

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **Change of Name Requests**

Number: **RG-431**

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N/A

Background

The name a CRTO Member uses in his/her practice must be the same as the name registered with the CRTO. Under the CRTO By-law (34-01) the CRTO Register of Members must include each Member's name. A Member's name in the register must be supported by documentary evidence submitted with the Member's initial application for registration. In addition, under the By-law, Members must notify the CRTO of any change in the information provided on their application for registration, within 30 days of the effective date of the change (this includes name changes).

This policy outlines the CRTO requirements and processes when considering Members' name change requests. The policy applies to all Members who wish to change their registered name with the CRTO.

POLICY

1. CRTO Member's request for a change of his or her name in the Register must be approved by the Registrar.
2. The Registrar may direct that a Member's name in the Register be changed if the Registrar is satisfied that the Member has validly changed his or her name.
3. To request a change of name, Members must complete the Name Change form and return the form to the CRTO with required supporting documentation; for example:
 - Copy of change of name certificate
 - Copy of Marriage certificate
 - Copy of divorce certificate.

The documentary evidence must confirm that a person has legally changed his or her name. Documents such as driver licenses or health cards may be submitted in addition to the documents listed above; however on their own they may not be sufficient.

4. After the new name is entered on the CRTO Register, the Member's former name(s) will continue to be publicly available.
5. Using a name other than the Member's name as set out in the Register, in the course of providing or offering to provide respiratory services may be considered an act of professional misconduct.