



APPLICATION for Registration

Guide for Graduates of Canadian RT Programs or Applicants from Regulated Canadian Jurisdictions

To practise Respiratory Therapy in Ontario, you must hold a certificate of registration with the College of Respiratory Therapists of Ontario (CRTO).

We hope the following information will guide you through the CRTO registration process.

Please note that you may not practise Respiratory Therapy or hold yourself out as a "Respiratory Therapist" in Ontario until after you have been issued a certificate of registration. This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

A. ABOUT THE CRTO

The role of the College of Respiratory Therapists of Ontario is to regulate the profession of Respiratory Therapy in the public interest. This is done through setting requirements for entering the profession, establishing standards and competencies for the practice of the profession, developing a quality assurance program, and investigating concerns about Members, including holding hearings into allegations of professional misconduct, incompetence or incapacity.

The National Competency Profile (NCP) is a list of competencies (knowledge, skills, abilities and judgment) considered essential for entering the practice of Respiratory Therapy in Ontario. The NCP was developed by the National Alliance of Respiratory Regulatory Bodies and is the document used for curriculum development within RT programs and for all other educational/teaching/assessment purposes. A copy of the NCP is available at

www.nartrb.ca/eng/documents/2011NCPfinal.pdf

CONTENTS:

A. ABOUT THE CRTO	1
B. REGISTRATION REQUIREMENTS	2
C. CLASSES OF REGISTRATION	4
D. APPLICATION FOR REGISTRATION	5
E. PROCESSING TIME	8
F. APPLICATION APPROVAL	9
G. REGISTRATION FEES	9
H. REFERRAL TO A PANEL OF THE REGISTRATION COMMITTEE FEES	10
I. CONFIDENTIALITY AND PUBLIC ACCESS TO INFORMATION	10
J. CONTACT INFORMATION	11

B. REGISTRATION REQUIREMENTS

In order to obtain a Certificate of Registration with the CRTO an applicant for registration is required to meet the following registration requirements:

➤ **Education requirement** (General and/or Graduate Certificate of Registration)

An applicant for registration must:

- a. Have graduated from an approved Canadian Respiratory Therapy program (a list of the approved programs is posted on the CRTO website at www.crto.on.ca/student/registration/accredited-schools/); or
- b. have,
 - (i) successfully completed a program offered outside Canada either in respiratory therapy or in a closely related field that is acceptable to the Registration Committee, along with any additional education that is required by the Registration Committee, and
 - (ii) demonstrated through an assessment process acceptable to the Registration Committee that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed a program referred to in clause (a).

The education requirement is non-exemptible¹. For detailed information on the assessment process, see the [Guide for Applicants Educated outside of Canada](#).

➤ **Examination requirement** (General Certificate of Registration)

An applicant for a General Certificate of Registration must have successfully completed the [Canadian Board for Respiratory Care](#) (CBRC) national certification examination.

Note: Prior to completing the approved examination, an applicant may be granted a **Graduate Certificate of Registration**. (For more information see Section C - Graduate Certificate of Registration)

The examination requirement is non-exemptible².

➤ **Language proficiency requirement** (General and/or Graduate Certificate of Registration)

An applicant for registration must be able to communicate effectively in English or French in a health care environment. 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 by submitting test scores of an accepted language proficiency test.

For more information please see the Language Proficiency Policy posted on our website at www.crto.on.ca/pdf/Policies/Language_Proficiency.pdf

➤ **Eligibility to work in Canada** (General and/or Graduate Certificate of Registration)

An applicant for registration must be a Canadian citizen or a permanent resident of Canada or be authorized under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of Respiratory Therapy. It is the applicant's responsibility to ensure s/he is eligible to work in Canada at all times.

^{1, 2}. Applies, with no exceptions to all applicants for registration who do not currently hold a certificate of registration as a Respiratory Therapist in another Canadian jurisdiction.

➤ **Currency requirement** (General and/or Graduate Certificate of Registration)

An applicant for registration must have met the education requirement within the **two years** immediately preceding the application for registration unless the applicant was practicing Respiratory Therapy within that two-year period.

