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**College of Respiratory Therapists of Ontario**

# **FAIR REGISTRATION PRACTICES REPORT**

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**2008**

## 1) Provision of Information about Registration Practices

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**Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:**

### **a) steps to initiate the registration process**

The College publishes information on the registration process on our website. Applicants can also obtain hard copies of the registration fact sheets by contacting the College or arranging a personal meeting.

Most of this information is provided in English and French.

Information includes details on the application process, the amount of time an application process normally takes, the documents needed, and the fee.

The College aims to provide clear descriptions of the registration application process. Significant improvements have been made in the way information is presented to applicants. Application guides include checklists for each class of registration.

Individuals are required to submit an application for registration form and send it to the CRTO along with the supporting documentation (see g) and application fee (see #2 - Fees). This information is available on our website (Registration Fact Sheets, Application Guide and Checklist, Application Form). It can also be obtained in print by contacting the College or arranging a personal meeting.

### **b) requirements for registration**

The College's Registration Regulation sets a clear list of the requirements for registration in Ontario. All applicants are required to meet the same entry to practice requirements. This information is available on our website (Registration Fact Sheets, Registration Regulation). It can also be obtained in print by contacting the College or arranging a personal meeting.

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

- **Education requirement (non-exemptible)**

An applicant for registration with the College must:

- i Have graduated from a program in Respiratory Therapy that has been approved or considered equivalent by the College; or
- i Have demonstrated through a prior learning assessment (PLA) that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved RT education program.

In addition to the information provided in the CRTO Registration Fact Sheets, the CRTO website provides links to the approved programs as well as to a number of

registration policies e.g. Equivalency for Programs Offered Outside of Canada and Entry-to-Practice Exam Policy.

- **Examination requirement (non-exemptible)**

An applicant for a General Certificate of Registration must have successfully completed the examinations approved by the Council of the College; at this time the College accepts the Canadian Board of Respiratory Care (CBRC) National Certification Examination. In addition to the information provided in the CROTO Registration Fact Sheets and the Exam Fact Sheet, the CROTO website provides a link to the CBRC website.

- **Language proficiency**

If the applicant's first language is neither English nor French and his or her Respiratory Therapy (or related) training was not in English or French, the applicant will need to submit documentation demonstrating fluency in English or in French. Information related to language proficiency requirements are provided in the CROTO Registration Fact Sheets and posted on the CROTO website.

- **Eligibility to work in Canada**

The 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. Information related to eligibility to work in Canada is provided in the CROTO Registration Fact Sheets and posted on the CROTO website.

- **Currency requirement**

An applicant for registration must have met the education requirement within the **two years** immediately preceding the application or, within that two-year period have practising as an RT. Information regarding currency is provided in the Registration Fact Sheet and the CROTO's Registration Currency Requirement Policy, both of which are posted on the CROTO website.

- **Good Conduct**

A person applying for registration must not have been found guilty of a criminal offence or an offence under the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada). The applicant must also satisfy the College that he or she has not been found guilty of professional misconduct, incompetence, incapacity or other similar proceeding in another profession or in another jurisdiction in Respiratory Therapy. Information related to this is provided in the CROTO Registration Fact Sheets and posted on the CROTO website.

**c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content**

Detailed information (see above section b)) regarding how the requirements must be met or demonstrated is available on our website (Registration Fact Sheets, Application Guide, policies etc). In addition to the information provided in the CROTO Registration Fact Sheets, the CROTO website provides links to the approved

programs and exam provider. This information can also be obtained in print by contacting the College or arranging a personal meeting.

**d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario**

Not applicable – there is no education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession in Ontario except that related to a holder of a Graduate certificate of registration (please see below section f)).

**e) requirements that may be satisfied through acceptable alternatives**

The education and exam requirements are non-exemptible. However, the education requirement may be satisfied by successfully completing the Prior Learning Assessment process. Language, Canadian citizenship status, currency and good conduct requirements are exemptible. Applicants who do not meet these requirements are referred to the Registration Committee for review.

**f) the steps in the assessment process**

Once all the documents have been received, the Registrar will review the application for registration. If all of the registration requirements have been met, the Registrar will issue a certificate of registration.

Prior to completing the approved examination, an applicant may be granted a **Graduate Certificate of Registration**. This is a temporary certificate of registration issued for 18 months. It allows the Graduate Member to perform the functions of a Respiratory Therapist under the supervision of a fully-qualified RT or another regulated health professional.

If the applicant does not meet all the registration requirements (e.g. education, currency requirement), or if the Registrar has doubts that a certificate of registration should be issued, she will refer the application to the Registration Committee for consideration. The applicant will be notified of the referral in writing and will have 30 days to submit any additional information to the Registration Committee.

Applicants who have not graduated from an approved Respiratory Therapy program may proceed with their applications by:

- Completing the **Prior Learning Assessment (PLA)**: Applicants able to demonstrate through a prior learning assessment that they have the knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved Respiratory Therapy program will be eligible to register with the College in the Graduate Class, and will be deemed eligible to write the approved entry to practice examination.

Applicants unsuccessful in the PLA process will not be able to register with the College. Unsuccessful candidates may consider enrolling in one of the approved Respiratory Therapy programs.

- Requesting a **Program Review**: If the Registration Committee is of the view that the individual Respiratory Therapy Program, during a specific time frame, is

equivalent then it will make a recommendation to Council for *equivalent* program status. (Note: The College has requested an amendment to the Registration Regulation to include the term "substantially equivalent". This amendment would allow applicants whose educational system is slightly different, but appears to have basically the same education, to be accepted even though their education was not identical.) Once the program is considered by Council to be equivalent (at the time of completion), graduates of the program (same graduation year) will be eligible to register with the College in the Graduate Class, and will be deemed eligible to write the approved entry to practice examination. If the Registration Committee is not able to determine that the educational program is equivalent to an approved Canadian respiratory program the applicant will not be eligible for registration with the College. However, they may be referred to undergo the Prior Learning Assessment process (see above) or consider enrolling in one of the approved Respiratory Therapy programs.

