

DMTAC Certification Handbook for DMT Applicants/**For external use**

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Initial Document Date: September 23, 2024

Last amendment: December 30, 2024

DMTAC Certification Handbook for DMT Applicants

For external use

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PART 1

Overview

DMTAC's Certification process is guided by three principles: the development, promotion and protection of our profession in Canada; the safeguarding of the public and public interest; and active support for the diverse worldviews, embodied wisdom and experience represented in the broader DMT community in Canada.

DMTAC strongly believes that one of our strengths is our membership's diversity in practice, scope and application of DMT in Canada. Further, we recognize the variety of pathways that lead practitioners to the high level of competency required for certification by DMTAC. This diversity reflects the unique nature of the DMT landscape in Canada.

Thus, a robust, diverse, equitable and inclusive Certification Process aligns with DMTAC's foundational values and principles; it adheres to, and promotes, our Core Competencies, Standards of Practice, Certification Criteria and Ethics.

Certification Fees

The DMTAC DMT certification fee is **\$100.00 annually**, due **February 1st**. Each application will also incur a **\$20.00 administration fee**. This administration fee applies to all resubmitted applications, appeals and renewals.

The DMTAC-Supervisor (DMT-S) certification fee is **\$225.00** renewed every **3 years**, and must be submitted at the same time as DMTAC membership renewal. Each DMT-S application will also incur a **\$20.00 administration fee**. This administration fee applies to all resubmitted applications, appeals and renewals.

PART 2

DMT and DMT-S Certification Application Process

Applicants are responsible for completing the DMTAC Application for DMT Certification (see Appendix A) and the DMTAC Application for DMT-Supervisor (see Appendix B) electronically and submitting it to DMTAC in conjunction with **all** required documentation.

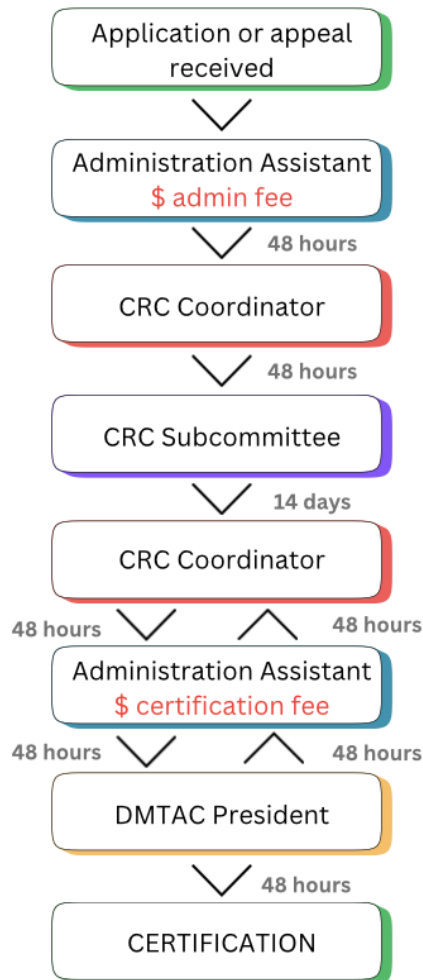
DMT and DMT-S applicants are expected to familiarize themselves with certification criteria and requirements, and are encouraged to email info@dmtac.org for clarification. The criteria and documentation necessary for certification are detailed in Part 3 of this handbook.

Once a DMT or DMT-S application is received, a restricted-access administration file is created and the application is sent to the Certification Review Committee (CRC) Coordinator, who is responsible for assigning the application to **3** anonymous reviewers on a CRC Subcommittee.

The Certification reviewers are responsible for providing their recommendations to the CRC Coordinator; if recommended, a certificate is prepared and signed by the CRC Coordinator and DMTAC President. If an applicant is not recommended for certification, the CRC reviewers are responsible for providing clear justification and suggesting remedial steps.

All communication related to DMT and DMT-S certification must be recorded on the administration file via info@dmtac.org. Applicants may not communicate directly with the President of DMTAC or CRC Subcommittee members regarding their certification application.

