

Massage Therapists' Association of Nova Scotia  
Policy Manual

<b>Title:</b>	<b>Continuing Education and Professional Development Policy</b>	<b>Date:</b>	<b>2002</b>
<b>Category:</b>	<b>Professional Regulations</b>	<b>EC Approval:</b>	
<b>Reference:</b>	<b>MTANS Constitution, Part II, Purposes</b>	<b>Revision:</b>	<b>17 August 2005</b>

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**Policy:** Continuing Education and Professional Development Policy

**Intent:** The Massage Therapists' Association of Nova Scotia believes it is important to let members develop in their own direction with respect to continuing education and professional development. MTANS also believes that public safety and our professional reputation should be our primary concerns. This policy is intended to set the standards and criteria for the continuing education and professional development of MTANS' members.

**Implementation:** **The Committee**

The policy will be administered by a standing committee known as the Continuing Education Committee (CEU) under the authority of the Board of Directors.

CEU Committee members shall be Registered Massage Therapists and Members of MTANS in good standing.

The Committee shall consist of a minimum of three and a maximum of eight members. Additionally, the President and Executive Director of MTANS are ex officio members of the committee.

The Chair of the committee shall be selected by the committee and appointed by the Board of Directors. A quorum of the committee shall be three members. The committee shall recommend and execute policy and shall review member submissions for CEU credits, and shall review activity applications for their suitability for listing.

#### **Interpretation**

In this policy, unless the context otherwise requires:

1. 'CEU' means a continuing education unit.
2. 'Credit' is the value in CEUs credited to the Member for each activity and applied to the total CEUs required in a cycle.
3. 'Cycle' is a two year period within which Members acquire CEUs.
4. 'Activity' means a course, lecture, seminar, or other professional activity in which a Member participates to obtain CEUs.
5. '*Guideline of Approved Professional Development Activities*', or 'Guideline', is the listing of specific activities and their related CEU credit value, which by necessity is a dynamic document subject to revision, additions, and deletions. The current Guideline shall be published on the MTANS web site and shall be maintained current.

6. 'Primary Professional Activities' are directly related to positive outcomes in client/patient care through knowledge, skills or communication and fall clearly within our currently defined scope of practice.
7. 'Secondary Professional Activities' are seen as having indirect potential impact on client/patient care or may be debatable as to inclusion in our current scope of practice.
8. 'Approved Course or Professional Activities' are those programs and initiatives approved by the MTANS Continuing Education Committee.
9. 'Association' means the Massage Therapists' Association of Nova Scotia.
10. 'Committee' means the MTANS Continuing Education Committee.
11. 'Member' means an MTANS Member.
12. 'Title' refers to the official name of an Activity as it will appear in the Guideline and should appear in that form on Members' Activity Reports.
13. 'Activity Report' is a form, supplied by MTANS, to be completed by each Member detailing the Continuing Education and Professional Development Activities they have undertaken during the cycle and will include such supporting documents or proofs as indicated or requested.

### **Credits**

1. All Active and Inactive Members of MTANS shall accumulate twenty (20) CEUs in each two year cycle.
2. CEU credits are assigned to primary, secondary and bonus activities. The Committee determines the category assignment of each activity by evaluating its relationship with common practice and the massage therapy scope of practice as it is currently understood.
  - a. 2 hours participation in a Primary activity = 1 CEU
  - b. 3 hours participation in a Secondary activity = 1 CEU
  - c. Bonus CEUs may be awarded for specific MTANS programs or events as outlined in the Guideline.
3. Members may combine Primary, Secondary and Bonus Activities to acquire the twenty (20) CEUs required in each cycle, but at least ten (10) CEUs claimed must be from participation in Primary Activities.
4. To avoid the possibility that approval of an activity would be interpreted as clearly placing the activity or modality within our scope of practice, the Committee makes the following statement:

“The approval of courses/workshops and related professional development activities for CEUs by the MTANS Continuing Education Committee does not represent an endorsement of a relationship between these activities and the scope of practice of massage therapy. Each Member is expected to perform and operate their practice within the parameters of ethical and responsible means outlined in the Constitution and Bylaws of MTANS, the adopted Standards of Practice, MTANS Code of Ethics and associated regulations and guidelines as amended. The choice of course and/or direction of professional development is the responsibility of the individual Member. The committee encourages Members to evaluate their choice of

course/workshop and related professional development activities in terms of their benefit to the ongoing quality improvement of their practice.”