This information is available on our website (Registration Fact Sheets, Application Guide). It can also be obtained in print by contacting the College or arranging a personal meeting.

**g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants**

- Evidence of successful completion of education program: Applicants must ensure that official transcripts from the educational program are sent directly to the College from the Registrar's / transcript office. If applicants have not completed an approved respiratory therapy program and they are requesting that the Registration Committee review the program for equivalency status, applicants will be asked to provide the following documents (if applicable):
  - transcripts / mark sheets / grade lists;
  - a description of the program;
  - date program began;
  - list of affiliations with other organizations (e.g., clinical sites, hospitals and other educational institutions);
  - program admission criteria;
  - program curriculum (didactic and clinical components);
  - detailed course outlines that include how students are evaluated;
  - information on the clinical rotations of the program including location and number of hours/weeks;
  - faculty lists and credentials; and
  - accreditation status if any (for example, **Commission on Accreditation of Allied Health Education Programs CAAHEP accreditation status for US Respiratory Therapy programs**)

Only original documents or copies of original documents that are certified by a notary public will be accepted (see (h) for exceptions). The College is currently

considering using a third party (WES) for document authentication (Note: A policy concerning this will be presented to Council for approval at the end of February 2009).

If the applicant's institution sends documents that are not in English or French, the documents will be sent to the applicant for translation and certification.

- Evidence of successful completion of the approved examination, if applicable (applicants for a General Certificate of Registration): Applicants must include a confirmation of their CBRC exam completion.
- Evidence of Canadian citizenship, permanent residency status or an authorization under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of Respiratory Therapy: a photocopy of the document is acceptable.
- Proof of language proficiency, if applicable: If the applicant's first language is neither English nor French and his or her Respiratory Therapy (or related) training was not in English or French, the applicant will need to submit documentation demonstrating fluency in English or in French (see sections 1 and 8). A copy of the score report must be submitted with the initial application for registration.
- Employment history, if applicable: Applicants, who have been practising as a Respiratory Therapists or in a related field, are required to provide a detailed employment history, including names and addresses of employers, dates of employment and a list of job titles and duties performed.
- Registration Data Verification form, if applicable: If an applicant has been registered as a Respiratory Therapist in another jurisdiction, or in any other health profession, applicants will be required to complete the registration verification form. Applicants complete section A of the form, and forward it to the regulatory/licensing body to complete section B. It is then forwarded directly from the host regulator to the CRTO.
- Evidence of (minimum) 720 hours of active practice, if applicable (for applicants applying under the Mutual Recognition Agreement). A letter from the applicant's place of employment confirming that they have practiced at least 720 hours over the past four years. (Note: As a result of amendments to the Agreement on Internal Trade (AIT), this requirement will be reviewed and likely changed.)

This information is available on our website (Registration Fact Sheets, Application Guide and Checklist). It can also be obtained in print by contacting the College or arranging a personal meeting.

#### **h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control**

The Prior Learning Assessment (PLA) process is an option available to individuals who do not have direct access to unavailable/destroyed documents, to demonstrate their prior learning and competence. In addition, alternative accommodations may be made for certain documents on a case-by-case basis.

This information is available on our website (Registration Fact Sheets, Application Guide and Checklist). It can also be obtained in print by contacting the College or arranging a personal meeting.

**i) how applicants can contact your organization**

Applicants contact the College by mail, telephone, email or in person. This information is available on our website, College phone messages, the application form and fact sheets. If requested, the Registration Coordinator will meet with applicants to discuss the College's application / registration processes.

**j) how, why and how often your organization initiates communication with applicants about their applications**

The CRTO communicates with applicants throughout the registration process. Post application, the CRTO will alert an applicant if documents are missing. Once approved for the PLA process, the applicant is in communication with the PLA Coordinator who reports to the CRTO until the PLA is completed or concluded. Throughout the application process staff are available to answer questions. The nature and frequency of communication is applicant specific and depends on how often an individual contacts the CRTO while moving forward through the registration process. College staff review all pending applications a minimum of twice a year and follow up accordingly. Information related to staff contact information is on the CRTO website.

**k) the process for dealing with documents provided in languages other than English or French**

The applicant is responsible for having documents that are in a language other than French or English translated. This information is available on our website (Registration Fact Sheets). It can also be obtained in print by contacting the College or arranging a personal meeting.

**l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process**

**Canadian Board for Respiratory Care:** Administers entry to practice exam

**Michener Institute for Applied Health Sciences:** Coordination of the Prior Learning Assessment (PLA) Process; Bridging Program; Access and Options

**Algonquin College:** Coordination of the Prior Learning Assessment (PLA); Algonquin Connecting Expertise of the Internationally Trained Project (ACEIT) Program

**CoARTE (Council on Accreditation for Respiratory Therapy Education) :** Accredits Canadian respiratory therapy programs

**National Alliance of Respiratory Therapy Regulatory Bodies:** The National Alliance of Respiratory Regulatory Bodies (National Alliance) is a consortium of the respiratory therapy regulatory bodies across Canada whose purpose it is to:

- Provide a structured liaison between regulatory bodies in the public interest;
- Encourage the exchange of information on professional regulation and respiratory therapy and provide support in areas of common interest;
- Consider mechanisms to develop, promote and evaluate national standards;

- Collect and exchange statistical data;
- Encourage uniformity in regulatory policies and standards;
- Facilitate inter-provincial or territorial mobility, and
- Collect information on professional regulation outside Canada and to establish international liaisons where appropriate.

Currently, the members of the National Alliance are the jurisdictions in which respiratory therapy is regulated; Alberta, Manitoba, Nova Scotia, Ontario and Quebec, and the national association, the Canadian Society of Respiratory Therapists, representing the unregulated jurisdictions.

