



Massage Therapy Education and Credentials Assessment (MTECA) Application Checklist

Please refer to the *MTECA Handbook* for detailed information about the required documents.

First Name: _____ Last Name: _____

Before submitting this document, please make a photocopy of your completed checklist for your records. **The assessment process will not begin until all of the required components listed below have been received.** If the CMTO receives incomplete or insufficient information, you will be notified by email. If any third parties do not provide the required information, the expectation is that you will contact them directly for follow-up as needed.

1. Have you included the following with your application? (Submitted by the <u>applicant</u>)	Date Received and Notes (for office use only)
<input type="checkbox"/> Completed MTECA Application Form (signed and dated).	
<input type="checkbox"/> Required fees (personal cheques are not accepted).	
<input type="checkbox"/> Notarized copy of Massage Therapy diploma, certificate or degree.	
<input type="checkbox"/> Notarized copy of proof of legal name change (if applicable).	
<input type="checkbox"/> Self-Evaluation of Education and Credentials Form.	
<input type="checkbox"/> Professional Development Activity Report accompanied by original or notarized copies of supporting documentation confirming participation in reported activities.	

2. Have you made arrangements to have the following documents mailed directly to the CMTO? (Submitted by <u>third parties</u>)	Date Received and Notes (for office use only)
<input type="checkbox"/> Completed Document Request Form from the educational institution accompanied by all of the required documentation listed on the form as follows: <ul style="list-style-type: none"> • Program catalogue, if available; • Official transcript or academic records; • Reports on supervised clinical practice hours; • Full program syllabus with course descriptions; • Grade scale or explanation of grading system; • Weighing factors of each course; • Official statement confirming program recognition. <p>If the language of instruction is not English or French, all documents must be translated by a professional who is certified to do so.</p>	
<input type="checkbox"/> Report from an independent educational credential evaluation agency confirming specific program information as listed in the MTECA Candidate Handbook. A list of recognized credential agencies can be found in the <i>MTECA Handbook</i> .	

Important Note:

The applicant should request for the educational institution to send documents by a trackable courier service. The CMTO will track the package to verify that the sender is the educational institution and not the applicant. The educational institution must send all required information to the CMTO directly and should not send the package of documents to the applicant. If it is found that the applicant (rather than the educational institution) used a courier service to send the documents to the CMTO, the package will not be accepted.