the examination must discuss their options with the on-site Examination Supervisor.

2.3.2 MCQ Withdrawal

IMPORTANT: Candidates may withdraw from an exam at any time, up until the commencement of the exam, without the exam counting as an attempt. A \$150.00 administrative fee will apply.

Rescheduling the MCQ: Rescheduling can be done online up to 4 business days prior to the examination.

Cancelling the MCQ: Candidates must call the **SMT CBT Network Administrator** at **1-800- 556-0484** to cancel a session **at least 4 days prior** to the examination.

If a candidate fails to attend at the specified examination time and has not advised the **SMT CBT Network Administrator** at least 4 days in advance, a \$150.00 cancellation fee applies (see Table 3).

2.4 OSCE and MCQ Application Fees

The following (Table 3) outlines exam events, and associated deadlines and fees related to scheduling and withdrawing from the OSCE and MCQ.

Table 3: Exam Application Fees

Activity	Fee
Objectively Structured Clinical Evaluation (OSCE)	\$700.00
Multiple Choice Examination (MCQ)	\$225.00
OSCE Late Withdrawal Fee - within four weeks prior to the OSCE exam date	\$150.00
MCQ Late Withdrawal Fee - within four days prior to the MCQ exam date	\$150.00
Withdrawal Fee with proper medical documentation	\$50.00
Appeals Fee	\$100.00

IMPORTANT: Candidates who do not complete program requirements to graduate from their MT programme and do not notify the College within 4 weeks of their scheduled OSCE are required to pay the \$150.00 withdrawal fee.

3 Exam Application Process

Below are instructions on how to apply to take the OSCE and the MCQ, beginning with the OSCE process.

- Applicants are accepted on a first-come, first-served basis.
- The simplest and fastest way to apply is online through the College's website. Applicants will need a valid email address and a credit card for payment.

- Applicants paying by certified cheque or money order must download an application online, complete the form and mail it with payment to the College. Please note that this is a slower process for exam scheduling.

3.1 How to apply to take the OSCE

- Go to <http://www.cmta.com/regist/doc.htm> and click **Online Exam Application**
- You will be asked if you have a valid login and password.
 - **First-time candidates (anyone who has not yet created a profile)**, click **No**
 - You will be taken to an Application form. Please complete and ensure all required fields are filled in
 - Click Submit
 - **IMPORTANT!** Once you create your profile, you will be assigned a permanent 5-digit ID. Please ensure you hold on to this login and password. It is the only way you can log in to the College's application and registration systems. If you change your email address, notify the College so that your member record can be updated.
 - **Returning candidates (who have previously set up a profile)**, click **Yes**
 - Please enter your 5 digit member ID and password
 - **IMPORTANT! Please do not create a new login** as this will create a duplicate record in the College's database and you will be unable to apply online for an exam date. If you have forgotten your login or password, please click the **Reset my Password** option on the login screen. Your login information will be emailed to you. If you changed your email address, notify the College so that your member record can be updated.
- Once logged in, proceed to the next step: **Applying for the Exam.**
- Select your exam session (date and time) by following simple online instructions.
- Please note that you can apply to only one OSCE session at a time.
- Please select an examination date from the list of events and follow the application instructions for the exam you have selected.
- Once you have chosen an exam date, you will not be able to change your choice unless you withdraw from the session *in writing* to [Certification Services](#), by e-mail, (certificationservices@cmta.com) facsimile (416 489-2625) or mail (*Please note that a \$150 penalty applies if this is done less than 4 weeks prior to the scheduled exam date. Refer to Table 3 for a complete list of fees*)
- Remember! **to print** the receipt that indicates the date/time of the selected exam session and the payment amount for your records
- If a payment for exam is returned NSF or declined, the College will not accept the exam application and you will not be registered for the exam. Also, an NSF fee will be charged.
- When submitting your exam session selection and payment, please click the "submit" button only once to avoid having your credit card charged multiple times.

Candidates who are unsuccessful at the certification examinations may re-apply/pay for and schedule their next attempt at the Certification Exams by submitting an online application. Candidates must wait until receipt of official examination results before applying online for another attempt. Candidates retaking an exam are considered returning candidates. Therefore, they have already created a candidate profile on the CMTA website. Please follow the instructions for return candidates above.

3.2 How to apply to take the MCQ

- Go to <http://www.cmta.com/regist/doc.htm> and click **Online Exam Application**
- You will be asked if you have a valid login and password.

- **First-time candidates (anyone who has not yet created a profile), click No**
 - You will be taken to an Application form. Please complete and ensure all required fields are filled in
 - Click Submit
 - **IMPORTANT!** Once you create your profile, you will be assigned a permanent 5-digit ID. Please ensure you hold on to this login and password. It is the only way you can log in to the College's application and registration systems. If you change your email address, notify the College so that your member record can be updated.

- **Returning candidates (who have previously set up a profile), click Yes**
 - Please enter your 5 digit member ID and password
 - **IMPORTANT! Please do not create a new login** as this will create a duplicate record in the College's database and you will be unable to apply online for an exam date. If you have forgotten your login or password, please click the **Reset my Password** option on the login screen. Your login information will be emailed to you. If you changed your email address, notify the College so that your member record can be updated.

