

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



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 (CRTO) registration decision is based on these documents.

2.0 PURPOSE

The purpose of this policy is to assist applicants regarding the type of documentation required to support their application for registration to the CRTO.

3.0 APPLICABILITY & SCOPE OF POLICY

This policy applies to all applicants who are seeking to register with the CRTO for a Graduate Certificate of Registration (GRT) and a General Certificate of Registration (RRT).

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. Evidence of successful completion of a Respiratory Therapy program
- D. Evidence of successful completion of an approved examination
- E. Evidence of practicing the profession
- F. Confirmation of registration in another jurisdiction

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. Permanent Residency card
 - v. Record of landing



- vi. 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 instruction was not in English or French, the applicant must demonstrate fluency in either language. The CRTO accepts a number of test scores as proof of language proficiency, for more information please see the Language Proficiency Policy.
- A copy of the applicant's score report must be submitted with the initial Application for Registration.

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

- Graduates of approved Canadian programs¹:
 - 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.
- Graduates of programs offered outside Canada:
 - i. Applicants who obtained their education in respiratory therapy (or a related field) 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 \(WES\)](#)The above organizations will attest to the authenticity of the documents reviewed and prepare a course-by-course evaluation report as required by the CRTO. All documents must be submitted to the credentialing agency by the applicant. The applicant is also responsible for the cost associated with the report and will be charged directly by the credentialing agency for the services.
 - ii. Following a review of the documents submitted, the credentialing agency will send an evaluation report to the CRTO and the applicant.
 - iii. Evaluation reports prepared by other organizations (e.g., Comparative Education Service of the University of Toronto) will be reviewed on a case-by-case basis and may be accepted as an alternative to the above-mentioned credentialing agencies if approved by the Registrar.

¹ See list of Accredited Schools: <https://www.crto.on.ca/student/registration/accredited-schools/> and the [Approval of Canadian Education Programs Policy](#).



D. Evidence of successful completion of the approved examination

Where applicable, a photocopy of the Canadian Board for Respiratory Care (CBRC) exam results letter must be included with an application for a General Certificate of Registration.

E. Evidence of practicing the profession

Where applicable, confirmation of respiratory therapy employment (the [Employment Verification Form](#)) must be submitted directly to the CRTO from the employer.

F. Confirmation of registration in another jurisdiction

Where applicable, confirmation of registration (the [Registration Verification Form](#) must be submitted directly to the CRTO from the regulatory/licensing body).

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 Registration Committee 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 staff.

6.0 REFERRAL TO THE REGISTRATION COMMITTEE

Applicants who submitted alternative documentation for consideration will be referred to the Registration Committee for consideration.

The Registration Committee will consider whether the applicant has made efforts to obtain the required documentation and provide persuasive evidence that original documentation cannot be provided.

Options:

- A. If the alternative information provided supports that the applicant has met the requirement(s), the Registration Committee may deem the applicant has met one or more of the requirements.
- B. If the Registration Committee is not satisfied that alternative information provided supports that the applicant has met the requirement(s), the applicant may be directed to:
 - Provide additional information;
 - Undertake additional education;



- Undertake a supervised period of practice (for example requirements); or provide as directed by the Registration Committee, other evidence to satisfy the Committee that the applicant has met the requirement(s).
- C. If the Registration Committee is not satisfied that the applicant has made reasonable efforts to obtain original documentation, and the applicant cannot provide persuasive evidence that the document cannot be provided, the Registration Committee may request the applicant to make additional efforts to provide the requested documentation. If the applicant does not do so, the applicant may be deemed to have not met one or more of the registration requirements.

7.0 RELATED DOCUMENTS

- [Language Proficiency Policy](#)
- [Registration Verification Form](#)
- [Employment Verification Form](#)
- [The Canadian Board for Respiratory Care Inc.](#)

8.0 CONTACT INFORMATION

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