



College of  
Massage  
Therapists of  
Ontario

## College of Massage Therapists of Ontario

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# 2019 Initial Registration (IR) Application Guide

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This Guide includes the policies and procedures for the Initial Registration (IR) Application process for registration as a Registered Massage Therapist with the College of Massage Therapists of Ontario. Although accurate at the time of publication, subsequent changes may take place without prior notice. The College will attempt to advise applicants 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](http://www.cmtto.com) for the most current version of this Guide and for new or revised policies.



## Part 1 – General Information About Applying for Registration

This guide is intended to assist you complete your Initial Registration (IR) application. Explanations are provided for each area of the form. To avoid delays and additional fees, please check your completed form and accompanying documentation thoroughly before submitting your application. The first part of this guide provides general information about applying for registration with the College. The second part of the guide includes information about the specific areas of the Initial Registration Application Form.

**IMPORTANT:** You have one (1) year from the date your application is received to become registered with the College. Therefore, it is extremely important to submit a complete application, or address any deficiencies in your application by submitting any requested documents promptly. For example, if you submit an incomplete application and you fail to provide the required documents within one year, your application will no longer be valid and you will need to submit a new application for Initial Registration.

In addition, you must have completed your Massage Therapy education no more than three (3) years before you submit your application for registration with the College. If it has been more than three years since your Massage Therapy program was completed, you will need to successfully complete a College-approved refresher course. The refresher course must be completed within 15 months before you are registered.

### Overview of the Initial Registration Process

The College of Massage Therapists of Ontario (CMTO or “the College”) has a mandate to protect the public interest. In keeping with that mandate, the College’s registration process is designed to ensure that only ethical and competent Massage Therapists obtain registration in Ontario. The registration requirements are set out in the Registration Regulation made under the *Massage Therapy Act, 1991*. The registration procedure is set out in the *Regulated Health Professions Act, 1991* and is available on the College’s website at [www.cmtto.com](http://www.cmtto.com).

In general, the registration requirements fall into the following broad categories:

- Ensuring that you received appropriate Massage Therapy education;
- Demonstrating, through assessment and examination, that you have the entry-to-practise knowledge, skill and judgment to practise safely and effectively;
- Providing evidence that you are of good character and will comply with the expectations of a registrant of a regulated profession in Ontario.

Applicants for registration fall into three broad categories:

- Applicants who have graduated from an approved Ontario Massage Therapy program;
- Applicants who have graduated from a Massage Therapy program outside Ontario; or
- Applicants who are currently registered with another Massage Therapy regulator in Canada and are applying under the Canadian Free Trade Agreement (CFTA).

The first two steps for applicants who are not applying under the CFTA are as follows:

- Meet the educational requirement
  - For graduates of an approved Massage Therapy program in Ontario, this step is met when your program sends a list of graduates directly to CMTO
  - For graduates of a Massage Therapy program outside Ontario, your education must be deemed equivalent to approved programs currently taught in Ontario through a process called the Massage Therapy Education and Credential Assessment (MTECA). Please contact the College for more information.
- Successfully complete the Certification Examinations  
The Certification Examinations consists of a multiple-choice question (MCQ) examination and an objectively structured clinical evaluation (OCSE) examination. The OSCE is a practical, hands-on examination. More information can be found in the *Examination Candidate Handbook* available on the College website.

In addition, all applicants, including those applying under the CFTA, must:

- Submit an initial registration application that meets and includes all of the following requirements and documents:
  - Black and white or colour professional quality headshot photograph (acceptable in any size);
  - Original copy of a criminal record screen which must be a Vulnerable Sector Check (photocopies are not accepted);
  - Copy of current Certificate of Insurance;
  - Copy of government-issued identification (refer to document checklist for acceptable types);
  - Copy of valid First Aid and CPR certification;
  - Fees for initial registration;
  - Letter of Standing (if applicable).

For more details about the required documents, please refer to the *Initial Registration Document Checklist*.

