



APPLICATION AND ASSESSMENT Guide for Applicants who Graduated from Unapproved Programs

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To practice 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)¹. This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

If you have not graduated from an approved Respiratory Therapy program, you must complete an entry-to-practice assessment process to demonstrate that you have the competencies (knowledge, skills, abilities, and judgment) to provide safe, effective, and ethical care. The assessment process is based on the [National Competency Framework \(NCF\) – Part 1 Entry-to-Practice](#). The NCF is a list of competencies considered essential for entering the practice of Respiratory Therapy in Ontario.

This guide will provide you with an overview of the registration requirements and the assessment process.

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.

1. With the exception of out-of-province Regulated Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption-Restricted Titles, including 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 successfully completed a respiratory therapy program offered in Canada that, at the time of completion, was approved by the Registration Committee (Note: a list of approved programs is available on the CRTO's website); or
- b. have,
 - (i) successfully completed a program in respiratory therapy that is acceptable to the Registration Committee, along with any additional education, remediation or period of supervised practice that is required by the Registration Committee, and
 - (ii) demonstrated through an assessment process acceptable to the Registration Committee that the applicant has knowledge, skills and judgment equivalent to a graduate of an approved program (referred to in (a) above)

Section D of this guide explains the CRTO assessment process.

The education requirement is non-exemptible².

➤ Examination requirement

An applicant for a General Certificate of Registration must have successfully completed the [Health Professionals Testing Canada \(HPTC\)](#) Respiratory Therapist exam.

To be eligible to write the HPTC exam, applicants must first meet the education requirement (see above). For more information on the education and examination requirements, please see the [New Registration Regulation](#) webpage.

The examination requirement is non-exemptible³.

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).

Individuals who fail the exam three (3) times will not be eligible to rewrite until they submit a Study Plan for approval by the CRTO Registration Committee. Once the Study Plan is approved and the CRTO has confirmed the individuals' eligibility to rewrite, they may attempt the exam one more time. If the individual is unsuccessful in the fourth (4th) attempt, they will not be permitted to challenge the exam again until they have re-enrolled and successfully completed an approved RT educational program.

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.

³ Formerly the Canadian Board for Respiratory Care (CBRC)

➤ **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, see the [Language Proficiency Requirements 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 they are eligible to work in Canada at all times.

➤ **Currency requirement**

To meet the currency requirement, an applicant for registration must:

- Have completed their education program (or assessment) within the three years prior to their application for registration, or
- Have practiced Respiratory Therapy for at least 1,125 hours within those three years, or
- Provide evidence satisfactory to the Registration Committee, through some other means, that they meet the current standards of practice in Ontario (e.g., the completion of an approved refresher course).

For more information, please see the Applications for Registration or Reinstatement [Applications for Registration or Reinstatement – Currency Requirement 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 proceedings that they are the subject of and that relate 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 findings that they previously have been the subject of while registered or licensed as a Respiratory Therapist in another jurisdiction, or any other profession.
4. In addition, the applicant must satisfy the CRTO that their past and present conduct affords reasonable grounds for belief that the applicant,
 - i. is not suffering from a physical or mental disorder that would make it desirable in the interest of the public that the applicant not be permitted to practise,
 - ii. will practice Respiratory Therapy with decency, integrity, and honesty and in accordance with the law, and
 - iii. will display an appropriately professional attitude.

All applicants must submit the results of a Vulnerable Sector Check (VSC) as part of their application for registration with the CRTO. For more information, please see section E. 10.

Applicants who do not meet these registration requirements will be referred to the Registration Committee for consideration.

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 of the CRTO (e.g., has successfully completed an educational program approved by the CRTO), but has not yet successfully completed the HPTC 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 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 of Registration 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 of the CRTO (e.g., has successfully completed an educational program approved by the CRTO), and has successfully completed the HPTC examination.

Labour Mobility

Under the 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. ASSESSMENT PROCESS

Applicants who have not graduated from an approved program must undergo an assessment of their education, knowledge, and skills. Assessments are conducted in English and French-language support can be provided upon written request.

Any person wishing to undertake the assessment must first submit the following:

- ✓ Online application for registration and the \$75.00 application fee (online Visa or MasterCard transaction);
- ✓ Credential evaluation report (see 2 below);
- ✓ Proof of Canadian citizenship, permanent residency status or a valid work permit;
- ✓ Proof of Language Proficiency (if applicable, for more information see the [Language Proficiency Requirements Policy](#));
- ✓ Vulnerable Sector Check (for more information see page 13);
- ✓ Employment Verification (if applicable, for more information see page 9);
- ✓ Registration Verification (if applicable, for more information see page 9).

