

**COUNCIL GUIDELINES  
MANUAL  
OF THE SOCIETY**

**September 2013**

**COUNCIL GUIDELINES MANUAL  
REGARDING EDUCATION**

**CATEGORIES & QUALIFICATIONS FOR MEMBERSHIP**

The Society considers its membership as:

**STUDENT MEMBERSHIP** shall be open to bona-fide students of the profession. Any letters shall not designate such membership.

**ASSOCIATE MEMBERSHIP** shall be open to persons who have successfully completed an approved course of training to the requirement of the Council (as determined under Section 7) in either spheres described previously, and who have had less than 600 hours of practical experience in the field. Only Members of this category are able to call themselves or use the term 'Remedial Massage Practitioner'. Such membership will be designated by the letters - L.C.S.P. (Assoc.).

NEW ADMISSIONS TO THIS CATEGORY OF MEMBERSHIP IS CLOSED DECEMBER 31, 2000  
**RE-INSTATED SEPTEMBER 9, 2011.**

**FULL MEMBERSHIP** shall be open to persons who have successfully completed approved training to a standard of proficiency so determined by the Council in either of the spheres described previously, and who have had not less than 600 hours of practical experience in the profession. Only Members of this category are able to call themselves or use the term 'Remedial Massage Therapist'. Such membership will be designated by the letters - L.C.S.P. (Phys.).

**AFFILIATED** shall be open to persons who are **registered members in good standing with a governing body** for massage therapists in the province in which they are practicing. Another requirement for eligibility to this category of membership is that they meet all the current educational and membership requirements of the LCSP Canadian Branch.

**FELLOWSHIP** shall be bestowed upon Members who have given distinguished service to the profession or Society. Fellowships are issued by the U.K. Council only, nominations for such honour may be put forward by the Canadian Branch Council. Such to be announced at the Annual General Meeting of the Society, subject to nomination and seconding of a candidate by Members of Council, and subject to a maximum appointment of two Fellowship Members in any one year. Such membership to carry the designatory letters F.L.C.S.P.(Phys).

**HONOURARY MEMBERSHIP** may be conferred by agreement in Council on outside persons who are genuinely associated with the profession and work of this Society. Such membership shall carry no designatory letters, except in those cases where such Member has formerly been in Full or Associate membership, when the appropriate designatory letters may be retained.

**NON-PRACTICING MEMBERSHIP** is open, at the discretion of Council, to enrolled Members who, for one reason or another, are not engaged in professional practice during the relevant year of membership. Such members retain their former rights of membership with the exclusion of insurance coverage.

**RETIREMENT MEMBERSHIP** is available, at the discretion and consent of Council, only to long-standing Members of the Society who, for reason of age or infirmity, have retired permanently from professional practice. Such members may retain the use of the designatory letters of membership after their names.

## EDUCATIONAL GUIDELINES

### CATEGORIES

#### ASSOCIATE LEVEL (Assoc.)

is training to a minimum of 900 hours either full or part time program. Training must include the following:

Anatomy, Physiology, Pathology, Practical instruction in Massage, Practice Management, Hygiene, Contraindications to Massage, and basic understanding of the systems of the body.

**Members at this level have proven they have sufficient knowledge to perform general Body Massage for relaxation.**

**After December 31, 2000, this category of membership will be CLOSED to new applicants.**

#### FULL LEVEL (Phys)

is training to a minimum of 2200 hours either part time or full time. Courses must provide instruction in the following:

Anatomy to a level of understanding the function of the muscles of the body.

Physiology to a level of understanding the mechanics of the joints of the body.

Pathology to an understanding of the different conditions of soft tissue dysfunction as well as signs and symptoms of common conditions, which may be contraindications to Massage.

Assessment to the level of being able to make sound judgment of what is causing a soft tissue condition and the ability to decipher between the separate functions.

Treatment by use of Massage techniques to affect a positive change in the conditions of which the Therapist has encountered.

Training in the development of treatment programs including the use of nutrition and exercise as well as hands-on treatments of the particular conditions.

