



## 2019 Initial Registration Document Checklist

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

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

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

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

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

- Photocopy of current and valid CPR and First Aid certification. You must provide proof of CPR in level A, B, C or HCP and First Aid in Emergency or Standard level.
- Applicable fees for your initial registration. Please refer to the *Initial Registration Application Guide* for a fee chart. The CMTO does **not** accept personal cheques.
- Letter of Standing (if applicable). If you are currently or were previously registered to practise in *any regulated* profession in any jurisdiction, please arrange to have your regulatory body send a letter confirming your current standing directly to the CMTO. Your initial registration application will not be processed if this letter has not been received directly from your regulator. If you are a Massage Therapist from British Columbia, Newfoundland, or New Brunswick and a Letter of Standing has already been submitted from your regulator as part of your application under the Canadian Free Trade Agreement (CFTA), an additional letter is not required.

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## Receiving Your Registration Package

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

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## Important Information About Your Annual Renewal of Registration

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 Certificate of 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.

**PLEASE NOTE: If you are applying for registration late in the year and may not be able to pay an additional registration fee for the following year, you are encouraged to apply for registration with the College in the new year.**

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

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

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