

CONTINUING EDUCATION – MEMBER CREDIT APPLICATION FORM

MTAS has always held the position that the continued competence of our members is of the utmost importance to the protection of the public, and our membership requirements specify that RMTs complete on-going continuing education in order to remain in good standing.

Course approval is required before members can report primary competency credits for completion of their competency requirements. Note that if you do not seek pre-approval from the MTAS Competency Committee prior to undertaking study, MTAS will not be responsible for the material not being approved for credits. The Committee reserves the right to refuse to grant credits for out-of-scope subject matter. The material submitted should be within the MTAS Scope of Practice and contribute to the professional development of the RMT.

MTAS Scope of Practice

“The practice of massage therapy is the assessment of the soft tissue and joints of the body, and the treatment and prevention of physical dysfunction and pain of the soft tissues and joints by mobilization and other manual methods to develop, maintain, rehabilitate or augment physical function, or relieve pain.”

Application Requirements

- A typed or printed application form must be completed for each course being submitted. Handwritten notes are unacceptable.
- Incomplete applications will be returned without being reviewed.
- After receiving approval, any changes to the course content must be reported to MTAS within 30 days.

Review Process

The MTAS Competency Committee will review all submissions. If there are questions about your application, you will be contacted and asked to provide any additional information or clarification needed for the evaluation to be completed. Meetings are held four times each year – March 1st, June 1st, September 1st, and December 1st.

Applications must be properly formatted, including this form and all supporting documentation, and submitted to the MTAS office at least 1 week prior to the meeting date to be placed on the agenda. Please allow up to 6 weeks for completion of the evaluation process.

- **We only accept submissions via e-mail** as we use a virtual meeting space, and the documents are uploaded for review.
- If the application is for an on-line or self-study module, **please provide a user account and log-in details** to enable the Committee members to review the materials from the student’s perspective.

Credits are awarded in either primary (within scope of practice) or business categories, according to the subject matter.

A. In-person learning

- ½ day: 3.5 hours, 3.5 credits.
- 1 full day (based on the most common 8-hour day): 7 hours, 7 credits.

B. Distance/Online learning

- Total minutes of video, estimated reading time, and time allotted to quizzes/tests, which are submitted by the course provider.
- The Competency Committee will verify that the number of credit hours requested seems reasonable according to the submitted materials.
- No credits will be awarded for assignments or practicums.

C. Conferences

- 1 credit per 1 hour of learning.
- Excluding breaks.

Partial credits may be awarded for courses or parts of courses that are complementary to the scope of practice of massage therapy, but that are not billable as massage therapy. Included below are the five most commonly submitted in this category.

These will be awarded 50% of the credits requested.

- Athletic training
- Yoga instructor teacher training (no credits for a regular yoga course)
- Nutrition
- Reflexology
- Acupuncture

Correspondence will be sent via e-mail to the applicant upon completion of the evaluation, with information regarding whether the course was approved for credits.

Refunds will not be given for applications that are not approved.

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MTAS Member Contact Information

Surname	First Name	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
		<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr
Area Code	Daytime Telephone	E-mail address	

Course Information

Course Name	Course Instructor Name
Course Information Website	Instructor Contact Info. (phone and e-mail)
Course Date(s)	Hours of Training (excluding meals, breaks or social activities)
Course Delivery Method	
<input type="checkbox"/> In person, hands-on/practical technique based	<input type="checkbox"/> Lecture + practical demonstration
<input type="checkbox"/> Lecture	<input type="checkbox"/> Conference
<input type="checkbox"/> Paced on-line course (completion of modules required for progression)	<input type="checkbox"/> Interactive webinar or videoconference
<input type="checkbox"/> DVD or books, with home study guide	<input type="checkbox"/> University course delivered on-line
<input type="checkbox"/> Other (specify details) _____	

Provide detailed information on all of the items below. Note that we can only give credit for material that is within scope of practice/billable as massage therapy, and for which you document the specific length of time spent on learning.

1. **Provide a detailed course outline.**
2. **Attach a current instructor resume.**
3. **List all reference materials.**
4. **Explain (one page maximum):**
 - a. WHY did you choose this course?
 - b. HOW this information will make you a better therapist and be beneficial and relevant to your practice/clients and the profession of massage therapy.

Review and complete the checklist on the next page to ensure your application is complete.

Failure to include all required information will result in rejection of the application.

