

CMTCA surveyors are committed to helping massage therapy education programs grow and improve. They are unbiased evaluators, mentors, quality improvement advocates, and good practice disseminators. Whether conducting a Preliminary Accreditation review or a site visit, their role is to rate programs against the standards, highlight strengths, and make recommendations for improvement.

Surveyors are integral to maintaining the integrity, consistency, and national credibility of CMTCA's accreditation process. As a surveyor, you represent CMTCA in interactions with education programs and the public. The selection process is thorough and involves screening as well as successful completion of training and orientation.

Although we will only contact applicants who are successful at each stage of the selection process, all applications will be given careful consideration.

Surveyor Selection Process

1. Self-Screening

Carefully review the Surveyor Terms of Reference and role expectations included in this document before proceeding.

2. Assessing Essential Qualifications

Submit your Resume, and a cover letter demonstrating how you meet the eligibility requirements and contact information for three professional references to info@cmtca.ca. If approved, you will receive an email invitation to proceed.

3. Screening Interview

Applicants whose submissions demonstrate potential will be invited to participate in a virtual interview.

4. Professional References

For applicants progressing beyond the interview stage, professional references will be contacted.

5. Conditional Selection

CMTCA will identify candidates to continue in the process. Invitations will be sent via email.

6. Orientation and Training

Selected candidates will complete two live webinar training modules prior to attending the five-day in-person workshop training sessions. Travel, hotel, and meal costs are covered by CMTCA. Performance during training is evaluated and will inform final selection decisions.



Location: Calgary, AB

Week of May 25th-29th

Arrival: May 24th / Departure on the evening of May 29 or 30th

7. Mentored Surveying Experience

Candidates who meet performance requirements will be assigned accreditation activities alongside experienced surveyors and staff. Performance evaluations will be completed following each activity.

CMTCA Surveyor Terms of Reference

Purpose

To outline the roles and responsibilities undertaken by surveyors with the Canadian Massage Therapy Council for Accreditation (CMTCA). Surveyors support and uphold CMTCA's national accreditation processes for massage therapy education programs, contributing to quality assurance and continuous improvement.

Roles and Responsibilities

- Participate in Preliminary Accreditation reviews, including review of evidence and preparation of recommendations.
- Participate in site visits (virtual or in-person) using CMTCA's tracer methodology, to determine ratings and prepare reports.
- Participate as a member of an appeal panel, ensuring impartial and evidence-based review in accordance with CMTCA policy.
- Participate in review committees, focus groups, and special projects as requested.
- Participate in Surveyor webinars (4 per year) for skill development and sharing of best practices.

Participate as a mentor during surveyor candidate training and in ongoing surveyor education.

Expectations

- Maintain current knowledge and competence in their professional field(s) through ongoing professional development.
- Remain current on accreditation updates and CMTCA communications.
- Not the subject of any past or current investigation, disciplinary proceeding, regulatory restriction, or criminal investigation that would call into question their suitability to serve as a CMTCA surveyor.



- Understand the most recent version of the CMTCA Accreditation Standards for Massage Therapy Education Programs.
- Understand the most recent version of the Interjurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice (FOMTRAC).
- Represent CMTCA professionally and adhere to surveyor policies regarding code of conduct, confidentiality, and conflicts of interest.
- Comply with surveyor competencies and respond to evaluation feedback.
- Participation eligibility may be reviewed at CMTCA's discretion if engagement lapses beyond two years. CMTCA reserves the right to require refresher training or re-evaluation of competencies prior to re-engagement.
- Disclose any actual, potential, or perceived conflicts of interest in accordance with CMTCA policy.

Time Commitment

In-person site visits typically require two days (excluding travel); virtual visits require three days, and preliminary accreditation reviews are allocated for ten business days. Site visits are often conducted outside the surveyor's province of residence.

Time commitments for appeal panels, committees, focus groups, and mentoring roles are determined based on scope.

Selection for accreditation activities is not guaranteed and is based on operational needs and surveyor availability.

Honoraria

Surveyors receive a lump sum honorarium for each accreditation activity, along with reimbursement for approved travel expenses (where applicable). Working days allocated to each activity are confirmed prior to engagement.



CMTCA Accreditation Surveyor Application Form

Date:

Name of Applicant:

Address:

City:

Province:

Postal Code:

Daytime Phone Number:

Evening Phone Number:

Personal Email Address:

Note:

CMTCA does not send surveyor communications to an individual's institution or program email addresses.

Professional Experience Questions:

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

Yes No

If yes, when was your most recent review?

If yes, for which organization(s)?

2. Check the boxes that best describe your relevant professional activity or experience in the last two years as it relates to the field of Massage Therapy

Education:

Educator (including clinic supervision)

Education Program Administrator

Curriculum or Content Developer

Other:

