



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

APPLICATION FOR REGISTRATION

Guide for Graduates of Canadian RT Programs or Applicants from Regulated Canadian Jurisdictions

To practise Respiratory Therapy or hold yourself out as a "Respiratory Therapist" in Ontario you must be registered with the College of Respiratory Therapists of Ontario (CRTO)¹. This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

We hope the following information will guide you through the CRTO registration process.

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A. ABOUT THE CRTO

The role of the CRTO is to regulate the profession of Respiratory Therapy in the public interest. This is done through setting requirements for entering the profession, establishing standards and competencies for the practice of the profession, developing a quality assurance program, and investigating concerns about Members.

The National Competency Framework (NCF) is a list of competencies (knowledge, skills, abilities, and judgment) considered essential for entering the practice of Respiratory Therapy in Ontario. The NCF was developed by the National Alliance of Respiratory Regulatory Bodies and is the document used for curriculum development within RT programs and all other educational/teaching/assessments.

¹. With the exception of out-of-province Regulated Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption-Restricted Titles, which include having submitted an application for registration to the CRTO.

B. REGISTRATION REQUIREMENTS

To obtain a Certificate of Registration with the CRTO an applicant for registration is required to meet the following registration requirements:

➤ Education requirement

An applicant for registration must:

- a. have successfully completed a respiratory therapy program offered in Canada that, at the time of completion, was approved by the Registration Committee (note: a list of approved programs is available on the [CRTO's website](#)); or
- b. have,
 - (i) successfully completed a program in respiratory therapy that is acceptable to the Registration Committee, along with any additional education, remediation or period of supervised practice that is required by the Registration Committee, and
 - (ii) demonstrated through an assessment² process acceptable to the Registration Committee that the applicant has knowledge, skills and judgement equivalent to a graduate of an approved program (referred to in (a) above).

The education requirement is non-exemptible³.

➤ Examination requirement

An applicant for a General Certificate of Registration must have successfully completed the [Health Professionals Testing Canada \(HPTC\)](#)⁴ Respiratory Therapist exam.

The examination requirement is non-exemptible⁴.

Note: Before completing the approved examination, an applicant may be granted a **Graduate Certificate of Registration**. (For more information see Section C - Graduate Certificate of Registration).

Individuals who fail the exam three (3) times will not be eligible to rewrite until they submit a Study Plan for approval by the CRTO Registration Committee. Once the Study Plan is approved and the CRTO has confirmed the individuals' eligibility to rewrite, they may attempt the exam one more time. If the individual is unsuccessful in the fourth (4th) attempt, they will not be permitted to challenge the exam again until they have re-enrolled and successfully completed an approved RT educational program.

➤ Language proficiency requirement

An applicant for registration must be able to communicate effectively in English or French in a healthcare environment. 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

² For detailed information about the assessment process, see the Application and Assessment Guide for Applicants who Graduated from Unapproved Canadian Programs.

³ Applies, with no exceptions to all applicants for registration who do not currently hold a certificate of registration as a Respiratory Therapist in another Canadian jurisdiction.

⁴ Formerly the Canadian Board for Respiratory Care (CBRC)

by submitting test scores of an accepted language proficiency test.

For more information, please see the [Language Proficiency Policy](#).

⇒ Eligibility to work in Canada

An applicant for registration must be a Canadian citizen or a permanent resident of Canada or be authorized under the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of Respiratory Therapy. Once registered, it is the Member's responsibility to ensure that they are eligible to work in Canada at all times.

⇒ Currency requirement

To meet the currency requirement, an applicant for registration must:

- have completed their education program (or assessment) within three years before their application for registration, or
- have practiced Respiratory Therapy for at least **1,125 hours** within those three years.

For more information, please see the [Applications for Registration or Reinstatement Currency Requirement Policy](#).