The operational flow and timing of the DMT and DMT-S certification application processes are as follows:



Certification Appeal + Resubmission Processes

A certification appeal is handled in the same manner as an initial application. An appeal is appropriate when the applicant disagrees with the certification decision rendered on their application. An applicant cannot appeal another member's certification decision. The administration fee is applied when an appeal is submitted.

In the appeal process, the CRC Coordinator will ensure the file is allocated to **3 different** Certification reviewers than those who reviewed the initial application.

A resubmitted application is handled in the same manner as an initial application. Resubmission is appropriate when an initial application was missing information or documentation, or deficiencies were identified by the CRC that the applicant intends to

remedy with additional information. The administration fee is applied when an application is resubmitted.

In the resubmission process, the CRC Coordinator will ensure the file is allocated to the **same 3** Certification reviewers of the initial application.

Recertification Process for DMT and DMT-S Designation

There are two options for the DMT and DMT-S recertification processes:

Option One:

If an applicant:

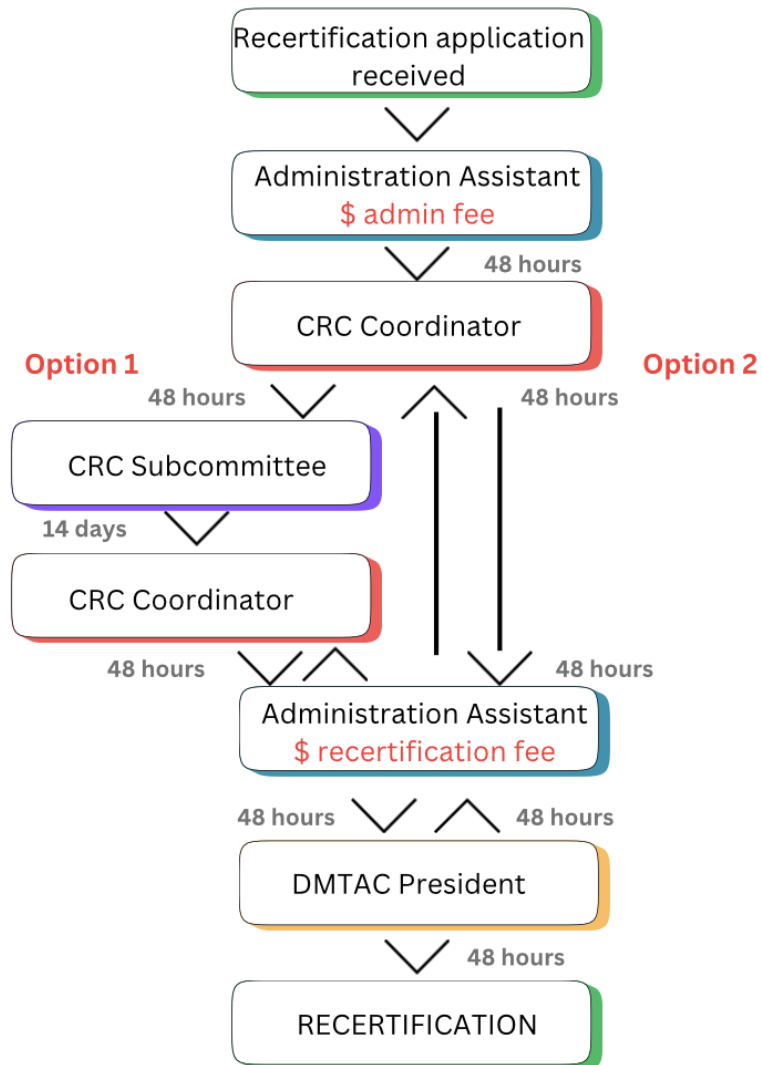
- a) significantly changed their scope of practice over the past 12 months for DMT designation / over the past 3 years for DMT-S designation;
- b) was the subject of a complaint to DMTAC and/or their regulatory body and/or professional organization;
- c) has accrued less than **10** hours of DMT-specific practice over 12 months for DMT designation / less than **18** hours supervision over three years for DMT-S designation

In these cases, the CRC Coordinator must submit the recertification application to the CRC Subcommittee for review.