To apply and pay for your MCQ

- Once logged in, proceed to the next step: **Applying for the Exam**
- Please go to the MCQ button from the list of options on the website
- Follow the application instructions on the screen and complete payment
- Remember to add the College to your safe email list

Selecting an exam date

- You will receive an email with instructions on how to schedule your MCQ on the SMT website, once you have paid for your MCQ and we have received confirmation from your school that you have graduated. (SMT is the company that administers the MCQ on our behalf.)
- Please follow the instructions in your e-mail to select your MCQ date.
- You will only receive this email with your scheduling instructions once the College has received proof of your graduation from your school, even if you have applied and paid for the MCQ.

Note: Once you have fulfilled the requirements to graduate, your school is required to send us the graduation list so that we can verify your eligibility.

Candidates who are unsuccessful at the certification examinations must re-apply/pay for and schedule their next attempt at the examinations by submitting a paper application. Go to the following link to access the paper application: http://www.cmta.com/pdfs/Application_Form.pdf. Candidates retaking an exam are considered returning candidates. Please follow the instructions for return candidates above.

Name Change

If you are changing your name as you had submitted when you created a profile on the College's website, please note that the following documents are required:

- **a letter stating the new name you wish to use**
- **a photocopy of an official document (e.g. marriage certificate, divorce decree) which shows both your old name and your new name.**

You may send your documents (*letter and scanned official document*) to certificationservices@cmta.com. Once your documents have been received, we will update your name in the College's database and send an e-mail notification to inform you that the update has been made.

Address updates can be made at any time by logging into your account at www.cmta.com.

3.3 Special Accommodations Policy and Process

3.3.1 Requests for Special Accommodation

Applicants with documented/diagnosed disabilities may apply to the College for special accommodation. The application may not be completed online. Special accommodation forms may be downloaded from the website and submitted to the College along with the application and payment *3 months prior to the exam date applied for*, in order to allow the College to assess, and if appropriate, accommodate the request. Requests are not automatically granted. Please allow several weeks for applications to be reviewed and either approved or denied. Applicants will be notified as to the status of their application once a decision has been made.

The condition must affect all aspects of the candidate's life and not just be associated with taking examinations. (For a list of conditions for which special accommodation is *not* provided, refer to "Exceptions" in 3.3.2).

The following completed forms must be mailed to the College (including the candidate's application and payment). The forms are available for download at <http://www.cmta.com/regist/regist1.htm>

- Special Accommodation Request Form
- Special Accommodation Request Verification Form* (include specific diagnostic data such as test results where applicable in support of the diagnosed disability)
- Documentation of Testing Accommodation Form
- Application Form

Any professional providing documentation **must**:

- be registered/licensed and/or have credentials appropriate to diagnose and treat the candidate's disability
- **and** have diagnosed and/or evaluated the candidate or have provided testing accommodations for the candidate **within the last five (5) years**.

The professional is required to provide:

- an explanation as to the specific aspect of the disability which requires testing accommodation
- the effect of the disability on the candidate's ability to perform under the customary testing conditions
- the impact of the disability on major life activities (e.g. learning, seeing, etc.).

If there has been no history of testing accommodation, the professional verifying the disability should include an explanation as to why testing accommodations are currently needed.

The candidate and the professional recommending the testing accommodation should consult and come to an agreement as to the appropriate testing accommodation being requested. That is, the accommodation requested by the candidate on the **Special Accommodation Request Form** should agree/match with those recommended by the professional on the **Special Accommodation Request Verification Form**. Without such agreement the candidate's request for accommodation will not be considered.

The candidate is responsible for ensuring that the professional(s) completing the requested forms provide(s):

- all of the required information

- all documentation is completed
- all supporting documentation and materials are submitted with the candidate's application and payment for the examination.

If additional information is required about the candidate's disability, either the candidate will be requested to obtain it or the College will contact the professional directly. The candidate's signature on the application form acknowledges this and authorizes the College to contact such persons for any additional information about the candidate's disability as it relates to the candidate's testing needs. The College will only communicate with the candidate, professionals knowledgeable about the candidate's disability, and the candidate's authorized representative (verification required).

Candidates who qualify for Special Accommodations will be scheduled for their OSCE examinations on the specified OSCE examination dates and notified accordingly.

Where the College has approved an accommodation for an eligible candidate, a **Test Accommodation Agreement** will be prepared by the College specifying the elements and exact nature of the accommodation(s) and signed by the candidate and the Registrar.

3.3.2 Exceptions

Persons with observable disabilities (e.g., requiring accessibility accommodation) need not complete the **Special Accommodation Request Verification Form**. The candidate may indicate the request for elevator or wheelchair accessibility on the **Special Accommodation Request Form**.

Persons with transitory conditions, which are generally not "disabilities" (e.g. pregnancy, sprains, fractures, medical emergencies), are not eligible for some special testing accommodations (e.g. extra time).

Massage Therapy is a regulated healthcare profession in Ontario and as such, the expectation for regulated healthcare practitioners is to provide the public with access to treatment without discriminating on any of the prohibited grounds as outlined in the Ontario *Human Rights Code*.