In 2008 the National Alliance did a study of the respiratory therapy professional in Canada and issues related to internationally -trained practitioners through a HRSDC-funded Foreign Credential Recognition (FCR) Program. The Alliance is currently reviewing the National Competency Profile; the list of entry-to-practice competencies on which the RT curricula and examination are based.

This information is available on our website (Registration Fact Sheets, links). It can also be obtained in print by contacting the College or arranging a personal meeting. Links to the following organizations' websites are available on the CRTO website.

**m) any timelines, deadlines or time limits that applicants will be subject to during the registration process**

- Graduate Certificate are issued for 18 months (Registration Regulation)
- Currency requirement: Applications must be submitted to the CRTO within two years of graduation unless the applicant has been practising as a Respiratory Therapist in the two years immediately preceding the application (Registration Regulation)
- Applicants have 18 months to complete the PLA (PLA Policy). The 18 month completion deadline may be extended by the Registration Committee.
- An application file is kept open for up to 18 months (Administrative Policy). If there has been no activity after this time the applicant will be notified that unless the College hears from them, the file will be closed.

Most of this information is available on our website (Registration Fact Sheets, Registration Regulation). Applicants can also obtain hard copies of the registration fact sheets by contacting the College or arranging a personal meeting.

**n) the amount of time that the registration process usually takes**

The amount of time it takes for a member to become registered will depend on a number of factors. For example, whether the registration requirements are met upon application; whether the program the applicant completed is recognized or has to be assessed for equivalency; whether the applicant is referred to a Prior Learning Assessment (PLA) process; whether the applicants submits all of the required documents at the time of initial registration.

**Canadian educated graduates**

For Canadian graduates, or those registering under the Mutual Recognition Agreement (MRA), an application takes two to four weeks to process. Once the application is received, staff review the applicant's file to ensure it has all the required documents. The documents include those submitted by the applicant and those sent directly to the College by the educational institution. If the file is

incomplete, the College communicates with the applicant, regarding outstanding documents. This is usually done by email or phone.

Once the file is complete, College staff will review the file to ensure that all requirements for registration are met. If the applicant meets the registration requirements, the Registrar registers the applicant (issues a certificate of registration). College staff process the registration fee and send out a registration package (letter from the Registrar, Certificate of Registration, receipt, member manual).

### **Non-Canadian trained graduates**

If the registration / application criteria are not met (i.e., the program completed is not an approved Canadian RT program or equivalent), the College sends a letter from the Registrar offering one of two options:

1. a referral to the Prior Learning Assessment Process; or if the program completed is in Respiratory Therapy
2. referral to the Registration Committee for an assessment of the program for equivalency.

The reasons for the referral are outlined to the applicant, usually by letter. If the applicant requests an equivalency review this may take **up to six months**. The review consists of an internal review by Staff, Registration Committee review, Council approval (if successful). In addition, the College is in the process of finalizing an arrangement with WES under which all programs from outside Canada will be verified and documents authenticated. This would add at least a week to the time depending on the completeness of the application.

Applicants going through the College's Prior Learning Assessment Process have **18 months** to complete the assessment. This is somewhat influenced by the education institution conducting the assessment, the assessment schedules and clinical site availability.

It may take up to eight weeks for the Registration Committee to review an application for registration and to issue Order and Reasons. Decisions made by the Registration Committee are sent to the applicant **two to four weeks** following the review.

Applicants are granted an 18-month Graduate (temporary) certificate of registration when they complete the educational component. After passing the CBRC examination the member receives a General Certificate of Registration (changes from Graduate to General class are processed within one to two weeks following receipt of the exam results from the member).

Most of this information is available on our website (Registration Fact Sheets). It can also be obtained in print by contacting the College or arranging a personal meeting.

### **o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence**

Information about all fees associated with registration is available on the College website (Fact Sheets, Forms, By-laws). It can also be obtained in print by contacting the College or arranging a personal meeting.

**p) accommodation of applicants with special needs, such as visual impairment**

Accommodation of applicants with special needs is considered on a case-by-case basis.

**2) Amount of Fees**

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**Are any of the fees different for internationally trained applicants? If yes, please explain.**

The application and registration fees are set in the CRTO By-law (article 32). The fees were initially approved in 1994 (Regulation); the amounts have not changed since then.

Application fee (non-refundable)	\$75
Registration fee*	\$500

The CRTO registration year runs from March 1 to the end of February. For applicants who have never been registered with the College, registration fees are prorated on a quarterly basis, as follows: \$500 as of March 1; \$375 as of June 1; \$250 as of September 1; and \$125 as of December 1. Former members returning to the College are required to pay the full registration fee of \$500 regardless of the month in which the application is made.

**Prior Learning Assessment (PLA)**

PLA fees are payable to the educational institution conducting the assessment. Applicants are not required to submit all fees at once. The PLA fees have been reviewed and subsequently reduced in 2003 following consultation with educational institution(s).

Stage 1: Interview and Feedback	\$100
Stage 2: Didactic Assessment	\$250
Stage 3: Clinical Assessment	\$200 per day

**Canadian Board of Respiratory Care (CBRC)**

National Certification Examination	\$575
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*The examination fee is payable to the Canadian Board of Respiratory Care (CBRC) not to CRTO.*

**3) Provision of Timely Decisions, Responses and Reasons**

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**a) What are your timelines for making registration decisions**

One –to- three weeks from the day the application has been received, staff reviews the applicant's file to ensure it has all the required documents. The documents include those submitted by the applicant and those sent directly to the College by the educational institution. If the file is incomplete, the College communicates with the applicant, regarding outstanding documents. This is usually done by email.

Once the file is complete, College staff will review the file (within **one to four weeks**) to ensure that all requirements for registration are met. If the applicant meets the registration requirements, the Registrar registers the applicant (issues a certificate of registration). College staff processes the registration fee and sends out a registration package (letter from the Registrar, Certificate of Registration, receipt, member manual).

