

## CMTCA Accreditation Decision Committee – Call for Applications

March 20, 2025

The Board of CMTCA is pleased to announce the call for applications to join the CMTCA Accreditation Decision Committee (ADC).

The Accreditation Decision Committee (ADC) is a standing committee appointed by the Canadian Massage Therapy Council for Accreditation Board of Directors. The ADC is a decision-making entity, to which the Board has delegated the authority to award accreditation and grant Preliminary Accreditation. The purpose of the ADC is to implement the policies and procedures of CMTCA's accreditation program for the review of massage therapy education programs.

The committee will fulfill its purpose by:

- Reviewing accreditation reports prepared by survey teams and staff following Preliminary Accreditation reviews or site visits; and
- Applying knowledge of the CMTCA Accreditation Standards for Canadian Massage Therapy Education Programs and the Decision-Making Framework.

The Board of Directors is transferring these responsibilities to a committee of experts acknowledging the growth of accreditation for massage therapy education accreditation in Canada. This transition will also serve the need for a separate accreditation decision-making body, to allow the Board to focus on strategic direction, oversight, and overall sustainability of the organization.

This will be the inaugural year of this committee of five to seven voting members. The members will be appointed by the Board of Directors based on the recommendations of the Nominations Committee. The committee's work will begin with an orientation in June or July, and they will meet approximately monthly after that.

The committee requires the following areas of expertise and experience:

- Up to two current members of the Board of Directors
- Three members with in-depth knowledge of massage therapy education in Canada (minimum 3)
- At least two members with in-depth knowledge of accreditation best-practices, particularly in the Canadian education context, with at least one member from an accredited profession other than massage therapy
- Majority of members with recent, demonstrated experience in massage therapy in Canada
- A majority of members with demonstrated experience with and understanding of the CMTCA Accreditation Standards for Massage Therapy Education and the Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice



All applications will be reviewed with consideration for the promotion of diversity and inclusivity.

Accompanying this message is an application form along with documents that need to be reviewed prior to submission of an application.

The ADC roles and responsibilities can be found in:

- [Accreditation Decision Committee Terms of Reference](#)

Within this Terms of Reference document, three policies provide additional information regarding the expectations for anyone who is appointed to the committee: the Code of Conduct, Conflict of Interest, and Confidentiality policies. These documents should be signed and submitted along with the completed application form by downloading the [application package](#).

Applicants are asked to submit a Letter of Intent explaining their interest in joining this committee and contact information and job title for three references who will support their application.

An interview may be scheduled to review each application.

## Important Information

Please ensure that you have read all the documents listed above and agree to abide by the CMTCA policies if you are elected to the committee. Questions regarding the nomination process and policies can be directed to the CMTCA Executive Director at [christian@cmtca.ca](mailto:christian@cmtca.ca). Questions about the role, responsibilities, or time commitment are also welcome.

Please note that the **deadline date** to submit applications and all supporting documentation (including letters of reference) to CMTCA is **May 1, 2025**.

## Timelines

Applications will be reviewed by CMTCA staff and the Board Nominations Committee on or before June 12, 2025, and all applicants will be notified of the results of the selection process shortly after that.

The elected candidates will be invited to an Orientation to be scheduled at a mutually convenient time in June or July.