If a complete application package is received and there are no outstanding issues or concerns, you will be issued a Certificate of Registration. If you do not meet the requirements for registration (or it is not clear as to whether or not you meet the requirements), your application will be referred to the Registration Committee for a decision. An applicant will be informed if their application is being referred to the Registration Committee. The applicant is given an opportunity to make a written submission to the Committee before a decision is made. A review of the application and the applicant's submission, if any, will be conducted by the Registration Committee at their next scheduled meeting. The Committee's formal decision and reasons are provided to the applicant within 30 business days of the meeting. If the applicant is not satisfied with the decision of the Registration Committee, they may appeal to an

independent body called the Health Professions Appeal and Review Board (HPARB). If an applicant is not satisfied with the HPARB decision you may appeal to the courts.

### **Criminal Record Screen Report (Vulnerable Sector Check)**

As part of the good character requirements, applicants for registration are required to send a criminal record screening report with their application. You may review the [policy on the College website](#).

Please send an original signed report of the results of a criminal record screen. The report must be a **Vulnerable Sector Check** which is an enhanced criminal record check created to protect children and vulnerable persons. The report must have been conducted **no more than six months before the date of application** and obtained from your local Canadian police service. If you have had a Vulnerable Sector Check conducted previously, you will not be able to use the same report for your registration with the CMTO as the *Criminal Records Act* requires that Vulnerable Sector Checks be conducted for individual positions.

For more information about Vulnerable Sector Checks, please carefully review the RCMP website which is accessible by [clicking here](#).

The criminal record screen report must include records of discharges which have not been removed from all databases in accordance with the *Criminal Records Act* and records of outstanding criminal charges of which the OPP is aware. The full name listed on your application form must match the name appearing on the criminal record check report. The report must also indicate that a search was conducted under all current, previous, former or maiden names of the applicant.

If the report indicates a criminal finding, you must submit a detailed explanation of the circumstances that led to the criminal finding and any supporting documentation along with the criminal record check report. You may be asked to provide a copy of charging documents and court transcripts related to the matter. If you have a criminal record relating to any type of driving offence, you will also be required to submit an up-to-date (no more than three months old) Certified Complete Driver's Record from ServiceOntario.

The criminal record report will not be returned to you so additional copies should be made before submitting your application.

Please note that not all criminal findings prevent you from being registered. The Registration Committee will assess whether, in all of the circumstances, the criminal findings affect your suitability to be a Registered Massage Therapist. You will also be able to appeal any decision to exclude or limit your practice because of previous criminal findings.

### **Language Fluency Requirements**

The demonstration of reasonable fluency in English or French is a requirement for registration as a Registered Massage Therapist (RMT) with the CMTO.

Communication forms the basis for safe and effective Massage Therapy care. RMTs must be able to communicate effectively with their clients as well as with other healthcare professionals involved in their clients' care. They must also be able to communicate with the College, as being able to understand and implement College materials related

to registration, quality assurance, complaints and discipline is an essential part of an RMT's accountability as a regulated health professional.

The CMTO Language Fluency Policy is available on the [College website](#).

**Fees**

Applicants must pay a non-refundable \$100 application fee plus the pro-rated registration fee. The fee is based on the month you apply for registration and covers registration fees for the remainder of the calendar year. You may mail a money order or bank draft to the College with your documents or you may make an online payment by Visa Debit, or credit card (Visa or MasterCard only). The College does not accept payments by cash or personal cheque and cannot accept payment by phone.

Your prorated registration fee is set according to the month you apply for registration as follows:

<b>Month Application Submitted</b>	<b>Prorated Registration Fee by Month</b>	<b>Application Fee (Non-refundable)</b>	<b>Total Fee Due</b>
January	\$785.00	\$100.00	<b>\$885.00</b>
February	\$719.58	\$100.00	<b>\$819.58</b>
March	\$654.17	\$100.00	<b>\$754.17</b>
April	\$588.75	\$100.00	<b>\$688.75</b>
May	\$523.33	\$100.00	<b>\$623.33</b>
June	\$457.92	\$100.00	<b>\$557.92</b>
July	\$392.50	\$100.00	<b>\$492.50</b>
August	\$327.08	\$100.00	<b>\$427.08</b>
September	\$261.67	\$100.00	<b>\$361.67</b>
October	\$196.25	\$100.00	<b>\$296.25</b>
November	\$130.83	\$100.00	<b>\$230.83</b>
December	\$65.42	\$100.00	<b>\$165.42</b>

**Online Registration Form**

You may pay your registration fees and update some of your information online. To do this, log in using the same 5-digit ID number and password you were given to book your examinations and you will be presented with a Registration option. Follow the steps and pay your registration fee. The amount due is prorated by month which is based on the date you complete your online application. You must then send in the required documents as listed on the *Initial Registration Document Checklist*. If you are unable to complete the online form, you can print a paper version of the *Initial Registration Application Form* from the College website and submit it along with the required documents.

