

CRMTA Information Sheet

Course Evaluation

Continuing Education Credits (CEC)

All Active and Associate CRMTA members must complete 30 Continuing Education credits (CEC) every 3 years in order to maintain their CRMTA membership. A maximum of 10 of the 30 credits can be secondary credits.

Primary credits are allocated to in-class, hands-on continuing education courses that directly relate to massage therapy.

- **1 credit** is allocated per hour, to a maximum of 20 credits per course / workshop.

Secondary credits are allocated to courses on modalities that enhance a massage or on one's professional development in the field of massage. Courses may include topics such as ethics, communication, additional modalities, etc. Participation in some CRMTA events also count towards secondary credits.

- **1 credit** is allocated per 2 hours, to a maximum of 10 credits per course / workshop.
- **3 credits** are allocated for attending an Annual General Meeting (AGM).
Please note: Active and Associate CRMTA members must attend 1 AGM every 3 years
- **3 credits** are allocated for First Aid certification and re-certification.
Please note: Active and Associate CRMTA members must maintain a valid Standard First Aid and CPR Level C certification.
- **5 credits** are allocated per year of participation in a CRMTA committee.

Submitting Continuing Education Courses to CRMTA

In order for a CRMTA member's Continuing Education course or workshop to be counted towards their total, the courses / workshop must be approved by CRMTA and submitted for credit assessment.

Submitting Unapproved Continuing Education courses: All unapproved courses must be submitted for evaluation to determine its eligibility for CRMTA credits. To submit an unapproved course to CRMTA for evaluation:

1. Download and complete the [Course Evaluation Approval Form](#). (This form can be given to the provider of the course to complete.)
2. Provide a copy of the listed documentation required for the approval process.
3. Provide a copy of the required documentation via:
 - a. Email at admin@crmtaab.com,
 - b. Mail at Suite 212, 5615 101 Avenue NW, Edmonton, AB T6A 3Z7
 - c. In person at Suite 212, Capilano Mall, 5615 101 Avenue NW, Edmonton, AB T6A 3Z7
4. CRMTA will advise members via email on the status of their submission.

The deadline for submission of Continuing Education courses / workshops is 30 days prior to member's 3rd membership anniversary. CRMTA will send a reminder and a credit update to each member as they near their 3-year deadline.

For more information regarding continuing education, please email bob@crmtaab.com

Course Evaluation Approval Form

1. Member Information:

Member Name: _____
Last First

CRMTA Number: _____

2. Course Information:

Course Name: _____

Course Date: _____

Course Location: _____

Instructor Name: _____
Last First

Instructor Contact: _____
Home Number Other/Cell Number

Instructor Email: _____
By providing us with your email address, you consent to receiving electronic communications from CRMTA.

3. Course Evaluation Documentation:

Please provide the required documentation listed below:

- Course / Workshop Description and Content
- Outline of the benefit to massage and any anatomy review or contraindications to treatments.
- Prerequisites to taking Course / Workshop
- Referenced Texts: *Detailed list of recognized reference texts. Wikipedia does not count.*
- Delivery Method: *Ex: in class, online, video, mentoring, in modules.*
- Learning Outcomes: *Expected skills to be developed by this training for the therapist.*
- A list of all topics covered with brief detail of each
- A detailed course timeline: *This must be very specific usually in half hour increments and include breaks.*
- Previous Approval of Course / Workshop from other Associations or regulatory bodies.
- Credentials for instructors: *Please include certifications, curriculum vitae / resume and training experience.*

4. Declaration:

I, the undersigned, declare that to the best of my knowledge the information provided and statements made in this application and any attached documents is true. I agree to abide by CRMTA Bylaws, Code of Ethics, Guidelines for Professional Boundaries, Standards of Practice and any other governing documents of the Association. I realize that I may lose my membership and membership privileges if complaints about me are found to be in violation of these documents.

Member Name

Member Signature

Date