



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

# INACTIVE CERTIFICATE OF REGISTRATION **Fact Sheet**

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*If you have any questions  
about the Inactive  
Certificate of Registration  
please contact:*

*Ania Walsh, Manager of  
Registration*

*Tel: (416) 591-7800 ext. 25*

*Email: [walsh@cрто.on.ca](mailto:walsh@cрто.on.ca)*

**References:**

[Inactive Certificate Policy.](#)

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## **Inactive Certificate of Registration**

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The purpose of the Inactive Certificate is to allow Registered Therapists (RRTs), and Practical Respiratory Therapists (PRTs), who are not currently practicing in Ontario, to maintain their CRTO registration. For example, RRTs on parental, sick or educational leave or those practicing outside of Ontario often choose to apply for the Inactive Certificate. The Inactive Certificate of Registration does not apply to Graduate Members of the CRTO.

## **Inactive Certificate Conditions and Registration Requirements**

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According to the Registration Regulation, a Member registered with an Inactive Certificate of Registration **shall not**:

- a. Engage in providing direct patient care;
- b. Use his or her professional Respiratory Therapist title or designation;
- c. Supervise the practice of the profession; or
- d. Make any claim or representation to having any competence in the profession.

Like all CRTO Members, Inactive Members are required to renew their registration on an annual basis, update their contact information with the CRTO and participate in the Professional Development Program.

## **Professional Designations**

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An Inactive Member cannot use his/her professional designation (e.g., RRT) or title (e.g., Respiratory Therapist). The Member may identify himself or herself as an Inactive Member of the CRTO.



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## Career Change – Practising outside of Respiratory Therapy

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Some Members may consider the Inactive membership because of a career change. This tends to be a more complicated decision because the Respiratory Therapy scope of practice is so broad.

When considering whether to apply for an Inactive Certificate, you should review the following:

- 1. The conditions that will be imposed on your Inactive Certificate;**
- 2. The length of time you are likely to be Inactive** (see currency requirements on page 3); **and**
- 3. Does the new role require you to use the knowledge, skills, and judgement that you've acquired as an RT?**

For example, many RTs move into management roles. If you became the Manager of a Respiratory Therapy department, it would be difficult to argue that you're not using the knowledge acquired as an RT and so, you would be required to remain "Active". If you became the Manager of a Logistics Department; however, it is less likely that you'll use your RT knowledge and so Inactive registration would likely be appropriate.

It is even more difficult to make that call when the new role overlaps with Respiratory Therapy scope of practice. For example, if you are working in a PFT lab beside non-RTs, even if your role is the same, it would be difficult to argue that you won't be applying your RT knowledge. You have trained as an RT and as such have a broader degree of knowledge than a non-RT PFT technician. You can't simply "turn off" that knowledge and, since PFT falls under the scope of Respiratory Therapy, you should remain registered in the General or Limited Class of Registration.

A similar argument applies for anyone working in an area that requires additional training and education. Infection Prevention and Control is a good example of this. It is likely that a Respiratory Therapist practicing in the area of Infection Prevention and Control will continue to use his or her RT specific knowledge and should remain registered in the General or Limited Class of Registration.

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*When considering whether to apply for an Inactive Certificate you should review the conditions that will be imposed on your certificate and the specific requirements of the role you are pursuing. Call the CRTO at (416) 591-7800 or email [questions@crto.on.ca](mailto:questions@crto.on.ca) if you have any questions or are unsure if you would qualify for the Inactive Certificate.*

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- A. **Partial Refund of Annual Registration Fee** - Members who change their registration to Inactive during the registration year may be eligible for a partial refund of their annual registration fee. For example, Members who paid \$620.00 annual registration fee, and are changing to Inactive:
- between March 1 and May 31 may be eligible for a \$465.00 refund
  - between June 1 and August 31 may be eligible for a \$310.00 refund
  - between Sept. 1 and Nov. 30 may be eligible for a \$155.00 refund
  - between Dec. 1 and Feb. 28/9 are not eligible for a refund.

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- B. **Registration fee for an Inactive Member resuming active membership is pro-rated on a quarterly basis.** For example:
- \$620.00: March 1 (Renewal Fee)
  - \$520.00: March - May
  - \$365.00: June - August
  - \$210.00: September - November
  - \$55.00: December - February

**Members must await confirmation that their applications for reinstatement have been processed before resuming active practice.**

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## How to Become Inactive?

To change your CRTO Registration to Inactive, you will need to complete and submit the Application for an [Inactive Certificate Form](#). You may submit the form by mail, fax or email. Members who change to Inactive during the registration year may be eligible for a partial refund of their annual registration fee.