Stages in the assessment process:

1. **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). The application will provide us with your contact information and give us a general idea of your education and work experience. Processing of the Application for Registration form may take up to 1 week. For detailed information about the application form see section E.
2. **Credential Evaluation and Authentication** - If you graduated from an RT program offered outside Canada, you will be required to have your academic qualifications verified by one of the following member organizations of the [Alliance of Credential Evaluation Services of Canada](#):
 - [International Credential Assessment Service of Canada \(ICAS\)](#)
 - [International Credential Evaluation Service \(ICES\)](#)
 - [World Education Services \(WES\) Canada](#)
 - [University of Toronto School of Continuing Studies – Comparative Education Service](#)
 - [International Qualifications Assessment Services \(IQAS\)](#)
 - [Quebec – Comparative Education](#)

Please ensure that the required documentation from your educational program has been submitted directly to the credential verification organization. The credential evaluation report must include a course-by-course evaluation component.

Note: you are responsible for the cost of the credential evaluation report and will be charged directly by them for their services.

- If you graduated from an RT program in Canada, you must ensure that your academic transcript has been sent directly to the CRTO from the academic institution.

3. **Application Review and Assessment Fee** – CRTO Staff will review your submission to ensure that it meets the requirements to proceed with the assessment. If so, you will be referred to the assessment process and will be required to submit a **\$500.00 assessment fee** which will cover the Educational Review and the Interview (see below).
4. **Educational Review** – Graduates of unapproved programs come from a variety of educational backgrounds. For example, there are wide variations in the didactic and clinical training received at different educational institutions around the world. For these reasons, the CRTO needs to review the content of each program to determine whether the program covers the entry-to-practice competencies.

As part of the education program review, you will be asked to complete the [Education Program Review Worksheet](#) and submit the form to the CRTO office together with supporting documentation. To complete this worksheet, you will need to review your curriculum and provide course reference(s) to demonstrate that each specific area was covered in the program. You may need to contact your school to obtain copies of supporting documentation (e.g., course outlines, and details of clinical placements). To do so, please use the [Document Request Form](#) posted on the CRTO website.

5. **Structured Interview** – The structured interview is used to compare applicants' knowledge, skills, and experience, acquired through both education and employment, against the competencies listed in the NCF. The interviews are administered at the CRTO office or virtually by two trained interviewers who have broad experience and expertise in the practice of Respiratory Therapy in Ontario.

The interview questions have been designed to focus on applicants' actual, real-life experiences. An example of the type of question that may be asked is as follows: "Describe a recent experience involving a specific patient when you needed to adjust the ventilator parameters to correct the arterial blood gases".

6. **Feedback** – After the interview, applicants receive summary comments on their assessment results up to that point and are then required to meet with CRTO staff to review their interim assessment report and to discuss the next steps in the assessment process. This feedback will help applicants determine their next steps (e.g., to proceed with the next phase of the assessment, or to exit or withdraw from the assessment and to consider alternatives to proceeding with the assessment).
7. **Clinical Skills Assessment (CSA)** – At this stage in the assessment process, applicants are asked to demonstrate their clinical skills in a simulated environment (i.e., a clinical environment that mimics real-world practice, for example, an operating room, or intensive care unit). The CSA consists of a series of simulated clinical scenarios, each designed to measure whether applicants can demonstrate specific clinical competencies at an entry-to-practice level. Applicants are also assessed on their communication skills, professionalism, clinical problem-solving, and health and safety.

The CSAs are conducted on an as-needed basis at a CRTO-approved simulation facility in Toronto. The CSA fee is \$5,000 and is conducted in English. However, accommodations for French language speakers can be made available on request. For detailed information about the CSA, please see the [CSA Guide](#) posted on the CRTO website.

8. Registration Committee Referral - Upon completion of the assessment process, the application will be referred to the Registration Committee for consideration. A Committee Panel will review a comprehensive assessment report prepared by staff. The report will incorporate the results of the educational review, structured interview, and clinical skills assessment. Following the review, the Panel may:

- Direct that a certificate of registration be issued;
- Direct that a certificate of registration be issued with terms, conditions & limitations;
- Direct that a certificate of registration be issued upon successful completion of additional training approved by the Panel;⁴ or
- Refuse to issue a certificate of registration.

A copy of the decision will be forwarded to the applicant.

