

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **Application for Registration - File Closure Policy**

Number: **RG – File Closure - 426**

Date originally approved:
November 29, 2013

Date(s) revision approved:
N/A

BACKGROUND

To practice respiratory therapy in Ontario, a person must hold a certificate of registration with the College of Respiratory Therapists of Ontario (CRTO). According to Ontario Regulation 596/94, Part VIII (Registration):

51. A person may apply for a certificate of registration by submitting a completed application in the form provided by the Registrar, together with the application fee.

CRTO applications are typically processed within two to six weeks; however some applications may be delayed; for example, supporting documentation is not received or the applicant delays the registration fee payment. Although the Registration Regulation does not specify a completion deadline, the CRTO cannot leave an application file open indefinitely, because, for example:

- Registration policies and requirements may change;
- New issues may be identified (e.g. conduct, employment information); and
- Information submitted may become stale dated (e.g. work permit expiry).

The purpose of the following policy is to ensure that:

- Registration decisions are based on current and relevant information; and
- The application process is transparent; applicants are aware of the expected application timelines at the start of the process.

POLICY

The application for registration file will remain open as long as there is evidence of progress toward meeting registration requirements. If the file is inactive for one year, the CRTO will consider the application as withdrawn and the file will be closed accordingly.