⇒ Conduct and Suitability to Practice

An applicant for a certificate of registration of any class must:

1. Fully disclose details of any **criminal offence** of which the applicant has been found guilty, including any offence under the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada).
2. Fully disclose details of every **professional misconduct, incompetence, incapacity**, or other similar proceeding that the applicant is the subject of and that relates to their registration or licensure as a Respiratory Therapist in another jurisdiction, or any other profession.
3. Fully disclose details of every **finding of professional misconduct, incompetence, incapacity**, or other similar finding that the applicant previously has been the subject of while registered as a Respiratory Therapist in another jurisdiction or any other profession.
4. In addition, the applicant must satisfy the CRTO that their past and present conduct affords reasonable grounds for belief that the applicant,
 - i. is not suffering from a physical or mental disorder that would make it desirable in the interest of the public that the applicant not be permitted to practise,
 - ii. will practise respiratory therapy with decency, integrity and honesty and in accordance with the law, and
 - iii. will display an appropriately professional attitude.

All applicants must submit the results of a Vulnerable Sector Check (VSC) as part of their application for registration with the CRTO. For more information, please see section D. 10.

Applicants who do not meet these registration requirements will be referred to the Registration Committee for consideration (see section H).

C. CLASSES OF REGISTRATION

Graduate Class: A Graduate Certificate of Registration may be issued to an individual who has met all registration requirements, including the education requirement (e.g., has successfully completed an educational program approved by the CRTO), but has not yet successfully completed the HPTC examination. This is a temporary class registration and is automatically revoked after 18 months.

The following conditions apply to a Graduate Certificate of Registration:

The (Graduate) Member shall,

1. at the first reasonable opportunity, advise every employer of any terms, conditions and limitations that apply to the member's graduate certificate of registration if their employment is in the field of Respiratory Therapy;
2. only perform a controlled act that is authorized to the profession if it is performed under the general supervision of a member of a College within the meaning of the *Regulated Health Professions Act, 1991* who, the Member holding the graduate certificate has reasonable grounds to believe, is authorized to perform the controlled act and is competent to do so and who is available to be present at the site where the authorized act is performed on ten minutes notice;
3. not delegate a controlled act;
4. not perform advanced prescribed procedures below the dermis; and
5. not perform authorized act #5 "administering a prescribed substance by inhalation".

A Graduate Certificate of Registration is deemed to have been revoked 18 months after its initial date of issue.

General Class: A General Certificate of Registration may be issued to an individual who has met all registration requirements, including the education requirement (e.g. has successfully completed an educational program approved by the CRTO), and has successfully completed the HPTC examination.

Labour Mobility

Under the labour mobility provisions, a person registered in a regulated Canadian jurisdiction (Alberta, Saskatchewan, Manitoba, Quebec, New Brunswick, Nova Scotia, Newfoundland and Labrador, and Prince Edward Island) may be registered in Ontario without any additional reassessment or restrictions. Individuals applying under the labour mobility provisions must complete the Application for Registration, pay all applicable fee(s) and provide all required documentation, including:

- [NARTRB Statement of Professional Standing](#) Form and
- [Employment Verification Form](#).

D. APPLICATION FOR REGISTRATION

To begin the application process, you will be required to complete the [online application for registration](#) and pay the \$75.00 application fee (online Visa or MasterCard transaction). You must complete all applicable sections and submit the required supporting documentation. The time it takes to process an application will depend upon several factors (please see Section E below).

REGISTRATION INFORMATION

Please indicate whether:

- You are applying for a Graduate (temporary) Certificate of Registration; or
- You are applying for a General Certificate of Registration.

1. PERSONAL DATA

Please provide the personal information as requested. If you have changed your name, please indicate your previous last and/or first name(s). If the name you are applying under is different from the name on the supporting documentation, e.g., your education, citizenship, or immigration documents, you must enclose a copy of your Change of Name Certificate, Marriage Certificate, or other evidence of legal name change.

