



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 fee¹.

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

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)

- | | |
|--|---|
| <input type="checkbox"/> Leave of absence (academic) | <input type="checkbox"/> Moving to another province (specify): _____ |
| <input type="checkbox"/> Leave of absence (parental) | <input type="checkbox"/> Moving to another country (specify): _____ |
| <input type="checkbox"/> Leave of absence (medical) | <input type="checkbox"/> Working in other profession (specify): _____ |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> 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:

- 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, duty to report offences and other information, and participate in any Professional Conduct matters/requirements);

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 approved²;

5. if I make an application for reinstatement while a professional conduct matter is ongoing, the CROTO will assess the ongoing professional conduct matter and how it relates to my ability to practice the profession with appropriate knowledge, skill and judgement.

6. 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) 90 Adelaide St. W., Suite 300
Toronto, ON M5H 3V9;

FAX: 416-591-7890

EMAIL: registrationservices@crto.on.ca

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

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

EMAIL: registrationservices@crto.on.ca
www.crto.on.ca

Notes

¹ 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 \$700 annual registration fee, and are changing to inactive membership:

- between March 1 and May 31 may be eligible for a \$525 refund
- between June 1 and August 31 may be eligible for a \$350 refund
- between Sept. 1 and Nov. 30 may be eligible for a \$175 refund
- between Dec. 1 and Feb. 28/9 are not eligible for a refund.

² 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 Policy](#). The Committee may impose limitations on their certificates of registration or require them to take refresher courses or similar activities to regain currency.