



2024 Initial Registration Document Checklist

This information is intended as a reference for eligible applicants gathering documents to submit an Initial Registration application. This checklist provides details about the required documents and fees as follows:

SECTION A: Submit the required documents and fees online through the applicant portal.

SECTION B: Submit either your original hard copy Vulnerable Sector (VS) Check by mail or your electronic/digital VS Check online through the applicant portal.

SECTION C: Submit either your original hard copy transcript from a recognized Massage Therapy education program by mail or your electronic/digital transcript online through the applicant portal.

SECTION D: *If applicable*, arrange for all your current and/or previous regulators to provide a Letter of Standing which they must submit directly to CMTO.

New requirement for all applicants effective January 1, 2024:

SECTION E: Successfully complete CMTO's Jurisprudence Program (online learning modules).

SECTION A – Required Documents and Fees	How To Submit:
Online application form submitted by logging in to the CMTO Applicant Portal – please be sure you are accessing the <i>applicant</i> portal and not the registrant portal.	Applicant Portal
Applicable fees paid online – please refer to the Initial Registration Fees for more details.	Applicant Portal
Upload a JPEG file of a headshot photo. This photograph will be used by CMTO for confirmation of identification. The photograph should present a professional image. You may smile, wear jewelry or glasses, and have your hair in any style of your choice.	Applicant Portal
Upload a PDF file of current and valid <i>Certificate of Insurance (COI)</i> 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. <ul style="list-style-type: none">A receipt from your professional association or insurance payment receipts do not verify coverage and will not be accepted.To avoid processing delays, please be sure your insurance is currently in effect.	Applicant Portal

<p>Upload a PDF file of government-issued document confirming authority to practise in Canada. 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.</p> <ul style="list-style-type: none"> Your Ontario Driver's Licence or Health Card will not be accepted as it does not provide proof of your status in Canada nor does it verify that you are authorized under the <i>Immigration and Refugee Protection Act (Canada)</i> to engage in the practise of the profession of Massage Therapy. 	Applicant Portal
<p>Upload a PDF file of current and valid CPR and First Aid certification. You must provide proof of CPR in level A, B, C, HCP or BLS and First Aid in Emergency or Standard level.</p> <ul style="list-style-type: none"> Certification must be obtained from an accredited Canadian provider of First Aid and CPR courses. Certification cards must include either an effective or expiry date. 	Applicant Portal
SECTION B – Vulnerable Sector (VS) Check	How To Submit:
<p>Your Vulnerable Sector (VS) Check must have been issued within the last six months and obtained from your local Canadian police service or OPP detachment. Your Initial Registration application will not be processed until the original hard copy document <u>or</u> the electronic/digital version has been received.</p> <ul style="list-style-type: none"> If you were issued a hard copy VS Check, you must submit the original document by mail. Photocopies will not be accepted. CMTO's mailing address can be found in the header at the top of this page. If you were issued an electronic or digital version of a VS Check issued directly from your local police service or OPP detachment, please upload a PDF version of the report when submitting your supporting documents in your online application. If the report indicates a criminal finding, you must submit a detailed explanation of the circumstances that led to the criminal finding. You 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, you must submit a Certified Complete Driver's Record (obtained from ServiceOntario) that is no more than three months old. The VS Check must include records of discharges which have not been removed from all databases in accordance with the <i>Criminal Records Act</i> and records of outstanding criminal charges of which the OPP is aware. The name on your online application must match the name appearing on the Vulnerable Sector Check. The report must also indicate that a search was conducted under all your current, previous, former or maiden names. 	<p>Mail – if you were issued an original paper VS Check.</p> <p style="text-align: center;"><u>OR</u></p> <p>Applicant Portal – if you were issued an electronic or digital version of a VS Check.</p> <p>Please note: Scanned copies or photocopies of original paper VS Checks will NOT be accepted.</p>