2. HOME ADDRESS / CONTACT INFORMATION

Your home address and/or email address will be used for all future correspondence from the CRTO. This information is confidential and will not be shared with any sources outside the CRTO unless you have indicated that this is also your business address.

The CRTO's main method of communication with you will be via email, including communications that could significantly impact your registration. You must ensure that the email address provided is your preferred email address for communications from the CRTO and that it is checked regularly and personally by you.

Once your application has been submitted, it will be your responsibility to notify the CRTO of any change in your contact information.

3. WORK ELIGIBILITY

To be registered with the CRTO you must be legally eligible to work in Canada. A copy of the documentation in support of your citizenship or immigration status must be submitted with your application. For example:

- Canadian Citizenship (e.g., photocopy of Canadian birth certificate, Canadian passport photo page or Canadian citizenship card)
- Permanent Resident / Landed Immigrant Status (e.g., photocopy of permanent residency card)
- Valid Work Permit (e.g., photocopy of a valid work permit indicating that you are eligible to work in Canada as a Respiratory Therapist).
- Certificate of Indian Status or Metis Citizenship Document

4. LANGUAGE PROFICIENCY

If your first language is neither English nor French and your Respiratory Therapy training was not in English or French, you will need to submit documentation to demonstrate fluency in English or French. For more information, please see the [Language Proficiency Policy](#).

Please indicate the preferred language of correspondence from the CRTO (English or French) as well as those languages in which you can provide Respiratory Therapy services.

5. RESPIRATORY THERAPY EDUCATION

Please list your Respiratory Therapy education, indicating the level of education, name and location of the academic institution, and the year of completion.

You must ensure that your academic transcript has been sent directly to the CRTO from the academic institution. Unofficial evidence of successful completion of an educational program (e.g. a letter from the program director) is acceptable for recent graduates of approved Ontario programs; however, official transcripts must be received within 8 weeks of completing the program.

6. OTHER POST-SECONDARY EDUCATION

Please list any other post-secondary education, indicating the name of the educational program, field of study, name and location of the academic institution, and the year of completion.

7. RESPIRATORY THERAPY EXAMINATIONS

Please indicate:

- If you have successfully completed the Health Professionals Testing Canada (HPTC) examination and the date of completion. If so, upload a photocopy of your HPTC exam results letter as part of your application.
- If you are registered/intend to register to write the HPTC exam (provide the exam date);
- Names/dates of any other Respiratory Therapy examinations.

8. PROFESSIONAL REGISTRATION

Please indicate if you are or have ever been registered/licensed to practise as a Respiratory Therapist, or in another profession(s). Include your registration number and dates of registration. List other provinces, states, or countries. If you are applying from another regulated Canadian jurisdiction, you may be eligible to register under labour mobility provisions (see Section C).

- If you are or have ever been registered with other regulated Canadian RT jurisdictions, please complete section 1 of the [NARTRB Statement of Professional Standing Form](#) and forward it to the regulatory/licensing organization for completion of section 2. The completed form must be submitted to the CRTO directly by the appropriate regulatory/licensing body.
- If you are or have ever been registered/licensed to practise as a Respiratory Therapist in a non-regulated Canadian jurisdiction, a jurisdiction outside of Canada, or in another profession(s), please complete section 1 of the [Registration Verification Form](#) and forward it to the regulatory/licensing organization for completion of section 2. The completed form must be submitted to the CRTO directly by the appropriate regulatory/licensing body.

9. EMPLOYMENT PROFILE

As part of the application, you will be asked if you practiced Respiratory Therapy. If yes, you will be required to list the name(s) and contact information(s) for all your Respiratory Therapy employers.

In addition, for every place of RT employment over the past five years, please complete Section 1 of the [Employment Verification Form](#) and mail the form to your employer(s) for completion of Section 2. The form must be submitted to the CRTO directly by the employer.

