



COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

TITLE:	Application and Pre-Registration Document Requirements
NUMBER:	RG-Documentation-420
Date originally approved	September 23, 2011
Date(s) revised:	

Policy

As part of the initial assessment process, applicants for registration (including pre-registration applicants) are required to submit a number of documents. The CRTO's registration decisions are based on these documents. The documentation required will vary but generally includes the following:

- A. Proof of Canadian citizenship, permanent residency status or a valid work permit
- B. Proof of Language Proficiency
- C. Evidence of successful completion of Respiratory Therapy program
- D. Evidence of successful completion of the approved examination
- E. Evidence of practicing the profession
- F. Confirmation of registration in another jurisdiction

A. Proof of Canadian citizenship, permanent residency status or a valid work permit

- a. Approved documents:
 - i. Birth certificate from a Canadian province or territory
 - ii. Valid Canadian passport
 - iii. Certificate of Canadian citizenship
 - iv. Permanent Residency card
 - v. Record of landing
 - vi. Valid work permit (authorization to work as a Respiratory Therapist in Canada)
- b. A copy of documentation in support of citizenship or immigration status must be submitted with an Application for Registration / Pre-registration.

B. Proof of Language Proficiency

- a. Where the applicant's first language is not English or French and their relevant health care instruction was not in English or French, the applicant must demonstrate fluency in either language. The CRTO accepts a number of test scores as proof of language proficiency (Language Proficiency Policy).
- b. A copy of the applicant's score report must be submitted with the initial Application for Registration / Pre-registration.

C. Evidence of successful completion of Respiratory Therapy program

- a. Graduates of approved Canadian programs:
 - i. Applicants for registration must ensure that their official, final transcript of academic record has been submitted to the College;
 - ii. For recent graduates, a letter from the program director / co-ordinator is acceptable; however, official the official, final transcript must be received within eight weeks of completing the program.
 - iii. The official, final transcript must be submitted directly from the academic institution.
- b. Graduates of programs offered outside Canada:
 - i. Applicants who obtained their education in respiratory therapy (or a related field) outside of Canada must have their academic qualifications verified by World Education Services (WES). WES will attest to the authenticity of the documents reviewed and prepare a course-by-course evaluation report as required by the CRTO. All documents must be submitted to WES by the applicant in accordance with WES' "Required Documents" procedure. The applicant is responsible for the cost of the report and will be charged directly by WES for its services.
 - ii. Following a review of the documents submitted WES will send an evaluation report to the College and the applicant.
 - iii. Evaluation reports prepared by other organizations (e.g. Comparative Education Service of the University of Toronto) will be reviewed on an individual basis and may be accepted as an alternative to WES evaluation if approved by the Registrar.

D. Evidence of successful completion of the approved examination

Where applicable, a photocopy of the CBRC exam results letter must be included with an application for a General Certificate of Registration application.

E. Registration Verification

Where applicable, confirmation of registration (the Registration Verification Form must be submitted directly to the CRTO from the regulatory / licensing body.

F. Evidence of practicing the profession

Where applicable, confirmation of respiratory therapy employment (the Employment Verification Form) must be submitted directly to the CRTO from the employer

Alternative Documentation

In extremely exceptional circumstances, which may include but are not limited to: war; natural disaster; political persecution, it may not possible for the applicant to obtain the required documentation from its original source. In these circumstances, and where the applicant can demonstrate that they have tried and been unsuccessful in obtaining the required documentation, the Registration Committee may accept alternative evidence.

Each request will be considered on a case-by-case basis and alternative evidence that may be considered includes:

- Copies of documents from the applicant or other available resources;
- Prior learning or other skills/competency assessment(s);
- Signed affidavits attesting to requirements completed;
- Employment or academic references;
- Interviews with staff.

Alternative Documentation - Possible Outcomes

1. If the Committee is satisfied that:
 - a. an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; and
 - b. alternative information provided supports that the applicant has met the requirement(s),the applicant may be deemed to have met one or more of the requirements.

2. If the Committee:
 - a. is satisfied that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; but
 - b. is not satisfied that alternative information provided supports that the applicant has met the requirement(s),the applicant may be directed to:
 - o provide additional information;
 - o undertake additional education;
 - o undertake a supervised period of practice (for exemptible requirements); or
 - o provide as directed by the Committee, other evidence to satisfy the Committee that he/she has met the requirement.

3. If the Committee is not satisfied:
 - a. that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided,the applicant may be requested to make additional efforts and, if he/she does not do so, he/she may be deemed to have not met one or more requirements.