



College of  
Massage  
Therapists of  
Ontario

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# Guide to the Massage Therapy Education and Credentials Assessment (MTECA)

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This guide includes the policies and procedures for the Massage Therapy Education and Credentials Assessment (MTECA) process in Ontario. Although accurate at the time of publication, subsequent changes may take place without prior notice. The College of Massage Therapists of Ontario will attempt to advise candidates 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 handbook and for new or revised policies.

# **1 Introduction**

## **1.1 About this Guide**

Individuals who wish to apply for registration with the College of Massage Therapists of Ontario (CMTO) and who did not graduate from a Massage Therapy program recognized by CMTO for the purposes of registration (a recognized program) may have their education assessed for equivalence to a recognized program using the Massage Therapy Education and Credential Assessment (MTECA) process.

This guide describes the MTECA process including how to apply, how applicants will be assessed, and what happens after applicants receive the results of an assessment.

The Resources and Links section of this guide provides further information about understanding the standards of practice of Massage Therapy in Ontario, and the legislation that governs the profession.

**IMPORTANT: The Massage Therapy Education and Credentials Assessment is not required if an individual is seeking to enroll in a recognized Ontario Massage Therapy education program with advanced standing (credit for courses taken elsewhere). Applicants wishing to learn more about how they may combine prior training with the completion of additional training to earn a Massage Therapy diploma from a recognized program in Ontario are encouraged to contact programs directly. More information about recognized programs is available on [CMTO's website](#).**

## **1.2 About Massage Therapy in Ontario**

CMTO regulates the Massage Therapy profession in Ontario to protect the public and promote safe, effective, and ethical Massage Therapy care. Only CMTO registrants can use the titles “Massage Therapist” or “Registered Massage Therapist” or any abbreviation or variation of those titles. CMTO is the only entity that issues certificates of registration to Massage Therapists in Ontario.

Registered Massage Therapists (RMTs or MTs) in Ontario assess, treat and prevent physical dysfunction and pain of the soft tissue and joints of the body.

Many RMTs are self-employed health professionals. They work in a variety of settings, most often in Massage Therapy clinics and other healthcare environments such as health clinics, private practice, rehabilitation centres, health spas, health and fitness clubs, nursing homes,

community health clinics, and hospitals. Clients may make appointments with Massage Therapists without being referred by a medical doctor.

Information about the requirements for registration with CMTO, including the language fluency requirement, is available [on the CMTO website](#).

## **2 The MTECA Process and Requirements**

The MTECA process has two components:

1. An education assessment which consists of a review of documentation related to the applicant's Massage Therapy education and credentials, and an interview with the applicant about their education. The assessment of education and credentials is completed by the Canadian Massage Therapy Council for Accreditation (CMTCA) on behalf of CMTO.
2. A semi-structured interview focused on the Ontario Standards of Practice. The structured interview is completed by a CMTO Assessment Advisor.

To be considered for the MTECA process, an applicant's Massage Therapy education must meet the following criteria:

- The applicant must have graduated with a diploma, certificate or degree in Massage Therapy;
- Their Massage Therapy education program must:
  - Be established as post-secondary;
  - Be established as a separate school, faculty, division or department recognized by the appropriate government agency in the jurisdiction;
  - Have included a supervised clinical component with direct client care;
  - Have included learning outcomes, competencies and evaluation criteria set out in a clear and detailed manner.

If the Massage Therapy education was completed outside Canada, the applicant is required to submit an Independent Credential Evaluation Report from a third-party credential assessment agency to confirm that the above requirements have been met. Credential assessment agencies recognized by CMTO are listed on page 8 of this guide.

## 2.1 Completing the MTECA Application

The MTECA application package is [available on CMTO's website](#). CMTO accepts MTECA applications throughout the year. As applicants will need to obtain required documentation in their home jurisdiction, it is recommended that they begin the MTECA application process prior to arriving in Ontario.