The understanding of primary and secondary pathology, Hygiene, and Practice Management assuring that the therapist entering the field has satisfactory knowledge of understanding referrals, writing letters, filling out forms, proper terminology, as well as basic business skills.

**Members at this level may perform treatments for specific conditions, which require the application of specific massage or related procedures to obtain the desired result. Members will have provided proof of their ability to perform assessment and treatment of soft tissue conditions.**

#### STUDENT

Any student presently enrolled in an approved training facility may apply for student membership in the Society. Proof of enrollment from the approved facility must be provided to the Education Committee along with the application of membership.

## **Entrance Exams**

### Examinations and Exemptions

The Council may require any applicant to undergo examination for membership of the Society, this taking the form of a written paper and practical assessment as set out in Rule 7(d).

Exemptions from all or part of the examinations may be allowed in certain circumstances, and may be substituted by an interview. See Rules 7(e) and 7(f).

The Society shall have an entrance exam for each category. This shall be made up of two parts, any part thereof to be waived if so decided by a majority vote of the Council.

- (1) A written portion being comprised of the theoretical material required for that level. This exam shall be a length of approximately two to three hours.
- (2) An oral portion where the applicant will be asked to answer questions regarding the field and any part of theoretical or practical portions of their training, as well as questions regarding the structure, function, assessment of the human body or questions of ethics. A practical portion where the applicant will be required to perform a hands-on application of their abilities for the appropriate level.

These exams will require a passing grade of 70% in all aspects. Should an applicant not achieve a passing grade, they will be allowed one opportunity for a re-test. The Education Committee shall suggest a direction by which the individual may obtain the knowledge required to pass the requirements of the exam. These individuals will be given a set period of time in which they must obtain this knowledge and at the end of that time frame the individual must again sit for the exam portion of which they did not previously obtain a satisfactory grade.

The examinations of the Society shall occur from time to time as necessary. No owner or operator of the training facility for which the applicant obtained training, nor any instructor which was directly involved in the education of a particular applicant may sit as the representative of the LCSP for that applicant.

The Education Committee shall provide a report to the Council regarding any examinations, accreditation etc. which have occurred since the previous meeting.

### **Fees for examinations**

The fees for exams for entrance into the Society shall consist of:

\$150.00 exam fee  
\$ 20.00 administration fee  
\$ 50.00 non-practicing membership fee  
\$ 11.00 GST

\$231.20 TOTAL

The \$150.00 exam fee is non-refundable, unless at least 48 hours cancellation notice is received in writing.

The \$20.00 administration fee is non-refundable.

### **TRANSFER TO HIGHER CATEGORY OF MEMBERSHIP**

In accordance with the Bylaws of the Society, members wishing to move to the higher category

must have 600 hours of practical experience as well as a level of Education satisfactory to the Council in order to write the Phys Level examination.

At the present time, the level of Education required by the Council for Full membership, is a Diploma from an approved training body, which provides training of 2200 Hours. Please note that attendance at a number of separate seminars does not ensure that the member has reached the level of Education, which is required to transfer to a higher category.

The Council however, does feel that when a Member has been in practice for a number of years and has attended several seminars, consideration will be given to obtain Full membership. To accommodate this, the Council will require any Member wishing to move to a Full Member position to provide an outline of the seminars they have attended, as well as a record of their time in practice. If the Education Committee feels that, based upon the information provided to them, the Member has acquired a satisfactory level of knowledge, they will then give the Member the opportunity to sit for the Society's Exam at that level.

An applicant may be exempt from the examination process where he/she holds a membership in good standing to an existing governing body. Proof of membership to said governing body must be submitted.

## **CONTINUED EDUCATION REQUIREMENTS**

### **MEMBER REQUIREMENTS**

According to Bylaw 4j; All Associate, Full, Affiliated and Fellow Members, Non-practicing, other than those registered as retired must acquire 40 hours of continued education approved by the Education Committee, or meet the continued education requirements of the governing body in which they hold membership, every 3 years to maintain membership. A maximum of 10 credits may be carried forward and applied to the next window requirements.

