

CRMTA Approved Continuing Education Information Sheet

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 CRMTA Approved Continuing Education courses: Our website has a list of approved courses / workshops under Scheduled Workshops found in the Continuing Education tab. To submit an approved course to CRMTA:

1. Download and complete the [Continuing Education Submission Package](#).
2. Provide a copy of the certificates of completion/proof of attendance for each course / workshop.
3. Submit 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 your 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



Continuing Education Submission Form for Approved Courses and Workshops

Member Name: _____ **Membership #:** CRMTA _____

In order for CRMTA to assign Continuing Education Credits, members provide the below information for each Approved CRMTA Continuing Education course or workshop.

Please complete the below form for the form is for must be approved by CRMTA and be accompanied by certificates of completion.

PLEASE NOTE: This form is to submit Approved CRMTA Continuing Education courses or workshops. Unapproved courses must be submitted for evaluation in order to determine its eligibility for CRMTA credits. To submit an unapproved course for review, please complete the **Course Evaluation Form** provided on the CRMTA website.

					FOR ADMIN USE ONLY	
	Event Name and Location:	Instructor(s):	Date(s):	Hours per Day:	Notes:	Credits:
1						P: S:
2						P: S:
3						P: S:
4						P: S:
5						P: S:
					TOTAL CREDITS	P: S:

Member Signature

Date of Submission