## Application Processing Time

Applications are processed in order by date of receipt. Once your complete application is received, our aim is to process your application or provide you with a response within 10 business days. A complete application consists of the following:

- Complete online application form or a hard copy *Initial Registration Application Form*
- *Initial Registration Document Checklist* (please review this checklist for details about required documents)
- Original signed report of the results of a criminal record screen (photocopies are not accepted)
- Original copy of results from the provider of an approved language fluency assessment, if needed (photocopies are not accepted)
- Photocopy of current Certificate of Insurance (COI) verifying professional liability insurance (PLI)
- Photocopy of current and valid CPR and First Aid certificates
- Letter confirming current standing (if you are registered in *any* profession or trade in Canada)
- Photocopy of an acceptable form of government-issued ID
- Black and white or colour professional quality passport style photograph
- Registration fees

You will be notified or registered within 10 business days from the date a complete application is received depending on the circumstances of your application as follows:

You will be notified if:

- You did not submit one or more of the required items with your application;
- One or more of the documents submitted is not current or does not meet registration requirements;
- You have answered “yes” to any of the registration requirement declarations;
- You have a criminal record or any federal, provincial or municipal offences;
- You have any current or prior record of complaints, discipline, or investigation with the CMTO;
- We need to request further information regarding any of the above-mentioned matters or any other component of your application;
- We need to inform you that your application has been referred to the Office of the Registrar for a decision on a difficult or uncertain part of your submission (you will be notified of the reasons for the referral and given 30 days to submit additional information in support of your application.); or
- We need to advise you of any unanticipated delays and provide you with an updated timeframe in which you can expect to receive a response

**OR**

You will be registered if:

- You have submitted a complete application consisting of all of the above items;
- You have answered ‘no’ to all registration requirement declarations;
- You do not have a criminal record or any federal, provincial or municipal offences; and
- You do not have any current or prior record of complaints, discipline, or investigation with the CMTO

Please note that it may take up to four weeks for the Office of the Registrar to review a difficult or uncertain application. The Registrar may approve your application for registration. However, the Registrar will refer an application for registration to the Registration Committee if she:

- Has doubts, on reasonable grounds about whether the applicant fulfils the registration requirements;
- Is of the opinion that terms, conditions or limitations should be imposed on a Certificate of Registration and the applicant does not consent to the imposition; or
- Proposes to refuse the application.

An applicant will be informed if their application is being referred to the Registration Committee. The applicant is given an opportunity to make a written submission to the Committee before a decision is made. A review of the application and the applicant's submission, if any, will be conducted by the Registration Committee at their next scheduled meeting. The Committee's formal decision and reasons are provided to the applicant within 30 business days of the meeting. If the applicant is not satisfied with the decision of the Registration Committee, they may appeal to an independent body called the Health Professions Appeal and Review Board (HPARB). If an applicant is not satisfied with the HPARB decision you may appeal to the courts.

You may follow-up on the status of your application by e-mail to [registrationservices@cmtto.com](mailto:registrationservices@cmtto.com). If you are asked for more information, please address the outstanding/incomplete items and return the completed application for processing. The College encourages applicants to thoroughly review the application prior to submission and to refer to this guide, the *Initial Registration Document Checklist* and College notification e-mails to ensure accuracy. **The application processing timeline begins from the time the College receives a completed application with all required documentation.**

### **Communicating with the Registration Services Department**

E-mail is the preferred method of communication for corresponding with the Registration Services Department. You are encouraged to first seek information regarding the application process on the CMTO website, in this guide and in the *Initial Registration Document Checklist*.

### **We Communicate Directly with the Applicant**

To respect your privacy and to ensure that you receive clear and accurate information, the College communicates directly with you, the applicant. Only in exceptional circumstances will the College communicate with your family members or friends. Applicants are always entitled to retain a lawyer or paralegal and the College may communicate with either your legal representative or you, but not both.

### **Professional Communications and Conduct**

The College attempts to model professionalism and courtesy with applicants. While the College understands that registration is a very important matter for applicants, the expectation is that applicants will also be professional and courteous in all of their communications with the College.