4 Examination Sites

4.1 OSCE Site:

The OSCE examinations are administered at the following location:

College of Massage Therapists of Ontario
8th Floor – Suite 810
1867 Yonge Street
Toronto, Ontario M4S 1Y5

Go to this link for map:

http://maps.google.com/maps?sourceid=navclient&rlz=1T4GGLG_enCA311CA311&q=1867+yonge+street+toronto&um=1&ie=UTF-8&split=0&ei=oK-eSZalOqCiMuPvyNML&sa=X&oi=geocode_result&resnum=1&ct=title

Directions and Parking:

Located on Yonge Street, one block south of Davisville at the south east corner of Yonge Street and Balliol Street and directly across from the Davisville TTC stop. By subway, go to Davisville subway station and walk one block south.

Registration is at the College's reception desk on the 8th floor. Public Parking is located two blocks south of Davisville on Merton Street (on the east side of Yonge Street).

4.2 MCQ Test Centres:

The MCQ examination is administered at the following testing centres. (*The most updated list of testing centres is available at this link: <http://www.cmta.com/PDFs/MCQ.pdf>*)

Confederation College	Thunder Bay
Canadore College	North Bay
University of Windsor	Windsor
Nexient - Commerce Building	Kitchener
Trios College - City Centre Drive	Mississauga
Maverick Solutions Inc.	Toronto
Nexient – Manulife Building	Ottawa
Expertech Personnel Services Inc.	Montreal
Ashton College	Vancouver
Professional Western Computers	Regina
Memorial University of Newfoundland	St. John's

Please refer to *Section 3.2* for MCQ scheduling instructions.

5 Examination Scoring

The College certification examinations, i.e. the OSCE and MCQ, are standards-based examinations. Passing candidates must demonstrate proficiency at or above the established standard in order to pass the examination. Candidates' total *scaled* scores will determine whether they pass. This *scaled* score is statistically derived from the raw score and can range from 1 through 99. The passing *scaled* score is 70 for the examination. The passing score reflects the amount of knowledge that the Subject Matter Experts (massage therapists) have determined to be appropriate for certification. A criterion-referenced standard-setting procedure and expert judgment were used to evaluate each item on the examination in order to identify the passing point.

The reason for calculating *scaled* scores is that different tasks or questions of the exam may vary in difficulty. As new tasks/questions are introduced, these changes may cause one version of the exam to be slightly easier or more difficult than another. To adjust for these differences in difficulty, a procedure called "equating" is used.

The goal of equating is to ensure fairness to all candidates. In the equating process, the minimum raw score (=number of correctly answered questions) required to equal the passing *scaled* score of 70 is statistically adjusted (or equated). For instance, if the test is determined to be more difficult than the base form of the test, then the minimum raw score required to pass will be slightly lower than the original passing raw score. If the test is easier, the passing raw score will be higher. Equating helps to assure that the passing *scaled* score of 70 represents the same level of knowledge, regardless of which set of tasks/questions the candidate is being tested on.

This scoring model ensures that if all candidates are competent, then all will pass. They will not be marked on a "curve", which is dependent on the abilities of the candidate group.

Candidates should be aware that success in their massage therapy program does not guarantee success in the certification examinations. The College gives no consideration to scores received during a candidate's massage therapy studies.

Failing candidates will receive a diagnostic evaluation of their performance on the examination. This information is designed to be useful for studying when retaking the examination.

6 Examination Results

6.1 OSCE

Results will be mailed two weeks after the OSCE. If results are not received within three (3) weeks of the OSCE, it is the candidate's responsibility to contact the College. Please ensure the College has your current address. Note that the exam is computer scored and no paper forms are used.

6.2 MCQ

Candidates will receive their MCQ results upon completion of their examination at the test centre.

Once a candidate successfully completes both components of the certification examination, an initial registration package will be mailed to the candidate. Subsequent inquiries regarding registration with the College should be directed to the Registration Assistant at (416) 489-2626, extension 118 or 125.

7 Examination Appeals Policy

The following is taken directly from:

College of Massage Therapists of Ontario

EXAMINATION APPEALS

Policy

Examination candidates have the right to appeal examination results within the specific criteria established by the College.

Section 1: Grounds for Appeal

- 1.1 Candidates may appeal certification examination results in situations restricted to extraordinary circumstances that had arisen coincidentally with the holding of the examination. Coincidentally is defined as within 24 to 48 hours prior to the examination or during the delivery of the examination. Extraordinary circumstances outside the control of the candidate are those that make a candidate's experience different from everyone else and were severe enough to account for the candidate's overall failure and were properly reported by the candidate to the College. Unless *all* of the above conditions are met, no circumstance will be considered grounds for appeal.

Examples of extraordinary circumstance may include, but are not limited to a candidate's unexpected, acute and verifiable medical condition, equipment malfunction, or gross misconduct on part of the examination staff.

- 1.2 If documentation of the extraordinary circumstances is not received by the College within seventy-two (72) hours of the examination, a candidate will have forfeited his/her right to appeal.

Section 2: Method of Appeal

- 2.1 All appeals shall be set out in writing, detailing the nature of the appeal and all particulars necessary to sufficiently allow the appeal to be adjudicated, together with the applicable non-refundable fee of \$100.00. An appeal submission must include the candidate's desire to appear before the Appeals Committee for a 10-minute presentation, if he/she chooses to do so, to offer additional information or to expand on information already provided.
- 2.2 Candidates shall use one of the following forms of delivery: e-mail, fax, mail or personal delivery. The appeal must be submitted by the candidate to the College within seven (7) days after the mailing or delivery of the results of the examination.

