

Fair Registration Practices Report

Respiratory Therapists (2019)

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 the September 2019 Council meeting, Council reviewed the finances and cost projections and voted to increase registration fees by \$30 for the 2020 year, and other related fees increase for the 2020 year. The registration fee for Inactive Members will increase from \$100 to \$125 effective March 1, 2020. The renewal late fee for General, Graduate or Limited Certificate increased from \$155 to \$162.50 effective March 1, 2020. The reinstatement fee for individuals administratively suspended for failure to renew increased from \$310 to \$325 effective March 1, 2020. The Professional Incorporation Fees increased from \$500 to \$650.

In December 2019, the CRTO Council voted to move fees from the By-law to a Schedule of Fees posted on the CRTO's website. See Schedule of Fees at <https://www.crto.on.ca/members/schedule-of-fees/>. Council also amended the By-law to articulate how the need for future increases in fees will be determined. Link to the By-law: <https://www.crto.on.ca/pdf/Bylaws/bylaws.pdf>.

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, CRTO Members are required to pay the registration fee on an annual basis.

Applicants can review the costs associated to Registration in an accessible way by visiting the link to the Schedule of Fee on the CRTO website.

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

The fee increase is necessary due to increased operating cost for the CRTO (e.g. rent, inflation, etc.). The increase in fees enables the CRTO to fulfil our statutory obligations. In addition to a steady rise in operating costs, the CRTO continues to face an unprecedented volume of cases. Over the last several years, the number of investigations has been steadily climbing along with, significantly, an increase in the number of complex and time-consuming investigations.

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. National Competency Framework (NCF) - the National Alliance of Respiratory Regulatory Bodies develop the entry-to-practice competencies for Respiratory Therapists, the new National Competency Framework (NCF) Part 1 National Standards for entry-to-practice is replacing the National Competency Profile, and this will be effective for January 2020. Link to the NCF: <https://nartrb.ca/download/ncf-part-i-entry-to-practice-2016/?wpdmdl=33&refresh=5e288e60371011579716192>

2. Approval of Canadian Education Programs Policy – Policy Amendment - In December 2019, the CRTO Council approved the revisions to the Approval of Canadian Education Programs Policy and Procedure to reflect the recent change in accreditation providers from Council on Accreditation for Respiratory Therapy Education (CoARTE) to Accreditation Canada.

Link to policy: http://www.crto.on.ca/pdf/Policies/Cdn_Prog_Approved.pdf.

Link to Accreditation Canada: <https://accreditation.ca/educational-programs/>

3. Entry-to-Practice Competency Assessment Policy – Policy and Procedure Amendment: In December 2019, the CRTO Council approved the revisions to the Entry to Practice Assessment Policy. Amendments were made to reflect changes related to:

- Entry-to-practice competencies – the new National Competency Framework (NCF) Part 1 National Standards for Entry-to-Practice is replacing the National Competency Profile (effective January 2020).
- CRTO's efforts to update our communications with gender-neutral language.
- Assessment fee amounts – all assessment fees will be listed in the proposed CRTO Fee Schedule.
- Change in accreditation providers – references to CoARTE have been replaced with Accreditation Canada.

Link to policy: https://www.crto.on.ca/pdf/Policies/RG-425.IEHP_Application&Assessment_Policy.pdf

4. Determining Applicants' Good Character Policy – Policy Amendment: In December 2019, the CRTO Council approved the name of the Determining Applicants' Good Character Policy to be changed to Determining Applicants' Suitability to Practice Policy. References to "good character" were replaced with suitability to practice considerations.

The Registration Regulation requires that an applicant for registration satisfies a number of registration requirements; including that the applicant's past and present conduct afford reasonable grounds for belief that the applicant,

- I. is mentally competent to practise respiratory therapy,
- II. will practise respiratory therapy with decency, integrity and honesty and in accordance with the law, and
- III. will display an appropriately professional attitude. (O. Reg 596/94 s. 53)

The CRTO developed the Determining Good Character of Applicants Policy to outline the criteria that the Registration Committee may use to determine if the information reported by an applicant, related to their conduct, appears to be relevant to the individual's suitability to practise. The term "suitability to practice" is more comprehensive than "good character," and better reflects the intent of the Registration Regulation and the CRTO registration process. Link to policy: <https://www.crto.on.ca/pdf/Policies/RG-422.Applicants.Suitability.to.Practice.pdf>.

5. Application for Registration File Closure Policy – Policy Amendment: In December 2019, the CRTO Council approved the revisions to the Application for Registration File Closure Policy. Amendments were made to clarify that:

- An application for registration can remain open for up to 12 months. This means that applicants must submit all the required documentation and complete all the registration requirements, including payment of the registration fee, within 12 months of submitting their application for registration, unless the applicant is referred to the CRTO's entry-to-practice assessment during the 12 months.
- Applicants referred to the CRTO's entry-to-practice assessment may keep their application files open, as long as there is evidence of progress toward meeting registration requirements. If the entry-to-practice assessment file is inactive for 12 months, the CRTO will consider the application as withdrawn and the file will be closed accordingly.