The CRC Coordinator will appoint **3 different reviewers** than those who recommended certification previously, unless there is a specific circumstance that would benefit from consistent review.

Option Two: If there is no requirement for additional review, the recertification application will follow the same administrative pathway as a recommendation for certification (see below). The administration fee is applied when a recertification application is submitted.

The operational flow and timing of the recertification application process are as follows:



PART 3

Roles and Responsibilities

Within the DMT (see Part A) and DMT-S (see Part B) application review processes:

1. **Applicants** are responsible for choosing the correct application stream and ensuring that all requirements are met and all documentation is submitted;
2. The **Administration Assistant** is responsible for ensuring that these broad requirements are met, documented and submitted as applicable: a) correct application; b) active DMTAC membership; c) proof of post-graduate degree (or equivalency documentation, see Part 3); d) signed supervision and DCC hours sheets; and e) Ethics module certificate, prior to forwarding the application to the CRC Coordinator;
3. The **CRC Coordinator** is responsible for the implementation of the review process, assigning reviewers, quality control of recommendations, and providing support and guidance to the CRC Subcommittee members;
4. The **CRC Subcommittee** is responsible for providing recommendations regarding certification;
5. The **CRC Coordinator** and **President** are responsible for signing certificates on behalf of their peers.

A. Requirements for DMT Designation

Recommendation Options

Subsequent to review by the CRC Subcommittee, applicants can be: 1) recommended for certification; 2) not recommended for certification.

If there is a non recommendation for certification, the CRC Subcommittee must recommend a corrective course of action that could support certification. For example, by noting deficiencies in specific coursework, training, experience or information. The applicant is invited to resubmit their application once the deficiencies are addressed.

Application Streams

There are 3 application streams that are defined by the applicant's education, professional status, and, in some cases, relevant experience as per recognized equivalencies.

Permitted equivalencies for degree requirements are outlined below, see *Education Requirements*.

- 1) Post-Graduate degree from a DMTAC-accredited degree program;
- 2) Post-Graduate degree in a health-related AND provincially regulated profession;
- 3) Post-Graduate degree in a non-regulated AND/OR non-health-related profession.

Certification Criteria

Each applicant must meet the following criteria:

A. Post-graduate degree and DMT coursework, outlined below in *Education Criteria*;

B. 5 years of dance experience

Applicants are asked to provide clarifying information confirming they meet this requirement. Relevant dance experience may include any formalized, structured dance (ie. ballet, Bharatnatyam, jazz, Jingle Dress) or dance-involved (ie. Nia, Zumba, capoeira, acro) movement practice.

Applicants are encouraged to maintain a current dance practice, and this counts towards Continuing Education Credit hours, however non-recent dance experience is not grounds for recommendation against certification.

C. 50 hours of supervision

Supervision may be provided by DMTAC-certified OR DMTAC-accredited designated supervisors inside or outside Canada (ie DMT-S, BC-DMT, RDMP).

Ten hours of the 50 total hours must be one-on-one or dyadic (two-on-one) and the remainder can be group supervision.

Three of the 50 total hours must be supervised observation of DMT interventions only (video recording is permitted).

Applicants must provide the designated Supervision Hours form (see Appendix C) validated and signed by their supervisor.

Inadequate hours of supervision or supervision hours that do not meet the requirements outlined above are grounds to recommend against certification.

D. 100 hours of Direct Client Contact (DCC)

Applicants must attest that the **100** hours of DCC accrued were in the practice of DMT, meaning that DMT was the only treatment modality employed (see Appendix D). A maximum of **25** DCC hours co-facilitating DMT sessions is permissible. Co-facilitation means the applicant had equal responsibility for the client/s, interventions, treatment planning and documentation of the session. The attestation of DCC hours must be signed by the applicant's supervisor/s.

Applicants are not permitted to "round up" or approximate DCC hours. Decimal points within an hour framework (ie. 0.25, 0.50, 0.75 hours) are expected within the 100 hour total.