**Note:** It is important that all evidence submitted in support of an MTECA application be substantive. If an applicant does not wish to submit an original document, the copy that is submitted must be notarized. Having documentation notarized as a true and accurate record by a professional with the applicable authority is a vital part of preparing a portfolio of evidence. If an applicant submits original documents and would like to have them returned, a written request must be included with the application package.

If an applicant is unable to obtain any of the required documents, they may contact CMTO for information about submitting alternative documentation.

The application package available on the CMTO website contains the following documents:

- [Self-Evaluation of Education and Credentials Form](#) – It is recommended that this form be completed prior to considering the MTECA process as it will provide the applicant with an understanding of the competency standards taught in recognized Massage Therapy programs in Ontario. To assist in the mapping process, the applicant must contact their educational institution to request copies of academic records and course descriptions as reference material when completing their self-evaluation. The process of completing the self-evaluation form will serve as a guideline for the applicant to determine whether proceeding with the MTECA process or pursuing an alternative course of action is appropriate.
- [MTECA Application Form](#) – This form asks some general questions about the applicant's contact information and educational background. Upon receipt of the application, CMTO will contact the applicant to arrange for payment of the Application Fee.
- [Document Request Form](#) – This form must be completed by both the applicant and the educational institution where their Massage Therapy program was completed. After completing Section A, the applicant must ask their educational institution to complete all of Section B, affix a school seal to the document and send the completed Document Request Form directly to CMTO with the following:

1. A program catalogue that pertains to the time the applicant took the program, if available;
2. An official transcript or academic record, including any clinical component, that includes grades or marks earned in each course;
3. Documentation of any supervised clinical practice hours with detailed descriptions of areas practised;
4. A full program syllabus from the time of the applicant's study with detailed course descriptions that document content and competencies, objectives and learning outcomes;
5. A grade scale or explanation of the grading system relevant to the applicant's time of study;
6. The weighing factors of each course (breakdown of worth for each course in the entire program);
7. An official statement confirming the Massage Therapy program is established as post-secondary, and is a separate school, faculty division or department recognized by the appropriate government agency in the jurisdiction.

When CMTO receives documents from an educational institution in a language other than English or French, a copy of the documents will be sent to the applicant to have them translated by a certified or official translator who is authorized to officially sign and stamp translations. All translated documents must include a certified seal. The applicant must arrange to have the translated documents submitted by the translator directly to CMTO. The applicant is responsible for any translation and associated costs.

If the educational institution has an official English or French translation of the documents required for the MTECA process, the institution must send the original documents to CMTO in the language of instruction accompanied by the translated documents signed by the educational institution.

- **Professional Development Activity Report** – Applicants use this form to list continuing professional development activities they have undertaken (if any). Applicants must also submit supporting documentation (original or notarized copies) that verifies their attendance and includes:
  - The name of the activity or course
  - Description of the course
  - The name of the lecturer(s), and
  - The number of course hours

Please refer to the Professional Development Activity Report for information about types of acceptable evidence to validate professional development activities. If the documents are in a language other than English or French, the applicant is responsible for having them translated by a certified translator who must send the translations directly to CMTO along with the original documents in the language of origin.

- **[Application Checklist](#)** – This document provides an itemized list of all required components which must be received by CMTO, either from the applicant or directly from third parties, to complete the MTECA application. Applicants use the checklist to confirm they have included the required documents with their application and have arranged to have third parties submit the necessary additional documents directly to CMTO. This checklist must accompany the application package as it will be used by CMTO staff for administrative purposes.

## **2.2 MTECA Fees and Submitting Documents**

Upon receipt of an MTECA application, CMTO will contact the applicant to arrange for payment of the \$100.00 Application Fee. The remaining Assessment Fee of \$850.00 is due after all required documents have been received from the applicant, educational institution, and credentialing agency (for those educated outside Canada). CMTO will contact the applicant once all documents have been received and will request the Assessment Fee at that time.