Assessment results are considered valid for up to three years following the Registration Committee decision, which means that:

- Applicants directed by the Registration Committee to complete targeted remediation have a maximum of three years to complete the required remediation, failing which the assessment results are no longer valid and a fresh application must be made.
- Applicants who are unsuccessful in the assessment process must wait at least three years after the Registration Committee's decision before taking the assessment again, unless they complete significant remediation acceptable to the Registration Committee.

9. Appeals

- **Specific Assessment Results Appeals** - Applicants receive two reports during the assessment process:
 1. Interim Report – provided to applicants after both the educational review and the structured interview have been completed. The report lists the assessment results up to that point in the assessment.
 2. Clinical Skills Assessment Gap Report – provided to applicants after the Clinical Skills Assessment stage. The report lists those competency areas where applicants scored below the minimum entry-to-practice standard.

Applicants who believe the assessment results for any portion of the process are inaccurate may request an appeal. To do so, applicants must complete and submit the [Appeal Template](#). The request for appeal must be submitted within 30 days of receipt of the Interim Report or the CSA Gap report. With the Appeal Template, applicants must include a detailed description of the issues on which the applicant is basing their appeal. In addition, the request for appeal must include the \$250.00 appeal fee. The fee is refundable if the appeal is resolved in the applicant's favour.

⁴ The education required to address any gaps identified during the assessment process will be determined on a case-by-case basis. For example, an individual with limited knowledge of medical gas cylinders or oxygen concentrators may be required to audit a course. For individuals with significant gaps, the only option may be the completion of an approved Respiratory Therapy program.

The requests for appeal will be reviewed by an independent appeal panel. The panel will consist of at least two subject matter experts who were not part of the applicant's assessment, and if required, CRTO staff with expertise in entry-to-practice competencies for Respiratory Therapy. Applicants will be notified of the outcome of their appeal within 30 days of the appeal deadline. The Appeal Panel's decision is final. For more information regarding the appeal process, please review the [Entry-to-Practice Assessment Appeal Policy](#).

- **Appeals of the Registration Committee Decisions** - If at the end of the process, the applicant disagrees with the Registration Committee's decision, they may appeal that decision to the Health Professions Appeal and Review Board (HPARB), which is an independent review Board established under the *Regulated Health Professions Act* (RHPA). Information about how to submit an appeal to HPARB is provided to applicants when the Registration Committee issues its decision.

10. Refunds and Rescheduling Requests

Educational Review and Structured Interview - Applicants wishing to withdraw from the assessment process before their interview will be eligible for a refund of the \$500.00 fee if their written cancellation request is submitted to the CRTO **at least fifteen (15) days before the confirmed interview date**. The fee is non-refundable if the applicant's cancellation request is submitted less than 15 days before the scheduled interview date.

Rescheduling requests must be submitted at least fifteen (15) days before the confirmed interview date. Rescheduling requests submitted less than fifteen (15) days before the scheduled interview date are treated the same as cancellations.

Clinical Skills Assessment - Applicants wishing to cancel their CSA session will be eligible for a refund of the \$5,000.00 fee if their written cancellation request is submitted **at least thirty (30) days before the CSA date**. The fee is non-refundable if the applicants' cancellation request is submitted less than 30 days before the scheduled CSA date.

Rescheduling requests must be submitted at least thirty (30) days before the confirmed CSA date. Rescheduling requests submitted less than thirty (30) days before the scheduled interview date are treated the same as cancellations.

E. APPLICATION FOR 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 not English or French, and your relevant health care education was not in English or French you will need to submit documentation to demonstrate fluency in English or French. The CRTO will accept one of the test scores listed in the [Language Proficiency Requirements Policy](#) as proof of language proficiency.

You are responsible for the cost of the language proficiency test.

5. RESPIRATORY THERAPY EDUCATION

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

- If you have graduated from a Respiratory Therapy program outside of Canada, you must provide a **credential evaluation report**. For more details, please refer to page 7 of the guide.
- If you graduated from an RT program in Canada, you must ensure that your academic transcript has been sent directly to the CRTO from the academic institution.

6. OTHER POST-SECONDARY EDUCATION

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

Indicate any Respiratory Therapy examinations you have completed.

8. PROFESSIONAL REGISTRATION

Indicate if you are or have ever been registered/licensed to practise as a Respiratory Therapist, or in another profession(s), please list the provinces, states, and countries. Include your registration number and dates of registration. If you are applying from another regulated Canadian jurisdiction, you may be eligible to register under labour mobility provisions (for more information see [CRTC website](#)).

If applicable, complete **Section 1** of the [Registration Verification Form](#) and mail the form to the regulatory/licensing organization for completion of **Section 2**. The form must be submitted to the CRTO directly by the appropriate regulatory/licensing body.

