



Continuing Education Handbook

Revised April 2015

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Prince Edward Island Massage Therapy Association CEU Guidelines

Introduction

The Prince Edward Island Massage Therapy Association (PEIMTA) requires members to participate in on-going continuing education. The following guidelines lay out the requirements that members must meet during their continuing education unit (CEU) cycle. These guidelines were created taking into account the PEIMTA's mission statement, the needs of the membership, and the PEIMTA's aim to act in accordance with other regulated provinces.

Continuous self-assessment and enhancement of skills are essential responsibilities of each member. Evolving techniques, innovations in healthcare provision and increasing social awareness of the importance of healthcare, emphasize the need for members to demonstrate their continued competence to provide high quality therapeutic massage services in PEI.

The choice of courses taken and/or direction of professional development are the responsibility of the individual therapist. Therapists are encouraged to evaluate their choice of courses/workshops and related activities in terms of their benefit to the ongoing quality improvement of their practice. To aid in this, the PEIMTA has provided a **Self Assessment Tool** to assist members in determining their Competency Level and identify areas in which they would benefit from upgrading. While this is not a requirement of the CEU Committee, it can be very helpful in deciding which area to upgrade. The **Self Assessment Tool** is available for download on the PEIMTA website: www.peimta.com

In order for CEUs to count toward the member's CEU cycle, the course/workshop should be approved by the PEIMTA CEU Committee. Approval is based on the following:

- If a CEU Course has been approved by the College of a legislated province then it will be considered as meeting our guidelines
- To have an unapproved course considered, please submit a Course Evaluation form to the Continuing Education Committee. Please give sufficient time for the course evaluation process before the course begins. It is at the member's discretion if they wish to begin a course before it has been evaluated, with the understanding that there is a risk that it will not be approved.

Member Responsibility for Continuing Education

Each member is required to:

1. Determine what professional skills are needed to enhance their professional practice.
2. Obtain the required minimum number of credits per cycle. You are given three years in which to attain the required credits and are provided with an array of different options. It is the responsibility of each member to ensure that you know the cycle dates and that you plan your professional development over the course of the three year period.
3. Maintain detailed documentation of all courses/workshops completed for each continuing education cycle.
4. Submit required proof of course completion in a timely manner and prior to deadlines.
5. For courses not currently on the approved list, submit course information for approval PRIOR to registration for the course.
6. Provide additional course documentation if requested by the Continuing Education Committee for evaluation purposes.
7. Advise the PEIMTA Continuing Education Committee in the event of extenuating circumstances that prevent the completion of the continuing education requirements prior to the submission deadline.

A. Active Member Requirements

All PEIMTA active members must obtain a **minimum of 30 CEUs** within the specified 3 year window. A CEU cycle is 3 years, and finishes on the date of the AGM in October each year. CEUs can be acquired in the following categories:

Category A	Minimum of 20 CEUs	1 CEU = 1 hr of participation in Category A activity
Category B	10 CEUs	1 CEU = 2 hrs of participation in Category B activity

B. Inactive Member Requirements

Currently all inactive members of the PEIMTA are required to meet the same CEU responsibilities as practicing members before their full membership can be reinstated.

C. New Member Requirements

New graduates do not have to start gathering CEUs until one year after joining the PEIMTA. For example, if you join the PEIMTA in April 2015, your one-year grace period starts at the AGM in October 2015 and your first CEU cycle begins at the AGM in October 2016 and ends at the AGM in October 2019.

Continuing Education Unit Guidelines

A. CATEGORY A (1 CEU per 1 hour of participation)

Activities in Category A are **directly** related to the Scope of Practice.

The Scope of Practice, as stated in the PEIMTA Bylaws is:

“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 **manipulation** to develop, maintain, rehabilitate, or augment physical function, or relieve pain.”

General Category A Areas of Study

Including but not limited to:

Anatomy	Physiology
Pathology	Massage Theory
Massage Techniques	Client Assessment
Pre-Treatments	Applying Treatments
Hydrotherapy	Remedial Exercise
On-Going Client Evaluation	

Specific Modalities in the Scope of Practice

Including but not limited to:

- Active Release
- Acupressure
- Acupuncture
- ANLI Assessments
- Aquatic Massage
- Bowen Therapy
- CranioSacral Therapy (including unwinding)
- Deep Connective Tissue
- Deep Muscle
- Esalen Tissue
- Hot Stone Therapy
- Hydrotherapy (including hot packs, cold packs, baths etc.)
- Indie Head Massage
- Infant Massage
- Joint Mobilization
- Labour Support

- Lomi Lome
- Manual Lymph Drainage
- Meridian Massage
- Muscle Energy
- Myofascial Release
- Neuromuscular Therapy
- NISA Therapy
- Orthobionomy
- Osteopathy
- PNF Stretching
- Prenatal Massage
- Remedial Exercise (including exercise therapy)
- Rolfing
- Shiatsu
- Sports Massage (including athletic taping and bracing)
- Strain/Counter Strain
- Structural Integration
- Swedish Massage
- Traditional Thai Massage
- Trigger Point Therapy
- Tui Na
- Visceral Manipulation

All other modalities are subject to approval by the Continuing Education Committee.