The following documents must be **submitted by the applicant**:

- **MTECA Application Form**, including the following:
  - **Diploma, certificate or degree** – Original or notarized copy of Massage Therapy diploma, certificate or degree. A photocopy will not be accepted.
  - **Proof of legal name change (if applicable)** – If an applicant has undergone a legal name change, a notarized copy of a legal name change document must be provided. This is not required if the applicant has not had a legal name change and all the documents received by CMTO indicate the applicant’s name consistently across all documentation.
  - **Self-Evaluation of Education and Credentials Form**
  - **Professional Development Activity Report** (if applicable, including supporting documentation)
  - **MTECA Application Checklist**

The following documents must be **submitted directly to CMTO by third parties**:

- **Completed Document Request Form** – This must be submitted by the educational institution directly to CMTO, accompanied by the documentation listed on the form.

- **Independent Credential Evaluation Report** (for applicants who completed their Massage Therapy education outside Canada) – A report from one of the independent educational credential evaluation services noted below must be submitted directly to CMTO from the agency and must confirm the following:
  - Jurisdiction of education;
  - Name of Educational Institution;
  - Length of program;
  - Specific credential attained (diploma, certificate or degree) and the year granted;
  - Massage Therapy program was a post-secondary program;
  - Program was delivered by an education program, faculty, division or department recognized by the appropriate government agency in the jurisdiction;
  - Area(s) of specialization and the Canadian equivalent.

The following credential assessment agencies are recognized by CMTO. For more information, please visit each website and contact the agency directly:

- Comparative Education Service (CES) - <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces>
- International Credential Assessment Service of Canada (ICAS) - <https://www.icascanada.ca/>
- International Credential Evaluation Service (ICES) - <http://www.bcit.ca/ices/>
- World Education Services (WES) - <https://www.wes.org/ca/>

### **2.3 MTECA Education Assessment and Semi-structured Interview**

#### **The Education Assessment**

The Education Assessment will not begin until all required documents have been received by CMTO. CMTO will submit the documents to the Canadian Massage Therapy Council for Accreditation (CMTCA) for review by a CMTCA Surveyor. The Surveyor’s review is based on:

- Program documentation the applicant has arranged to have submitted by their Massage Therapy education program for the year they attended.
- The applicant’s completed:
  - Self-Evaluation of Massage Therapy Education and Credentials Form, and
  - Professional Development Activity Report and documentation for ongoing education/experience acquired after obtaining their diploma (if any).
- A 60-to-90-minute interview with the applicant to review the components of their education. The interview will be conducted remotely.



The CMTCA Surveyor will prepare an Education Assessment Report of their findings, including a summary of strengths and/or gaps in the applicant’s education. The report will be submitted to CMTO within 45 days of conducting the applicant interview.

### **Semi-structured Interview**

The purpose of the Semi-structured interview (SSI) is to confirm the MTECA applicant’s understanding of CMTO’s Standards of Practice. The SSI consists of two steps:

- A Pre-Interview Assignment (PIA) completed by the MTECA applicant, and
- An interview between the applicant and a CMTO Assessment Advisor.

The completed PIA is shared with the Assessment Advisor who reviews it and develops questions for the SSI. The SSI is no more than 1 hour long and is conducted remotely. After the interview, the Assessment Advisor prepares a Semi-structured interview report which includes their opinion of the MTECA applicant’s ability to comply with the Standards of Practice that were reviewed. The Semi-structured Interview report will be submitted to CMTO within 30 days of the interview being completed.

## **2.4 MTECA Sequence**

The first step is for all of the documentation required for the education/credential review to be submitted to CMTO, along with the required MTECA fees. CMTO will confirm that the documentation is complete and submit it to CMTCA for the Education/Credential Review.

