

# Fair Registration Practices Report

## Respiratory Therapists (2018)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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### 1. Qualitative Information

#### a) Requirements for registration, including acceptable alternatives

##### i. Describe any improvements / changes implemented in the last year.

No changes this year

##### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

##### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

#### b) Assessment of qualifications

##### i. Describe any improvements / changes implemented in the last year.

No changes this year

##### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

##### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

#### c) Provision of timely decisions, responses, and reasons

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**d) Fees**

**i. Describe any improvements / changes implemented in the last year.**

In December 2016, the CRTO Council approved changes to the fee By-law, increasing the annual fee from \$500.00 to \$620.00. The increase has been phased in over two years (2018-2019). In 2018, the fee for Members in the General, Limited and Graduate Classes of Registration was increased to \$560; the second \$60 increase will occur in 2019.

The registration fee for Inactive Members increased from \$50.00 to \$100.00 effective March 1, 2018.

**ii. Describe the impact of the improvements / changes on applicants.**

The registration fee increase will affect applicants once they are registered with the CRTO. To maintain their registration, the CRTO Members are required to pay the registration fees on an annual basis.

**iii. Describe the impact of the improvements / changes on your organization.**

This is the first registration fee increase since the CRTO opened its doors in 1994. The increase is necessary to offset the cost of inflation over the last 25 years. This increase is expected to sustain the CRTO's operations for the next 5 to 7 years if operating costs remain steady.

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**f) Policies, procedures and/or processes, including by-laws**

**i. Describe any improvements / changes implemented in the last year.**

## 1. Registration Currency Requirement Policy - policy amendment

The Registration Regulation (Ontario Regulation 596/94, Part VIII) sets out the requirements for registration with the CRTO including the requirement that:

- 55 (5) An applicant (for a General Certificate) must have met the requirements of subsection (2) within the two years immediately preceding the application for registration unless the applicant was practising respiratory therapy within that two-year period.
- 58 (3) An applicant (for a Graduate Certificate) must have met the requirements of subsection 55 (2)1 within the two years immediately preceding the application for registration unless the applicant was practising respiratory therapy in a jurisdiction outside Ontario within that two-year period.

The Registration Currency Requirement Policy sets out the criteria that may be used by a panel of the Registration Committee to determine whether it is in the public interest to approve an application for registration where the applicant does not satisfy the two-year currency requirement.

In 2018, Council approved an amendment to the policy to align the quality assurance requirements referenced in the policy with the new professional development program, that is:

- The previously used Professional Standards Assessment has been replaced by the Launch RT Jurisprudence Assessment.
- Members are asked to use the PORTfolio platform to record and submit their continuous improvement / professional development activities.
- Under the new program, it is no longer feasible to assign a six-month PORTfolio submission deadline; instead, Members are required to submit their portfolio within an assigned review year.

## 2. Approval of Canadian Education Programs Policy – policy amendment

In 2018, Council approved an amendment to the Approval of Canadian Education Programs Policy to clarify the wording and to better reflect current practice. Under the policy, to obtain “approved program” status, a Canadian Respiratory Therapy education program must obtain and maintain satisfactory accreditation status with the Council on Accreditation for Respiratory Therapy Education (CoARTE). The criteria applied by CoARTE are viewed by the Council as relevant to the approval of respiratory therapy education programs. Council approves RT programs on an annual basis. In addition, the programs’ accreditation status is monitored throughout the year.

### ii. Describe the impact of the improvements / changes on applicants.

No significant impact on applicants. The Registration Currency Requirement Policy amendments reflect changes to the CRTO’s Quality Assurance (QA) program and ensure that Members registered under the currency policy have a clear understanding of the QA requirements.

Changes to the Approval of Canadian Education Programs Policy provide clarification for the program approval process.

### iii. Describe the impact of the improvements / changes on your organization.

No significant changes for the organization are expected as these amendments reflect the CRTO’s current practices.

## g) Resources for applicants

### i. Describe any improvements / changes implemented in the last year.

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

Members of the Registration Committee and staff attended a training session focused on decision making, dealing with special considerations, and issues related to human rights and anti-discrimination.

Assessors who take part in the assessment process were offered training sessions on conducting behaviour based interviews and clinical skills assessment.

**ii. Describe the impact of the improvements / changes on applicants.**

The CRTO takes measures to ensure that those involved in registration decisions have the skills and knowledge

necessary for unbiased and objective decision making. These steps include ongoing training for Registration Committee members and assessors.