If the registration / application criteria are not met, the College sends a letter from the Registrar to the applicant referring the application either to the Prior Learning Assessment / Equivalency Review process, OR, a Panel of the Registration Committee. The letter explains reasons for the referral.

It may take up to eight weeks for the Registration Committee to review an application for registration and issue Order and Reasons. Decisions made by the Registration Committee are sent to the applicant **two to four weeks** following the review.

An equivalency Review may take **up to six months**. The review consists of internal review by Staff, Registration Committee review, Council approval (if successful).

Applicants going through the College's Prior Learning Assessment Process have **18 months** to complete the assessment. This is often influenced by the education institution conducting the assessment, the assessment schedules and clinical sites availability.

Applicants are granted an 18-month Graduate (temporary) certificate of registration when they complete the educational component. After passing the CBRC examination the member receives a General Certificate of Registration (changes from Graduate to General class are processed within one to two weeks following receipt of the exam results from the member).

**b) What are your timelines for responding to applicants in writing**

One to four weeks, depending on the nature of the correspondence.

**c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions**

A copy of the Registration Committee's Panel's Order and Reasons will be provided to the applicant within two to four weeks following the review.

**d) Explain how your organization ensures that it adheres to these timelines.**

- Internal review of the College's registration practices.
- Twice a year staff reviews all application files.

#### 4) Access to Records

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**a) Describe how you give applicants access to their own records related to their applications for registration.**

Applicants may contact the College to request personal information from their file at no cost.

**b) Explain why access to applicants' own records would be limited or refused.**

Under certain circumstances, the College will not provide the information or part of the information. These circumstances are in keeping with the College's privacy policy where the College has taken steps to protect information where other individuals are involved or where the information is subject to another Act or court order.

**c) State how and when you give applicants estimates of the fees for making records available.**

Applicants may contact the College to request personal information from their file at no cost.

**d) List the fees for making records available.**

Not applicable. Applicants may contact the College to request personal information from their file at no cost.

**e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.**

Not applicable. Applicants may contact the College to request personal information from their file at no cost.

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**5) Resources for Applicants**

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**a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.**

- Registration Fact Sheet(s) – detailed explanation of the application / registration process
- Application Guide and Checklist – short overview of the application process
- Exam Fact Sheet – detailed explanation of the exam process
- National Competency Profile – list of competencies considered essential for entering the practice of respiratory therapy in Ontario. The National Competency Profile 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.
- RT video – general overview of respiratory therapy in Ontario.
- Hospital tours - developed to assist PLA applicants in determining and/or confirming the suitability of a career in respiratory therapy in Ontario by exposing them to a variety of duties and responsibilities that a respiratory therapist performs.
- PLA Self Assessment Form – developed to assist PLA applicants in determining their readiness to progress to Stage 2 of the PLA process, the **Didactic Assessment and to** identify any areas of weakness in their knowledge or skill when compared to the CRTO entry to practice competencies.

**b) Describe how your organization provides information to applicants about these resources.**

Most of this information is available on our website. It can also be obtained in print by contacting the College or arranging a personal meeting. Hospital tours and the PLA Self Assessment form are available to applicants referred to PLA.

## 6) Internal Review or Appeal Processes

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**a) List your timelines for completing internal reviews or appeals of registration decisions.**

Note: no internal appeal process; appeals go to the Health Professions Appeal and Review Board (HPARB). If an applicant does not meet all the registration requirements (e.g., currency requirement), or if the Registrar has doubts that a certificate of registration should be issued, s/he will refer the application 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. The Registration Committee meets face-to-face (on average) once every two months. However, if required a teleconference meeting of the Committee or a panel may be scheduled between regular Committee meetings. A copy of the Panel's Order and Reasons will be provided to the applicant within two to four weeks. 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 and the HPARB Fact Sheet. The applicants have 30 days to submit their appeal to HPARB.

**i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.**

Note: no internal appeal process; appeals go to the (HPARB).

**ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.**

Note: no internal appeal process; appeals go to the (HPARB).

**b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.**

Note: no internal appeal process; appeals go to the (HPARB).

**c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.**

Note: no internal appeal process; appeals go to the (HPARB).

**d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.**

Note: no internal appeal process; appeals go to the (HPARB).

**e) Describe your internal review or appeal process.**

There is no internal appeal or review process. If an applicant does not meet all the registration requirements (e.g., education; currency requirement), or if the Registrar has doubts that a certificate of registration should be issued, s/he will refer the application 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.

**Referral to a Panel of the Registration Committee:** A Panel of the Registration Committee, composed of members of the profession and public members, will review the application for registration and any other documents submitted by the applicant. 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 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 and the HPARB Fact Sheet.

**f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.**

Committee Members: 8

Profession Members: 6

Public members (appointed by the government): 2

Internationally Trained Profession Members: 0

**7) Information on Appeal Rights**

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**This section refers to reviews or appeals that are available after an internal review or appeal.**

**Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.**

A copy of the Registration Committee 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 by the Registrar in writing of the right to appeal and will be provided with HPARB's contact information and HPARB Fact Sheet.

## 8) Assessment of Qualifications

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This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) **List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to practice requirements for your profession.**

The College's Registration Regulation sets a clear list of the requirements for registration in Ontario. All applicants are required to meet the same entry to practice requirements. In order to obtain a Certificate of Registration with the College an applicant for registration is required to meet the following registration requirements:

- **Education requirement (non-exemptible)**

An applicant for registration with the College must:

- i Have graduated from a (Canadian) program in Respiratory Therapy that has been approved by Council of the College

In order to obtain "approved program" status, a Canadian Respiratory Therapy education program must obtain and maintain satisfactory accreditation status with the Council on Accreditation for Respiratory Therapy Education (CoARTE). The criteria applied by CoARTE are viewed by the Council as relevant to the approval of respiratory therapy education programs.