If you have already secured employment in Ontario, provide the relevant information. You may not practise Respiratory Therapy or hold yourself out as a "Respiratory Therapist" in Ontario until after your application for registration has been approved by the CRTO and you have been issued a certificate of registration.⁵ This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

10. PROFESSIONAL CONDUCT

Answer all questions related to your professional conduct. You must report findings even if they resulted in a discharge or pardon. If your answer is YES to any of the questions, you MUST provide full particulars as part of the application.

In addition, all applicants⁶ must submit the results of a Vulnerable Sector Check (VSC) issued by their local Canadian police service.

➔ **Vulnerable Sector Check requirements:**

- i. The VSC report must be dated no more than six (6) months before the date of your application for registration with the CRTO.
- ii. The VSC must be completed on all names you are currently using or have ever used (e.g., maiden names).
- iii. The names and the date of birth on the VSC report must match those listed on your application for registration with the CRTO.
- iv. VSCs must be issued specifically for the purpose of registration with the CRTO.
- v. Applicants are responsible for the costs related to obtaining the VSC.

Note to applicants from the Toronto area:

The Toronto Police Service offers online, in-person and mail-in options for VSC applications.

If you are applying online or in person, you will need to provide a unique agency code that the CRTO has been assigned by the Toronto Police. To obtain the code, please contact the CRTO at registrationservices@crto.on.ca.

If you are applying by mail, please contact the CRTO at registrationservices@crto.on.ca to receive a copy of the Toronto Police application form.

For more information, please visit the Toronto Police Services [website](#).

Note to applicants from the Ottawa and Gatineau areas:

The CRTO is aware that the Ottawa and Gatineau Police Services do not provide Level 3 (Vulnerable Sector Check) reports for registration purposes.

If you plan to request a police record check from either of these services, please apply for a Level 2 (Criminal Records and Judicial Matters Check). After submitting your application and a Level 2 Check, you will need to sign an Acknowledgement and Undertaking with the CRTO.

⁵ Except for out-of-province Regulated Respiratory Therapists who meet the conditions under O. Reg. 1999/23 Exemption-Restricted Titles, which include having submitted an application for registration to the CRTO.

⁶ Effective September 1, 2024

Exemption:

- If you are a recent graduate of an approved Ontario RT program, you may submit a copy of the VSC completed for your clinical placement, provided that:
 1. you have completed the VSC no more than 12 months before the date of your application for registration with the CRTO;
 2. the results of the VSC are completely clear; and
 3. you sign an Acknowledgement and Undertaking with the CRTO.

Submitting your VSC to the CRTO

If you receive an electronic copy of the VSC, you are required to submit it through the online application portal. If you receive a paper copy of the VSC, you are required to mail the original copy to the CRTO's registration department.

We recommend that you keep a copy of the VSC report for your records.

11. DECLARATION AND AUTHORIZATION

You must complete the declaration section as part of your application for registration. Submitting a false or misleading statement may lead to refusal to issue a certificate of registration or to revocation of a certificate of registration.

12. APPLICATION FEE

For your application to be processed you must pay the \$75.00 application fee. The fee may be paid online with a Visa or MasterCard. We do not accept cash payments. The application fee is non-refundable.

13. SUBMITTING YOUR APPLICATION

When submitting your application, you must include all supporting documentation (please refer to the application checklist below) and all applicable fees.

Documents submitted along with your application will be kept by the CRTO as part of your file. The CRTO does not keep original documents on file. Original documents will be scanned and kept in an electronic format.

Upon written request and at no charge the CRTO will provide an applicant for registration with information and/or copies of documentation relevant to their file.

APPLICATION CHECKLIST

Please refer to the checklist below for documentation required as part of your CRTO application.