Category A Activities include:

- Attending workshops, seminars or courses relevant to Category a modalities and/or Scope of Practice (attending includes on-line or correspondence courses).
- Presenting workshops, seminars or courses relevant to Category A modalities and/or Scope of Practice (including preparation time limited to the first time the presentation is made)
- Membership on committees that are relevant to the Category A modalities and/or Scope of Practice
- Serving as an examiner, peer assessor, subject matter expert, or investigator for the Association
- Conducting or collaborating in formal research with intent to publish results that are relevant to the Category A modalities and/or Scope of Practice
- Submitting articles for publication in Massage Therapy publications that are relevant to the Category A modalities and/or Scope of Practice
- Conferring with peers individually or participating in regional association meetings and functions where the outcome is learning relevant to the Category A modalities and/or Scope of Practice
- Reviewing books, articles or videos that are relevant to the Category A modalities and/or Scope of Practice

Self-Directed Study for Category A CEUs

Any combination of the following four options may be used to obtain a maximum of 5 Category A CEUs per 3 year cycle:

1. PEIMTA Mentoring Form
 - 1 Category A CEU per 2 hours of shadowing
 - Equal credits are awarded for each PEIMTA member participating
2. PEIMTA Case Study Form
 - 1 Category A CEU per Case Study
3. PEIMTA Literature Reviews: Magazine Article, Book, or Video
 - 2 Category A CEUs per magazine article, book or video
4. PEIMTA Group Study Participation Form
 - 1 Category A credit per hour of participation for each PEIMTA member participating

Category A activities are to be recorded on the forms provided (or downloaded from the website www.peimta.com) and submitted at the end of your CEU cycle. Members should keep a copy of all Category A activities for their personal file.

B. CATEGORY B

Category B Activities are complementary to massage therapy and are not considered part of the PEIMTA Scope of Practice.

General Category B Areas of Study

Including but not limited to:

Business Acumen (hiring, contracts etc.)	Business Development (accounting, marketing etc.)
Client Focus	Compliance
Client Relations	Communications
Client Evaluation	Conflict Resolution
Inter-Professional Relations	Problem Solving and Decision Making
Records Management	Self-Management (time management etc.)
Health-Care Services Knowledge	Public Health

Specific Modalities considered Complementary to Massage Therapy

Including but not limited to:

- Alexander Technique
- Aromatherapy
- Electrical therapy techniques (including IFC, TENS, Therapeutic Ultrasound, and Pulsed High Frequency, Low Intensity Laser Therapy)
- Feldenkrais
- Guided Imagery
- Healing Touch
- Inhalation Therapy
- Kinesiology
- Meditation
- Reiki (1st degree only)
- Relaxation Therapy
- Tai Chi
- Therapeutic Touch
- Touch for Health
- Trager
- Yoga

Category B Activities Include:

- Attending workshops, seminars, or courses complementary to massage therapy (including on-line or correspondence courses)
- Presenting workshops, seminars, or courses complementary to massage therapy (including preparation time limited to the first time the presentation is made)
- Membership on committees complementary to massage therapy
- Participating, conducting or collaborating in formal research with intent to publish results complementary to massage therapy
- Submitting articles for publication in publications complementary to massage therapy
- Conferring with peers individually or participating in regional association meetings and functions where the outcome is learning complementary to massage therapy
- Reviewing books, videos, or articles complementary to massage therapy
- Volunteer work

Category B activities are to be recorded and submitted at the end of your CEU cycle. Members should keep a copy of all Category B activities for their personal file

***** To ease the burden that members may feel in fulfilling their CEU requirements, members are encouraged to take advantage of opportunities provided by PEIMTA *****

- Annual General Meeting attendance
- Semi Annual General Meeting attendance
- Volunteering for the Board of Directors of PEIMTA
- Completing and submitting Self Directed Study forms

RECORDING AND PROOF OF CEUs ACQUIRED

The PEIMTA has provided you with forms that can be used to record your activities. They can also be downloaded from the website www.peimta.com

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.
- A log of accumulated hours with descriptions of activity and the learning outcomes
- Names of contacts, leaders, chairs of committees, groups, associations etc.
- Brief synopses of articles, books, or videos reviewed
- A record of the learning that took place by being involved with the activity

Remember to convert the hours to CEUs in your professional portfolio.

A. How to Submit CEUs to the PEIMTA

CEU Reporting Forms are available on the PEIMTA website, www.peimta.com. All necessary forms must be completed and returned **WITH SUFFICIENT PROOF** to the PEIMTA office or designated representative at the Annual General Meeting in October of the third year of the cycle. Failure to do so may result in a term, condition, or limitation placed on the therapist's registration.

Every member is responsible for their reporting of CEUs.

B. Policy for Penalties and Ramifications for Non-Compliance

Should a member fail to submit their required CEUs:

1. A written (registered letter) and verbal notice is issued requiring a reply within one month with either the missing information or the reason for not achieving the CEUs.
2. If the Board of Directors decides in favour of the member, there is a one year grace period to obtain the missing CEUs. This does not change their existing 3 year cycle.
3. Should there be no reason for the non-compliance, the member has 3 months to acquire the missing CEUs.
4. If the member does not contact the PEIMTA within one month of the initial warning, another verbal warning and registered letter is issued. This informs the member that he/she has one month to comply and that, should non-compliance continue, membership in the PEIMTA will be suspended until such time as the member complies with the CEU regulations. Blue Cross and liability insurers will be notified of the suspension.

Carry Forward of CEUs

Members are expected to be continually upgrading their knowledge and improving their skills. However, members may carry forward up to 10 CEUs but must obtain upgrading within the first year of a new cycle.