SECTION C – Transcript	How To Submit:
<p>You are required to submit a transcript demonstrating successful completion of a recognized Massage Therapy education program. You must submit the transcript in the form it was provided to you from your educational institution.</p> <ul style="list-style-type: none"> ▪ If you were issued a hard copy transcript, you must submit the original document by mail. Photocopies will not be accepted. CMTO’s mailing address can be found in the header at the top of this document. ▪ If you were issued an electronic or digital version of your transcript, or if your transcript was provided to you by e-mail, please upload a PDF version of the transcript when submitting your supporting documents in your online application. ▪ The name on your online application must match the name appearing on your transcript. ▪ You may be contacted by Registration Services staff if clarification or further information regarding the authenticity of your transcript is required. ▪ You may request to have your school send an official transcript directly to CMTO. Official hard copies can be mailed to the address found above and electronic or digital transcripts can be sent to registrationservices@cmto.com. 	<p>Mail – if you were issued an original paper transcript.</p> <p style="text-align: center;"><u>OR</u></p> <p>Applicant Portal – if a transcript was provided to you digitally or electronically from your program.</p> <p>Please note: Scanned copies or photocopies of original paper transcripts will NOT be accepted.</p>
SECTION D (if applicable) – Letter of Standing	How To Submit:
<p>Letter of Standing (if applicable) from your current and/or former regulatory body is required if you are currently or were previously registered in any regulated profession or registered trade in any jurisdiction, please arrange for your regulatory body to submit either a Letter of Standing Form or their own letter template (must be on official letterhead). This letter must be submitted directly to CMTO by e-mail to registrationservices@cmto.com. Your Initial Registration application will not be processed until this form has been received directly from your regulator.</p> <ul style="list-style-type: none"> ▪ If you are a Massage Therapist from British Columbia, Newfoundland and Labrador, New Brunswick, or Prince Edward Island and a Letter of Standing has already been submitted by your Massage Therapy regulatory college as part of your application under the Canadian Free Trade Agreement (CFTA), an additional letter is not required. 	<p>E-mail</p> <p>Please note: Letters of Standing must be submitted directly by the regulator. Letters submitted by the applicant will NOT be accepted.</p>
SECTION E (New Requirement Effective January 2024) – Jurisprudence Program	How To Submit:
<p>Effective January 2024, all applicants for registration are required to successfully complete CMTO’s Jurisprudence Program which consists of three online learning modules. A score of 70% or higher is required on the evaluative test for each module. Jurisprudence Program results are valid for six months after completion. Applicants must:</p>	<p>Applicant Portal</p>

<ul style="list-style-type: none"> ▪ Access the Jurisprudence Program only after they have successfully completed both certification examinations; and ▪ Complete the program within three months of starting, and before submitting their application for registration with CMTO. 	
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Receiving Your Certificate of Registration

Once your complete application is reviewed, if more information is required, staff will contact you by e-mail within 10 business days. If there are no outstanding concerns, your application will be processed within 10 business days and you will receive a confirmation e-mail with information about how to obtain your registration number. Once you have been issued a CMTO registration number, your registration has been approved and your Certificate of Registration will be mailed to your preferred mailing address on file with CMTO.

Important Information About Your Annual Renewal of Registration

It is important for applicants to understand the registration renewal cycle and how it will affect their first renewal once they are registered with CMTO. Every year in the fall, all RMTs in Ontario are required to complete the online renewal process for the *following* calendar year.

Each year, the online renewal process opens on October 1 and must be completed with full payment by November 1. Registrants completing their renewal after November 1 will incur a \$100 late and must renew by December 31 to avoid having their Certificate of Registration suspended for non-payment of fees.

All new registrants will receive e-mail confirmation informing them that their application for registration with CMTO has been processed. If your registration is processed between October 1 and December 31, that e-mail will also contain information about how to complete your 2025 renewal of registration by the following deadlines:

If your application is processed *before* November 1, you must complete your 2025 online renewal by November 1, 2024. If you do not meet this deadline, you will incur a \$100 late fee and receive notice that your registration is at risk of suspension. You will then have until December 31, 2024 to complete your renewal and if you do not meet this deadline, your registration will be suspended for non-payment of fees.

If your application is processed *after* November 1, the late fee mentioned above does not apply however, you must complete your 2025 online renewal by December 31, 2024. If you do not meet this deadline, your registration will be suspended for non-payment of fees.

PLEASE NOTE: If you are unable to pay the 2024 Initial Registration fees and an additional renewal fee for 2025 by the end of this year, please consider applying for registration at a later time and submit your Initial Registration application in the new year.