Direct Client Contact hours are only accrued providing "face-to-face", DMT-focused, therapeutic service to a client and do not include: 1) administrative tasks (forms, treatment planning, etc.); 2) pre-client/s contact ("meet and greets", consultations, intake, etc.); 3) tasks where the practitioner is discussing the provision of DMT intervention to a third party (external consultation, supervision, "rounds", etc.) even if the client/s is/are present; 4) training or research activities; 5) time spent face-to-face with the client/s while not facilitating DMT.

Inadequate hours of DCC or DCC hours that do not meet the requirements listed above are grounds to recommend against certification.

E. Membership. A DMT applicant must be a member of DMTAC in good standing. This criteria is confirmed by the Administrative Assistant.

F. Professional Liability Insurance: A DMT applicant must hold valid professional liability insurance in Canada. The insurance provider and insurance certificate number are required fields on the DMT application.

Education Criteria

1. Degree Requirements

Applicants are required to hold:

a) a Masters or Doctorate degree in DMT specifically from a DMTAC-accredited or recognized educational institution AND all necessary DMT coursework listed in the Education Criteria, OR permitted equivalencies (see below);

OR

b) a Masters or Doctorate in a health-related field (ie. psychotherapy, medicine, physiotherapy, etc.) AND all necessary DMT coursework from a DMTAC-accredited program, OR permitted equivalencies (see below);

OR

c) a Masters or Doctorate in a non-health related field (ie. dance, social work).

2. Degree Equivalencies

There may be applicants who present outside traditional academia, with education and/or experience that are reasonably recognized to have post-graduate equivalency.

Applicants are responsible for providing additional documentation to support their request for a degree equivalency assessment.

This documentation must include: a) transcripts; b) copies of certificates, degrees, or proof of instructional hours accrued; c) the educational institution's description of the program or coursework; d) **500** word description by the applicant detailing how the program or coursework meets the degree requirement.

Acceptable equivalencies for degree requirements include:

a) graduates from post-secondary dance training programs, such as the Royal Winnipeg Ballet Training Program, or the National Ballet School Teacher Training Program AND who hold professional liability insurance to practice in Canada;

b) Indigenous practitioners who have post-secondary degrees or certificates OR have completed a minimum of **250 hours** of coursework in related fields such as healthcare, social work or psychology; AND/OR who have received the right to practice from

provincial regulatory bodies like the CRPO, CPSO, OPPQ, etc.; AND who hold professional liability insurance to practice in Canada;

c) applicants who demonstrate significant historic AND current experience providing DMT to populations but who do not hold a degree or standing with a regulatory body. For example, they might have begun practicing before provincial regulatory bodies were established, or their work falls outside of a regulated scope of practice. These applicants must hold professional liability insurance to practice in Canada.

DMTAC recognizes that not all practitioners who are knowledgeable, ethical and experienced are situated within the same academic and socio-economic spheres due to external factors such as systemic discrimination or financial disparity.

DMTAC requires that DMT Certification reviewers promote inclusion, diversity, equity and accessibility in their recommendations for certification while upholding the integrity of the profession and protecting the public.

NOTE: Regardless of an applicant's educational pathway, they must meet the required hours of dance experience, supervision and DCC, and have completed all required DMT coursework.

NOTE: As indicated in the DMT Coursework section below, applicants who do not have clinical training must obtain post-secondary level training in the formulation, application and documentation of clinical guidelines and standards to their practice and case management skills.

These include: client-led treatment planning, presenting issues, clinical observations, outcome measurements, interventions, assessments, contraindications and recommendations. Training must address provincial/territorial/federal regulations regarding the collection, storage and dissemination of the client's Personal Health Information. Training must also include working with allied professionals and in team environments.

DMT Certification reviewers can recommend that an applicant obtain additional training in clinical guidelines and standards prior to re-applying for certification.

Applications that do not meet the degree or equivalency requirements will not be recommended for certification.