OR

- i Have graduated from a program in Respiratory Therapy offered outside Canada that, at the time of completion, was considered by the Council of the College to be equivalent, to an approved program;

OR

- i Have demonstrated through a prior learning assessment (PLA) that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved program.

- **Examination requirement (non-exemptible)**

An applicant for a General Certificate of Registration must have successfully completed the examinations approved by the Council of the College; at this time the College accepts the Canadian Board of Respiratory Care (CBRC) National Certification Examination.

Prior to completing the approved examination, an applicant may be granted a **Graduate Certificate of Registration**. This is a temporary certificate of registration – issued for 18 months. It allows the Graduate Member to perform the functions of a Respiratory Therapist under the supervision of a fully-qualified RT or another regulated health professional.

- **Eligibility to work in Canada**

The 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.

- **Currency requirement**

An applicant for a Graduate Certificate of Registration must have met the education requirement within the **two years** immediately preceding the application for registration unless the applicant was practising Respiratory Therapy in a jurisdiction outside Ontario within that two-year period.

- **Good Conduct**

A person applying for registration must not have been found guilty of a criminal offence or an offence under the Controlled Drugs and Substances Act (Canada) or the Food and Drugs Act (Canada). The applicant must also satisfy the College that he or she has not been found guilty of professional misconduct, incompetence, incapacity or other similar proceeding in another profession or in another jurisdiction in Respiratory Therapy.

- **Language proficiency**

If the applicant's first language is neither English nor French and his or her Respiratory Therapy (or related) training was not in English or French, the applicant will need to submit documentation demonstrating fluency in English or in French.

The College of Respiratory Therapists of Ontario will accept one of the tests scores listed below as proof of language proficiency.

**CanTEST:**

Reading: 4    Writing: 4    Listening: 4    Speaking: 4.5

**International English Language Testing System (IELTS):**

Overall band score: 7

**Michener English Language Assessment (MELA):**

Reading: 8    Writing: 8    Listening: 9    Speaking: 9

**Michigan English Language Assessment Battery (MELAB)**

Total score at least 85, plus an oral rating of at least 3

**Test of English as Foreign Language TOEFL – Internet based**

Total: 92

Reading: 21    Writing: 21    Listening: 21    Speaking: 24

**TOEFL – Paper based**

580 plus Test of Spoken English (TSE) 50

**TOEFL – Computer based**

237 plus Test of Spoken English (TSE) 50

A copy of the score report must be submitted with the initial application for registration. The applicant is responsible for the cost of the language proficiency test.

**b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.**

If the education program was specific to Respiratory Therapy the applicant may choose to request that the College review the program in order to determine whether the program is equivalent to an approved Canadian Respiratory Therapy Program. In order for an applicant to be considered as having successfully completed a Respiratory Therapy program that, at the time of completion, was considered by the Council to be equivalent to an approved program, the applicant must provide sufficient evidence that the entry to practice competencies were being effectively taught and evaluated by the program. This includes, for example, ensuring that: the classroom and clinical components enable students to attain all the required competencies; students have exposure to a variety of practice locations; training is provided by expert clinical and didactic instructors; thorough and effective evaluation of students takes place in all didactic and clinical settings using appropriate techniques; there is a program quality management/evaluation system in place. Where possible original documentation should be sent directly from the institution to the CRTO. Where this is not possible, the CRTO will accept notarized copies of the documentation (NOTE: This policy is under review and may be changed to require authentication and verification of documents by WES or a similar agency). Documents required for assessment of equivalency may include the following:

- transcripts / mark sheets / grade lists;
- a description of the program;
- date program began;
- list of affiliations with other organizations (e.g., clinical sites, hospitals and other educational institutions);
- program admission criteria;
- program curriculum (didactic and clinical components);
- detailed course outlines that include how students are evaluated;
- information on the clinical rotations of the program including location and number of hours/weeks;
- faculty lists and credentials; and
- accreditation status if any (for example, **Commission on Accreditation of Allied Health Education Programs CAAHEP accreditation status for US Respiratory Therapy programs**) .

A program review checklist has been developed in order to assist the Registration Committee in conducting program reviews. If the Registration Committee is of the view that the individual Respiratory Therapy Program, during a specific time frame, is equivalent then it will make a recommendation to Council for approved program status. This process may take up to 6 months.

Once the program is considered by Council to be equivalent (at the time of completion), graduates of the program (same graduation year) will be eligible to register with the College in the Graduate Class, and will be deemed eligible to write the approved entry to practice examination.

**c) Explain how work experience in the profession is assessed.**

There is no requirement for Ontario/Canada work experience. However, if an applicant is registering under the Mutual Recognition Agreement they must currently demonstrate that they have worked for 720 hours in the host jurisdiction. In addition, all applicants are asked to provide a detailed employment history at the time of application.

Although the CRTO does not require Ontario work experience to be registered, all CRTO-approved RT education programs include a lengthy clinical internship (range of 8 – 12 months) in their final academic year of study.

For applicants undertaking the College's Prior Learning Assessment, applicants are asked to complete a Self Assessment Form. The purpose of the form is to assist the applicant in identifying the experience he/she have had in practising respiratory therapy and the degree to which there is overlap in the theoretical and clinical entry to practice competencies and their experience. In addition, the PLA process includes an Interview and Feedback stage with the PLA coordinator as a further assessment of prior healthcare experience.

**d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.**

Education records submitted must come directly from the educational institution. With respect to program equivalency, the program being assessed is the one that the applicant completed not a current program. Therefore it is possible the current and accurate documents are not available. In such cases the applicant may be referred to the PLA process.

**e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.**

All previous decisions are kept on file. A database of programs reviewed has been developed to ensure consistency when assessing Respiratory Therapy programs. In addition, the National Alliance of Respiratory Therapy Regulatory Bodies has received funding and has retained a consultant to assist with the development of a National database for these decisions.

**f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.**

The institutions' accreditation status if any (for example, Commission on Accreditation of Allied Health Education Programs CAAHEP accreditation status for US Respiratory Therapy programs) may be considered during the program equivalency review.