If you graduated from your Respiratory Therapy program more than two years ago and were not practicing as a Respiratory Therapist within the last two years, your application will be referred to the Registration Committee. The Committee will review your application to determine if:

- you should be issued a certificate of registration;
- you should be issued a certificate of registration with restrictions (terms, conditions and limitations); or
- if additional refresher/retraining is required.

For more information please see the Currency Policy posted on the CRTO website at www.cрто.on.ca/pdf/Policies/RG_Currency_Policy_410.pdf

➤ **Good character** (General and/or Graduate Certificate of Registration)

An applicant for a certificate of registration of any class must:

1. fully disclose details of any **criminal offence** of which the applicant has been found guilty, including any offence under the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada).
2. fully disclose details of every **professional misconduct, incompetence, incapacity** or other similar proceeding that he or she is the subject of and that relates to his or her registration or licensure in Ontario in another profession or in another jurisdiction in respiratory therapy or another profession.
3. fully disclose details of every **finding of professional misconduct, incompetence, incapacity** or other similar finding that he or she previously has been the subject of while registered or licensed in Ontario in another profession or in another jurisdiction in respiratory therapy or another profession.
4. In addition, the applicant must satisfy the CRTO that his or her past and present conduct afford reasonable grounds for belief that the applicant,
 - i. is mentally competent to practise respiratory therapy,
 - ii. will practise respiratory therapy with decency, integrity and honesty and in accordance with the law, and
 - iii. will display an appropriately professional attitude.

Applicants who do not meet these registration requirements will be referred to the Registration Committee for consideration (see section H).

C. CLASSES OF REGISTRATION

Graduate Class: A Graduate Certificate of Registration is issued to an individual who meets the education requirement of the CRTO (e.g. has successfully completed an educational program approved by the CRTO), but has not yet successfully completed the approved examination. This is a temporary class of registration and is automatically revoked after 18 months.

The following conditions apply to a Graduate Certificate of Registration:

The (Graduate) member shall,

1. at the first reasonable opportunity, advise every employer of any terms, conditions and limitations that apply to the member's graduate certificate of registration if their employment is in the field of Respiratory Therapy;
2. only perform a controlled act that is authorized to the profession if it is performed under the general supervision of a member of a College within the meaning of the Regulated Health Professions Act, 1991 who, the member holding the graduate certificate has reasonable grounds to believe, is authorized to perform the controlled act and is competent to do so and who is available to be personally present at the site where the authorized act is performed on ten minutes notice;
3. not delegate a controlled act;
4. not perform advanced prescribed procedures below the dermis;
5. not perform authorized act #5 "administering a prescribed substance by inhalation"; and
6. not perform a tracheostomy tube change for a stoma that is less than 24 hours old.

A graduate certificate is deemed to have been revoked 18 months after its initial date of issue.

General Class: A General Certificate of Registration is issued to an individual who meets the education requirement of the CRTO (e.g. has successfully completed an educational program approved by the CRTO), and has successfully completed the approved examination.

Labour Mobility

Under the Ontario labour mobility legislation a person registered in a regulated jurisdiction (Alberta, Saskatchewan, Manitoba, Quebec, New Brunswick, Nova Scotia and Newfoundland and Labrador) may be registered in Ontario without any additional reassessment or restrictions. To do so, the applicant must:

- complete the CRTO Application for Registration form, and submit this form, along with the applicable fee(s);
- provide a registration verification or other evidence that the applicant is in good standing as a respiratory therapist in every jurisdiction where the applicant holds an out-of-province certificate; and
- provide proof that he or she has practised the profession there within the past two years.

To apply under the labour mobility provision, you must complete the CRTO Application for Registration form, and submit this form, with the applicable fee(s) and documentation, to the CRTO office.

D. APPLICATION FOR REGISTRATION

To begin the application process you will be required to submit an application for registration. You may download application forms from the CRTO website or alternatively you may contact the CRTO and request that the complete application package be mailed to you. The CRTO address and telephone numbers are listed at the end of this document.

