



# Application for INACTIVE Certificate of Registration

The purpose of the Inactive Certificate is to allow Registered Respiratory Therapists (RRTs) and Practical Respiratory Therapists (PRTs) not currently practising in Ontario to maintain their CRTO membership. For example, RRTs on parental leave or those practising outside Ontario often choose to apply for the Inactive Certificate. The inactive membership does not apply to Graduate Members of the CRTO. Members who change their membership to inactive during the registration year may be eligible for a partial refund of their annual registration fee<sup>1</sup>.

For more information, please refer to the [Inactive Certificate of Registration Fact Sheet](#) and/or the [Inactive Certificate Policy](#).

## 1. PERSONAL / CONTACT INFORMATION

FIRST NAME	SURNAME	CRTO REGISTRATION NO.		
APT. NO.		STREET ADDRESS		
CITY	PROV.	POSTAL CODE	COUNTRY	
HOME PHONE No.	MOBILE No.	EMAIL		

## 2. REASON FOR YOUR APPLICATION FOR AN INACTIVE CERTIFICATE OF REGISTRATION (choose ONE)

- Leave of absence (academic)     Moving to another province (specify): \_\_\_\_\_  
 Leave of absence (parental)     Moving to another country (specify): \_\_\_\_\_  
 Leave of absence (medical)     Working in other profession (specify): \_\_\_\_\_  
 Retirement     Other (specify): \_\_\_\_\_

Your last day of RT practice in Ontario was / will be (MM/DD/YYYY): \_\_\_\_\_

If applicable, please provide your anticipated return to work date (MM/DD/YYYY): \_\_\_\_\_

## 3. DECLARATION

**As an applicant for the Inactive Certificate of Registration, I understand that:**

1. the following **conditions** will be imposed on my Inactive Certificate of Registration.

As a Member registered with an Inactive Certificate of Registration, I shall not:

- engage in providing direct patient care;
- use my professional Respiratory Therapist title or designation;
- supervise the practice of the profession; or
- make any claim or representation to having any competence in the profession.

SEE PAGE

OFFICE USE ONLY						RECEIVED DATE	ISSUE DATE	REFUND
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**(DECLARATION CONTINUED) As an applicant for the Inactive Certificate of Registration, I understand that:**

2. as an Inactive Member I will be required to comply with all other requirements imposed on CROTO Members (e.g., annual renewal of registration, participating in the Quality Assurance Program, and duty to report offences and other information);
3. to reinstate my General/Limited Certificate of Registration, I will need to apply for reinstatement and pay the applicable registration fee;
4. at the time of my application for reinstatement I may be asked to provide evidence to show that my knowledge and skills are current before my application for reinstatement can be approved<sup>2</sup>;
5. I am not authorized to resume RT practice until after my reinstatement application has been approved by the CROTO.



SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### SUBMITTING YOUR APPLICATION

You may submit your application by mail, fax or email:

**MAIL:** College of Respiratory Therapists of Ontario (CROTO)  
180 Dundas St. W., Suite 2103  
Toronto, ON M5G 1Z8;

**FAX:** 416-591-7890

**EMAIL:** [walsh@crto.on.ca](mailto:walsh@crto.on.ca)

**If you have any questions about the Inactive Certificate please our office:**

**PHONE:** 416-591-7800 or toll free 1-800-261-0528

**EMAIL:** [walsh@crto.on.ca](mailto:walsh@crto.on.ca)  
[www.crto.on.ca](http://www.crto.on.ca)

### Notes

<sup>1</sup> Members who change their Membership to Inactive during the registration year may be eligible for a partial refund of their annual registration fee. That is, for Members who paid \$500.00 annual registration fee, and are changing to inactive membership:

- between March 1 and May 31 may be eligible for a \$375.00 refund
- between June 1 and August 31 may be eligible for a \$250.00 refund
- between Sept. 1 and Nov. 30 may be eligible for a \$125.00 refund
- between Dec. 1 and Feb. 28/9 are not eligible for a refund.

<sup>2</sup> Members who practised within two years of their applications for reinstatement meet the currency requirement. However, Members who had not practised for an extended period of time (i.e., greater than two years), will be referred to the Registration Committee. The Committee will consider the two-year currency requirement as outlined under the [Currency Requirement Policy](#). The Committee may impose limitations on their certificates of registration or require them to take refresher courses or similar activities to regain currency.