



CMTCA Accreditation Surveyor Application Form

Please complete this form and submit it with your CV, the contact information for three professional references, and a cover letter to info@cmtca.ca. You will be contacted the next time an opportunity is available for CMTCA surveyor training.

Date _____

Name _____

Address _____

Street Address

City

Province

Postal Code

Contact information

Daytime Phone number: _____

Evening Phone Number: _____

Email _____

Please answer the following questions

1. Have you ever served as an on-site evaluator, peer-reviewer, or surveyor for an accreditation program or for the massage therapy profession?

Yes

No

If yes, when was your most recent review? _____

YYYY/MM/DD

If yes, for which organization? _____

2. Check the one box that best describes your current professional activity.

Educator

Education program administrator

Qualified massage therapy provider

Massage-related business manager

Other (please specify) _____



3. Please describe your experience and knowledge relevant to working as a CMCTA surveyor. Information that you could describe might include:
- Your education in massage, or other profession
 - The duties and skills used in your work (e.g., report writing, evaluating, negotiating, problem-solving, IT skills, making presentations, etc.)
 - Your service as a board member, administrator in a school, business, or other organization, etc.
 - Your work experience related to teaching, education administration, massage therapy, management, leadership, etc.
 - Other relevant information

Continue on another page as needed.

Terms of Reference

ACCREDITATION SURVEYOR Canadian Massage Therapy Council for Accreditation

Purpose

Surveyors collect and review evidence on how, and to what extent, massage therapy education programs are fulfilling the CMTCA accreditation standards.

Objectives

- Review Preliminary Accreditation documents and visit massage therapy education programs across Canada
- Observe and record evidence of how, and to what extent, massage therapy education programs are complying with the CMTCA standards
- Rate standards and make recommendations on findings to submit to CMTCA
- Represent CMTCA positively to massage therapy education programs, the CMTCA Board of Directors, and the public

Eligibility Requirements

- In-depth knowledge of massage therapy education
- Understanding of and experience with the Interjurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice
- Extensive experience working in a leadership and/or faculty role in a massage therapy education program
- Knowledge of regional regulations for massage therapy education programs
- Excellent communication and critical thinking skills
- Prospective surveyors must be current or retired massage therapy educator, massage therapy education program administrators, qualified massage therapy providers, and/or massage-related business managers.

Roles and Responsibilities of CMTCA Surveyors

- Attend training and education as requested by CMTCA
- Conduct preliminary accreditation reviews and site visits to massage therapy education programs as part of a CMTCA survey team, following the CMTCA accreditation process and Tracer methodology



- Contribute to draft accreditation reports describing the education program's compliance with the accreditation standards to CMTCA at the end of each site visit or preliminary accreditation review
- Respond positively to evaluation feedback concerning performance at each site visit
- Represent CMTCA professionally, adhering to the code of conduct, maintaining confidentiality and disclosing potential conflicts of interest

Commitment

Prospective surveyors should have availability to survey at least one program per year. Each site visit or preliminary accreditation review will take approximately two or three days, with longer-than-usual working hours. There may be opportunities to conduct more than one review annually. Site visits will, in most cases, be conducted **outside** of the province in which the surveyor resides.

Ongoing Education: CMTCA provides e-learning education programs and live webinars to surveyors to update them on accreditation changes and continually develop surveyor capacity. Surveyors will be required to participate in the education offerings on their own time and without compensation for that time.

Compensation: Surveyors will be paid an honorarium of \$400/day for their review work, along with reimbursement for travel costs

Conflict of Interest: Surveyors may not hold positions on any CMTCA committees or on the CMTCA Board of Directors. Furthermore, surveyors may not be employed as staff members of the CMTCA or with a massage therapy regulatory organization.