### **Completing Your Annual Renewal of Registration**

It is important for applicants to understand the registration renewal cycle and how it will affect their first renewal. The registration period is based on the calendar year (January 1 to December 31). All registrants of the College must complete the annual registration renewal process between September 15<sup>th</sup> and November 1<sup>st</sup>, 11:59 pm ET for the following calendar year. Registrants completing their renewal after November 1<sup>st</sup> will incur a \$100 late fee. Registrants who do not complete their renewal by December 31<sup>st</sup> will have their registration suspended.



If your registration is granted between September 15<sup>th</sup> and December 31<sup>st</sup>, you will be notified by email with information about how to complete your 2020 renewal of registration. To ensure that applicants who become registered late in the year do not miss renewing their registration, please carefully review the following information:

**If your registration is granted at any time up to and including October 31<sup>st</sup>**, you must renew your registration for 2020 by the November 1, 2019 deadline. If you fail to renew by this deadline you will incur a \$100 late fee. If you do not complete your renewal by December 31, 2019, your registration will be suspended for non-payment of fees.

**If your registration is granted after November 1<sup>st</sup>**, although no late fee applies, you must renew your registration for 2020 by December 31, 2019 or your registration will be suspended for non-payment of fees.

All registrants will be notified by email with information about how to complete the 2020 online renewal process.

**PLEASE NOTE: If you are applying for registration late in the year and may not be able to pay an additional registration fee for 2020 by the end of this year, you are encouraged to apply for registration at a later time and submit your initial registration application in the new year.**

## **Part 2 – Completing the Initial Registration Form**

The following information describes each section of the Initial Registration Application Form and how it should be completed.

### **Personal Information**

Please provide your legal first name, commonly used name (if applicable), legal last name and the gender to which you identify. If you select 'Other' please indicate the gender term you prefer to use.

The 'commonly used name' is intended to capture a name other than your legal first name that you use in day to day practice. For example, some people are known by their middle name, not their legal first name. Please note that 'commonly used name' is not intended to capture nicknames.

If you have changed your legal name, please provide the previous legal name(s) you have held along with official documentation. If you have changed your gender and are providing documentation that identifies with a different gender or if you express your gender differently at various times, please attach a brief explanation so that we can understand the documentation you have provided and how you would like your gender expressed on the College's website.

### **Home Contact Information**

Please provide your principal residence address, phone number(s) and e-mail address and notify us within 14 days of any changes in your contact information. This information is used primarily by the College to communicate with you. CMTO's by-laws require that every registrant will have a business address recorded on the Public Register.

If the registrant doesn't have a business address, their home contact information will appear on the Public Register. For this reason, it is prudent to have business contact information that can be made public. If there are any safety concerns about making your home or business contact information public (e.g., stalking concerns) please send a letter explaining the concern and provide supporting documents (e.g., police reports, restraining orders) so that the Registrar can take appropriate measures to protect your safety.

### **Business Contact Information**

All places of practice must be listed on the Public Register on the College's website (unless there are safety concerns as stated above).

**If you do not have a place of practice at the time of initial registration, please notify the College of your business contact information as soon as you start working. If you have additional practice locations, please provide the College with contact information for all locations.**

Registrants must provide ALL business address(es) for each practice location(s) where they provide Massage Therapy services including:

- **Registrants who provide services for an employer in a variety of settings** (e.g. travelling to the clients' homes, multiple clinics) should provide the full business address of the employer.
- **Registrants who are self-employed** should provide the office or home address(es) where they practise as a Registered Massage Therapist.
- **Self-employed registrants providing "mobile" services** (e.g. travel to client sites) should provide the office or home address from which they operate the business.

Please note that address updates can be made at any time by logging in to your online profile at [www.cmta.com](http://www.cmta.com) or by fax, mail or e-mail to [registrationservices@cmta.com](mailto:registrationservices@cmta.com).

### **Communications**

You may choose to have your primary business address and e-mail designated as your preferred address to receive College communications. If you do not indicate your preferred mailing and e-mail address, your home address and e-mail will be the default address used by the College.

Do you consent to the College sharing your registration number with insurers to verify your status?

If you answer "yes" to this question, the College can confirm your registration number to insurers who contact the College for verification.

