



# APPLICATION for Registration

## Guide for Graduates of Canadian RT Programs or Applicants from Regulated Canadian Jurisdictions<sup>1</sup>

To practise Respiratory Therapy or hold yourself out as a "Respiratory Therapist" in Ontario you must be registered with the College of Respiratory Therapists of Ontario (CRTO)<sup>2</sup>.

This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

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

### CONTENTS:

A. ABOUT THE CRTO.....	1
B. REGISTRATION REQUIREMENTS.....	2
C. CLASSES OF REGISTRATION.....	3
D. APPLICATION FOR REGISTRATION..	4
E. PROCESSING TIME.....	9
F. APPLICATION APPROVAL .....	10
G. REGISTRATION FEES.....	10
H. REFERRAL TO THE REGISTRATION COMMITTEE FEES.....	10
I. CONFIDENTIALITY AND PUBLIC ACCESS TO INFORMATION.....	11
J. CONTACT INFORMATION.....	12

### A. ABOUT THE CRTO

The role of the CRTO 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.

**The National Competency Framework** (NCF) is a list of competencies (knowledge, skills, abilities, and judgment) considered essential for entering the practice of Respiratory Therapy in Ontario. The NCF was developed by the National Alliance of Respiratory Regulatory Bodies and is the document used for curriculum development within RT programs and all other educational/teaching/assessments.

<sup>1</sup> This guide does not apply to Emergency Class applicants applying for a General or Graduate Certificate of Registration

<sup>2</sup> With the exception of out-of-province Regulated Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption-Restricted Titles, which include having submitted an application for registration to the CRTO.

## B. REGISTRATION REQUIREMENTS

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

### ➔ Education requirement

An applicant for registration must:

- a. Have graduated from an approved Respiratory Therapy program (a list of the approved programs is posted on the [CRTO website](#)); 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-exemptible<sup>3</sup>. For detailed information about the assessment process, see the [Guide for Applicants Educated outside of Canada](#).

### ➔ Examination requirement

An applicant for a General Certificate of Registration must have successfully completed the [Health Professionals Testing Canada \(HPTC\)](#)<sup>4</sup> national certification examination.

**Note:** Before 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-exemptible<sup>4</sup>.

### ➔ Language proficiency requirement

An applicant for registration must be able to communicate effectively in English or French in a healthcare 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](#).

### ➔ Eligibility to work in Canada

**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. Once registered, it is the Member's responsibility to ensure that they are eligible to work in Canada at all times.**

<sup>3</sup> 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.

<sup>4</sup> Formerly the Canadian Board for Respiratory Care (CBRC)

### ➔ Currency requirement

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 those two years.

For more information, please see the [Currency Policy](#).

### ➔ Conduct and Suitability to Practice

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 the applicant is the subject of and that relates to their registration or licensure as a Respiratory Therapist in another jurisdiction, or any other profession.
3. fully disclose details of every **finding of professional misconduct, incompetence, incapacity**, or other similar finding that the applicant previously has been the subject of while registered as a Respiratory Therapist in another jurisdiction or any other profession.
4. In addition, the applicant must satisfy the CRTC that their past and present conduct affords 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 may be issued to an individual who has met all registration requirements, including the education requirement (e.g., has successfully completed an educational program approved by the CRTC), but has not yet successfully completed the HPTC examination. This is a temporary class 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; and
5. not perform authorized act #5 “administering a prescribed substance by inhalation”.

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

**General Class:** A General Certificate of Registration may be issued to an individual who has met all registration requirements, including the education requirement (e.g. has successfully completed an educational program approved by the CRTO), and has successfully completed the HPTC examination.

### Labour Mobility

Under labour mobility provisions, a person registered in a regulated Canadian jurisdiction (Alberta, Saskatchewan, Manitoba, Quebec, New Brunswick, Nova Scotia, Newfoundland and Labrador, and Prince Edward Island) may be registered in Ontario without any additional reassessment or restrictions. Individuals applying under the labour mobility provisions must complete the Application for Registration, pay all applicable fee(s) and provide all required documentation, including:

- [Registration Verification Form](#); and
- [Employment Verification Form](#).

## D. APPLICATION FOR REGISTRATION

To begin the application process, you will be required to complete the [online application for registration](#) and pay the \$75.00 application fee (online Visa or MasterCard transaction). You must complete all applicable sections and submit the required supporting documentation. The time it takes to process an application will depend upon several factors (please see Section E below).

### REGISTRATION INFORMATION

Please indicate whether:

- You are applying for a Graduate (temporary) Certificate of Registration; or
- You are applying for a General Certificate of Registration.

### 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.

The CRTO's main method of communication with you will be via email, including communications that could significantly impact your registration. You must ensure that the email address provided is your preferred email address for communications from the CRTO and that it is checked regularly and personally by you.

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

## 3. WORK ELIGIBILITY

To be registered with the CRTO you must be legally eligible to work in Canada. A copy of the 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).
- Certificate of Indian Status or Metis Citizenship Document

## 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](#). 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 approved 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 Health Professionals Testing Canada (HPTC) examination and the date of completion. If so, enclose a photocopy of your HPTC exam results letter.
- If you are registered/intend to register to write the HPTC 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 another 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 section 1 of the [Registration Verification Form](#) and forward it to the regulatory/licensing organization for completion of section 2. The completed form must be submitted to the CRTO directly by the appropriate regulatory/licensing body.