Section 3: Appeal Procedure

- 3.1 Appeals will be forwarded to the Appeals Committee at a regularly scheduled meeting for their consideration.
- 3.2 Candidates will be informed of the meeting schedule if they have indicated the intention to appear before the Committee in the appeal submission.
- 3.3 For the purposes of considering the Appeal, the Committee shall consider, where applicable the following:
1. The candidate's statement of appeal;
 2. The candidate's extraordinary circumstance statement;
 3. The candidate's verbal presentation to the Committee when made;
 4. A statement from the College concerning the exam process relevant to each case and candidate data;
 5. A statement from the College concerning exam content and process issues; and
 6. Examiner reports.
- 3.4 The Appeals Committee may do one of the following, based upon evidence presented and considered:
- a. Grant the appeal.
 - b. Deny the appeal.
 - c. Deny the appeal and grant the appellant an attempt at the next examination with the previous unsuccessful attempt not being counted as part of the allowable attempts under the Examination Regulation.
- 3.5 The College shall, no later than fifteen (15) business days after the Appeal Hearing, notify the candidate of the Committee's decision, by mail only.
- 3.6 All communications concerning the appeal will be made only between the College and the candidate.

All decisions of the Appeals Committee are final.

Approved: May 1994
Amended: November 1998, February 2001, February 18, 2005, January 6, 2006, September 29, 2006, November 26, 2007

8 Privacy Policy

The College adheres to a strict privacy code. Due to privacy legislation, the College will not discuss anything about a candidate with anyone other than the candidate. To review the privacy code, please see the College's website for further information. <http://www.cmto.com/PrivacyCode.htm>.

9 Confidentiality and Security of Examination Materials

The security issues for certification examinations include eliminating unfair advantages among the candidates and also avoiding the high human and financial costs of replacing examination materials should security be breached. The College endeavours to maintain the strictest security of the content of the examination at all times.

All examination materials are protected by copyright. The College has the strictest security measures in place to protect examination materials during all phases of development and administration including development and review of materials, reproduction, transportation and disposal of examination materials and presentation of examination material on examination days.

Candidates are rigorously subjected to the Rules of Conduct for the certification examinations as described below. Candidates who are found to have contravened the Rules of Conduct may be denied registration and referred to the Registration Committee for formal hearing.

Candidates are advised that monitoring and surveillance may be used to detect and document cheating.

10 Preparing for your OSCE exam day

Students will perform their OSCE in exam testing rooms at the College. Candidates will be greeted by the Corporate Services Associate who will ask candidates to show proper identification and sign in. In consideration of other candidates who may be performing their exam during this sign-in process, all candidates are asked to speak quietly and to be respectful of College staff. In the event of candidates' rude or aggressive behaviour toward College staff, the candidate displaying such behaviour may be asked to leave prior to taking the exam.

The following section outlines the exam day process and how to prepare.

10.1 OSCE Dress Code

The purpose of the College's OSCE dress code is not to inhibit personal freedoms, but rather to acknowledge and reflect the high degree of professionalism that massage therapists bring to their role as regulated health care providers in Ontario. The massage therapists' image is an important component in how clients and the public of Ontario regard the profession. The way a massage therapist is dressed promotes an atmosphere of professionalism and inspires confidence.

The College has a mandatory dress code for the OSCE and candidates are expected to fully comply with the requirements. *If candidates fail to comply with the mandatory dress code requirements, then they will be denied access to the OSCE.* Compliance will be determined at registration check-in by staff. In this

event, OSCE fees will be reimbursed to the candidate, excluding a \$150 administrative fee. Candidates will be able to register for future OSCE dates, subject to availability.

Mandatory dress code requirements

10.1.1 General

- a) The dress code will be strictly enforced at all times.
- b) All clothing must be clean, free of rips and free of holes.
- c) All hair, moustaches and beards must be neatly groomed. Long hair (below the shoulders) must be tied back or up.
- d) No perfume or cologne.
- e) No article of clothing displaying an offensive statement.
- f) No school logos on clothing; other logos must be discreet.

10.1.2 Headwear

- a) No caps or hats.

10.1.3 Above waist

- a) Shirts, long or short sleeves, must have collars and be tucked in. A scrubs top is acceptable.
- b) Shoulders, clavicles and abdomen must be covered.
- c) No see-through shirts.

10.1.4 Below waist

- a) Pants, slacks, Capri pants, skirts, shorts are acceptable.
- b) Shorts and skirts are NOT to exceed four inches (10cm) above the mid knee when standing.
- c) No jeans/denim, cut-offs, rugby pants, sweat pants, jogging pants, stirrup pants, paramilitary or camouflage style trousers, combat trousers (multiple pockets), athletic shorts, training shorts, or tights.

10.1.5 Shoes

- a) Appropriate clean shoes must be worn at all times.
- b) No sandals are permitted.

10.2 OSCE Session Information

Review the video "Preparing for the OSCE", available at <http://www.cmta.com/regist/regist1.htm>

Please note that there will be **two examiners** present in each station, marking independently of each other.