**g) Describe how your organization accommodates applicants with special needs, such as visual impairment.**

To date the CRTO has not had any requests for accommodation in this area and would need to decide on a case by case basis depending on the circumstance. We

are aware that the examining body, the CBRC, does have a process for requesting accommodation for candidates with special needs.

**h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.**

On average it may take two to four weeks to complete the registration process where there is no additional assessment required and all documentation is complete. One to three weeks from the day the application has been received, staff reviews the applicant's file to ensure it has all the required documents. The documents include those submitted by the applicant and those sent directly to the College by the educational institution. If the file is incomplete, the College communicates with the applicant, regarding outstanding documents. This is usually done by email.

Once the file is complete, College staff will review the file (within one to four weeks) to ensure that all requirements for registration are met. If the applicant meets the registration requirements, the Registrar registers the applicant (issues a certificate of registration). College staff processes the registration fee and sends out a registration package (letter from the Registrar, Certificate of Registration, receipt, member manual).

**i. State whether the average time differs for internationally trained individuals.**

The average time required to complete the registration process differs for internationally trained applicants.

**ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.**

The average time required to complete the registration process is greater for internationally trained applicants. Internationally trained applicants undergo one of the following registration processes which do not apply to graduates of approved Canadian Respiratory Therapy programs or Respiratory Therapists registered with other Canadian jurisdictions (MRA applicants):

- Prior Learning Assessment (applicants have 18 months to complete the process).
- Program equivalency review (may take up to six months).

**i) If your organization conducts credential assessments:**

**i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.**

Not applicable. The College does not conduct credential assessments. There are no requirements for a specific degree / diploma in our Registration Regulation.

**ii. Describe the criteria that are applied to determine equivalency.**

Not applicable. The College does not conduct credential assessments.

**iii. Explain how work experience is taken into account.**

Not applicable. The College does not conduct credential assessments.

**j) If your organization conducts competency assessments:****i. Describe the methodology used to evaluate competency.**

At present, there are two educational institutions approved by the CRTO to conduct competency assessments (Prior Learning Assessments) - The Michener Institute for Applied Health Sciences in Toronto and Algonquin College in Ottawa. See section 9 d).

**ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.**

See section 9 d).

**iii. Explain how work experience is used in the assessment of competency.**

See section 9 d).

**k) If your organization conducts prior learning assessments:****i. Describe the methodology used to evaluate prior learning.**

The College's Prior Learning Assessment is a competency assessment ( At present, there are two educational institutions approved by the CRTO to conduct competency assessments (Prior Learning Assessments) - The Michener Institute for Applied Health Sciences in Toronto and Algonquin College in Ottawa. See section 9 d).

**ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.**

See section 9 d).

**iii. Explain how work experience is used in the assessment of prior learning.**

See section 9 d).

**l) If your organization administers examinations:****i. Describe the exam format, scoring method and number of rewrites permitted.**

The College does not administer examinations.

**ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.**

The College does not administer examinations.

**iii. State how often exam questions are updated and the process for doing so.**

The College does not administer examinations.

## 9) Third-Party Organizations

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**a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.**

- **Council on Accreditation for Respiratory Therapy Education (CoARTE):** In order to obtain “approved program” status, a Canadian Respiratory Therapy education program must obtain and maintain satisfactory accreditation status with CoARTE. The criteria applied by CoARTE are viewed by the Council as relevant to the approval of respiratory therapy education programs.
- **Canadian Board of Respiratory Care (CBRC):** Administers the entry-to-practice exam. The entry to practice exam is a non-exemptible registration requirement. In order to be deemed eligible to write the exam, the exam candidate must first meet the College’s requirements.
- **Michener Institute for Allied Health Sciences** coordinates the Prior Learning Assessment process (signed Memorandum of Understanding). A new bridging program has been developed. The Michener also offers its own language assessment (MELA) and Preparation for Practice in Canadian Healthcare courses to assist internationally educated health professionals.
- **Algonquin College** coordinates the Prior Learning Assessment process (signed Memorandum of Understanding). Algonquin also offers the Algonquin Connecting Expertise of Internationally Trained (ACEIT) bridging program.
- **National Alliance of Respiratory Therapy Regulatory Bodies (Alliance):** Developed a National Competency Profile in 2003 which is now under review. The Alliance also did a study of issues related to the entry of internationally educated practitioners through a Foreign Credential Recognition program funded by Human Resources and Social Development Canada.

The College of Respiratory Therapists of Ontario will accept one of the following tests scores as proof of language proficiency.

CanTEST

International English Language Testing System (IELTS)

Michener English Language Assessment (MELA)

Michigan English Language Assessment Battery (MELAB)

Test of English as Foreign Language TOEFL – Internet based

TOEFL – Paper based

TOEFL – Computer based

**b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:**

**i. provides information about assessment practices to applicants**

Not applicable.

- ii. **utilizes current and accurate information about qualifications from outside Canada**  
Not applicable.
  - iii. **provides timely decisions, responses and reasons to applicants**  
Not applicable.
  - iv. **provides training to individuals assessing qualifications**  
Not applicable.
  - v. **provides access to records related to the assessment to applicants**  
Not applicable.
  - vi. **accommodates applicants with special needs, such as visual impairment**  
Not applicable.
- c) **If your organization relies on a third party to conduct credential assessments:**
- i. **Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.**  
Not applicable. The College does not conduct credential assessments.
  - ii. **Describe the criteria that are applied to determine equivalency.**  
Not applicable.
  - iii. **Explain how work experience is taken into account.**  
Not applicable.
- d) **If your organization relies on a third party to conduct competency assessments:**
- i. **Describe the methodology used to evaluate competency.**  

The Prior Learning Assessment (PLA) process is a mechanism for applicants who have not graduated from an approved program to demonstrate whether or not they possess the knowledge, skills and abilities required to enter the profession in Ontario. The PLA is based on evaluating an applicant's competency against the current National Competency Profile (NCP) which is a list of entry to practice competencies that are required to be demonstrated in order to practice of Respiratory Therapy in the Ontario and Canada.

