

**College of Massage Therapists of British Columbia  
SUPPLEMENTARY EDUCATION PLAN**

A candidate who is unsuccessful in two attempts to pass one or more components of CMTBC’s Registration Examination is required by CMTBC Bylaws to submit evidence of recent course work to upgrade knowledge and ability, before permission may be granted for a third attempt.

This form must be completed by the candidate and submitted to the Manager, Examinations and Entry to Practice: College of Massage Therapists of BC, #560-1285 West Broadway, Vancouver, BC V6H 3X8, or scan and email to [applicant@cmtbc.ca](mailto:applicant@cmtbc.ca).

Candidate’s Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Which examination(s) do you need to re-write?**

SUBJECT	DATE OF PREVIOUS EXAM (MONTH, YEAR)
Clinical Knowledge & Theory	
Law, Ethics & Professionalism	
Performance Based Assessment	

**A. Additional Course Work**

I am enrolled in the following additional courses:

Course name / description	Educational facility

How many hours per week do you plan to study, outside of scheduled classes? \_\_\_\_\_

**B. Tutoring**

If your Education Plan includes the use of a tutor, please complete this section:

Tutor's Full Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_

**Tutor's credentials:**

Degree/s, license/s, diploma/s, certificates	Institution, licensing body, registration date

**Duration and intensity of tutoring**

Date when tutoring starts: \_\_\_\_\_

Date when tutoring will finish: \_\_\_\_\_

How often do you meet with your tutor? \_\_\_\_\_

How many hours per session do you meet with your tutor? \_\_\_\_\_

Total tutoring hours per week: \_\_\_\_\_

**Certification of Tutor:**

I confirm that I will be/am tutoring this candidate in accordance with the information provided here, using recommended reference materials listed. I have reviewed the "Checklist for Tutors" provided with this form.

\_\_\_\_\_  
Signature of Tutor

\_\_\_\_\_  
Date

**C. TEXTS AND REFERENCE MATERIALS**

Please list ***all*** texts and other reference materials used to study:

<b>Title</b>	<b>Author</b>	<b>Date published</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CMTBC's recommended texts and references can be found here: [Recommended Resources and Entry Level Requirements.](#)

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

### Checklist for course instructors and tutors in preparing a candidate for a written exam

- Organize candidate's study with reference to CMTBC-prescribed:
  - *Guidelines for Foundational Knowledge in Massage Therapy Educational Programs*, and
  - *Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice*
  - Both documents can be found here: [Recommended Resources and Entry Level Requirements](#).
  
- Refer to CMTBC's written analysis of the candidate's performance on previous exams, if available
  
- Before you begin the series of tutoring sessions:
  - ☐ ask candidate to give you a written self-assessment of their strengths/weaknesses in the subject
  - ☐ make up a list of questions to allow you to make your own assessment of their strengths and weaknesses
  
- Following your initial assessments:
  - ☐ draw up a list of topics to be covered in the tutoring sessions
  - ☐ start with a review of the areas in which the candidate seems to be most confident
  - ☐ proceed in a systematic way to the areas of most difficulty
  
- Make sure the candidate *understands* concepts, principles, relationships, procedures of massage therapy:
  - ☐ able to express the concepts in their own words
  - ☐ able to grasp the concepts when expressed in someone else's words
  - ☐ able to explain cause/effect relationship among two or more facts
  
- For candidates who are preparing for the Performance Based Assessment, confirm that they are able to *apply* knowledge and understanding of the subject to a hands-on situation with a patient.

**The following excerpt from CMTBC *Bylaws* is the basis of requirements set out in this Supplementary Education Plan:**

*Registration examinations*

56 (1) All Registration Examinations must be prepared under the direction of the Registration Committee.

(2) The Registration Committee must determine the conditions that an applicant must meet to successfully complete a Registration Examination.

...(4) An applicant who fails an initial attempt at a Registration Examination or a portion thereof is entitled to one further attempt at the Registration Examination or portion thereof.

(5) **If an applicant fails on the second attempt** at a Registration Examination or portion thereof, the applicant may do one or both of the following:

- a. **take one or more courses** acceptable to the Registration Committee on the subjects addressed in those portions of the Registration Examination that the applicant failed and, on completion of those courses to the satisfaction of the Registration Committee, make a third attempt at the Registration Examination or portion thereof, as applicable, at the next available sitting;
- b. **request the Registration Committee in writing to allow a third attempt** at the Registration Examination or portion thereof that was failed on the second attempt and, in that request, the applicant must set out the reasons why the Registration Committee should grant a third attempt.

(6) The Registration Committee in its sole discretion may grant or refuse a request under subsection (5) (b).

(7) An **applicant who fails on the third attempt** at a Registration Examination or portion thereof is not entitled to any further attempts at the Registration Examination or portion thereof, except as permitted under subsection (8) and (9).

(8) An applicant described in subsection (7) **may request the Registration Committee in writing to allow a fourth attempt** at the Registration Examination or portion thereof that was failed on the third attempt and, in that request, the applicant must set out the reasons why the Registration Committee should grant a fourth attempt.

(9) The Registration Committee may grant or refuse a request under subsection (8) only in accordance with criteria established by the Board for the purpose of that subsection.

(10) An applicant who fails on the fourth attempt at a Registration Examination or portion thereof is not entitled to any further attempts at the Registration Examination or portion thereof.

(Amended by M/O 306/2013 effective December 10, 2013)