You must complete all applicable sections and submit the required documentation to be considered for registration with the CRTO. The time it takes to process an application will depend upon a number of factors (please see Section E below).

REGISTRATION INFORMATION

Please indicate whether:

- You are applying for a Graduate (temporary) Certificate of Registration;
- You are applying for a General Certificate of Registration;
- You are applying under the labour mobility provisions;
- You have previously applied for registration or have been previously registered with the CRTO.

1. PERSONAL DATA

Please provide the personal information as requested. If you have changed your name, please indicate your previous last and/or first name(s). If the name you are applying under is different from the name on the supporting documentation, e.g. your education, citizenship or immigration documents, you must enclose a copy of your Change of Name Certificate, Marriage Certificate or other evidence of legal name change.

2. HOME ADDRESS / CONTACT INFORMATION

Your home address and/or email address will be used for all future correspondence from the CRTO. This information is confidential and will not be shared with any sources outside the CRTO unless you have indicated that this is also your business address.

Once your application has been submitted, it will be your responsibility to notify the CRTO of any change in your contact information.

3. RESIDENCY STATUS

To be registered with the CRTO you must be legally eligible to work in Canada. A copy of documentation in support of your citizenship or immigration status must be submitted with your application. For example:

- Canadian Citizenship (e.g., photocopy of Canadian birth certificate, Canadian passport photo page or Canadian citizenship card)
- Permanent Resident / Landed Immigrant Status (e.g., photocopy of permanent residency card)
- Valid Work Permit (e.g., photocopy of a valid work permit indicating that you are eligible to work in Canada as a Respiratory Therapist).

4. LANGUAGE PROFICIENCY

If your first language is neither English nor French and your Respiratory Therapy training was not in English or French, you will need to submit documentation to demonstrate fluency in English or French. For more information, please see the [Language Proficiency Policy](#) posted on the CRTO website. Please indicate the preferred language of correspondence from the CRTO (English or French) as well as those languages in which you can provide Respiratory Therapy services.

5. RESPIRATORY THERAPY (or related) EDUCATION

Please list your Respiratory Therapy education, indicating the level of education, name and location of the academic institution, and the year of completion.

You must ensure that your academic transcript has been sent directly to the CRTO from the academic institution. Unofficial evidence of successful completion of an educational program (e.g. a letter from the program director) is acceptable for recent graduates of Ontario programs; however, official transcripts must be received within 8 weeks of completing the program.

6. OTHER POST SECONDARY EDUCATION

Please list any other post-secondary education, indicating the name of the educational program, field of study, name and location of the academic institution, and the year of completion.

7. RESPIRATORY THERAPY EXAMINATIONS

Please indicate:

- If you have successfully completed the Canadian Board for Respiratory Care (CBRC) examination and the date of completion. If so, enclose a photocopy of your CBRC exam results letter.
- If you are registered/intend to register to write the CBRC exam (provide the exam date);
- Names/dates of any other Respiratory Therapy examinations.

8. PROFESSIONAL REGISTRATION

Please indicate if you are or have ever been registered/licensed to practise as a Respiratory Therapist, or in other profession(s). Include your registration number and dates of registration. List other provinces, states or countries. If you are applying from another Canadian jurisdiction, you may be eligible to register under labour mobility provisions (see Section C).

If applicable, complete the [Registration Verification Form](#) to support your status or registration with a regulatory/licensing organization and mail to the regulatory organization.

9. EMPLOYMENT PROFILE

Provide your Respiratory Therapy employment history and attach a copy of your resume or curriculum vitae to your application. List the name and contact information for all your Respiratory Therapy employers, starting with the most recent; include start and finish dates. If needed, continue on a separate sheet of paper. In addition, please complete the [Employment Verification Form](#) for every place of RT employment (or related field) over the past five years.