Visually Impaired Applicants:

If you are visually impaired, please check the format in which you would like College information sent to you or contact the College if you require an alternate format.

Languages of Care:

List the languages in which you can personally and competently provide professional services **including** English.

## Professional Registration and Practice History Outside Ontario

If you are currently registered, or have previously been registered, to practise in *any regulated* profession or trade in any jurisdiction, please arrange to have your regulatory body send a letter confirming your current standing directly to the CMTO. Your initial registration application will not be processed if this letter has not been received directly from your regulator. If you are an applicant from British Columbia, Newfoundland, or New Brunswick applying under the Canadian Free Trade Agreement (CFTA) and a Letter of Standing has already been submitted from your regulator as part of that process, an additional letter is not required.

### Other Jurisdictions:

- If you are currently or were previously registered as a Massage Therapist in any jurisdiction outside Ontario, indicate the province, territory, state or county where you are or were registered.
- If you currently practise or have practised Massage Therapy in any jurisdiction outside Ontario, indicate the province, territory, state or country where you have practised.

Please do not include professional associations in these lists. A professional association has a different mandate than a regulatory body whose mandate is public interest and protection under the authority of a statute (or Act).

### Other Regulated Professions or Trades:

If you are currently or were previously registered in a regulated profession or trade in Ontario or outside Ontario (e.g. if you are currently registered as a nurse, or were previously registered as a physiotherapist) write the name of the regulatory body of which you are/were a member in the space provided. Please list all that apply.

## Education Outside of Massage Therapy

Please include information related to your education outside of Massage Therapy. The information collected will be used for anonymous statistical purposes related to the Massage Therapy profession.

- **Canadian Post-Secondary Institution:** If your institution is not a selection choice on the list provided, please select 'Other'.
- **Field of Study:**
  - **General Rehabilitation Science:** Comprises of any program that includes a systematic study of the physical and psychosocial dimensions of human function throughout the lifespan of individuals with impairments, disabilities and/or handicaps.
  - **Medical Laboratory Science:** Comprises of any program that prepares individuals to conduct and supervise complex medical tests, clinical trials and research experiments; manage clinical laboratories; and consult with physicians and clinical researchers on diagnoses, disease causation and spread, and research outcomes.
  - **Public Administration:** Comprises of instructional programs that prepare individuals to analyze, manage and deliver public programs and services.
  - **Public Health:** Comprises of any program that generally prepares individuals to plan, manage and evaluate public health care services and to function as public health officers.

- **Gerontology:** Consists of any program that focuses on the human aging process and aged human populations, using the knowledge and methodologies of the social sciences, psychology and the biological and health sciences.
- **Psychology:** Consists of any instructional programs that focus on the scientific study of the behaviour of individuals, independently or collectively, and the physical and environmental bases of mental, emotional and neurological activity
- **Physical Sciences:** Comprises of any instructional programs that focus on the scientific study of inanimate objects, processes of matter and energy, and associated phenomena.
- **Education:** Comprises of any instructional programs that focus on the theory and practice of learning and teaching, and related research, administrative and support services.
- **Engineering:** Comprises of any instructional programs that prepare individuals to apply mathematical and scientific principles to the solution of practical problems.
- **Mathematics, Computer Information Sciences:** Comprises of any general program that focuses on the analysis of quantities, magnitudes, forms and their relationships, using symbolic logic and language or any general program that focuses on computing, computer science and information science and systems as part of a broad and/or interdisciplinary program.
- **Health Administration/Management:** Comprises of any program that prepares individuals to develop, plan, and manage health care operations and services within health care facilities and across health care systems.
- **Kinesiology and Exercise Science:** Comprises of any scientific program that focuses on the anatomy, physiology, biochemistry and biophysics of human movement, and applications to exercise and therapeutic rehabilitation.
- **Health Professions and Related Clinical Sciences:** Comprises of any instructional programs that prepare individuals to practice as licensed professionals and assistants in the health care professions and focus on the study of related clinical sciences.
- **Biological and Biomedical Sciences:** Comprises of any instructional programs that focus on the biological sciences and the non-clinical biomedical sciences, and that prepare individuals for research and professional careers as biologists and biomedical scientists.
- **Social Sciences, Arts and Humanities:** Comprises of any instructional programs that focus on the systematic study of social systems, social institutions, and social behaviour or independent or individualized studies in the liberal arts subjects, the humanities disciplines, literature, history and the general curriculum.
- **Business, Management, Marketing and Related:** Comprises of any instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.
- **Law:** Comprises of any instructional programs that prepare individuals for the legal profession, for related support professions and professional legal research, and focus on the study of legal issues in non-professional programs.
- **Other Field of Study:** Any program not mentioned above.