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## Inactive Registration Renewal

As an Inactive Member you are still required to renew your registration on an annual basis. The Inactive registration renewal fee is \$100.00.

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## How to Return to Active Registration

To change your CRTO registration from Inactive to General or Limited, you will need to complete and submit the [Application for Reinstatement Form](#), together with the applicable registration fee. You may submit the form by mail, fax or email. We recommend that you submit your Application for Reinstatement **at least eight weeks** before your employment start date (for registration fee for an Inactive Member resuming active registration see B).

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## Currency Requirements

If you practiced within the two years of your application for reinstatement, you will meet the two-year currency requirement. However, if you remained Inactive for an extended period of time (i.e., greater than 2 years), **you may be required to provide evidence to show that your knowledge and skills are current before your application for reinstatement will be approved.** Some applicants may be required to take refresher courses or similar activities to regain that currency.



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### **Unauthorized Practice:**

*An Inactive Member is not authorized to resume practice until his or her reinstatement application has been approved by the CRTO.*

*If, the Inactive Member resumes practice, he or she may be referred to the Inquiries, Complaints and Reports Committee (ICRC) for allegations of professional misconduct and may be prosecuted in court for unauthorized practise/holding out.*

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## **Referral to the Registration Committee**

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Inactive Members who have **not practiced in the two years** preceding their application for reinstatement will be referred to a Panel of the Registration Committee.

When reviewing an application for reinstatement, the Panel will consider a number of factors, which may include:

1. time since last practice;
2. nature and intensity of last practice; quality and quantity of efforts to maintain currency while not practicing; and
3. the applicant's re-entry plan.

Following the review, the Panel may, for example:

- approve the application for reinstatement;
- direct that specific terms, conditions or limitations be imposed on the General or Limited Certificate of Registration; or
- direct the applicant to complete a refresher/retraining program prior to reinstatement.

In addition, the Member may be directed to complete the Professional Standard Assessment and to submit his/her Professional Portfolio.

## **Frequently Asked Questions:**

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### **1. I will be going on maternity leave in the middle of April; am I required to pay the full registration fee of \$620.00 for the year, or should I become inactive for the year?**

Because your maternity leave will begin in April, (and you will be working as a Respiratory Therapist in March) you cannot renew as an Inactive Member on March 1; you will therefore need to pay the full \$620.00 registration fee and renew as a General Member. However, you may apply for the Inactive certificate at the start of your maternity leave. At that time, you may be eligible for a partial refund of your annual registration fee. For example, if your Inactive Certificate is issued in April, you may be eligible for a \$465.00 refund.

### **2. I will be on academic leave of absence for a year; will it affect my CRTO registration status?**

When you are on a leave of absence, you may either change your registration to Inactive OR maintain your General/Limited registration. A change in your employment status does not change your CRTO registration status.



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## Frequently Asked Questions (continued):

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### 3. I am retired but want to maintain my CRTO registration. Is this possible?

Yes, you may maintain your current registration even if you are no longer practising. You may also choose to apply for the Inactive Certificate of Registration. As an Inactive Member you would continue to receive CRTO mailings, which would maintain your contact with the profession. As an Inactive Member, you would be required to renew your registration, maintain your Professional Portfolio and update your contact information with the CRTO.

### 4. I am moving to another province. Do I have to change my status to Inactive or resign my certificate of registration?

If you are moving to another province, you may consider one of the following:

- Resigning your registration (see the [Resignation form](#)).
- Applying for Inactive Certificate (see the [Application for Inactive Certificate form](#)); or
- Maintain your current certificate of registration with the CRTO.

When making your decision, consider whether you are planning to return to Ontario and if so when. Resigning your registration may be an option if you are not planning to return to Ontario for a number of years. However, if you are moving to another province for a short period of time, changing your registration to Inactive may be a more suitable option.

### 5. I am working for the XYZ Lab doing blood gases. Could I change my registration to Inactive?

The Registration Regulation specifies that an Inactive Member cannot provide direct patient care within the scope of practice of the profession (in Ontario). Accordingly, if you are working in blood gases (which is part of the scope of practice of Respiratory Therapy, and is considered part of direct patient care), you should most likely remain registered in the General Class of Registration.

### 6. I am an unemployed Graduate Member of the College. Can I change my status to Inactive?

No. The Inactive Certificates of Registration do not apply to Graduate Members of the College. Only Members in the General or Limited Classes of Registration may apply for the Inactive Certificate.

### 7. Can I maintain my Inactive Registration for more than one year?

Yes. Members may maintain Inactive registration indefinitely. However, if you remain Inactive for more than two years, you may be required to provide evidence to show that your knowledge and skills are current before your application for reinstatement can be approved. Some applicants may be required to take refresher courses or similar activities to regain that currency.