Submit completed application and payment to:

E-mail: mtas@saskmassagetherapy.com

Tel: 306-384-7077

Please ensure your application includes all of the following supporting documents

Included	
	Course/workshop description and content, including hours spent on theoretical and experiential learning. <i>(What is this technique/modality assessing or treating? How is this technique/modality performed? Why is this technique/modality used?)</i> A brochure is insufficient.
	Outline of relevant anatomy, physiology, pathology, and contraindications/risk management.
	Learning outcomes. <i>(Expected skills to be developed by this training, which are attainable, can be evaluated in measurable terms, and that relate to the scope of practice.)</i>
	A list of topics covered with brief detail for each.
	A detailed course outline. <i>(Must be very specific, usually in 1-hour increments, including breaks.)</i>
	Referenced texts. <i>(A detailed list of recognized texts demonstrating that the content of the course is created in consideration of current and relevant literature - such as journal articles, textbooks, case studies, etc.)</i> Testimonials, Wikipedia and the dictionary do not count.
	Pre-requisites for taking the course.
	Delivery method. <i>(In class, online, video, mentoring, self-directed modules, etc.)</i> Include log-in details for audit access of virtual delivery.
	Previous approval of course from other Associations or regulatory bodies.
	Instructor credentials. <i>(Short-form biographies are insufficient. Include CV/resume, training experience and certifications, authored articles, etc.)</i>
	Explanations: WHY did you choose this course? HOW this information will make you a better therapist and be beneficial and relevant to your practice/clients and the profession of massage therapy.

Payment Information

The assessment fee is \$40.00 + GST (\$42.00). Visa, MasterCard, or e-transfer to payment@saskmassagetherapy.com (direct/auto deposit only, no password) – full payment must accompany the application.

EFT #	Visa or MasterCard #	Expiry Date	CVC
Signature of card holder to authorize payment		Amount \$42.00	

Member Attestation

In submitting this application for approval, I attest that all information and materials provided are accurate and truthful. I understand that if approved, I will be eligible to receive competency credits for completion of the course and that I am responsible for providing appropriate verification of completion. I have reviewed the application requirements and agree to all terms.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Not approved: reason _____ Approved: Primary Credits _____ Business Credits _____

SAMPLE COURSE OUTLINE – use as a guideline for your submission

Course name: Facilitated Stretching – Lower Body

Course date and time: March 2022, 9:00am-5:30pm

Course length: 7 hours

Instructor: Bob Smith, PT

Prerequisite: RMT or 2nd Year MT student.

Delivery method: In class theory and practice.

Time	Length	Topic
9:00-9:45	45 mins	Introduction to PNF, history, uses, effects, contraindications, and precautions.
9:45-10:00	15 mins	BREAK
10:00-11:00	1 hour	Overview of a, b and c muscles, incl. origin, insertion, and action. Demonstration of self-stretching and strengthening of each muscle and correct draping during the massage treatment.
11:00-12:00	1 hour	Participants will practice on each other PNF, self-stretching and strengthening exercises for: a, b, c muscles.
12:00-1:00	1 hour	LUNCH BREAK
1:00-1:45	45 mins	Overview of: d, e, f, muscles, incl. origin, insertion and action. Demonstration of PNF, self-stretching and strengthening of each muscle and correct draping during the massage treatment.
1:45-2:45	1 hour	Participants will practice on each other PNF, self-stretching and strengthening exercises for: d, e, f muscles.
2:45-3:00	15 mins	BREAK
3:00-3:45	45 mins	Overview of g, h, i muscles, incl. origin, insertion, and action. Demonstration of PNF, self-stretching and strengthening of each muscle and correct draping during the massage treatment.
3:45-4:45	1 hour	Participants will practice on each other PNF, self-stretching and strengthening exercises for g, h, i muscles.
4:45-5:30	45 mins	Summary, Q&A, certificates.

Learning Outcome:

Upon completion of the course, the participant will have learned to perform facilitated stretching with proper draping of the body part being stretched during the massage treatment as well as self-stretching and strengthening exercise for it.

References:

Books:

- Dr. Nikita, A. Vizniak (2008), *Muscle Manual*
- Robert E. McAtee, Jeff Charland,(2013), *Facilitated Stretching*
- Netter FH (2010), *Atlas of Human Anatomy*

Journal Article:

Aiyana Fraley, LMT, *Massage Magazine, The Massage Therapist's Guide to Assisted Stretching Techniques*

Web Reference:

- Historical perspective of PNF
<https://ipnfa.org/>
- Human Kinetics, What is PNF stretching and how should you use it?
<https://humankinetics.me/2018/04/25/what-is-pnf-stretching/>