



Application for Registration Document Requirements

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1.0 POLICY STATEMENT

As part of the initial assessment process, applicants for registration are required to submit documentation to support their application. The College of Respiratory Therapists of Ontario's (Cрто) registration decisions are based on the information in these documents.

2.0 PURPOSE

The purpose of this policy is to guide applicants regarding the type of documentation required to support their application for registration with the Cрто.

3.0 APPLICABILITY & SCOPE OF POLICY

This policy applies to all applicants who are seeking to register with the Cрто.

4.0 DOCUMENTATION

The documentation required will vary but generally includes the following:

- A. Proof of Canadian citizenship, permanent residency status or a valid work permit
- B. Proof of language proficiency
- C. Vulnerable Sector Check (VSC)
- D. Evidence of successful completion of a Respiratory Therapy program
- E. Evidence of successful completion of an approved examination
- F. Evidence of practicing the profession
- G. Confirmation of registration in another jurisdiction

¹ Updated January 1, 2025



A. Proof of Canadian citizenship, permanent residency status or a valid work permit:

- Approved documents:
 - i. Birth certificate from a Canadian province or territory
 - ii. Valid Canadian passport
 - iii. Certificate of Canadian citizenship
 - iv. Canadian certificate of Indian Status
 - v. Permanent residency card
 - vi. Record of landing
 - vii. Valid work permit (authorization to work as a Respiratory Therapist in Canada)
- A copy of the documentation in support of citizenship or immigration status must be submitted with an application for registration.

B. Proof of Language Proficiency:

- Where the applicant's first language is not English or French and their relevant health care education was not in English or French, the applicant must demonstrate fluency in either language as outlined in the [Language Proficiency Policy](#).
- Where applicable, a copy of the applicant's language test score report must be submitted with the initial application for registration.

C. Vulnerable Sector Check (VSC)

Applicants for registration must submit the results of a Vulnerable Sector Check (VSC) as part of their application for registration as outlined in the [Vulnerable Sector Checks Policy](#).

Applicants who receive an electronic copy of the VSC are required to submit the copy through their applicant portal. Applicants who receive a paper copy of their VSC are required to mail the original copy to the CRTO's Registration Department.

D. Evidence of Successful Completion of a Respiratory Therapy Program:

- Graduates of approved Canadian programs²:
 - i. Applicants must ensure that their official, final transcript has been submitted to the CRTO.
 - ii. For recent graduates, a letter from the program director/coordinator is acceptable; however, a final official transcript must be received within eight (8) weeks of completing the program.
 - iii. The final official transcripts must be submitted directly from the academic institution to the CRTO.

² See list of Approved RT Programs: www.crto.on.ca/student/registration/accredited-schools/ and the [Approval of Canadian Education Programs Policy](#).



- Graduates of programs offered outside Canada:
 - i. Applicants who obtained their education in respiratory therapy outside of Canada must have their academic qualifications verified by one of the following member organizations of the [Alliance of Credential Evaluation Services of Canada](#):
 - [International Credential Assessment Services of Canada](#) (ICAS)
 - [International Credential Evaluation Service](#) (ICES)
 - [World Education Services](#) (WES)
 - [Comparative Education Service \(University of Toronto School of Continuing Studies\)](#)
 - [International Qualifications Assessment Service](#) (IQAS)
 - [Comparative Evaluation \(Quebec\)](#)

The credential evaluation report must include a course-by-course evaluation component.

Applicants need to coordinate with the educational institution they attended to ensure that their academic documents are sent directly to the designated credentialling agency.

The credential evaluation report must be submitted directly to the CRTO from the credentialling organization.

E. Evidence of successful completion of the approved examination

Where applicable, a photocopy of the Health Professionals Testing Canada (HPTC)³ Respiratory Therapy Exam results letter must be included with an application for a General Certificate of Registration.

F. Evidence of practicing the profession

Applicants who have been practising Respiratory Therapy in the five (5) years preceding their application to the CRTO must submit the [Employment Verification Form](#). The Employment Verification Form must be submitted directly to the CRTO from the employer.

G. Confirmation of registration in another jurisdiction

Applicants who hold (or have held) a license or registration with another body governing a profession inside or outside Ontario must submit the [Registration Verification Form](#). The Registration Verification Form must be submitted directly to the CRTO from the regulatory/licensing body.

Applicants are responsible for any costs associated with obtaining the required documentation (e.g., credential evaluation fees).

³ Formerly the Canadian Board of Respiratory Care (CBRC)



5.0 ALTERNATIVE DOCUMENTATION

In extremely exceptional circumstances, which may include but are not limited to war, natural disaster, and political persecution, it may not be possible for the applicant to obtain the required documentation from its source. In these circumstances, and where the applicant can demonstrate that they have tried and been unsuccessful in obtaining the required documentation, the Registrar may accept alternative documentation.

Each request will be considered on a case-by-case basis, and alternative documentation that may be considered includes:

- Copies of documentation from the applicant or other available resources
- Prior learning or another skills/competency assessment(s)
- Signed affidavits attesting to requirements completed
- Employment or academic references
- Interviews with CRTO staff.

6.0 REFERRAL TO THE REGISTRATION COMMITTEE

The Registrar may refer the application to the Registration Committee for further consideration; if:

- The Registrar is concerned that the documents do not provide sufficient evidence to determine that the applicant meets the CRTO's registration requirements; or
- The Registrar is not satisfied that the applicant has made reasonable efforts to obtain the required documentation or if there is no persuasive evidence that the document cannot be obtained/provided.

Upon review of the applicant's file, the Registration Committee may direct the applicant to provide additional information or other evidence to satisfy the Registration Committee that the applicant meets the CRTO registration requirement(s).

If the Registration Committee determines that the applicant's submission does not provide sufficient evidence that the applicant meets the CRTO's registration requirement(s), the Registration Committee may take the actions set out in the Health Professions Procedural Code, including:

- direct the applicant to undertake additional training specified by the panel
- direct the applicant to complete examinations set or approved by the panel
- impose terms, conditions or limitations on the applicant's certificate of registration (e.g., a supervised practice requirement); or
- refuse to issue a certificate of registration.



7.0 RELATED DOCUMENTS

- [Employment Verification Form](#)
- [Health Professions Procedural Code, Section 18 \(2\)](#)
- [Language Proficiency Policy](#)
- [Registration Verification Form](#)
- [Vulnerable Sector Checks Policy](#)

8.0 CONTACT INFORMATION

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