

Overview

The purpose of this fact sheet is to provide information for applicants requesting records related to their registration application file.

Under the *Regulated Health Professions Act, (1991)*, the Registrar shall give an applicant, at their request, all the information and a copy of each document the CRTC has that is relevant to the application, unless in the Registrar's opinion, it will jeopardize anyone's safety.

Requests

Applicants of the CRTC who wish to request information and/or copies of their registration file will need to submit the Request for Records – Application Files form. The CRTC will provide the requested document(s) at no charge.

CRTC staff will provide the applicant with the information and/or copies of documentation relevant to their registration file, which may include:

- Information provided by the applicant as part of the application process;
- Information obtained from other CRTC files or third parties;
- Information that describes the CRTC's rationale for its decision;
- Information related to accommodation requests, review requests, and appeals

Requests for access to documents will be processed by Registration Staff within **thirty (30) days**, failing which the applicant will be notified of the delay and the reason for it.

Determination of Requests

Requests for information will be determined and approved by the Registrar who may, in some circumstances seek advice from the Registration Committee and/or legal advice.



Access to Records - Application Files Fact Sheet

Exception of Disclosure

It is important to note that the Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person. Under certain circumstances, the CROTO will not provide all or part of the requested information. These circumstances are applied where the safety of a person is jeopardized or where the information is subjected to another Act, court order, or law. For example, solicitor and client privilege protects legal advice from being disclosed, and the deliberative privilege protects the deliberations of the Registration Committee from disclosure.

Resources

- Request for Records - Application Files form
- [Health Professions Procedural Code](#)

Contact Information

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