

Initial Registration Document Checklist

This information is intended as a reference for applicants gathering documents in order to submit an Initial Registration application through the online portal.

Please refer to **SECTION B** for details about how to submit either your original hard copy or your electronic/digital Vulnerable Sector (VS) Check report.

Please refer to **SECTION C** for details about how to submit either your original hard copy or your electronic/digital transcript demonstrating successful completion of a recognized Massage Therapy education program.

If applicable, refer to **SECTION D** for information about submitting a Letter of Standing and make the necessary arrangements with your current and/or previous regulator to have a Letter of Standing submitted directly to CMTO by e-mail to registrationservices@cmto.com.

SECTION A – Required Documents and Fees	Submit by:
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.	Online Portal
Applicable fees paid online – please refer to the Initial Registration Fees for more details.	Online 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.	Online 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. 	Online Portal
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,	Online Portal

<p>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. 	
<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. 	Online Portal
<p>SECTION B – Vulnerable Sector (VS) Check.</p> <p>If you were provided an electronic or digital version of a VS Check issued directly from your local police service, you may upload the report when submitting your supporting documents online. However, if you were issued a hard copy VS Check from your local police service, you must mail the original document to CMTO. Scanned copies of original paper VS Checks will NOT be accepted.</p>	Submit by:
<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 electronic/digital version <u>or</u> the original hard copy document 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, 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. 	<p>Mail – if you were issued an original paper VS Check.</p> <p style="text-align: center;">OR</p> <p>Online Portal – if you were issued an electronic or digital version of a VS Check.</p> <p>Please note: Scanned copies of original paper VS Checks will NOT be accepted.</p>

<ul style="list-style-type: none"> ▪ 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. 	
SECTION C – Transcript (New Requirement Effective January 1, 2022)	Submit by:
<p>Effective January 1, 2022, 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@cmta.com. 	<p>Mail – if you were issued an original paper transcript.</p> <p style="text-align: center;">OR</p> <p>Online Portal – if a transcript was provided to you digitally or electronically from your program.</p> <p>Please note: If you received a paper transcript from your program by mail, please mail the original document to CMTO. Photocopies or scanned copies will NOT be accepted.</p>
SECTION D (if applicable) – Letter of Standing	Submit by:
<p>Letter of Standing (if applicable) from your current or former regulatory body. If you are currently or were previously registered in any regulated profession or registered trade in any jurisdiction, please arrange to have your regulatory body send a Letter of Standing Form for Registration with CMTO directly to CMTO. 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>

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 your registration number. Please note that once you have been issued a CMTO registration number, your registration has been approved. 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 2024 renewal of registration by the following deadlines:

If your application is processed *before* November 1, you must complete your 2024 online renewal by November 1, 2023. 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, 2023 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 2024 online renewal by December 31, 2023. 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 2023 Initial Registration fees and an additional renewal fee for 2024 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.