- Online Application for Registration**
- \$75.00 application fee**
Online Visa or Master Card transaction
- Proof of Canadian citizenship, permanent residency status or a valid work permit**
E.g. photocopy of birth certificate, residency card, record of landing, Canadian certificate of Indian Status.
- Proof of Language Proficiency** (if applicable)
If your first language is neither English nor French and your Respiratory Therapy training was not in English or French
- Evidence of successful completion of your Respiratory Therapy program, e.g., transcript of academic record** (if applicable)
This applies to graduates of approved RT programs. Ensure that your transcript has been sent directly to the CRTO from the academic institution.
- Vulnerable Sector Check (VSC)**
A VSC issued by your local Canadian police service. For full details please see the [Vulnerable Sector Checks Policy](#).
- Credential Evaluation** (if applicable)
Applies to applicants educated outside of Canada. Ensure that your credential evaluation and authentication report (including the course-by-course evaluation) has been sent directly to the CRTO from the credential verification organization.
- Evidence of successful completion of the approved examination** (if applicable) e.g., photocopy of your HPTC exam results
- [Registration Verification Form and/or the NARTRB Statement of Professional Standing Form](#)** (if applicable)
If you have been registered as a Respiratory Therapist in another jurisdiction, or any other profession. The form should be sent directly to the CRTO from the regulatory/licensing organization
- [Employment Verification Form](#)** (if applicable)
If you are practising or have practised Respiratory Therapy in the past five years. The form should be sent directly to the CRTO from the place(s) of employment (in the last five years)
- Resume or curriculum vitae** (may be requested by CRTO Staff)

E. PROCESSING TIME

For an applicant who meets all the application requirements, the registration generally takes one to two weeks to process. The application process begins from the time the CRTO receives completed forms and required documentation. Any application missing information or fees will not be processed.

Per the [Application for Registration-File Closure Policy](#), an application for registration file will remain open for up to twelve (12) months. Incomplete applications after the 12-month period will be closed accordingly.

Expected Timelines for Applicants who meet all registration requirements	
1 week	CRTO Staff contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation.
1 week	After the applicant has submitted all the required documents, CRTO Staff reviews the application. If approved the applicant will be notified by mail or email. To complete the registration, process the applicant will be asked to submit the applicable registration fee.
1 week	A certificate of registration is issued upon receipt of the registration fee.

Applicants who do not meet the registration requirements (e.g. currency requirement), will be referred to the Registration Committee for consideration (see section H below) and the processing time will be longer.

Expected Timelines for Applicants who do not meet the registration requirements	
From the time an application is received by the CRTO:	
1 week	CRTO Staff contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation.
1-2 weeks	After the applicant has submitted all the required documents, CRTO Staff reviews the application. If it appears that the application does not meet the registration requirements, the application will be referred to the Registration Committee for consideration. The applicant will be notified of the referral in writing and will have 30 days to submit additional information to the Registration Committee in support of the application.
6-8 weeks	A panel of the Registration Committee reviews the application for registration and any other documents submitted by the applicant.
8-12 weeks	A copy of the Panel's Order and Reasons is provided to the applicant.

F. APPLICATION APPROVAL

Once all the documents have been received, the Registrar will review the application for registration. If approved, the applicant will be notified by email. To complete the registration process, the applicant will be asked to submit the applicable registration fee (see below).

Upon receipt of the registration fee, the CRTO will issue a certificate of registration, (i.e. register the applicant to practise as a Respiratory Therapist in Ontario).

G. REGISTRATION FEES

The CRTO registration year runs from March 1 to the end of February. For more information regarding the fees, please visit the [Schedule of Fees](#).

Registration Issued	Registration Fee
Between March 1 and May 31	\$700.00
Between June 1 and August 31	\$525.00
Between September 1 and November 30	\$350.00
Between December 1 and the last day in Feb.	\$175.50

All fees are payable in Canadian funds. Payment can be made by one of the following:

- Cheque payable to the CRTO
- Money Order payable to the CRTO
- Visa / MasterCard
- Online Banking

Once registered Members of the CRTO are required to:

- renew their registration on an annual basis. The annual registration fee is set out on the [Schedule of Fees](#);
- obtain liability insurance coverage as outlined in the CRTO By-laws. For more information, please see the [Professional Liability Insurance Fact Sheet](#); and
- participate in the CRTO's Professional Development Program.

