



Guide to the CMTO Refresher Course

March 2018

The College of Massage Therapists of Ontario (the “College”) or a Committee of the College may require applicants/registrants to complete a refresher course. For example, an applicant whose Massage Therapy education is more than three years old at the time they wish to participate in the Certification Examinations must have successfully completed a Refresher Course within the previous 15 months. Similarly, a registrant may be required to complete a Refresher Course pursuant to an order of the Inquiries, Complaints and Reports Committee, or as a requirement to move from an Inactive Certificate to a General Certificate of registration.

The College maintains a roster of qualified individuals who are approved to act as tutors for these courses. A registrant must meet the criteria below in order to be added to CMTO’s list of approved tutors.

Tutor’s Role:

The role of a tutor is one or a combination of teacher, coach and evaluator providing assistance to registrants and applicants for registration who are required to take the CMTO Refresher Course.

Qualifications:

The tutor will:

- 1) Hold a General Certificate of registration with the College of Massage Therapists of Ontario
- 2) Be a registrant in good standing¹ with the College and provide confirmation of good standing from any other regulatory college of which the registrant is currently or has previously been a member
- 3) Have been registered with a General Certificate with the College (or equivalent confirmed by another Massage Therapy regulatory college) for at least the five years immediately preceding the application to act as Tutor
- 4) Have experience as an educator acceptable to the College
- 5) Demonstrate, in the opinion of the College, familiarity and compliance with the current

¹ A registrant is considered to be “in good standing” if they have:

1. No current investigation into their practice or conduct related to professional misconduct, fitness to practice, or other like proceedings.
2. No unfulfilled ICRC or Discipline order (e.g. suspension still in effect, fine or costs unpaid, course work not completed etc.).
3. No current suspension or revocation of certificate of registration for any reason.
4. No outstanding fees or penalties.
5. No quality assurance requirements unfulfilled.
6. No unfinished terms, conditions or limitations on their certificate of registration.

legislation, including Regulations, By-laws, Standards of Practice, and Code of Ethics in relation to Massage Therapy by successfully completing the Standards and Regulation e-course within the previous 2 years

- 6) Have at least two letters of reference, acceptable to the College, sent to the Director of Registration Services directly from employers, teachers, and/or peers confirming exceptional knowledge base and professionalism in relation to Massage Therapy and the Ontario regulatory framework

All approved Refresher Course tutors must reapply to become a tutor every two years

The tutor will not:

- 1) **Provide training or assistance of any kind to any candidate for registration with the College with respect to preparing for the College's registration examinations**
- 2) **Be a current Council member, Committee member, staff member or contractor with the College**
- 3) **Have been employed or retained by the College in any way within the last five years**
- 4) **Engage in any conduct that is seen by the College to constitute a conflict of interest**
- 5) **Have any real or perceived conflict of interest**

Compensation:

The tutor is expected to review the [College's guidelines with respect to tutoring fees](#). The tutor will submit his or her invoice directly to the applicant/registrant for payment. The applicant/registrant is responsible for paying the tutor in accordance with his/her agreement with the tutor.

Conflict of Interest:

Tutors are expected to be aware of conflicts of interest which may arise if they perform other duties for the College (e.g., were previous staff, examiners, council or non-council members, committee members or investigators), or if they are in a position to hire an applicant/registrant who is taking a course from them. The tutor is responsible for taking the necessary action to resolve any potential conflicts before they arise and, if an apparent conflict arises in spite of these precautions, to consult with the Director, Registration Services. The College may remove a tutor from the roster if, in the College's opinion, the tutor has a conflict of interest with respect to any other role/work/activity he or she may carry out.

How the Refresher Program Works:

The Refresher Competencies Assessment Tool (RCAT) provides the foundation for the Refresher Course, as follows:

Step 1 – Self-Assessment

The applicant/registrant is required to read each enabling competency in the RCAT and identify those areas where they feel development is needed.

Step 2 – Program Development

The applicant/registrant contacts a tutor approved by CMTO. The applicant/registrant and tutor meet to discuss tutoring requirements using the results of the RCAT assessment and the tutor's own assessment. The tutor then develops a customized program to meet the applicant/registrant's specific development needs and drafts a detailed Program Proposal for the applicant/registrant's individual Refresher Course.

Step 3 – Program Approval

Once the Program Proposal has been developed and agreed to by both the tutor and the applicant/registrant, it is submitted to Registration Services for approval. The proposal must be a detailed course outline and must:

- a. Include a summary of the gap analysis completed using the RCAT results and identify the specific competencies to be remediated
- b. Identify the total number of hours for the course, the readings that will be assigned and include a breakdown of theoretical/clinical components
- c. Identify the number of hours expected for the applicant/registrant to work on self-study, how often the tutor and applicant/registrant will meet, and what medium will be used for each meeting (e.g., in person, teleconference, online meeting technology, etc.)
- d. Include an evaluative component

Step 4 – Program Completion

Upon completion of the program, the tutor must submit a report to the College that:

- a. Confirms that the course was provided in accordance with the course outline
- b. States whether, in the opinion of the tutor, the applicant/registrant has successfully completed the refresher course and appears to have the necessary entry-level knowledge and skills and is capable of meeting the minimum standards of the profession,
- c. Includes any additional comments regarding areas for further development, and
- d. Is signed by both the tutor and the applicant/registrant

How to Apply to be a CMTO Approved Tutor:

1. Complete the [CMTO Tutor Application Form](#) and submit the form and supporting documentation to the Director of Registration Services at registrationservices@cmto.com
2. CMTO will review the application and either approve the application or provide feedback indicating which criteria have not been met.
3. Once approved, the tutor's name and contact information will be added to the CMTO roster of approved tutors which is made available to applicants/registrants who are required to complete a Refresher Course.