9. EMPLOYMENT PROFILE

Provide your Respiratory Therapy employment history. List the name and contact information for all your Respiratory Therapy employers. In addition, for every place of RT employment 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 practice 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.⁵ This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

10. PROFESSIONAL CONDUCT AND SUITABILITY TO PRACTISE

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.

All applicants⁶ must submit the results of a Vulnerable Sector Check (VSC) issued by their local Canadian police service.

➤ Vulnerable Sector Check requirements:

- i. The VSC report must be dated no more than six (6) months before the date of your application for registration with the CRTO.
- ii. The VSC must be completed on all names you are currently using or have ever used (e.g., maiden names).
- iii. The names and the date of birth on the VSC report must match those listed on your application for registration with the CRTO.
- iv. VSC must be issued specifically for the purpose of registration with the CRTO.
- v. Applicants are responsible for the costs related to obtaining the VSC.

⁵ With the exception of out-of-province Regulated Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption-Restricted Title, which include having submitted an application for registration to the CRTO.

⁶ Effective September 1, 2024

Note to applicants from the Toronto area:

The Toronto Police Service offers online, in-person and mail-in options for VSC applications.

If you are applying online or in person, you will need to provide a unique agency code that the CRTO has been assigned by the Toronto Police. To obtain the code, please contact the CRTO at registrationservices@crto.on.ca.

If you are applying by mail, please contact the CRTO at registrationservices@crto.on.ca to receive a copy of the Toronto Police application form.

For more information, please visit the Toronto Police Services [website](#).

Note to applicants from the Ottawa and Gatineau areas:

The CRTO is aware that the Ottawa and Gatineau Police Services do not provide Level 3 (Vulnerable Sector Check) reports for registration purposes.

If you plan to request a police record check from either of these services, please apply for a Level 2 (Criminal Records and Judicial Matters Check). After submitting your application and a Level 2 Check, you will need to sign an Acknowledgement and Undertaking with the CRTO.

Exemption Considerations:

- Applicants who do not or have not lived in Canada and who are unable to obtain a VSC are required to provide a criminal record check that is acceptable to the Registrar (e.g., an international police certificate).
- To confirm what type of criminal record check can be obtained from other countries, please visit the [Government of Canada website](#).

Submitting your VSC to the CRTO

If you receive an electronic copy of the VSC, you are required to submit it through the online application portal. If you receive a paper copy of the VSC, you are required to mail the original copy to the CRTO's registration department.

We recommend that you keep a copy of the VSC report for your records.

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 the revocation of a certificate of registration.

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. For address and contact information, see section H.

Supporting Documentation:

If any of the supporting documentation issued is in a language other than English or French, we will send the documents to you to be translated. You must have these documents translated word-for-word by a certified translator. The translator will be required to send the translations and original documents back to our office. You will be responsible for the cost of the translation.

Documents submitted along with your application will be kept by the CRTO as part of your file. Please note that we do not keep original documents on file, hard copies of documents received will be scanned and kept in an electronic format.

Applicants may request copies of documents from their application file by completing and submitting a [Request for Records-Application Files Form](#). Requests for records will be determined and approved by the Registrar.

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, record of landing, Canadian certificate of Indian Status.
- Proof of Language Proficiency** (if applicable)
If your first language is neither English nor French and your Respiratory Therapy 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 Canadian RT programs. Ensure that your transcript has been sent directly to the CRTO from the academic institution.
- Credential Evaluation** (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.
- Vulnerable Sector Check (VSC)**
A VSC issued by your local Canadian police service. For full details please see the [Vulnerable Sector Checks Policy](#).
- 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 are practising or have practised Respiratory Therapy in the past five years. The form should be sent directly to the CRTO from the place(s) of employment (in the last five years)
- Resume or curriculum vitae** (may be requested by CRTO Staff)

F. ASSESSMENT TIMELINES AND FEES

The application for registration file will remain open as long as there is evidence of progress towards 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.

