



## The Accreditation Process

If you are a massage therapy education program owner, administrator, or leader who is wondering how to become accredited with CMTCA, read on to find out more about the steps in the accreditation process and how you can apply.

### 1. Complete the application form

Once you have reviewed the standards and decided you are ready for accreditation, download an accreditation application form from the CMTCA website, complete it and send it to CMTCA:

- ✓ Email [info@cmtca.ca](mailto:info@cmtca.ca), and put "Accreditation application" and the name of your institution in the subject line.

Accreditation decisions are made on a site-by-site basis. If you have multiple sites, therefore, a separate application form must be completed for each site.

### 2. Pay the annual fee

Once your application form has been received by CMTCA, you will be invoiced your annual accreditation fee, based on the total number of full and part-time students enrolled in all massage therapy programs at your site in the previous 12 months from the date your application is received. For more information regarding the calculation of your annual fee, please refer to the CMTCA Fee Schedule available on the CMTCA website.

### 3. Prepare your Preliminary Accreditation submission

Preliminary Accreditation is the first step of the accreditation process. It consists of an evaluative self-assessment. To prepare, you'll need to rate your program against the criteria, provide evidence to support your rating (a list of required evidence is included in the standards document), and submit the ratings and the evidence to CMTCA.

*Be aware that this step can be time-consuming.* It may take up to a year to prepare the Preliminary Accreditation submission, depending where you are starting your quality improvement journey.

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General information on the process is available on the CMTCA website. However, your annual fee gives you access to an online Learning Management System that contains modules on the accreditation process, including information on interpreting the standards, preparing for the site visit, and understanding tracers.

Also, if you want a little more help, in-person training is available at a reasonable cost.



You will also need to pay the fee for Preliminary Accreditation which covers the cost of administering the Preliminary Accreditation process and the review of evidence by surveyors. Refer to the CMTCA Fee Schedule for more information on fees.

Remember: Accreditation decisions are made on a site-by-site basis, therefore, a separate preliminary accreditation submission is required for each site.

#### 4. Evaluation of the Preliminary Accreditation submission

Two surveyors will review the evidence and ratings and submit their findings to CMTCA to determine whether Preliminary Accreditation has been achieved.

#### 5. Preliminary Accreditation decision

If successful, your program will be granted Preliminary Accreditation and a site visit will be scheduled to take place within two years.

If unsuccessful, CMTCA will provide you with recommendations on what needs to be done to achieve Preliminary Accreditation. You will be able to submit your revised preliminary accreditation documents no earlier than three months from the date you were advised that you had been unsuccessful.

#### 6. Site visit

Once Preliminary Accreditation has been granted, CMTCA will schedule the site visit. A minimum of two surveyors and one CMTCA staff will visit your program to further assess compliance with the standards.

#### 7. Full Accreditation Report and decision

After the site visit, surveyors will submit their findings to CMTCA for review and a determination of the full accreditation decision (one, three, or five years, or non-accreditation), following which the Accreditation Report, including the accreditation decision, will be issued.

Note that the maximum accreditation decision after the first site visit is three years.

You will be asked to review the Accreditation Report prior to it being finalized, to correct any technical errors. These might include program or course names, committee names, locations, dates, or other similar issues. This is not an opportunity to correct or comment on surveyor ratings.

#### 8. Appeals

Education programs that do not achieve accreditation will be able to appeal the decision through a structured, objective process. If the appeal is unsuccessful, they may request another site visit no earlier than six months following the date when the non-accreditation decision was issued. Requests to appeal the duration of an accreditation decision (i.e., you

received a 1 year accreditation decision and you would like to appeal for a 3 or 5 year accreditation decision), however, will NOT be accepted.

## 9. Notifying CMTCA about updates and changes

If there are substantive changes to your curriculum or staff/faculty complement, you will be required to notify CMTCA. Changes that would qualify as substantive include e.g., changing location of the education program, adding a new massage therapy education program, eliminating core teaching subjects, change in administration. For more information about reporting changes, please contact CMTCA.

## 10. Ongoing self-assessment

To be ready for your next site visit, it's a good idea to self-assess your program against the accreditation standards regularly, to determine and address gaps and areas for improvement.

## 11. Follow-up site visits

After receiving an accreditation decision, the next accreditation decision will require future site visit. The next site visit based on the length of the previous decision. For example, if a program is awarded a three-year accreditation decision, a site-visit for the subsequent accreditation review will be scheduled 12 months before the end of the three-year accreditation period ensuring accreditation is maintained.

If you have any questions regarding the steps to accreditation, please:

- ✓ Phone us at 416-466-3427 or email [info@cmtca.ca](mailto:info@cmtca.ca)