## Professional Liability Insurance

You must provide information about your professional liability insurance and send a photocopy of your current *Certificate of Insurance* with your registration application. Coverage must include a minimum of \$2 million per occurrence, \$5 million in the aggregate per year, and a deductible of not more than \$5,000.

To avoid the risk of having your registration suspended, remember to update your professional liability insurance information online every time you renew your policy. You may do this by logging in to your CMTO online profile. It is important to note that General Certificate holders must maintain coverage at all times without any gaps between policy renewals.

## Eligibility to Register

Applicants must declare compliance with the following requirements:

- **Current Knowledge, Skill and Judgment:** The options for demonstrating currency are having completed your Massage Therapy program within the previous 3 years or having completed a refresher course approved by the College within the last fifteen months. For those previously registered to practice Massage Therapy, there is also the option of performing 500 hours of direct client care in the previous three years in a regulated Canadian jurisdiction where they were registered as a Massage Therapist at the time the care was provided. If you do not meet at least one of these conditions you must complete a refresher course approved by the College to become eligible for registration.
- **Primary Practice Location:** You must maintain a primary practice location in Ontario in order to hold a General Certificate of Registration and must notify the College in writing or by updating your online profile with any changes to your business information within 14 days.
- **Immigration Status:** You must be authorized to practise legally in Canada. Generally, this means being a Canadian Citizen, Permanent Resident, or holding a valid work permit from Citizenship and Immigration Canada. There are other, less common authorizations that you may be able to obtain. Please contact Citizenship and Immigration Canada for more information.
- **Awareness of Your Professional Obligations:** To ensure that you are aware of your professional obligations, you are asked to declare that you have read and understood the Standards of Practice, the Code of Ethics, the College's by-laws, policies and position statements, and the *Massage Therapy Act, 1991* and its regulations. These documents are available on the College's website. For your own career success, it is important that you read these documents carefully and obtain assistance (e.g., from peers, the school you attended or College staff) if you do not understand any part of them.

## Offences and Investigations

The regulations require that registrants disclose past or present conduct in specific areas. You must answer all of the questions on the application form or your application is incomplete. Please note that, even though you must report all previous misconduct or findings, this will not necessarily prevent you from being registered. As explained below, the College will assess whether, given all of the circumstances, your conduct affects your suitability to practise as a Registered Massage Therapist. In the event that your past or present conduct results in a decision to prevent or limit your practice, you have the right to appeal that decision.

**Definition of Offence:** An offence is a finding by a court (administrative tribunal findings do not count) of a breach of something labeled as an offence in a statute. Typically, an offence is punishable by a fine or jail; however, the report must be made even if the court imposes a conditional or an absolute discharge. The best-known offences are breaches of the Criminal Code of Canada or of federal drug legislation. However, there are a number of provincial offences as well (e.g. failing to report a child in need of protection contrary to the Child and Family Services Act). Information related to charges for offences will be kept on file at the College but will not be included on the Public Register. As of January 1, 2016, a finding of guilt for a criminal offence will be recorded on the Public Register.

**Definition of Professional Misconduct, Incompetence or Incapacity or any Like Finding:** These terms are defined differently by various regulatory bodies. Typically, professional misconduct involves any conduct that is viewed by the profession as unethical or unprofessional. Incompetence usually involves a lack of knowledge, skill and judgment in the care of a patient. Incapacity is a physical or mental condition that warrants supervision or monitoring or other restrictions in order that you can practise safely and professionally. Usually findings of professional misconduct, incompetence or incapacity are made by a hearing, discipline or fitness to practise committee of a regulatory body. A finding still occurs where you admit the allegations and avoid a full hearing.

**Definition of Current Proceeding:** A current proceeding for professional misconduct, incompetence or incapacity occurs when a decision has been made to hold a hearing into allegations. The simple filing of a complaint or initiation of a preliminary investigation does not count. However, if a complaint or investigation results in a decision to hold a hearing, you must tell the College immediately.