In addition, to provide direct patient care or supervise respiratory therapy practice, Members in the General Class (RRTs) must have practiced for at least 1,125 hours every three-year period after they receive their certificate of registration. Members who don't have the minimum practice hours will have other options to satisfy the currency condition (e.g., completing refresher courses).

H. REFERRAL TO THE REGISTRATION COMMITTEE

If an application for registration does not meet the registration requirements (e.g. currency requirement), the application will be referred to the Registration Committee for consideration. The applicant will be notified of the referral in writing and will have thirty (30) days to submit additional information to the Registration Committee in support of the application.

A panel of the Registration Committee will review the application for registration and any other documents submitted by the applicant (this is a paper review only; applicants do not attend the review). Following a review, the Panel may direct the Registrar to, for example:

1. Issue a certificate of registration;
2. Issue a certificate of registration with terms, conditions and/or limitations;
3. Request more information;
4. Refuse to issue a certificate of registration.

A copy of the Panel's Order and Reasons will be provided to the applicant. If the applicant is not satisfied with the decision, they may appeal the Panel's decision to the [Health Professions Appeal and Review Board](#) (HPARB), an independent review board established under the Regulated Health Professions Act (RHPA). The applicant will be notified in writing of the right to appeal and will be provided with HPARB's contact information.

A panel of the Registration Committee meets every eight to ten weeks. It may take up to four weeks for the Registration Committee to review an application for registration and issue an Order and Reasons.

I. CONFIDENTIALITY AND PUBLIC ACCESS TO INFORMATION

The CRTO, as the regulatory body for Respiratory Therapists in Ontario, requires applicants to provide their personal, educational, contact, employment, and conduct information. This information is kept confidential. After registration, some of the information may be considered "public" and will be included in the [Register](#) on the CRTO website. This includes Members' names, business addresses and telephone numbers, as well as information regarding Members' CRTO registration status and professional conduct. For more information, please see the [Public Register Fact Sheet](#).

J. CONTACT INFORMATION

College of Respiratory Therapists of Ontario

90 Adelaide Street West, Suite 300
Toronto, Ontario M5H 3V9

Tel.: (416) 591-7800 x 25

Toll-Free: (in Ontario): 1-800-261-0528 x 25

Fax: (416) 591-7890

Email: questions@crto.on.ca

Website: www.crto.on.ca

Health Professionals Testing Canada

Tel.: (506) 607-2009

Email: hptc@hptc.ca

Website: <http://www.hptc.ca>

Professional Associations:

Canadian Society of Respiratory Therapists

102-1785 Alta Vista Drive
Ottawa, Ontario K1G 3Y6

Tel.: (613) 731-3164

Toll-Free: 1-800-267-3422

Email: csrt@csrt.com

Website: www.csrt.com

Respiratory Therapy Society of Ontario

6519-B Mississauga Road
Mississauga, Ontario L5N 1A6

Tel.: (905) 567-0020

Toll-Free: 1-800-267-2687

Email: office@rtso.org

Website: <http://www.rtso.ca/>

Other Organizations

HealthForceOntario Access Centre

163 Queen Street East
Toronto, Ontario, Canada M5A 1S1

Tel.: (416) 862-2200

Toll-Free: 1-800-596-4046

Email: AccessCentre@healthforceontario.ca

Website: www.healthforceontario.ca

Office of the Fairness Commissioner

595 Bay Street, Suite 1201
Toronto, Ontario M7A 2B4

Tel.: (416) 325-9380

Toll-free: 1-877-727-5365

Email: ofc@ontario.ca

Website: www.fairnesscommissioner.ca