If you have already secured employment in Ontario, provide the relevant information. You may not practise Respiratory Therapy or hold yourself out as a "Respiratory Therapist" in Ontario until after your application for registration has been approved by the CRTO and you have been issued a certificate of registration. This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

10. PROFESSIONAL CONDUCT

Answer all questions related to your professional conduct. If your answer is YES to any of the questions, you MUST provide full particulars on a separate sheet of paper and attach to your application form. You must report findings even if they resulted in a discharge or pardon.

11. DECLARATION AND AUTHORIZATION

You must complete, sign and date the declaration section before you submit your application for registration. Submitting a false or misleading statement may lead to refusal to issue a certificate of registration or to revocation of a certificate of registration.

12. APPLICATION FEE

In order for your application to be processed you must include \$75.00 application fee. The fee may be paid by personal cheque (payable to the CRTO) money order, Visa or MasterCard. We do not accept cash payments. The application fee is non-refundable.

13. SUBMITTING YOUR APPLICATION

Only original application forms will be accepted by the CRTO. Faxed application forms are not accepted. When submitting your application, you must include the completed Application for Registration Form, all supporting documentation (please refer to the application checklist) and all applicable fees. For address and contact information, see the last page of this Guide.

Documents submitted along with your application will be kept by the CRTO as part of your file.

Upon written request and at no charge the CRTO will provide an applicant for registration with information and/or copies of documentation relevant to his or her file.

E. PROCESSING TIME

For an applicant who meets all of the application requirements the registration generally takes two to four weeks to process. The application process begins from the time the CRTO receives completed forms and required documentation. Any application missing information or fees will not be processed.

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.

Expected Timelines for Applicants who meet all registration requirements	
From the time an application is received by the CRTO:	
1-2 weeks	CRTO Staff contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation.
2-4 weeks	CRTO Staff reviews the application, if approved the applicant will be notified by mail or email. To complete the registration process the applicant will be asked to submit the applicable registration fee.
4-6 weeks	A Certificate of registration is issued upon receipt of the registration fee.

Applicants who do not meet the registration requirements (e.g. currency requirement), will be referred to the Registration Committee for consideration (see section H below) and the processing time will be longer.

Expected Timelines for Applicants who do not meet the registration requirements	
From the time an application is received by the CRTO:	
1-2 weeks	CRTO Staff contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation.
2-4 weeks	CRTO Staff reviews the application, if it appears that the application does not meet the registration requirements the application will be referred to the Registration Committee for consideration. The applicant will be notified of the referral in writing and will have 30 days to submit additional information to the Registration Committee in support of the application.
6-12 weeks	Panel of the Registration Committee reviews the application for registration and any other documents submitted by the applicant.
10-14 weeks	A copy of the Panel's Order and Reasons is provided to the applicant. If the applicant is not satisfied with the decision he / she may appeal the Panel's decision to the Health Professions Appeal and Review Board (HPARB). The applicant will be notified in writing of the right to appeal and will be provided with HPARB's contact information.

F. APPLICATION APPROVAL

Once all the documents have been received, the Registrar will review the application for registration. If approved, the applicant will be notified by mail or email. To complete the registration process, the applicant will be asked to submit the applicable registration fee (see below).

Upon receipt of the registration fee, the CRTO will issue the certificate of registration, (i.e. register the applicant to practise as a Respiratory Therapist in Ontario).

G. REGISTRATION FEES

The CRTO registration year runs from March 1 to the end of February. The initial registration fee is prorated on a quarterly basis, as follows:

Registration Issued	Registration Fee until February 28, 2018	Registration Fee effective March 1, 2018	Registration Fee effective March 1, 2019
Between March 1 and May 31	\$500.00	\$560.00	\$620.00
Between June 1 and August 31	\$375.00	\$420.00	\$465.00
Between September 1 and November 30	\$250.00	\$280.00	\$310.00
Between December 1 and the last day in Feb.	\$125.00	\$140.00	\$155.00

All fees are payable in Canadian funds. Payment can be made by one of the following:

- Cheque payable to the CRTO
- Money Order payable to the CRTO
- Visa / MasterCard

Members of the CRTO are required to renew their registration on an annual basis. The annual registration fee is \$500.00 (current registration year). The annual registration fee for the 2018/19 registration year (effective March 1, 2018) is \$560.00. The annual registration fee for the 2019/20 registration year (effective March 1, 2019) is \$620.00.