Be aware that an examination environment is never perfect. Please be prepared for some noise, distractions, temperature variations, etc. The College is not responsible for any personal injury or articles lost, stolen, or broken at the examination centres.

10.2.1 Examination Day Registration

- OSCE sessions start promptly at the times stated. Please arrive on the 8th floor **30 minutes before the scheduled exam start time** and check in at the reception desk. Wear clothing appropriate for a professional certification examination. (See dress code, pages 12-13.) Candidates who arrive before the 30-minute mark will not be admitted to the Registration area and will be asked to leave and return. In consideration of other candidates taking the exam, candidates arriving early will be asked to wait until the appropriate time in the lobby of the main floor of the building or elsewhere. Non-

examination candidates are not permitted to wait in the reception area or on the 8th floor and must not escort candidates to the exam premises.

- Candidates who arrive after the exam has commenced will be given the opportunity to withdraw from the examination and pay the \$150.00 withdrawal fee. It is at your discretion to proceed with the scheduled examination. However, if you've missed 2 stations, you will not be permitted to take the examination.
- Valid photo identification that includes a signature (Driver's License, Passport, Citizenship, Government issued ID such as Health Card with photo) must be provided or candidates will not be permitted to take the examination.
- Candidates must wear their identification badge issued at the registration desk throughout the examination. The badge displays the starting station for each candidate and a barcode, which is a unique identifier assigned to each candidate. **As you enter each station, first approach each examiner to have your badge scanned.**
- No cellular phones, personal data assistants, pocket PCs, and other audio and/or video recording or transmitting devices are permitted while the candidate is doing the exam. Candidates will be permitted to store all personal belongings in a secure room near the exam area. If there is evidence of any devices during an exam, the candidate will receive a zero score, and a permanent record will be kept on file regarding this infraction.
- No perfumes, colognes, scented hair sprays, after-shave, scented deodorants, or scented oils, are permitted due to candidate, client and examiner allergies.
- No outside food or drink is allowed at the exam site. A water fountain is located near the washrooms. Candidates with specific medical conditions (e.g., hypoglycaemia, diabetes) requiring the consumption of food or drink must request permission from the College when applying for the exam.

10.2.2 In the Stations

At any time, the following individuals may be present in a station:

- the candidate;
- the standardized client;
- two examiners;
- an observer monitoring the consistency of the scoring by the examiners and consistency of performance by clients. Observers do not evaluate the candidates.

10.2.3 The Buzzer System

A buzzer system is used to ensure standardized timing for all candidates.

- At the first signal (one short buzz) lift the cover page and **read the Stem information** on the wall. *The same information is available in the room.* Regular candidates have 2 minutes to read. Special Accommodation candidates will have 3 minutes to read.
- At the second signal (one long buzz) **enter the room** and perform as directed.
- There will be a third signal (two short buzzes) as a warning that there are **2 minutes remaining** in the station. Regular candidates receive this warning at the 8-minute mark (10 minutes total in

the room). Special Accommodation candidates receive this warning at the 13-minute mark (15 minutes total in the room).

- The next signal indicates that the station is completed (one long buzz). Candidates **exit the rooms, proceed to the next station**, and wait for the one short buzz to lift the cover sheet and begin reading.

10.2.4 Standardized Clients

The examination stations are staffed by standardized clients who:

- should be treated with the same respect given to any client by a candidate
- will be in an appropriate state of dress or undress depending on the station type
- will not tell candidates to ask certain questions or examine specific areas
- will respond to the candidate when the appropriate response is elicited by the candidate.

If you feel the need to introduce yourself to the client, please do so as: "Hello, I am "first name only"; or "Hello, I am Candidate #####".

10.2.5 Examiners

Examiners are all Registered Massage Therapists with a number of years of ongoing practice experience who are trained to provide impartial and fair evaluations. They are rigorously trained on specific stations and the associated item checklists. Examiners assess each candidate according to the predetermined checklist of criteria based on the Standards of Practice and other approved references. Examiners do not know the identity of the candidates they evaluate and also do not know which schools the candidates attended. The examiner also, if necessary, protects the standardized client from inadvertent injury if the candidate's activity will place or is placing the client at risk.

Examiners will not stop candidates who have gone off course during a station or are doing something other than what was instructed. Note that examiners will not respond to questions about the scenario or about how the candidate is doing.

10.2.6 The Stems

Candidates should carefully read the information posted on the door to the station (called the **Stem**) to ensure that they are doing what is required in each of the stations. There are no tricks in the exam and all necessary information is provided to candidates both inside and outside the room.

The information on the door will specify if it is necessary to obtain consent.

10.2.7 Props

All items necessary to each station will be located in the station in clear view.

There will be massage tables in all stations where a table would be necessary. Massage tables are set to one height and cannot be changed. Candidates are expected to make the modifications necessary to permit them to adapt to that height.

Linen as well as massage oil and lotion are provided. The College provides "Myo-Therx Professional Massage Lotion" and "Biotone Clear Results Massage Oil - jojoba & aloe vera". The lotion claims it is hypoallergenic on the packaging." Witch hazel or hand sanitizer will be provided for the proper cleaning of hands.

All infection control precautions should be taken as indicated by the clinical situation.

10.2.8 At the End of the OSCE

The end of the examination will be signalled by a very long buzz. Candidates will collect their belongings and if applicable, report in writing any extraordinary circumstances in the administration of the examination that significantly affected their ability to perform at their best.

