

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Application for Registration – File Closure Policy

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1.0 POLICY STATEMENT

It is the policy of the College of Respiratory Therapists of Ontario (CRTO) that an application for registration file will remain open for up to twelve (12) months. An applicant for registration must submit all required documentation and complete all registration requirements, including payment of registration fees, within twelve (12) months of submitting their application for registration, unless the applicant is referred to the CRTO's entry-to-practice assessment process during the twelve (12) months period.

2.0 PURPOSE

The purpose of this policy is to ensure that:

- Registration decisions are based on current and relevant information; and
- The application process is transparent; so that applicants are aware of the expected application timelines at the start of the process.

3.0 APPLICABILITY & SCOPE OF POLICY

To practice Respiratory Therapy in Ontario, a person must hold a certificate of registration with the CRTO. Under *Ontario Regulation 596/94, Part VIII* (Registration):

51. A person may apply for a certificate of registration by submitting a completed application in the form provided by the Registrar, together with the application fee.

CRTO applications are typically processed within two (2) to six (6) weeks; however, some applications may be delayed; for example, if supporting documentation is not received or the applicant delays the registration fee payment. Although the *Registration Regulation* does not specify a completion deadline, the CRTO cannot leave an application file open indefinitely, because:

- Registration policies and requirements may change;
- New issues may be identified (e.g., conduct, employment information); and
- Information submitted may become stale-dated (e.g., work permit expiry).

Applicants referred to the CRTO's entry-to-practice assessment may keep their application files open if there is evidence of progress toward meeting registration requirements. If the entry-to-



practice assessment file is inactive for twelve (12) months, the CRTO will consider the application as withdrawn and the file will be closed accordingly.

APPLICATION CLOSURE

When the CRTO closes application files, the following occurs:

- Written notification of an impending file closure will be emailed to the applicant thirty (30) days before the scheduled file closure date. Upon expiration of the thirty (30) day notice period, the file will be closed.
- Once an application file has been closed, a new application must be made, and full applications fees paid for the new application.

4.0 CONTACT INFORMATION

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