The College refers applicants who require PLA to a third party for assessment. At present, there are two educational institutions approved by the CRTO to conduct PLAs - The Michener Institute for Applied Health Sciences in Toronto and Algonquin College in Ottawa.

Applicants have a total of 18 dating from first contact with the assessment agency months to complete the PLA, which consists of three stages.

**Stage 1: Interview and Feedback**

A PLA Program Coordinator at one of the approved educational institutions will conduct an interview to determine the applicant's qualifications including educational background and experience. The purpose of the Interview &

Feedback stage is to ensure that the applicant understands what it means to be a Respiratory Therapist in Ontario and that he/she is prepared to start the process. It is important to note that many internationally educated health care professionals (IEHPs) who apply to the CRTO come from a medical background and not respiratory therapy. If it is determined that an applicant has any weaknesses or deficiencies in a particular area he/she will be provided with suggestions as to how these can be addressed prior to attempting stage 2 of the PLA process. Applicants who do have substantial gaps in knowledge, practical experience or who have been away from clinical practice for an extended period of time are given feedback on their likelihood of success through a frank discussion of the role of the RT in Ontario and their current level of competence.

### **Stage 2: Didactic Assessment**

At this level, the applicant will be required to sit a written multiple-choice test which examines the knowledge elements of the CRTO's entry to practice competencies (National Competency Profile). This test is a comprehensive test that is also used to evaluate the knowledge of RT students. The rationale for this didactic assessment is to ensure that the applicant possesses the required knowledge prior to being permitted to undergo the clinical assessment in stage 3. The applicant has a maximum of two opportunities to pass the Didactic Assessment. Should the applicant be unsuccessful in their first attempt, the results provide insight that assist in informing them of what gaps they have in their knowledge. This process also takes into consideration and acknowledges that on a first attempt applicants may not be familiar with multiple-choice exams. The applicant must pass the Didactic Assessment in order to move to the next stage.

### **Stage 3: Clinical Assessment**

This is the final stage of the PLA. The candidate will be asked to perform as a Respiratory Therapist in a controlled/supervised clinical environment where he/she will be observed and assessed on his/her practical abilities. Applicants will rotate through the various clinical areas that RTs practice in (e.g. intensive care units, emergency departments, operating rooms) and will be objectively assessed by an RT clinical educator or alternate on the identified RT competencies. There is only one opportunity to pass the Clinical Assessment. This opportunity takes place over a period of weeks to months to allow the applicant to become acculturated with the environment.

## **ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.**

The methodology follows a valid and reliable process which includes evaluating the necessary knowledge which forms the basis of the expected competencies. Following the knowledge assessment, applicants' competencies are evaluated in clinical simulation scenarios and in real-life clinical environments. The applicants are assessed in the same method as current third year RT students, therefore, ensuring that the PLA applicants are being assessed fairly through a valid and reliable method. Clinical competencies are evaluated by the use of competency evaluation templates.

The College is working with PLA partners (Michener and Algonquin College) and with College Integrating Immigrants to Employment (CIITE) to develop a process to further validate and improve the current PLA process. The College is waiting to hear from MCI whether a proposal has been accepted to conduct a gap analysis (i.e. identify gaps in knowledge and competencies from previous applicants to the PLA process) to inform the development of a sustainable RT bridging program for the internationally educated health care professional who applies to become registered with the CRTO. The CIITE project has been developing assessment tools (i.e. written exam and clinical simulation scenarios) that are about to enter a pilot project in order to be validated. It is expected that when these tools are validated they will be used consistently across educational institutions and will result in a consistent, valid and reliable instruments to be used for competency assessment for the internationally educated.

- iii. Explain how work experience is used in the assessment of competency.**

Self Assessment form (Stage 1): applicants are asked to indicate knowledge related to respiratory therapy regardless of whether that knowledge was gained through formal-education or program (or work experience). During the interview and feedback stage the applicant is requested to provide explanation of his/her experience as it relates to the practice of respiratory therapy in Ontario. Applicants also have the opportunity to demonstrate their competence based on past experience during Stage Three clinical assessment.
- e) If your organization relies on a third party to conduct prior learning assessments:**
  - i. Describe the methodology used to evaluate prior learning**

The College's Prior Learning Assessment is a competency assessment. (See section 9.d)
  - ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.**

(See section 9.d)
  - iii. Explain how work experience is used in the assessment of prior learning self assessment process/interview and feedback stage).**

(See section 9.d)
- f) If your organization relies on a third party to administer examinations:**
  - i. Describe the exam format, scoring method and number of rewrites permitted.**

The exam is hard copy with a scanable answer sheet completed by the candidate. There are two (2) exams: Paper 1 is 100 stand alone questions. Paper 2 is 150 Case Simulation questions.

The content of questions is based on an exam "Blueprint" or matrix provided by the National Alliance of Respiratory therapy Regulatory Bodies.

Candidates are given points for correct answers. No points are deducted for incorrect answers. Candidates are given a score based on the sum of both papers (a percent of questions correct out of 250).

**ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.**

The candidate completes a scanable answer sheet. This sheet is scanned and statistical data is produced which is forwarded to the CBRC contracted Psychometric Consultant for review. The Psychometric Consultant prepares a preliminary set of question statistics. The CBRC Examination Development and Review Committee reviews the statistics on each question to ensure that they meet acceptable psychometric standards. The questions are also reviewed for current practice, ambiguity, translation, print quality and spelling/typing errors.

Should a question not meet any of the above criteria (Item ii), it would be removed from the scoring and the results re-tabulated. The question is then marked for editing, re-categorization or deletion from the question bank.