After submitting the required documentation, the MTECA applicant may either:

- a. Proceed with the Semi-structured Interview process, or
- b. Wait for the review of their education documentation to be complete and participate in the education interview with the CMTCA Surveyor before proceeding with the Semi-structured Interview process.

Completing the Semi-structured Interview process while the CMTCA Surveyor is reviewing the education documents would shorten the timeframe to complete the MTECA process.

## **3 Results and Assessment Decision**

Once the Education Assessment Report and the Semi-structured interview report have been submitted to CMTO, CMTO will share both reports with the applicant. If, after receiving the reports, the applicant would like to make additional submissions in support of their application to the Registration Committee, they will have 30 days to do so.

The Education Assessment Report and the Semi-structured interview report, along with additional submissions from the applicant (if any), will be shared with CMTO's Registration Committee for review at the next available meeting. The Registration Committee will determine one of the following:

- The applicant's education and credentials are equivalent to a Massage Therapy education program currently recognized by CMTO; or
- The applicant's education and credentials are not equivalent to a Massage Therapy education program currently recognized by CMTO and the applicant must complete a Massage Therapy diploma from an education program recognized by CMTO before CMTO's Certification Examinations may be attempted.

Written notification of the Registration Committee decision will be sent to the applicant within 30 days of the decision being made.

If a candidate is not satisfied with the decision made by the Registration Committee, they may still proceed with an application for registration and then request a review by the Health Professions Appeal and Review Board (HPARB), which is a separate entity from CMTO and conducts its own review of the candidate's application. Applicants may obtain more information about this process by contacting CMTO's Registration Services department at [registrationservices@cmtto.com](mailto:registrationservices@cmtto.com).

### **3.1 Access to the CMTO Certification Examinations**

Successful completion of the Certification Examinations is a mandatory requirement for registration with CMTO. There are two examinations: the Objectively Structured Clinical Evaluation (OSCE) and the Multiple-Choice Question (MCQ) examination.

If an applicant's education is deemed to be equivalent to a Massage Therapy program currently recognized by CMTO, the applicant must meet the language proficiency requirement before being eligible to take the Certification Examinations. The [Language Fluency Policy](#) on CMTO's website provides detailed information about the requirement and how it can be met.

MTECA candidates who have been granted access to the Certification Examinations will be contacted with detailed information about the examination registration process.

**Please Note:** MTECA candidates given access to the Certification Examinations have a three-year timeframe from the date their education has been assessed as equivalent to successfully

complete the examinations and register with CMTO. After this timeframe, completion of an approved Refresher Course is required.

## **4 Privacy Policy**

CMTO adheres to a strict [privacy policy](#). To respect privacy and to ensure clear and accurate information is provided, CMTO communicates directly with the applicant. Only in exceptional circumstances will CMTO communicate with family members or friends of an applicant. Applicants are always entitled to retain a lawyer or paralegal and CMTO may communicate with a legal representative or the applicant, but not both.

## **5 Resources and Links**

### **5.1 Regulations, Standards and Professional Guidance**

It is important that applicants read, understand and comply with the requirements of Ontario healthcare legislation including the following, both of which prohibit anyone other than a member of CMTO from holding himself or herself as a Massage Therapist in Ontario:

- *Regulated Health Professions Act, 1991*,  
[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_91r18\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_91r18_e.htm)
- *Massage Therapy Act, 1991*  
[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_91m27\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_91m27_e.htm)

In addition to the legislation, it is important to review the [Standards and Rules](#) information on CMTO's website which includes Standards of Practice, Code of Ethics, and other professional guidance.

### **5.2 MTECA Preparation**

In preparing for the MTECA process, applicants are encouraged to review the [Inter-Jurisdictional Massage Therapy Competency Standards](#) that form the basis of recognized Massage Therapy education. The Competency Standards can be reviewed prior to application and in advance of arriving in Ontario.

Questions related to the MTECA process or registration with CMTO can be sent to [registrationservices@cmta.com](mailto:registrationservices@cmta.com).