

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Entry-to-Practice Assessment – Appeals Policy

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Section: RG

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1.0 POLICY STATEMENT

Applicants undergoing the Entry-to-Practice Assessment who believe that the assessment results are inaccurate for any portion of their assessment process may request an appeal within **thirty (30)** days from the date of issue of the Interim Feedback report or the Clinical Skills Assessment (CSA) Gap Report.

2.0 PURPOSE

The College of Respiratory Therapists of Ontario (CRTO) is committed to ensuring that applicants who undergo the entry-to-practice assessment are given the opportunity to review and appeal the results of the Interim Report and the Clinical Skills Assessment Gap Report if they feel the results are inaccurate. This provides applicants with a fair, timely and consistent process to appeal the results of the Interim Report and the CSA Gap Report.

This policy outlines the process for applicants undergoing the entry-to-practice assessment to appeal any part of the assessment they believe is inaccurate.

3.0 APPLICABILITY & SCOPE OF POLICY

This policy applies to applicants who are referred to the entry-to-practice assessment process.

ASSESSMENT PROCESS

The assessment process is comprised of three main components: educational review, structured interview, and clinical skills assessment. Applicants receive two reports during the assessment process:

1. Interim Report – The report is provided to applicants after both the educational review and the structured interview are completed. The report lists the assessment results up to that point in the assessment.
2. CSA Gap Report – The report is provided to applicants after the Clinical Skills Assessment stage. The report lists those competency areas where applicants scored below the minimum entry-to-practice standard.

¹ Updated January 1, 2025



APPEAL PROCESS

Applicants who believe the assessment results for any part of the process are inaccurate may request an appeal.

To start an appeal, applicants must complete and submit the [Appeal Template](#) to the Registrar. The request for an appeal must be submitted within **thirty (30) days** from the date of issue of the Interim Report or the CSA Gap report.

With the Appeal Template, applicants must include a detailed description of the issues on which the applicant is basing their appeal. In addition, the request for appeal must include the \$250.00 appeal fee (payable to the CRTO). The fee is refundable if the appeal is resolved in the applicant's favour.

The requests for appeal will be reviewed by an independent Appeal Panel. The panel will consist of at least two subject matter experts who were not part of the applicant's assessment, and if required, a CRTO staff with expertise in entry-to-practice competencies for respiratory therapy. Applicants will be notified of the outcome of their appeal within **thirty (30) days** of the Appeal Panel review. The Appeal Panel's decision is final.

4.0 RELATED DOCUMENTS

- [Application and Assessment Guide](#)
- [Appeal Template](#)

5.0 CONTACT INFORMATION

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