

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Emergency Registration

Type: Policy

Origin Date: June 13, 2003

Section: RG

Approved By Council on: March 28, 2025

Document Number: RG-412

Next Revision Date: March 2030

1.0 POLICY STATEMENT

During times of emergency and/or health crises, the College Respiratory Therapists of Ontario (CRTO) Council may declare that it is in the public interest to issue certificates of registration in the Emergency Class. In addition, during these emergency circumstances, the Registration Committee may authorize the Registrar to waive certain registration requirements for registering applicants in the General and Graduate Class who meet the conditions detailed in this policy.

2.0 PURPOSE

Emergencies or health crises, such as natural disasters and pandemic situations, may require the CRTO to implement emergency registration provisions.

This policy is intended to expedite the registration process during emergency situations. The policy sets out the circumstances under which:

1. the CRTO will issue Emergency Certificates of Registration; and
2. the Registrar can waive certain exemptible registration requirements for applicants in the General and Graduate Class (e.g., currency requirements, registration-related fees, etc.).

3.0 APPLICABILITY & SCOPE OF POLICY

A. EMERGENCY CLASS¹

The Emergency Class can be ordered by the government or by the CRTO Council. For the Council to trigger the Emergency Class, the following criteria must be met:

1. There must be a current or imminent threat to the supply of qualified, skilled and competent Respiratory Therapists to meet the needs of the public and the healthcare system.
2. It is in the public interest to issue Emergency Class certificates of registration.
3. All possible options have been considered and it is determined that issuing certificates in the Emergency Class is the best solution under the circumstances.

¹ Acknowledgements: This policy is based in part on the College of Midwives of Ontario (CMO), Emergency Class Policy.



When the Emergency Class is in force, an applicant for a certificate of registration in the Emergency Class will be required to meet the registration requirements set out in the Registration Regulation, section 63.1.

B. REGISTRATION CONSIDERATIONS – GENERAL AND GRADUATE CLASS

During times of emergency and/or health crises, the Registration Committee may authorize the Registrar to waive certain registration requirements for registering applicants in the General and Graduate Class who meet the conditions detailed in this policy.

- **Retired or Resigned Members:**

Members who have retired and/or resigned their certificate of registration with the CRTO can reapply by submitting an online application for registration. At the time of reapplying, applicants who practised Respiratory Therapy for at least 1,125 hours within the last three years are considered to have met the currency requirements. The Registrar will reissue the same class of certificate held before retiring/resigning, along with any applicable terms, conditions, or limitations the Member previously held before their retirement/resignation.

For applicants who:

- have practised in the last three years but have accumulated less than 1,125 total practice hours during that time, or
- have not practiced within the last three to five years

the Registration Committee grants the Registrar the authority to register the individual and apply terms, conditions, or limitations on the certificate of registration in accordance with the Applications for Registration or Reinstatement - Currency Requirement Procedure.

Applicants who have a currency gap of more than five (5) years will be referred to the Registration Committee for consideration.

- **Inactive Class of Registration:**

Members in the Inactive Class applying for a general certificate and who have practised Respiratory Therapy for at least 1,125 hours within the last three (3) years are considered to have met the currency requirements. The Registrar will issue the certificate along with any applicable terms, conditions, or limitations the Member previously held before going Inactive.

For applicants who:

- have practised in the last three years but have accumulated less than 1,125 total practice hours during that time, or
- have not practiced within the last three to five years

the Registration Committee grants the Registrar the authority to register the individual and apply terms, conditions, or limitations on the certificate of registration in accordance with the Applications for Registration or Reinstatement - Currency Requirement Procedure.

Applicants who have a currency gap of more than five (5) years will be referred to the Registration Committee for consideration.



- **Respiratory Therapy Students:**

Respiratory Therapy (RT) students enrolled in an approved program who are within ten (10) weeks of successful completion of that program may be considered for registration in the Graduate Class. This is contingent on confirmation from the educational program that the applicant has completed the program. In addition, during a state of emergency, these individuals will be considered eligible to write the [Health Professionals Testing Canada \(HPTC\)](#)² exam as first-time writers.

Second-year RT Students (i.e., those who have not completed a substantial amount of the clinical training provided in the program) are not eligible for registration with the CROTO. However, the CROTO supports the deployment of second-year RT students in non-direct patient care roles (e.g., screening, technical support roles in the RT department, etc.).

- **Out-of-Province Applicants:**

Out-of-province applicants wishing to register with the CROTO will be registered in accordance with the Labour Mobility provisions set out in the Registration Regulation. Applicants coming from provinces that are regulated will be granted a certificate of registration equivalent to the one held in their home province.

Applicants applying under Labour Mobility provisions will be required to provide the following:

- **Registration Verification** - If the applicant holds (or has ever held) a license or registration to practise Respiratory Therapy outside of Ontario, and/or if they hold (or have ever held) a license or registration to practise another profession, they will need to complete the [Registration Verification Form\(s\)](#); and
- Submit a **written declaration** stating that they have worked as an RT within the past three years and have no outstanding conduct issues.

These applicants will be granted a certificate of registration that permits them to practice under terms, conditions and limitations stipulated by the CROTO until such time that they can provide the [Employment Verification Form\(s\)](#). If the employment verification form is not provided to the CROTO within six (6) months from their registration date, their registration will be revoked.

C. REGISTRATION-RELATED FEES

During an emergency, registration-related fees may be waived at the discretion of the Registrar. The decision will be based on the circumstances of the emergency, as well as the need for qualified Respiratory Therapists in the workforce and will be balanced against the necessity of finances for the CROTO to continue operating effectively.

² Formerly the Canadian Board for Respiratory Care (CBRC)



4.0 RESOURCES

- [Registration Verification Form](#)
- [Employment Verification Form](#)
- [Labour Mobility: Applicants from Regulated Canadian Jurisdictions](#)
- [Graduates \(GRTs\)](#)
- [Applications for Registration or Reinstatement – Currency Requirement Policy](#)

5.0 CONTACT INFORMATION

College of Respiratory Therapists of Ontario
www.crto.on.ca

Telephone: 416-591-7800

Toll-Free (in Ontario): 1-800-261-0528

Fax: 416-591-7890

General Email: questions@crto.on.ca