Candidates must vacate the premises as soon as possible so that College Staff can prepare for the next group of candidates.

10.3 Preparing for your MCQ Exam day

MCQ Examination sessions start promptly at the times stated. Please arrive **15 minutes before your scheduled start time. Candidates must present the MCQ Candidate Admission letter issued by SMT along with a valid photo identification that includes a signature** (Drivers License, Passport, Government issued ID). If a candidate cannot provide both documents upon registration at the exam, the candidate will not be permitted to take the examination.

No food or drink is allowed on the exam site. Candidates with specific medical conditions (e.g., hypoglycaemia, diabetes) requiring the consumption of food or water must request permission from the College when applying for the exam.

All cellular phones, personal data assistants, pocket PCs, and other audio and/or video recording or transmitting devices are banned from the MCQ site. Such devices found on the person of a candidate will be confiscated, the candidate will receive a zero score, and a permanent record will be kept on their file regarding this infraction.

11 Rules of Conduct

Each candidate who takes the certification examination, by his or her act of participating in the examination(s), agrees to the following Rules of Conduct.

1. Candidates acknowledge that the massage therapy certification examinations and the items therein are the sole property of the College of Massage Therapists of Ontario (the College).
2. Candidates acknowledge that they cannot remove any part of the examination from the test site, nor can they give or receive assistance during the examination.
3. Candidates acknowledge that their behaviour before, during and after the examinations must be such that it does not disturb other candidates or cause them anxiety. This includes unnecessary questioning of the examination policies and procedures, disruptive comments about the examination, or any other behaviour that in the opinion of the examination site staff could cause anxiety in other candidates.
4. Candidates acknowledge that their participation in any act of cheating, as described below, may be sufficient cause for the College to terminate their participation in the examinations, to invalidate the results of their examinations or to take other appropriate action.
5. Cheating refers to any act or omission by a candidate that could affect the result of that candidate, another candidate, or a potential future candidate. Cheating includes, but is not limited to the following acts:
 - i. non registered individuals posing as registered candidates;
 - ii. bringing study materials into the examinations;
 - iii. giving or receiving assistance during the examinations;
 - iv. any conduct during the examination that disturbs other candidates;

- v. removing or attempting to remove examination materials from the test site;
- vi. receiving or giving information about the MCQ or OSCE examinations **either before or after** the examination. (e.g. information about questions such as assessment, tasks or activities requested.) **Note: this includes discussing station information or question content with other candidates after the examination.**

12 College Protocol in the Event of Suspected Cheating

1. If the examination staff suspects cheating, they may confiscate a candidate's test materials, as well as any other document, object or materials that could be used for cheating, and require the candidate or other persons to leave the test site. (The College reserves the right to use monitoring and surveillance technologies to detect and document cheating).
2. The examination staff reports any suspected cheating to the Registrar of the College.
3. The Registrar shall conduct appropriate investigations of the alleged cheating. The candidate will be given at least two weeks to respond in writing to the allegations of cheating.
4. The Registrar shall make one of the following decisions; declare that the occurrence of cheating was not established or declare that cheating did occur.
5. If the Registrar declares that the occurrence of cheating was not established, the candidate's score shall be released, if possible, or the candidate shall be permitted to sit the next available examination without charge.
6. Cheating may be declared at any time after a candidate has registered and includes the time after the examination as well as after results have been released.
7. If the Registrar declares that cheating did occur, **one or more** of the following will happen:
 - the candidate will be deemed to have failed the examination;
 - special measures will be taken at the candidate's expense at any repeat examination to prevent the reoccurrence of cheating;
 - the Registrar shall report findings to the Registration Committee;
 - the College will prosecute the candidate; and
 - the College will deny future access to the examinations.

13 Appendix A

13.1 OSCE Content Outline

	OSCE
Health Science	12-17%
Professional Development	9-14%
Clinical Science	73-78%

I. Health Science (weighting range 12-17%)

- A** Demonstrates an understanding of the anatomy and physiology of the musculoskeletal system
- B** Demonstrates an understanding of pathology including:
 - 1 Musculoskeletal system conditions
 - 2 Nervous system conditions
 - 3 Lymphatic and immune system conditions
 - 4 Cardiovascular system conditions
 - 5 Respiratory system conditions
 - 6 Digestive system conditions

II. Professional Development (9-14%)

- A** Demonstrates an understanding and application of the Standards of Practice including:
 - 1 Obtaining consent for assessment and treatment
 - 2 Draping

III. Clinical Science (73-78%)

- A** Demonstrates the ability to interview a client and take a health history including:
 - 1 Determining questions to discuss with the client to obtain a complete and accurate medical history
 - 2 Evaluating pain or other symptom characteristics
 - 3 Analyzing client information/responses and establishing a framework for client assessment; determining possible causes and consequences of conditions
- B** Demonstrates the ability to assess and treat a client including:
 - 1 Neuro-musculo-skeletal system
 - 2 Cervical spine, head, neck and face
 - 3 Temporal-mandibular joint
 - 4 Thoracic spine and thorax
 - 5 Lumbar spine and abdomen
 - 6 Pelvis
 - 7 Shoulder
 - 8 Elbow
 - 9 Wrist and hand
 - 10 Hip
 - 11 Knee
 - 12 Ankle and foot
 - 13 Treatment of neuro-musculo-skeletal injuries, conditions, dysfunctions or pathologies, including required treatment modifications

