



## Massage Therapy Education and Credentials Assessment (MTECA) Application Checklist

Please refer to the *Guide to the Massage Therapy Education and Credential Assessment (MTECA)* for detailed information about the required documents.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Before submitting this document, please keep a copy of the completed checklist. **The assessment process will not begin until all the required components listed below have been received.** If the College of Massage Therapists of Ontario (CMTO) receives incomplete or insufficient information, the applicant will be notified by e-mail. If any third parties do not provide the required information, the expectation is that the applicant 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"/> 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 (if applicable) 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"> <li>• Program catalogue, if available;</li> <li>• Official transcript or academic records;</li> <li>• Reports on supervised clinical practice hours;</li> <li>• Full program syllabus with course descriptions;</li> <li>• Grade scale or explanation of grading system;</li> <li>• Weighing factors of each course;</li> <li>• Official statement confirming program recognition.</li> </ul> <p>If the language of instruction is not English or French, CMTO will contact the applicant to make arrangements for the documents to be translated by a professional who is certified to do so. The applicant is responsible for the translation and associated costs.</p>	
<input type="checkbox"/> For those educated outside Canada, a report from an independent educational credential evaluation agency confirming specific program information as listed in the <i>Guide to the Massage Therapy Education and Credential Assessment (MTECA)</i> . A list of credential evaluation agencies recognized by CMTO is available in the <i>Guide</i> .	

The applicant should ask their educational institution to send documents by a trackable courier service. 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 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 CMTO, the package will not be accepted.

### Fee Payment

Upon receipt of an MTECA application, CMTO will contact the applicant to arrange for payment of the \$100.00 Application Fee. The remaining Assessment and Credentialing Fee of \$850.00 will be due after all required documents have been received from the applicant, credentialing agency, and educational institution. The College will contact the applicant once all documents have been received and will request the remainder of fees at that time.