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## Overview

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The College of Respiratory Therapists of Ontario (CRTO) is required by law, to maintain a current and complete Register of members that is accessible on the CRTO website. CRTO members are responsible for making sure that their information with the CRTO is accurate and up to date. This includes name changes.

The CRTO Register must contain numerous things, including the member's full legal name. This name must be the same as the name used in the member's practice as a Respiratory Therapist. Having a member's official legal name on the CRTO Register is important so that the public and employers can find accurate information about a member's registration status, employment and any discipline history.

For a detailed list of information that members must provide and notify the CRTO, please refer to the *Regulated Health Professions Act, 1991 (RHPA)* and CRTO By-Laws. Additional information can be obtained by speaking directly with a CRTO staff member.

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## Purpose

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This fact sheet outlines the CRTO's requirements and process when considering a name change request.

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## Inform the College Within 30 Days of Name Change

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If your name changes for any reason, you must inform the CRTO, in writing, within **thirty (30) days** of the change. This includes changing to a previous name due to divorce or separation, assuming a spouse's name due to marriage, or any other legal name change.

Under the By-Law, members must notify the CRTO of any changes to any information that has been provided to us, within 30-days, in addition to name changes. This is to ensure that the Register is up to date.

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## Provide Supporting Documents to Confirm Name Change

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A name change will only be accepted if the member has legally changed their name and has provided supporting documentation for the request.

A record of the name change will be maintained in the member's file and become publicly available. In addition, the member can be searched for on the Register by their legal name, former name(s) and any alternate names, as applicable.



# Name Change Fact Sheet

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## Process for Name Change

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To request a name change, members must complete and submit the [Name Change Form](#) accompanied with the required supporting document(s), for example:

- Copy of a change of name certificate, showing both member's previous and new name
- Copy of a marriage certificate
- Copy of a divorce certificate

## Consequences for Non-Compliance

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It is considered professional misconduct for a member to use a name other than that listed on the Register, while providing or offering to provide respiratory services. The member may be referred to the Inquiries, Complaints and Reports Committee for investigation and review.

## Resources

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- [Name Change Form](#)
- [By-Law](#)
- [The Register](#)
- *Health Professions Procedural Code (Section 23(1)(2) 1)*

## Contact Information

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