Once registered, Members will be required to obtain liability insurance coverage as outlined in the policies of the CRTO. For more information, please see the [Professional Liability Insurance Policy](#).

H. REFERRAL TO A PANEL OF THE REGISTRATION COMMITTEE FEES

If an application for registration does not meet the registration requirements (e.g. currency requirement), the application will be referred to the Registration Committee for consideration. The applicant will be notified of the referral in writing and will have 30 days to submit additional information to the Registration Committee in support of the application.

A Panel of the Registration Committee will review the application for registration and any other documents submitted by the applicant (this is a paper review only; applicants do not attend the review). Following review the Panel may direct the Registrar to:

1. Issue a certificate of registration;
2. Issue a certificate of registration with terms, conditions and / or limitations;
3. Request more information;
4. Refuse to issue a certificate of registration.

A copy of the Panel's Order and Reasons will be provided to the applicant. If the applicant is not satisfied with the decision he / she may appeal the Panel's decision to the **Health Professions Appeal and Review Board (HPARB)**, an independent review board established under the Regulated Health Professions Act (RHPA). The applicant will be notified in writing of the right to appeal and will be provided with HPARB's contact information.

The Registration Committee meets every eight to ten weeks. It may take up to ten weeks for the Registration Committee to review an application for registration and issue Order and Reasons.

I. CONFIDENTIALITY AND PUBLIC ACCESS TO INFORMATION

The CRTO, as the regulatory body for Respiratory Therapists in Ontario, requires applicants to provide their personal, educational, contact, employment and conduct information. This information is kept confidential. After registration, some of the information may be considered "public" and will be included in the [Register](#) on the CRTO website. This includes Members' names, business addresses and telephone numbers, as well as information regarding Members' CRTO registration statuses or charges/findings of guilt by a court. For more information about the Register go to www.crto.on.ca/register.aspx.

J. CONTACT INFORMATION

College of Respiratory Therapists of Ontario

180 Dundas Street West, Suite 2103
Toronto, Ontario M5G 1Z8

Tel.: (416) 591-7800 x 25

Toll-Free: (in Ontario): 1-800-261-0528 x 25

Fax: (416) 591-7890

Email: walsh@crto.on.ca

Web Site: www.crto.on.ca

Canadian Board for Respiratory Care

1096 Queen Street, Suite 103
Halifax, Nova Scotia B3H 2R9

Tel.: (902) 492-4387

Email: cbrc@cbrc.ca

Web Site: www.cbrc.ca

Professional Associations:

Canadian Society of Respiratory Therapists

102-1785 Alta Vista Drive
Ottawa, Ontario K1G 3Y6

Tel.: (613) 731-3164

Toll-Free: 1-800-267-3422

Email: csrt@csrt.com

Web Site: www.csrt.com

Respiratory Therapy Society of Ontario

6519-B Mississauga Road
Mississauga, Ontario L5N 1A6

Tel.: (905) 567-0020

Toll-Free: 1-800-267-2687

Email: office@rtso.org

Web Site: <http://www.rtso.ca/>

Other Organizations

HealthForceOntario Access Centre

163 Queen Street East
Toronto, Ontario, Canada M5A 1S1

Tel.: (416) 862-2200

Toll-Free: 1-800-596-4046

Email: AccessCentre@healthforceontario.ca

Web Site: www.healthforceontario.ca

Office of the Fairness Commissioner

595 Bay Street, Suite 1201
Toronto, Ontario M7A 2B4

Tel.: (416) 325-9380

Toll-free: 1-877-727-5365

Email: ofc@ontario.ca

Web site: www.fairnesscommissioner.ca