ASSESSMENT PROCESS	EXPECTED TIMELINES	EXPECTED FEES
Application Received by the CRTO		
CRTO Staff contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation.	1 week after the application is received	\$75.00 Application Fee (payable to the CRTO)
CRTO Staff reviews the complete application. The timing of this stage will depend on when all the required documents are submitted by the applicant and/or third-party organizations. If the application meets the requirements to proceed with the assessment (see section D), the applicant will be referred to the assessment process and will be required to submit a \$500.00 assessment fee.	1 week after the application and all supporting documentation is received	Other Fees (payable to third parties), e.g., Credential evaluation fee Language assessment fee (if applicable) Translation fee (if applicable) Vulnerable Sector Check fee
Referral to the Assessment Process		
Program Review – the timing of the program review will depend on when the applicant submits the \$500.00 assessment fee and supporting documentation.	1-4 weeks after the assessment fee is received	\$500.00 Assessment Fee
Structured Interview - will be scheduled within four weeks of the program review. The timing of the interview will depend on the applicant’s availability.	2-6 weeks (after the assessment fee is received)	
Interim Feedback – 1-2 weeks after the interview and the program review, applicants will receive summary comments on their assessment results up to that point.	1-2 weeks (after the assessment fee is received)	
Clinical Skills Assessment - the scheduling for the CSA will depend on the applicant’s and the simulation facility’s availability.	Offered on an as-needed basis; 2 to 3 months after the CSA fee is received.	\$5,000.00 (payable to the CRTO)
CSA Feedback – within 30 days of the assessment, applicants will receive their CSA assessment report. Applicants will have 30 days from the date of their CSA report to appeal their assessment results	4 weeks after the CSA	\$250.00 Appeal Fee (if applicable)
Referral to the Registration Committee		
Registration Committee Review - Upon completion of the assessment process, the application will be referred to a Panel of the Registration Committee for consideration	4-8 weeks after the CSA, after the applicant have submitted their final documentations for the Registration Committee to review,	N/A
Registration Decision - 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). The applicant will be notified in writing of the right to appeal and will be provided with HPARB’s contact information.	3-4 weeks (after the Registration Committee review)	N/A

CRTO Registration and Other Fees

Applicants approved for registration are required to submit a registration fee to complete the registration process and to receive a certificate of registration. The CRTO registration year runs from March 1 to the end of February. The initial registration fee is prorated quarterly as follows:

Registration issue date(s)	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 (e.g., Telebanking)

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](#).
- obtain liability insurance coverage as outlined in the CRTO By-laws. For more information, please see the [Professional Liability Insurance Fact Sheet](#).
- participate in the CRTO's Professional Development Program.

In addition, to provide direct patient care or supervise respiratory therapy practice, Members in the General Class (RRTs) must have practiced for at least 1,125 hours every three-year period after they receive their certificate of registration. Members who don't have the minimum practice hours will have other options to satisfy the currency condition (e.g., completing refresher courses).

G. 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](#)

H. RESOURCES / CONTACT INFORMATION

College of Respiratory Therapists of Ontario

90 Adelaide Street West, Suite 300
Toronto, Ontario M5H 3V9
Telephone: (416) 591-7800 x 25
Toll-Free: (in Ontario): 1-800-261-0528 x 25
Fax: (416) 591-7890
Email: questions@crto.on.ca
Web Site: www.crto.on.ca

Office of the Fairness Commissioner

595 Bay Street, Suite 1201
Toronto, Ontario M7A 2B4
Phone 416-325-9380
Toll-free 1-877-727-5365
Email ofc@ontario.ca
Web site: www.fairnesscommissioner.ca

Health Professionals Testing Canada

Telephone: (506) 607-2009
Email: hptc@hptc.ca
Web Site: www.hptc.ca/

Windmill Microlending

Web site: <https://windmillmicrolending.org/>

Professional Associations:

Canadian Society of Respiratory Therapists

102-1785 Alta Vista Drive
Ottawa, Ontario K1G 3Y6
Telephone: (613) 731-3164
Toll-Free: 1-800-267-3422
Email: csrt@csrt.com
Web Site: www.csrt.com

The National Alliance of Respiratory Therapy Regulatory Bodies - National Competency Framework (NCF).

Web site: <https://nartrb.ca/download/ncf-part-i-entry-to-practice-2016/>

Respiratory Therapy Society of Ontario

6519-B Mississauga Road
Mississauga, Ontario L5N 1A6
Telephone: 905-567-0020
Toll-Free: 1-800-267-2687
Email: office@rtso.org
Web Site: <http://www.rtso.ca>

Other Organizations

Alliance of Credential Evaluation Services of Canada

Website: [Alliance of Credential Evaluation Services
of Canada](http://AllianceofCredentialEvaluationServicesofCanada)

HealthForceOntario Access Centre

163 Queen Street East
Toronto, Ontario, Canada M5A 1S1
Telephone: 416-862-2200
Toll-Free 1-800-596-4046
Email: AccessCentre@healthforceontario.ca
Web Site www.healthforceontario.ca