3. DMT Coursework

All applicants must demonstrate completion of the credits outlined below. The * denotes credits where equivalencies are permitted.

One credit is equal to approximately **15 hours** of classroom contact (virtual or in-person), *unless noted*, and excludes preparatory and review work (ie. reading, research, studying, assignments, etc.) *unless noted*.

Applicants who hold degrees from a DMTAC-recognized DMT graduate programs (ie. Drexel, Naropa, Roehampton) or a DMTAC-accredited DMT program (ie. Movement Arc, NCDT, ADTA Alternate Route) must provide transcripts and their degree/certificate to demonstrate their successful completion of the credits required by DMTAC.

Applicants who have accumulated credits through an educational program or coursework that is not recognized or accredited by DMTAC (for example, courses in anatomy, clinical frameworks, culturally safe and trauma-informed clinical practice) must provide: a) transcripts showing course completion; b) a course description provided by the educational institute; c) a **250** word description by the applicant demonstrating how the course meets specific educational criteria.

A. DMT History, Theory, Practice and Professional Development (20 credits total):

a) History of DMT (3 credits);

b) DMT Theory: Dance, Relationships, Human Development, Neuroscience (9 credits);

c) DMT Practice (3 credits);

d) DMT and Working with Groups (3 credits);

e) Advanced Electives^{*1}: Specific populations, cultural diversity and social justice, DMT research; capstone project (2 credits).

***1 EQUIVALENCY NOTE:** Applicants must be able to demonstrate a “deeper-dive” into applied or theoretical DMT with specific populations (ie. children, Indigenous communities, clients living with diagnosed medical conditions); OR the use of DMT to support and promote social justice and/or cultural diversity; OR DMT-related research topics.

Coursework focused on the chosen advanced elective (ie. DMT with Children) is accepted, providing work was graded and equals a minimum of **2 credits**. A transcript showing completion of the course is required.

OR

Self-directed projects are accepted (ie. capstone essays, theses, summative evaluations, performances, presentations or published material) provided they were completed under the supervision of an instructor, are graded and equal a minimum of **2 credits/30 hours**. A transcript showing completion of the course is required.

NOTE: For self-directed projects, accumulated hours cannot include writing time, however research and interactions with the instructor are accepted.

B. Movement/Body (9 credits total):

a) Movement Observation and Assessment (6 credits);

b) Anatomy/Kinesiology (3 credits at undergrad or graduate level).

C. DMT in Clinical Practice (20 credits total):

a) Developmental Theory^{*2} (3 credits);

^{*2} EQUIVALENCY NOTE: Course material must explore theories of psychological, emotional, cognitive and biological human development throughout all life stages. A transcript showing completion of the course is required.

NOTE: These 3 credits are separate and in addition to the required course in DMT Theory referenced above, which offers a broader look at human development in the context of DMT. The Developmental Theory course is specific to developmental theories primarily within the context of psychology and biology.

b) DMTAC Ethics Module (2 credits);

c) Psychosocial Aspects of DMT^{*3} (3 credits);

***3 EQUIVALENCY NOTE:** Course material must explore: the broader relationship between an individual's psychology and behaviour and their environment, including social determinants of health and the impacts of inequity, intersectionality, medicalization and standardization; AND, the psychosocial components and functional applications of DMT that support a client's navigation of this dynamic within a trauma-informed, client-led, anti-oppression framework. A transcript showing completion of the course is required.

d) Incorporating DMT into Clinical Practice and Case Management ^{*4&5} (9 credits);

***4 EQUIVALENCY NOTE:** Course material must provide **6 credits or equivalent** of instruction at a minimum post-secondary level in the formulation, application and documentation of clinical guidelines and standards to their practice and case management skills. A transcript showing completion of the course is required.

These will include: client-led treatment planning, presenting issues, clinical observations, outcome measurements, interventions, assessments, contraindications and recommendations.

Training must address provincial/territorial/federal regulations regarding the collection, storage and dissemination of the client's Personal Health Information.

Training must include working with allied professionals and in team environments.