- 14 Treatment modifications for central nervous system conditions, dysfunctions or pathologies
 - 15 Treatment modifications for respiratory, circulatory, gastrointestinal, and other systemic conditions, dysfunctions or pathologies.
- C** Design a treatment plan that includes consideration of:
- 1 Assessment and treatment by other health care practitioners
 - 2 Common conditions and impairments, and the principles, goals and outcomes of various treatments
 - 3 Treatment and modality options given health history and assessment findings, the presenting condition, and identified contraindications and precautions
 - 4 Client medications
 - 5 Reassessment to determine treatment plan progress, client status changes, and required treatment plan adaptations
- D** Demonstrates an understanding of the application of modalities and techniques to optimize tissue and systemic health and function including consideration of:
- 1 Acute, sub-acute and chronic stages of healing
 - 2 Stretching techniques
 - 3 Muscle and connective tissue techniques
 - 4 Joint mobilization and traction
 - 5 Lymph drainage techniques
Breast and chest-wall massage
- E** Applies the general principles of therapeutic exercises including:
- 1 Range of motion/stretching
 - 2 Resistance/strengthening
 - 3 Exercises to improve posture
- F** Designs homecare programs that include:
- 1 Therapeutic exercise goals
 - 2 Instructions in proper exercise techniques

43 Tasks

13.2 MCQ Content Outline

	MCQ
Health Science	40%
Professional Development	20%
Clinical Science	40%

I. Health Science (weighting 40%)

- A** Demonstrates an understanding of anatomy and physiology including:
- 1 Anatomical organizational constructs of the human body and homeostasis
 - 2 Chemical, cellular and tissue-level of organization
 - 3 Musculoskeletal system
 - 4 Nervous system
 - 5 Lymphatic and immune system
 - 6 Cardiovascular system
 - 7 Respiratory system
 - 8 Digestive system
 - 9 Endocrine system
 - 10 Reproductive system
 - 11 Urinary system
 - 12 Integumentary system
 - 13 Exercise physiology
 - 14 The physiology/science of manual therapy
- B** Demonstrates an understanding of pathology including:
- 1 Infection, inflammation, immunity and healing
 - 2 Musculoskeletal system conditions
 - 3 Nervous system conditions
 - 4 Lymphatic and immune system conditions
 - 5 Cardiovascular system conditions
 - 6 Respiratory system conditions
 - 7 Digestive system conditions
 - 8 Endocrine system conditions
 - 9 Reproductive system conditions
 - 10 Urinary system conditions
 - 11 Integumentary system conditions
 - 12 Genetic and congenital disorders
 - 13 Neoplasia
 - 14 The pathophysiology and neurophysiology of acute and chronic pain
 - 15 The basic principles of diagnostic medical imaging
- C** Demonstrates an understanding of the physiological response to food sensitivities or allergies
- D** Practices and applies the general principles of kinesiology, including biomechanics
- E** Demonstrates an understanding of nutrition, including the components of a balanced diet, the role of metabolism, the properties and functions of nutrients and alterations in nutritional status
- F** Demonstrates an understanding of substance abuse and addiction

- G** Demonstrates an understanding of the general principles of pharmacology
- H** Demonstrates an understanding of the characteristics, types, benefits and disadvantages of various research designs and analyses, and their applicability to practice

II. Professional Development (20%)

- A** Demonstrates an understanding of and practices in accordance with the Regulated Health Professions Act (RHPA), the Health Care Consent Act (HCCA), the Massage Therapy Act (MTA), College By-laws or policies, Code of Ethics, Complaints and Discipline procedures, Quality Assurance requirements, and infection control guidelines including:
 - 1 The massage therapy scope of practice
 - 2 Controlled acts
 - 3 Legal requirements concerning privileged communication and client confidentiality
 - 4 Legal requirement to report suspected child abuse or neglect, and suspected elder abuse in nursing homes
 - 5 The Zero Tolerance Policy
 - 6 Legal requirement to report the termination of any health care professional's employment for reasons of professional misconduct, incapacity or incompetence
 - 7 CPR and First Aid requirements
 - 8 Registration requirements
 - 9 Quality Assurance Program requirements, including peer assessment/review
 - 10 Complaints, discipline and fitness to practice rules and regulations
 - 11 Advertising rules and regulations

- B** Demonstrates an understanding and application of the Standards of Practice including:
 - 1 Basic safety, hygiene and sanitation
 - 2 Preparing the treatment area
 - 3 Informing the client of fees and payment policies and obtaining agreement to a fee schedule
 - 4 Obtaining, maintaining, updating and retaining client health records
 - 5 Identifying and managing an outbreak of a contagious disease
 - 6 Washing hands and skin surface that will or has come in contact with the client
 - 7 Obtaining consent for assessment and treatment
 - 8 Draping

III. Clinical Science (40%)

- A** Supports Public Health Practices by demonstrating an understanding of:
 - 1 Allergic reactions to creams, lotions or other treatment materials
 - 2 Public health and its role in disease prevention
 - 3 Disease reporting requirements to the Local Medical Officer of Health as outlined in Ontario Regulation 559/91 under the Health Protection and Promotion Act, 1983