## 9. EMPLOYMENT PROFILE

As part of the application, you will be asked if you worked as a Respiratory Therapist (or in a related field). If yes, you will be required to list the name(s) and contact information(s) for all your Respiratory Therapy employers.

In addition, for every place of RT employment (or related field) over the past five years, please complete Section 1 of the [Employment Verification Form](#) and mail the form to your employer(s) for completion of Section 2. The form must be submitted to the CRTO directly by the employer.

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.<sup>5</sup> This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

## 10. PROFESSIONAL CONDUCT

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

## 11. DECLARATION AND AUTHORIZATION

You must complete the declaration section as part of 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.

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<sup>5</sup> Except for out-of-province Regulated Respiratory Therapists who meet the conditions under O. Reg. 1999/23 Exemption-Restricted Titles, which include having submitted an application for registration to the CRTO.

## **12. APPLICATION FEE**

For your application to be processed you must pay the \$75.00 application fee. The fee may be paid online with a Visa or MasterCard. We do not accept cash payments. The application fee is non-refundable.

## **13. SUBMITTING YOUR APPLICATION**

When submitting your application, you must include all supporting documentation (please refer to the application checklist below) and all applicable fees.

Documents submitted along with your application will be kept by the CRTO as part of your file. The CRTO does not keep original documents on file. Original documents will be scanned and kept in an electronic format.

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



## APPLICATION CHECKLIST

Please refer to the checklist below for documentation required as part of your CRTO application.

- ☐ **Online Application for Registration**
- ☐ **\$75.00 application fee**  
Online Visa or Master Card transaction
- ☐ **Proof of Canadian citizenship, permanent residency status or a valid work permit**  
E.g. photocopy of birth certificate, residency card
- ☐ **Proof of Language Proficiency** (if applicable)  
If your first language is neither English nor French and your Respiratory Therapy (or related field) training was not in English or French
- ☐ **Evidence of successful completion of your Respiratory Therapy program, e.g., transcript of academic record** (if applicable)  
This applies to graduates of approved RT programs. Ensure that your official transcript has been sent directly to the CRTO from the academic institution.
- ☐ **Credential Evaluation and Authentication Report** (if applicable)  
Applies to applicants educated outside of Canada. Ensure that your credential evaluation and authentication report (including the course-by-course evaluation) has been sent directly to the CRTO from the credential verification organization
- ☐ **Evidence of successful completion of the approved examination** (if applicable)  
E.g., photocopy of your HPTC exam results
- ☐ **Registration Verification Form** (if applicable)  
If you have been registered as a Respiratory Therapist in another jurisdiction, or any other profession. The form should be sent directly to the CRTO from the regulatory/licensing organization
- ☐ **Employment Verification Form** (if applicable)  
If you have been working in Respiratory Therapy or a related field. The form should be sent directly to the CRTO from the place(s) of employment (in the last five years)
- ☐ **Other Documentation (if applicable)** E.g. Proof of name change

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## E. PROCESSING TIME

For an applicant who meets all the application requirements the registration generally takes one to two 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	
<b>1 week</b>	CRTO Staff contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation.
<b>1 week</b>	After the applicant has submitted all the missing documents, 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.
<b>1 week</b>	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:	
<b>1 week</b>	CRTO Staff contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation.
<b>2-4 weeks</b>	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 <b>30 days</b> to submit additional information to the Registration Committee in support of the application.
<b>6-8 weeks</b>	A panel of the Registration Committee reviews the application for registration and any other documents submitted by the applicant.
<b>8-12 weeks</b>	A copy of the Panel's Order and Reasons is provided to the applicant. If the applicant is not satisfied with the decision, they 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 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 a 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. For more information regarding the fees, please visit the [Schedule of Fees](#).

Registration Issued	Registration Fee
Between March 1 and May 31	\$700.00
Between June 1 and August 31	\$525.00
Between September 1 and November 30	\$350.00
Between December 1 and the last day in Feb.	\$175.50

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
- Online Banking

Once registered, Members of the CRTO are required to renew their registration on an annual basis. The annual registration fee is set out on the [Schedule of Fees](#).

Members are required to obtain liability insurance coverage as outlined in the CRTO By-laws. For more information, please see the [Professional Liability Insurance Fact Sheet](#).

## H. REFERRAL TO 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 thirty (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 a 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, they 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 an 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 status and professional conduct. For more information, please see the [Public Register Fact Sheet](#).

## 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:** [questions@crt.o.on.ca](mailto:questions@crt.o.on.ca)

**Website:** [www.crt.o.on.ca](http://www.crt.o.on.ca)

### Health Professionals Testing Canada

**Tel.:** (506) 607-2009

**Email:** [hptc@hptc.ca](mailto:hptc@hptc.ca)

**Website:** [hptc.ca](http://hptc.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](mailto:csrt@csrt.com)

**Website:** [www.csrt.com](http://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](mailto:office@rtso.org)

**Website:** <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](mailto:AccessCentre@healthforceontario.ca)

**Website:** [www.healthforceontario.ca](http://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](mailto:ofc@ontario.ca)

**Website:** [www.fairnesscommissioner.ca](http://www.fairnesscommissioner.ca)