Training must include a total of **3 credits** exploring the integration of DMT into the student's professional or chosen clinical practice (for example, physiotherapy, social work, medicine).

NOTE: these 3 credits can be acquired separately from the 6 credits of clinical practice and case management. For example, an applicant may hold a 6 credit college certificate in clinical practice and case management AND a 3 credit course in the incorporation of DMT into clinical practice from a DMTAC-accredited educational institution. Transcripts for each credit-accruing course must be submitted.

***5 EQUIVALENCY NOTE:** Applicants who have clinical training and/or commensurate experience in clinical practice and case management AND are currently regulated by a College can request an equivalency of up to **6** out of the **9** credits required, provided they: a) support their request with sufficient documentation (transcripts/ certificates AND course descriptions OR a **500** word description of their clinical practice and case management processes); b) demonstrate at least **90 hours** of skill application that meets

the standards of their regulatory body which must be signed off by their DMT or College-approved supervisor.

The remaining **3 credits** must include instruction on the integration of DMT into the student's professional or chosen clinical practice (for example, physiotherapy, social work, medicine).

e) Culturally Safe and Trauma-Informed Clinical Practice^{*6} (3 credits or 45 hours).

***6 EQUIVALENCY NOTE:** Course content must include principles and applications of cultural safety from an ethical, trauma-informed, anti-oppression and client-centred perspective. Applicants and education institutions are strongly encouraged to incorporate learning from cross-cultured communities.

NOTE: Applicants may submit proof of topical learning received from a combination of post-secondary level institutions or subject matter experts. In these cases, transcripts are not required, however certificates of completion denoting training hours accumulated must be submitted AND a **250** word course description demonstrating how the course meets the educational criteria.

B. Requirements for DMT-S Designation

1. Completed Application, Certification and Membership

Applicants must complete an Application for Supervision status (see Appendix B) and they must hold valid DMT certification and DMTAC membership, which will be verified by the Administration Assistant.

NOTE: DMT Certification may be from DMTAC, DMTAC-accredited or DMTAC-recognized institutions (for example, R-DMT/BC-DMT, DMP) provided applicants have completed the DMTAC Ethics Module AND are members in good standing of DMTAC.

2. Certification Fee

The DMTAC-Supervisor (DMT-S) certification fee is **\$225.00** renewed **every three years**, and must be submitted at the same time as DMTAC membership renewal. Each DMT-S

application will also incur a **\$20.00 administration fee**. This administration fee applies to resubmitted applications, appeals and renewals.

3. Experience

Applicants must attest they have a minimum of **800** hours of practice using DMT techniques within the past **5** years (see Appendix B). Documentation supporting attestation may be requested.

NOTE: An exception for currency of practice may be considered IF the applicant was previously in an employed position where they completed a minimum of **800** hours of practice within the last **5** years of that position. Applicants requesting an exception must provide a **500** word description of their DMT approach AND demonstrate DMT-related Continuing Education within the past **5** years.

4. Education

Applicants must provide documentation supporting a minimum of **30** hours of directed learning in providing supervision (see Appendix E).

NOTE: Directed learning can include course work, supervised practice as a supervisor, individual/peer/group learning, and independent study that includes structured readings. Certificates of completion, transcripts, a list of resources accessed and certified supervision hours are permitted as documentation.

C. Renewals of DMT and DMT-S Designations

1. Renewing DMT Designation

Once DMT certification is obtained, it must be renewed on a **yearly** basis along with DMTAC membership. Upon each renewal, an applicant will provide the following:

a. Completed renewal application (see Appendix F);

NOTE: As noted in Part 1, there are two options for DMT renewal:

Option One: A practitioner who: a) significantly changed their scope of practice over the year; OR, b) was the subject of a complaint to DMTAC AND/OR their regulatory body

AND/OR professional organization; OR, c) has accrued less than **10** hours of DMT-specific practice over the year. These applications will be reviewed by the CRC.