- 4 The use of protective barriers during treatment as indicated by client condition or treatment type, in accordance with *Preventing the Transmission of Bloodborne Pathogens in Health Care and Public Service Setting*: Public Health Agency of Canada
- 5 Major communicable diseases and transmission mechanisms

B Demonstrates the ability to interview a client and take a health history including:

- 1 Determining questions to discuss with the client to obtain a complete and accurate medical history
- 2 Evaluating pain or other symptom characteristics
- 3 Evaluating the general health of each of the physiological systems
- 4 Identifying conditions beyond the therapist's ability to treat; making referrals when necessary
- 5 Analyzing client information/responses and establishing a framework for client assessment; determining possible causes and consequences of conditions

C Demonstrates the ability to assess and treat a client including:

- 1 Neuro-musculo-skeletal system
- 2 Cervical spine, head, neck and face
- 3 Temporal-mandibular joint
- 4 Thoracic spine and thorax
- 5 Lumbar spine and abdomen
- 6 Pelvis
- 7 Shoulder
- 8 Elbow
- 9 Wrist and hand
- 10 Hip
- 11 Knee
- 12 Ankle and foot
- 13 Posture and gait
- 14 Compensatory changes
- 15 Identifying treatment precautions or contraindications, making a referral when necessary
- 16 Treatment of neuro-musculo-skeletal injuries, conditions, dysfunctions or pathologies, including required treatment modifications
- 17 Treatment modifications for central nervous system conditions, dysfunctions or pathologies
- 18 Treatment modifications for respiratory, circulatory, gastrointestinal, and other systemic conditions, dysfunctions or pathologies.

D Design a treatment plan that includes consideration of:

- 1 Research findings related to the treatment of a specific condition
- 2 Assessment and treatment by other health care practitioners
- 3 Common conditions and impairments, and the principles, goals and outcomes of various treatments
- 4 Treatment and modality options given health history and assessment findings, the presenting condition, and identified contraindications and precautions
- 5 Client medications

- 6 Reassessment to determine treatment plan progress, client status changes, and required treatment plan adaptations
- E** Demonstrates an understanding of the application of modalities and techniques to optimize tissue and systemic health and function including consideration of:
- 1 Acute, sub-acute and chronic stages of healing
 - 2 Stretching techniques
 - 3 Connective tissue techniques
 - 4 Joint mobilization and traction
 - 5 Neuromuscular techniques
 - 6 Lymph drainage techniques
 - 7 Breast and chest-wall massage
 - 8 Pre- and post- athletic event modalities and techniques
 - 9 Hydrotherapy
 - 10 Stress, mood, and anxiety disorders
- F** Applies the general principles of therapeutic exercises including:
- 1 Range of motion/stretching
 - 2 Resistance/strengthening
 - 3 Aerobic exercise
 - 4 Exercises to improve posture
 - 5 Proprioceptive/balance exercise
 - 6 Ergonomic training
 - 7 Static control, movement and functional rehabilitation
 - 8 Stress management techniques
- G** Designs homecare programs that include:
- 1 Homecare program given health history and assessment findings
 - 2 Modification of exercises to maximize benefits
 - 3 Therapeutic exercise goals
 - 4 Instructions in proper exercise techniques
 - 5 Evaluation of exercise effectiveness and goals

111 Tasks

14 Appendix B: Position Statement re: Practising Before Registration

Position Statement: Massage Therapy Graduates/Students Practising Before Registration

Background

Under the *Regulated Health Professions Act, 1991* the therapy provided by massage therapists during client treatment are not controlled acts and are therefore in the public domain. Only members of the College of Massage Therapists of Ontario (the College) are permitted to use the title Massage Therapist (MT) or Massothérapeute.

The public has a right to safety, the right to be informed, the right to choose, the right to be heard, the right to information, and the right to redress.

Clients receiving services from unregulated individuals may not realize that the services will not be covered by their insurance plan or that the provider has no professional liability insurance. Unregulated individuals are not required to adhere to the Code of Ethics and Standards of Practice, and the College has no jurisdiction over the individual if the client is not satisfied with the conduct or actions of the person and wishes to file a complaint.

Position

Massage therapy students or graduates who have not yet taken, or have failed the certification examinations are not yet members of the College. The College believes that it is not in the public's interest for students or unregistered graduates to practise massage therapy before they are registered with the College.

The College advises Massage Therapists that they cannot supervise the work of an unregulated individual and bill that service as massage therapy and should not allow unregistered students/graduates to work as massage therapists in their practice.

If the College receives a complaint about the practice of a massage therapy student or graduate who is, or has been, practising before being registered, the information will be investigated to determine if the student has contravened the title and official marks provisions of the *Massage Therapy Act, 1991*. When the student or graduate files an application for registration the complaint will be reviewed by the Registrar to determine if the application should be referred to the Registration Committee for a decision to refuse to register the applicant or to impose terms, conditions, or limitations on the certificate.

The Registration Committee will consider the individual's decision to practise massage therapy while unregistered, and may determine that the individual has not adhered to the four Principles of the Code of Ethics and does not meet the registration requirement to demonstrate that he/she has the required judgment to practise safely and ethically.

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