**iii. Describe the impact of the improvements / changes on your organization.**

The CRTO takes measures to ensure that those involved in the assessment process have the skills and knowledge necessary for unbiased and objective decision making. Assessors involved with the assessment process receive ongoing training.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**l) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

No changes this year

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## 2. Quantitative Information

**a) Languages**

Indicate the languages in which application information materials were available in the reporting year.

**Language**

**Yes/No**

English Yes

French Yes

Other (please specify)

Additional comments:

### b) Gender of applicants

Indicate the number of applicants in each category as applicable.

**Gender**                      **Number of Applicants**

Male                              62

Female                            172

None of the above              0

Additional comments:

### c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

**Gender**                      **Number of Members**

Male                              964

Female                            2441

None of the above              0

Additional comments:

### d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
216	10	3	Pakistan 2 Philippines 1 Qatar 1 S Arabia 1 Total 5	0	234

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
182	8	0	n/a 0 Total 0	0	190

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
3155	182	61	China 1 India 3 Iran 1 Philippines 1 Venezuela 1 n/a 0 Total 7	0	3405

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	216	10	3	5	0	<b>234</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	13	1	2	5	0	<b>21</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	4	1	1	0	0	<b>6</b>
<b>Applicants who became FULLY registered members</b>	145	8	0	0	0	<b>153</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	17	0	0	0	0	<b>17</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	37	0	0	0	0	<b>37</b>



from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	General	<p style="text-align: center;"><b>Description (a)</b></p> <p>A General Certificate of Registration is issued to an individual who has met all academic requirements and has successfully completed the registration examination or evaluation approved by the College. If a Member holds a General Certificate of Registration; he/she must use the designation RRT and may use "Registered Respiratory Therapist" or "Respiratory Therapist" as his/her professional title.</p>
b)	Graduate	<p style="text-align: center;"><b>Description (b)</b></p> <p>A Graduate Certificate of Registration is issued to an individual who has met all academic requirements but has not yet successfully completed the registration examination approved by the College. If a Member holds a Graduate Certificate of Registration, he / she must use the designation GRT and may use "Graduate Respiratory Therapist" as his/her professional title. The following conditions apply to a Graduate Certificate of Registration:</p> <p style="text-align: center;">The (Graduate) member shall,</p> <p style="text-align: center;">1. at the first reasonable opportunity, advise every employer of any terms, conditions and limitations that</p> <p style="text-align: center;">apply to the member's graduate certificate of registration if their employment is in the field of</p> <p style="text-align: center;">Respiratory Therapy;</p>

		<p>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</p> <p>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 personally present at the site where the authorized act is performed on ten minutes notice;</p> <p>3. not delegate a controlled act;</p> <p>4. not perform advanced prescribed procedures below the dermis;</p> <p>5. not perform authorized act #5 “administering a prescribed substance by inhalation”; and</p> <p>6. not perform a tracheostomy tube change for a stoma that is less than 24 hours old.</p> <p>This is a temporary class of registration and is automatically revoked after 18 months.</p>
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c)	Limited	<p style="text-align: center;"><b>Description (c)</b></p> <p>Limited Certificates of Registration were issued to individuals who had not met all requirements for a General Certificate of Registration but provided sufficient evidence to a Panel of the Registration Committee of their competence to practice in a defined area of the scope of practice of the profession. (CRTO stopped issuing Limited Certificates of Registration on February 25, 1999). If a Member holds a Limited Certificate of Registration, he / she must use the designation PRT and may use “Practical Respiratory Therapist” as his/her professional title.</p>
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d)	Inactive	<p style="text-align: center;"><b>Description (d)</b></p> <p>A Member registered with a General or Limited Certificate of Registration may apply for an Inactive Certificate of Registration provided he/she is not practising the profession in the broadest sense of that phrase.</p> <p>The following conditions apply to an Inactive Certificate of Registration:</p> <p>The (Inactive) member shall not,</p>
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- (a) engage in providing direct patient care;
- (b) use his or her professional title or designation;
- (c) supervise the practice of the profession; or
- (d) make any claim or representation to having any competence in the profession.

**Additional comments:**

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	7	3	0	0	0	10
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

**Additional comments:**

**j) Paid staff**

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	9
Staff involved in appeals process	2

Staff involved in registration process

3

Additional comments:

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### 3. Submission

I hereby certify that:

**Name of individual with authority to sign on behalf of the organization:**

Kevin Taylor

**Title:**

Registrar & CEO

**Date:**

2019/02/26

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