Option Two: A practitioner who has not significantly changed their scope of practice, has not been the subject of a complaint and has accrued more than **10** hours of DMT-specific practice over the year. These applications will not be reviewed by the CRC.

b. Attestation of DMTAC Values and Practices (see Appendix F)

The applicant must acknowledge they have reviewed and will abide by DMTAC's Ethics, Core Competencies and Standards of Practice.

c. Continuing Education Credits (if applicable, see Appendix F)

Every **third** year, upon renewal of the certification, the practitioner will additionally submit an attestation that they have completed **36** hours of Continuing Education Credits (CEC) which should include a variety of DMT-related educational and developmental activities. Proof of these activities may be requested. Practitioners are strongly encouraged to log each CEC activity and retain all related certifications, letters of completion and/or receipts.

NOTE: Activities may include: peer reading and/or discussion groups, related coursework, dance/movement practice, training in DMT supervision, publishing, research, conference attendance, volunteering with DMTAC, in-service training, providing instruction on DMT for a DMTAC-accredited program, personal psychotherapy, etc.

2. Renewing DMT-Supervisor (DMT-S) Designation

As noted in Part 1, once a DMT-S designation is obtained, it is renewed every **three** years along with proof of valid DMT certification and DMTAC membership.

Upon renewal, an applicant will provide the following:

a. Completed renewal application (see Appendix G)

b. Current Supervision Hours (see Appendix G)

An applicant must provide a summary of at least **18** hours of supervision provided over the last **three** years to include: time, date, location and type of supervision (one-on-one/dyadic/group); and clinical status of supervisee;

c. Attestation of CEC (see Appendix G)

Applicants must confirm that they have completed **6** hours of supervision-specific Continuing Education Credits (CEC) over the past **three** years.

NOTE: Proof of these activities may be requested. Applicants are strongly encouraged to log each CEC activity and retain all related certifications, letters of completion and/or receipts.

NOTE: Hours of supervision-specific CEC are included in the **36** hours of CEC required every **three** years.

APPENDIX A



Application for DMT Certification



ADMIN USE ONLY

Date Received	Reviewers	Membership	Certification Recommendation/Date Conferred	<input type="checkbox"/> Admin Fee	<input type="checkbox"/> Certification Fee
			No <input type="checkbox"/> Yes <input type="checkbox"/> Additional Information Requested <input type="checkbox"/> Date		

Personal Information **Required field ***

Legal Name *		Pronouns
Full Mailing Address *		
Phone *	Email *	DMTAC Membership * <input type="checkbox"/>
Are you registered with a regulatory College? * <input type="checkbox"/> No <input type="checkbox"/> Yes		Registration Number
Insurance Provider *	Insurance Certificate Number * Expiry Date*	

Application Stream * Request degree equivalency review

- Post-Graduate degree from a DMTAC-accredited degree program
- Post-Graduate degree in a health-related AND provincially regulated profession
- Post-Graduate degree in a non-regulated AND/OR non-health-related profession

Education *

Please include **all relevant** education and training

Educational Institution	Program	From/To	Degree/Certificate Earned

Dance Experience *

Style of Dance	Teacher/School	From/To	Level Achieved if applicable

Supervision Hours *

- I have received 50 hours of DMT supervision as defined in the Certification Criteria *(log attached)*

Direct Client Contact Hours *

- I have completed 100 hours of DMT-only DCC as defined in the Certification Criteria *(log attached)*

I attest that the information on this application is correct. I acknowledge that false or misleading information may result in my certification being revoked or denied *

Signature

Date

DMT Certification Checklist

PLEASE NOTE:

- All documentation must be submitted **electronically**;
- All **resubmitted** applications will incur the **administration fee** including resubmission due to incomplete information;
- **Degree** and **course equivalency requests** require **additional** supporting documentation; please refer to the DMTAC Handbook for Certification Applicants;
- DMT training provided by educational institutions that are **not** DMTAC-accredited or recognized require **additional** supporting documentation; please refer to the DMTAC Handbook for Certification Applicants.

The following documentation **must be** submitted with your application:

- **Electronic copies of all relevant degrees, certificates and transcripts;**
- **Direct Client Contact Hours log**
- **Supervision Hours log**