### **Credits must be acquired in the following categories:**

<b>Primary Credits</b>	<b>minimum 28 per window</b>
<b>Business Credits</b>	<b>minimum 7 per window (maximum 14)</b>

### **Primary Credit Activities:**

Activities in the primary category are directly related to the scope of practice.

Topics for primary credits would include, but are not limited to, the following:

Anatomy, Applying Treatments, Client Assessment, Massage Techniques, Massage Theory, Nutrition, Pathology, Physiology.

### **Business Credit Activities:**

This is a new credit category. The change has been made to bring the LCSP Canadian Branch continued education guidelines into line with the Inter-Jurisdictional Entry-to Practice Competency Profile for Massage Therapists, developed by the Consortium of massage Therapy Regulators. Adherence to this profile will allow transition into the Agreement on Internal trade on Labour mobility when legislated.

Activities for business credits would include, but not limited to, the following:

LCSP Canadian Branch AGM attendance (in person), Chamber of Commerce events, Financial Institution Seminars, Technical College business classes, University business classes.

**CPR/First Aid:**

Standard First Aid and CPR Level “C” are mandatory requirements for the profession. A copy of the certificate must be submitted to the LCSP Canadian Branch Head Office each year, and upon renewal. Recertification is only required as directed by the First Aid/CPR provider (every three years).

Whilst non-practicing members are not required to maintain current CPR/SFA; however the certification must be renewed before upgrading to practicing member status.

**CRITERIA FOR A GOVERNING BODY**

Minimal educational hours of 2200 hours

Must have an entrance exam

Must have Bylaws and code of Ethics

Must require members to have Malpractice and Liability Insurance.

Must have a Continued Education requirement for members

**GUIDELINES FOR THE L.C.S.P. COUNCIL**

If a Council member wishes to resign, if at all possible notification should be printed in the last available L.C.S.P. Quarterly Bulletin prior to the Annual General Meeting.

At the Council's discretion, it may appoint a representative of the Society to attend the clinic of any Member or applicant to the Society for the purpose of assuring the Bylaws of the Society are being observed. Any breach of the Bylaws may delay, deny or terminate membership.

**AGM Attendance Dress Guideline**

The dress for attendance at the AGM (Annual General Meeting) shall be “Professional Business Attire.”

**ADVERTISING GUIDELINES**

The following guidelines apply only to members who do not belong to a governing body.

Any individual applying for membership into the Society must provide a copy of any and all advertisements to be used in their business prior to approval of membership being granted.

All Members when renewing their annual membership must provide a copy of all advertisements and promotions used in their business along with their renewal form prior to January 1st of each year.

**MEMBERSHIP FEES FOR SOCIETY**Fees

The membership fee in respect of the current year is payable in full on enrollment, and extends until December 31st of that year (\*). Annual fees thereafter are payable in advance by January 1st of each year.

(\*)Applications submitted during the year shall be prorated. Applications following April 1st shall be 3/4 of the amount reflected in the yearly fees; following July 1st shall be 1/2 of the amount reflected in the yearly fees; and following October 1st shall be 1/4 of the amount reflected in the yearly fees. **GST must be added** to all fees.

Student Membership	\$ 50.00 plus GST (\$52.50)
Associate and Full Membership	\$210.00 plus GST (\$220.50)
Affiliated Membership	\$ 100.00plus GST (\$106.00)
Fellowships to Society	no fee
Honourary Members	no fee
Non-practicing and Retiring	\$ 50.00 plus GST (\$52.50)

Full & Associate Members in Canada are also called upon to pledge an additional levy of \$20.00 to be called for in part or in full during the year only in the event of a Council decision concerning a need to raise additional funds in an emergency contingency.

PLEASE BE SURE TO SEND THE CORRECT AMOUNT  
WITH YOUR APPLICATION FOR MEMBERSHIP

All cheques, postal orders, etc., should be made payable to "The London and Counties Society of Physiologists Canadian Branch". The Society's official receipt will be issued in respect of all payments received.

These guidelines are in respect of the Rules, Aims and Objectives of the London and Counties Society of Physiologists Canadian Branch and should there be any discrepancy in the interpretation of this and the Rules, Aims and Objectives of the Society, the Rules, Aims and Objectives, will prevail. .