**iii. State how often exam questions are updated and the process for doing so.**

Examination Bank questions are reviewed and if needed, updated on an annual basis. Should a question be changed then it is “piloted” as a new question. Pilot questions may be tested in two ways; they can be included on an examination to gather statistical data but are not included in the scoring process, or, they are run as an independent paper with volunteers who have successfully completed the examinations within the last two years.

## 10) Training

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**a) Describe the training that your organization provides to:**

**i. individuals who assess qualifications**

Senior staff, legal counsel and consultants provide guidance, oversight and peer training. The College provides initial and on-going training for members of the Registration Committee in evaluation practices, decision writing, and relevant legislation.

College staff and the Registration Committee received training in document assessment and evaluation from World Education Services (WES).

Sessions on building intercultural competence are provided to College staff and members of the Registration Committee and Council.

Representatives from the College participate in the Ontario Regulators for Access and Registration Exchange Group meetings. These sessions provide a forum for discussing best practices in registration, policy initiation and development.

Staff and Council members have attended a number of conferences and other events related to regulation, credential and competency assessment.

## ii. individuals who make registration decisions

Senior staff, legal counsel and consultants provide guidance, oversight and peer training. The College provides initial and on-going training for members of the Registration Committee in evaluation practices, decision writing, and relevant legislation.

College staff and the Registration Committee received training in document assessment and evaluation from World Education Services (WES).

Sessions on building intercultural competence are provided to College staff and members of the Registration Committee and Council.

Representatives from the College participate in the Ontario Regulators for Access and Registration Exchange Group meetings. These sessions provide a forum for discussing best practices in registration, policy initiation and development. Staff and Council members have attended a number of conferences and other events related to regulation, credential and competency assessment.

## iii. individuals who make internal review or appeal decisions

Not applicable (no internal appeal process; appeals go to the HPARB)

# 11) Agreements on the Recognition of Qualifications

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**Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.**

### a) List any agreements on the recognition of qualifications that were in place during the reporting period.

The CRTO is a signatory to a domestic Mutual Recognition Agreement (MRA) between the provincial regulatory organizations for respiratory therapy in Ontario, Manitoba, Quebec, Nova Scotia and Alberta.

### b) Explain the impact of these agreements on the registration process or on applicants for registration.

The respiratory therapy MRA establishes the conditions under which a respiratory therapist with an unrestricted practice certificate in one jurisdiction will be recognized and allowed to practise in those other named jurisdictions in Canada. Recently, the regulated provinces have entered into discussions concerning the amendments to Chapter 7 of the Agreement on Internal Trade and the Ontario Québec agreement. The regulated jurisdictions are prepared to comply with these amendments.

## 12) Data Collection

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### Languages in which application information materials are available

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a) Indicate the languages in which application information materials are available

Language	Yes/No
English	Yes
French	Yes
Other (please specify)	Not applicable

### Paid staff employed by your organization

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b) State the number of paid staff employed by your organization in the following categories.

Category	Staff
Total staff employed by the regulatory body	8
Staff involved in appeals process	2
Staff involved in registration process	2

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

### Countries where internationally educated applicants were initially trained

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c) List the countries where your internationally educated applicants\* were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada excluded)	Number of applicants**
Largest number	USA	8
Second-largest number	Bangladesh (4), Philippines (4)	4
Third-largest number	China (1), Cuba(1), Haiti(1), India(1), Sri Lanka(1), Venezuela(1)	1
Fourth-largest number		0
Fifth-largest number		0

\* Persons who have applied to start the process for entry to the profession.

\*\*Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

**Jurisdiction where members were initially trained**

**d) Indicate where your members were initially trained in the profession (use only numbers, do not enter commas or decimals).**

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
Jan. 1 to Dec. 31	Ontario	Other Canadian Provinces	USA	Other International	Unknown	TOTAL
Total members	2374	192	68	6	0	<b>2640</b>
Non-practicing members	116	9	3	2	0	<b>130</b>

*\* Persons who are currently able to use the protected title or professional designation of your profession. Enter "n/a" when the process does not exist in your registration practices.*

*Enter "0" when the process exists in your registration practices but the correct value is zero.*

**Applications your organization processed in the past year**

**e) State the number of applications your organization processed in the past year (use only numbers, do not enter commas or decimals).**

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
Jan. 1 to Dec. 31	Ontario	Other Canadian Provinces	USA	Other International	Unknown	TOTAL
New applications received	<b>178</b>	<b>15</b>	<b>8</b>	<b>14</b>	<b>0</b>	<b>215</b>
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	<b>9</b>	<b>1</b>	<b>6</b>	<b>14</b>	<b>0</b>	<b>30</b>
Inactive applicants (applicants who had no contact with your organization in the reporting year)	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	TOTAL
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0
Applicants who became Members	118	14	1	0	0	133
Applicants who were authorized to receive an alternative class of license* but were not issued a license	0	0	0	0	0	0
Applicants who were issued an alternative class of license*	45	0	1	0	0	46

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

\* An alternative class of license enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licensed. Please list and describe below the alternative classes of license that your organization grants, such as student, intern, associate, provisional or temporary.

	Class of License	Description
a)	Graduate	Prior to completing the approved examination, an applicant may be granted a Graduate Certificate of Registration. This is a temporary certificate of registration issued for 18 months. It allows the Graduate Member to perform the functions of a Respiratory Therapist under the supervision of a fully-qualified RT or another regulated health professional.
b)		
c)		

### Reviews and appeals your organization processed in the past year

- f) State the number of reviews and appeals your organization processed in the past year (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	TOTAL
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	10	3	6	1	0	20
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	n/a	n/a	n/a	n/a	n/a	n/a

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments: In addition the Registration Committee considered 8 requests for extensions to the 18-month Prior Learning Assessment completion deadline (all 8 extensions were granted).

### 13) Certification

I hereby certify that:

- I have reviewed the information submitted in this Fair Registration Practices Report (the "Report")
- all information required to be provided in the Report is included; and
- the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: **Christine Robinson**  
 Title: **Registrar**  
 Date: **February 26, 2009**