### **Primary Professional Activities**

1. Primary Professional Activities are directly related to the positive outcomes in patient or client care through knowledge, skills or communication and fall more clearly within our current defined scope of practice. Every two hours directly involved in the activity equates to one CEU. Thus, forty hours of Primary Professional Activities will in result in 20 CEUs.
2. Primary Professional Activities include the following:
  - Membership and participation on the Board and committees of MTANS, CMTA.
  - Formal teaching of approved massage therapy courses in recognized schools.
  - Being a mentor or preceptor for a student registered in a recognized massage therapy school.
  - Presenting workshops/seminars (including preparation time\*).
  - Attending workshops/seminars\*.
  - Taking health related correspondence courses.
  - Enrolling in health related college or university courses\*.
  - Participating in formal research with intent to publish results.
  - Taking first aid / CPR courses.
  - Conferring with peers in study groups or participating in regional association meetings and functions.
  - Reviewing books, articles or videos directly relevant to patient/client care.

\* The MTANS Continuing Education Committee will approve courses, workshops and seminars based on:

- Relevance to massage therapy in theory, techniques, principles and scope of practice.
- The learning objective is to enhance the knowledge, skills and abilities of the Member in assessment, communication, scope of practice etc. to the benefit of the client/patient.

### **Secondary Professional Activities**

1. Secondary Professional Activities are seen as having potential impact on client care indirectly and/or may be more controversial about actually being in our scope of practice. Every three hours directly involved in the activity equates to one CEU. Thus 60 hours of Secondary Professional Activity will result in 20 CEUs.
2. Secondary Professional Activities include the following:
  1. Reviewing books, articles or videos indirectly relevant to client/patient

care.

2. Business courses (computer, marketing, small business management).
3. Participation in community organizations which result in the development of communication or massage related skills (Local Boards of Trade, Chamber of Commerce, Community Health Board, Abilities Foundation, Cancer Society, Arthritis Society, coaching amateur sports, leading a community fitness class/program).
4. Modalities whose main principles are 'energy' based (Reiki, Therapeutic Touch).
5. Some other examples of Secondary Professional Activities are Acupuncture, Alexander Method/Technique, Biodynamic Massage, Ear Candling, Energy Work, Nutrition, Reflexology (interactive or otherwise), Psychotherapy, Somato-Emotional Release, Body-Mind Processing Skills, Animal Massage, Music Therapy, Chi Nei Tsang, Traditional Chinese Medicine, Advanced Energy Healing, Aromatherapy, Tai Chi and Rubenfeld Synergy Method.

### **Bonus Professional Activities**

1. Bonus Professional Activities may be awarded for specific MTANS programs or events.
2. Bonus Professional Activities may include, but are not necessarily limited to the following:
  - Attending the full session of an MTANS Annual General Meeting (AGM).
  - Attending the full session of an MTANS Semi-Annual General Meeting (SAGM).
  - Committee Member and/or Director training sessions.

### **Guideline of Approved Professional Development Activities**

The Guideline of Approved Professional Development Activities listing of currently approved activities, credits and CEUs are listed on the MTANS web site at [www.mtans.com](http://www.mtans.com). This listing will be maintained current on a timely basis.

### **Assignment of Credit Values to Activities**

1. Each Activity will have an Official Title or a unique name.

When an Activity Provider or Facilitator (which may in some instances be a Member) submits activity information to the Committee for approval, that information must include a detailed course outline that contains hour for hour information on what is being taught, as well as the number of hours, or days of instruction, and the cost of the program. It must also contain a résumé or CV of the instructor.

2. The committee allows the Chairperson to review activity applications for approval or disapproval, to use his or her discretion with respect to that activity and to determine if it qualifies for approval as an activity as outlined in this document. Only problematic cases need be submitted to the wider Committee for discussion and approval or disapproval.

3. An application to have an Activity reviewed by the MTANS Continuing Education Committee will receive a written response within two to four weeks. Conditions of approval will include:
  - a. That the Activity conforms to the material sent to the Committee for review. Any substantive changes to the Activity or the contravening of other limitations set out in this policy may result in a re-evaluation of the credit value of the activity, and/or its possible delisting from the Guideline.
  - b. The Activity Provider shall provide each participant with a document indicating:
    - The name of the Activity.
    - The duration in hours of the Activity.
    - The Facilitator's or Instructor's name and contact phone number.
    - The name of the participant (Member).
    - The signature of the Activity Facilitator/Instructor.
4. Occasionally a Member may participate in an activity that is not within our scope of practice such as an Herbalist Course. In such cases credits may be granted for components of the course that are within our scope of practice, such as osteology, myology, physiology and hydrotherapy.
5. Courses or Activities need not always be approved by the MTANS Continuing Education Committee but may be approved by any other recognized massage therapy association in Canada.
6. The Facilitator/Instructor of all Activities must possess the necessary credentials for the presentation of the course.

