

# CPD Guidelines 2018

## INTRODUCTION

MTI operates a policy of Continuing Professional Development (CPD) for all its registered members. This enables the massage therapist to develop and enhance their skills, both in practice and theory. It also benefits and protects the public by having a more informed and learned therapist.

## POLICY

MTI practitioners must complete a total of 18 hours of CPD in the 12 months prior to their renewal date. This is subject to the following requirements:

- 1. At least half of the 18 hours must be in a shared learning environment.** For MTI purposes, a “shared learning environment” is defined as a training course, regional meeting, conference or supervision group. All 18 of the hours can be accumulated in this way. **Please note that it is possible to attain your full CPD requirement by attending your MTI Regional meetings, which are free or heavily subsidised.**
2. The remaining hours may also be accumulated through activities relevant to the development of a massage practice. These include carrying out research, teaching preparation and online and virtual learning.
3. MTI practitioners must keep a portfolio of evidence of their CPD activities for the year as there will be spot checks by the MTI Registrar on CPD portfolios in January. The portfolio should contain such material as copies of certificates, research summaries, and preparation work for presentations, receipts or tickets of attendance to conferences, workshops or lectures and write ups of non-certified CPD activities (eg a practitioner swap or individual study). Workshop leaders should be asked to provide certificates of attendance.
4. A certificated workshop can be with any tutor on any course related to bodywork, health, wellbeing and healing. The course leader doesn't have to be MTI-trained or accredited, as long as they give out a certificate for CPD purposes.
5. If you do want to use a CPD activity that isn't certified, you will need to do a write up of 400 words or keep notes in the case of individual study. This needs to be completed within two weeks of the activity taking place.
6. These guidelines provide examples of activities that could be used to evidence learning and development. Traditionally, CPD is considered to only be valid if you attend a recognised workshop that supports the CPD intention and purpose. While attendance at a workshop is useful, it is not the only evidence we encourage in support of learning and professional development. Below is a list of activities that could be used to support CPD claims.

## DEFINITIONS

**1. Seminar/lecture/workshop.** This may be any course designed to support the professional development of a massage practitioner. This includes: massage, aromatherapy, all other forms of bodywork, healing, counselling skills, business management and marketing.

**2. Attendance at regional meetings.** Evidence here should take the form of an attendance confirmation, signed by the Regional Rep. For these purposes, "region" refers to a local massage association e.g. the relevant MTI Regional Group or the Northern Massage Association.

**3. MTI annual conference.** Attendance at two workshops at the conference counts for 6.5 CPD hours in a shared learning environment. It's also the celebratory key mark of the MTI calendar, a chance for us to inspire and be inspired by each other. It brings together a range of practitioners to share, discuss, educate and debate current issues and techniques in soft tissue therapy. For extra CPD, consider writing a short review on a workshop you attended. This will help the organisers better understand the value of the workshop in enabling practitioners to develop skills and build competencies. It further provides critical insight in to what worked, and how we could enhance future events.

**4. Professionally facilitated supervision.** This may be on a one-to-one basis or within a supervision group. A supervision group is a medium for the discussion of professional issues relating to massage therapists' work. This can cover many topics such as case studies, anatomical study, practice management and personal development issues relating to the practitioner's professional activities. Peer-based supervision groups are not covered by this heading but may be counted under the "regional meeting" heading (see no. 8 below).

**5. New qualification.** A new qualification in a massage-related field e.g. degree or further professionally examined training. This will carry a maximum of three years CPD hours i.e. 54 hours. To qualify for this exemption, the course must consist of at least 108 hours of study and practice. Practitioners should keep information on the course syllabus, study and examination requirements as well as their certificates of qualification. **In the first year after you have become a qualified Holistic Massage therapist you do not have to complete CPD.**

**6. First Aid.** MTI practitioners **must** maintain a current First Aid qualification. The minimum requirement of training length is 5 hours. This may be counted towards the CPD total.

**NB.** Items 1 to 6 above are counted by MTI as "shared learning environments." Half of the 18 hours must be accumulated in this way. Other activities may also be counted for the remaining hours. These are:

**7. Research.** This is defined as individual research leading to a clearly defined outcome e.g., an article being published in a reputable massage journal. It may count for a maximum of six hours CPD in any one year.

**8. Extended research.** This includes preparation leading to the publication of a book concerning areas in the field of massage will carry a maximum of three years CPD hours i.e. 54 hours.

**9. Individual Study.** This is defined as individual research into relevant areas of massage without a clearly defined outcome. Practitioners should keep evidence in the form of notes, bibliographies etc. It can count for a maximum of four hours CPD in any one year.

**10. Course preparation and presentation.** This applies to practitioners who are NOT tutors recognised by the MTI. It covers informal teaching situations such as a presentation to a regional group. Evidence should be kept in the form of teaching notes, handouts and publicity materials. MTI tutors may NOT claim CPD hours for courses they deliver as part of existing professional activities.

**11. Virtual learning.** This includes webinars, online quizzes and Ask the Expert Q&A in our [Facebook member group](#). For any learning of this kind, take notes and complete a 400 word write up as evidence. MTI partner [Co-Kinetic](#) provides online CPD at a [discounted rate](#).

**12. Personal development courses.** This includes activities such as yoga, dance, Tai Chi or personal psychotherapy, provided the practitioner concerned can explain how such activity has helped the development of their massage practice. Evidence should be kept in the form of confirmation of attendance plus a 400-word write up explaining the activity's usefulness. Practitioners may only claim a single activity for one year and for a maximum of half their CPD hours.

**13. Exchange a massage with a fellow practitioner.** Reflect on your learning from that experience with a write up.

**14. Book and article reviews, event write ups.** You can write about events you have attended, or topics of interest to massage therapists, you could even review articles, books, events, conferences, including the MTI annual conference. All these activities promote development and encourage the sharing of experiences and thoughts. We also encourage the making of your writing public. Please consider [submitting a short article for our newsletter](#) or you may wish to write an article for [Massage World magazine](#).

**15. Interdisciplinary activities.** If you are a member of another professional association, you could claim CPD activity that illustrates multiple and cross-disciplinary activities, such as a networking meeting or swap with a therapist from another discipline. Themes could include: what can MTI learn from other alternative healthy therapies and equally, what can complementary therapies learn and develop in association with the MTI?

**These are some activities you can use for CPD, but if you have other examples of what may constitute relevant CPD opportunities, please speak to the MTI as we intend to grow our CPD options and make CPD accessible to all.**