If you answered “yes” to any of these questions, please include a detailed explanation of the circumstances and any supporting documentation with your application. Where applicable, you may be asked to provide a copy of court transcripts related to the matter. This information will be assessed by the Registrar to determine if it should be reviewed by the Registration Committee. You will be contacted by Registration Services staff if a referral to the Committee is required. For more information, please refer to page 7 of this Guide.

### **Reporting Findings to the College**

You must declare all findings. If the finding raises concerns relevant to your suitability to practise the profession (e.g. a criminal conviction for fraud), the College will investigate the matter to determine if you will practise Massage Therapy safely, ethically, and competently with decency, honesty and integrity, and in accordance with the law.

The intent of these questions is to ensure that all findings are reported to the College to determine which offences are worthy of further inquiry. The goal of the provisions is to shift the responsibility for determining whether questionable findings should be reported away from you; you simply report all findings. Thus, you should not "self-select" which findings you believe are relevant or worthy of declaring; that determination should be made by the College.

Once registered, you must file a report on these matters with the College at the time of the offence or finding. Registrants may file a report any time during the year using the forms and instructions on the [Mandatory Reporting section](#) of the College’s website.

## **Previous Applications or Examinations**

**Definition of Unsuccessful Application:** This term refers to any application to become a Registered Massage Therapist in Ontario or another province for which your entry into the profession was denied.

**Definition of Professional Certification, Registration or Licensing Examination:** This term refers to any test, examination or other assessment that is part of the process of authorizing you to practise a profession. It can include a prior learning assessment process. It does not include a test or examination in school that is used only to graduate from school unless the examination is also used by the regulatory body to evaluate suitability for entry into the profession. While you must report all such failures, generally the College is concerned primarily by failures caused by unprofessional behaviour (e.g., cheating). An incomplete application or failure of CPR or First Aid certification does not need to be reported. Any unsuccessful CMTO examination attempts also do not need to be reported.

## **Privacy**

The College collects information to assist in pursuing its regulatory activities (e.g. knowing where people work in case a complaint is received) and, if you are employed as a Registered Massage Therapist, in providing work contact information to members of the public on the College's Public Register.

Please note that the *Regulated Health Professions Act, 1991* and the By-laws of the College state what information about registrants will be available to the public. For more information about the collection, use and disclosure of your personal information, please refer to the College's [Privacy Code](#).

The general declaration form also means you recognize that the College may verify the information you have provided with third parties and that you are consenting to the third parties providing this information to the College.

Where the College holds personal information about an individual, the College shall allow that individual to access the information upon written request. The only exceptions to this are if providing access could reasonably be expected to interfere with the administration or enforcement of the Legislation, or if it is impracticable or impossible for the College to retrieve the information.

## **Currency and Accuracy of Information**

Please read this section carefully. Signing the form in this area certifies that all of the information you have provided is complete and accurate. This includes any and all information sent separately from your application form. Providing false or misleading information on an application for registration may lead to allegations of professional misconduct. You must sign the declaration in order to be registered.

## **Credit Card Information**

Please refer to the Fees section on page 6 and be sure to authorize the correct amount. Your credit card information will be securely destroyed once your payment is processed and will not be retained on file.

## Part 3 – Submitting Your Application and Registration Documents

### Initial Registration Document Checklist

The *Initial Registration Document Checklist* must be submitted to the College by mail with your supporting documentation regardless of whether you completed your Initial Registration online or in paper format. It is recommended that you use trackable mail to ensure your package does not get lost in transit. I

### Receiving Your Registration Package

The College will mail your Certificate of Registration by expedited delivery service to the preferred mailing address on file for you. Your package should arrive within two to three business days of processing, depending on the delivery service of your municipality.

### Please Remember:

- You must notify the College within 14 days of any change in your home or business contact information.
- You should notify the College immediately of any change in your e-mail address.
- If you do not notify the College of a mailing or e-mail address change, you may miss important communications from the College.
- Add the e-mail domain [@cmto.com](mailto:@cmto.com) to your Safe Sender's/Contact list to avoid having College e-mails sent to your junk mail or spam folders and check your junk folder regularly for College correspondence.
- Update your professional liability insurance information online each time your policy renews by logging in to your CMTO profile.