### Cycle

1. Cycle A begins on January 1<sup>st</sup> of each odd numbered year and ends on December 31<sup>st</sup> of each even numbered year.
2. Cycle B begins on January 1<sup>st</sup> of each even numbered year and ends on December 31<sup>st</sup> of each odd numbered year.
3. Members will be assigned to Cycle A or Cycle B upon joining MTANS.
  - a. The cycle of a newly graduated massage therapist joining MTANS will be the cycle commencing January 1<sup>st</sup> of the year following acceptance as a Member.
  - b. The cycle of an existing massage therapist rejoining MTANS after a break in membership for whatever reason shall be the cycle commencing January 1<sup>st</sup> of the year following reinstatement and dependant on the submission of any outstanding fees or activity reports.
  - c. The cycle of an existing massage therapist joining MTANS from another jurisdiction shall be the cycle commencing January 1<sup>st</sup> of the year following acceptance as a Member of MTANS.
4. Should a member earn a surplus of CEUs in a cycle, he/she may carry a maximum of 10 CEUs forward to the next cycle, providing that those CEUs were earned during the last twelve (12) months of the cycle's ending.

5. CEUs resulting from any single activity can be split for the purpose of carrying over to the next cycle to a max of 10 CEUs to be carried forward.
6. For purposes of clarity the reader is reminded that at least 10 of the CEUs claimed in each cycle must have been earned from Primary Activities.
7. A Member may present the Committee with a written request for an exemption on compassionate grounds. Each request shall be reviewed confidentially and the Member shall receive a written determination from the Committee, a copy of which shall be retained in the Member's file.
  - a. Only rarely would a Member be totally exempted from complying with the continuing education and professional development requirements.
  - b. Most often the exemption granted would take the form of an extension of the cycle to permit CEUs to be acquired.
  - c. The Committee will require proof, in writing, of a serious medical or family emergency that occurs near the end of a cycle. These may take the form of letters from an attending physician or a copy of a death certificate.
  - d. Should the request be based on a condition such as depression, mental illness or other such condition that may inhibit a Member from acquiring CEUs and/or practicing safely with respect to the public, the Committee reserves the right to refer the request to the Board of MTANS. The Board may then elect to investigate to determine whether or not the Member can safely practice massage therapy in the public interest.

### **Activity Report**

1. The MTANS Continuing Education Committee will send each Member an ACTIVITY REPORT Form at the same time Member's Dues Invoices are mailed, approximately October 1<sup>st</sup> of each year. Additionally copies of the form are available on the MTANS web site. Members whose cycles end December 31<sup>st</sup> of that year will also receive a reminder that the report is due by December 31<sup>st</sup>. No further notification will be issued.
2. The Activity Report form will be used by the Members to keep track of their personal Continuing Education and Professional Development Program. Most important will be the tracking of accumulated CEUs and the proof of participation in activities.
3. It is required to document the proof of participation in an Activity, but this proof is not required to be submitted with the ACTIVITY REPORT. Proof may be requested by the Committee:
  - If there is a question of the activity meeting the requirements of this policy.
  - If there is a question concerning the value of the claimed CEUs.
  - If there may be an error in reporting details of the Activity.
  - If the Activity Report is subject to a random audit by the Committee.
4. This form must be completed by the Member and returned by December 31<sup>st</sup> of the second year of the cycle.
5. The following items are examples of the type of proof you may retain and use to verify activities:

- Receipts with names of organizations involved and contacts for verification.
  - Brochures from courses you teach with names of organizations and contacts.
  - Certificates, transcripts, course outlines, newspaper clippings/ media content etc.
  - Names of contacts, leaders, chairs of committees, groups, associations etc..
  - Brief synopsis of articles, books or videos reviewed.
6. The Activity Report Form will require:
- a. The Member's full name.
  - b. MTANS Membership number.
  - c. The start and end dates for the cycle being reported.
  - d. The Title of the Activity.
  - e. The date(s) of participation for each Title.
  - f. The total hours of participation for each Title.
  - g. The differentiation between primary hours and secondary hours.
  - h. A summary of what supporting documents or other proof of participation in an Activity the Member has retained.
  - i. A calculation of the total number of CEUs.
  - j. The Member's dated signature.
  - k. The total # of CEU's being carried forward (max of 10).

#### **Compliance and Discipline.**

1. All Active and Inactive Members whose Cycle ends on December 31<sup>st</sup> are responsible to submit their completed Activity Report Form on or before that date.
2. Members delinquent as at January 1<sup>st</sup> of the following year will be assessed an administration fee of twenty-five (\$25) dollars and will be allowed a one month grace period ending January 31<sup>st</sup>.
3. Members remaining delinquent as at February 1<sup>st</sup> will be suspended.
4. Suspended members will be removed from Insurance Industry advisory lists of current MTANS members, as provided for in MTANS By-laws and Policies, and their Professional and General Liability insurance coverage will be cancelled.
5. These sanctions will remain in effect until the Activity Report Form has been submitted and the twenty-five (\$25) administration fee has been paid.
6. Members reinstating as a result of suspension under this policy shall be required to pay the new member administration fee to reactivate their membership.

*We can all take pride in knowing that we take seriously our commitment to provide a superior quality of massage care as a result of our collective continuing education and professional development.*