

COLLEGE OF MASSAGE THERAPISTS OF NEW BRUNSWICK (CMTNB)

List of required documentation

Please mail all documents in a single package to: CMTNB, P.O. Box 238 Miramichi, NB E1V 3M3

Do not send documents electronically (via e-mail).

- ✓ A copy of a diploma in massage therapy from an institution whose accreditation is acceptable to the CMTNB or evidence of equivalent experience as defined in the by-laws.

- ✓ Evidence that you are a Canadian citizen or are lawfully admitted to and entitled to work in Canada. If you have had a legal name change, please provide proof with documentation, i.e. marriage certificate, etc. The CMTNB requires two pieces of government issued identification, with at least one being a photo ID.

- ✓ Evidence satisfactory to the CMTNB of having professional liability insurance written on an occurrence form with at least two million dollars in coverage annually. A copy of the certificate is acceptable.

- ✓ Certificate of conduct from the RCMP or local police. The CMTNB requires the Criminal Record Check and the Vulnerable Sector Check. The seal of the police detachment must be affixed to the document. Please mail the original document to the CMTNB. A scanned document will not be acceptable to the CMTNB and will be returned to the member.

- ✓ Certificate of valid Workplace Standard First Aid with CPR C & AED or proof that you are registered for the course and will renew within three months.

- ✓ Satisfactory evidence to the CMTNB of professional reputation and practice. Two (2) letters of reference from individuals who can attest to your good character, as well as how it relates to your professional reputation and practice. Letters of reference may include past and present employers or colleagues. The letters must be dated within the last two (2) years, and signed by the author of the letter. All letters must be mailed to the College. The CMTNB will not accept any reference letters sent electronically.

- ✓ Reasonable fluency in the English or French language. A brief mention of this in one of your reference letters is sufficient.

- ✓ A declaration of current and former complaints and disciplinary proceedings taken against you in any jurisdiction. This declaration serves as evidence there are no unresolved complaints, discipline proceedings or resulting unfulfilled sanctions. You will find a statement to that effect on the Renewal Application Form. By signing the Form, the statement is legally binding.