Link to policy: https://www.crto.on.ca/pdf/Policies/File_Closure_Policy_426_2013.pdf

6. By-Law changes: In December 2019, the CRTO Council approved changes to the fee in the By-law, and moved fees from within the By-Laws to a Schedule of Fees.

In addition, as per section 36.18 of the By-Law, at each fiscal year, each fee set out in the Schedule of Fees shall be increased by an amount to offset increases in the Cost of Overhead and Operations. That amount shall meet or exceed the percentage increase, if any, in the Consumer Price Index for goods and services in Ontario as published by Statistics Canada or any successor organization, unless Council decides to waive a fee increase for that year.

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

1. National Competency Framework (NCF): No impact on applicants, the changes are not in place for applicants in the reporting year.

2. Approval of Canadian Education Programs Policy: An applicant for registration must have (a) graduated from an approved Respiratory Therapy program; or (b) have demonstrated through the CRTO assessment process that the individual has the required entry-to practice competency. Under (a), applicants will need to ensure that they are graduated from an approved respiratory therapy program as listed on the website of Accreditation Canada.

3. Entry-to-Practice Competency Assessment Policy – Policy and Procedure: No significant impact on applicants, the amendments and wording changes are made to reflect recent changes on other policies and CRTO's current practices. An applicant who is undergoing assessment, and paid the fee, can withdraw from the assessment process prior to their interview and will be eligible for a refund if their written cancellation request is submitted to the CRTO at least 15 days before the interview date. Prior to the policy amendment, an applicant must submit the refund request at least 30 days before the interview date.

4. Determining Applicants' Suitability to Practice Policy: No significant impact on applicants, the intent of the policy remains the same; the amendments are made to replace references to "good character" with suitability to practice considerations.

5. Application for Registration File Closure Policy: An application for registration can remain open for up to 12 months unless the applicant is referred to the CRTO's entry-to-practice assessment process during the 12 months period.

Applicants who are referred to the entry-to-practice assessment process may keep their application files open as long as there is evidence of progress toward meeting registration requirement. If the entry-to-practice assessment file is inactive for 12 months, the CRTO will consider the application as withdrawn and will close the file accordingly.

The changes were made to ensure that applicants are aware of the application timelines and that registration decisions based on current and relevant information.

6. By-Law: Instead of referring to the By-Law for specific fee amount, applicants will refer to the Schedule of Fees as posted on the CRTO website. The registration fee increase will affect applicants once they are registered with the CRTO. All CRTO members are required to pay the registration fees as set out the in Schedule of Fees.

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

1. National Competency Framework (NCF): Staff will reference the NCF and ensure applicants meet the entry-to-practice competencies as set out in the NCF.

2. Approval of Canadian Education Programs Policy: No significant changes for the organization are expected, the practice for the organization and staff is the same, and Council approves RT programs on an annual basis. In additional, the programs' accreditation status is monitored throughout the year.

3. Entry to Practice Competency Assessment Policy: No significant changes for the organization and staff are expected as these amendments reflect the CRTO's current practices.

4. Determining Applicants' Suitability to Practice Policy: No significant changes for the organization and staff are expected as these amendments reflect the CRTO's current practices.

5. Application for Registration File Closure Policy: No significant changes for the organization are expected. Staff will contact the applicant one month prior to the 12 month deadline before considering closing the application. If the applicant do not provide documentation towards completing their application, and or pay the application fee, staff will close the application within 12 months of receiving the application or registration.

6. By-Law:

At each fiscal year, each fee set out in the Schedule of Fees shall be increased by an amount to offset cost of overhead and operations. Council will approve or waive a fee increase. With scheduled fee increase, it enables the CRTO to ensure that it has the budget for its operation.

With the fees now posted on the CRTO website, it is easier for staff to navigate and relay fees information to applicants and members.

g) Resources for applicants

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

As of August 2019, the CRTO launched its online application for registration. Applicants will no longer be required to submit paper applications and can complete the application online on the CRTO's website.

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

Applicants can now use the online application system to submit their application. In addition, applicants can upload supporting documentation, pay their application fees and monitor their application status online. This enables the applicant to navigate the application process easily and also monitor their application status anywhere and anytime.

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

Staff will no longer have to input application data and process application fees manually, resulting in lesser chance of transcription error and greater efficiency. This enables staff to focus in addressing applicant's inquiries, and to verify documentation submitted by applicants and to communicate application status in a prompt manner. In addition to the traditional email communication the portal can be utilize to communicate with applicants.

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.

As of August 2019, the CRTO launched its online application for registration. Applicants can login online on the CRTO's website to apply for registration, upload document, pay the application fee, and verify their application status.

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

As mentioned previously, applicants can now easily navigate and the online application system to complete their application and update, change and monitor their application record.

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

Staff can easily communicate with applications through the online application portal, update statuses and confirm receipt of supporting documentation online.

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 are required to attend training sessions prior to conducting behaviour based interviews and clinical skills assessment.

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

The training sessions helps to ensure that those involved in registration decisions have the skills and knowledge necessary for unbiased and objective decision making.

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

These training sessions are considered as essential business practices, as such there are no significant impact for the reported year. All assessors involved with any component of the assessment process receive ongoing training. We ensure that we have the resources and budget to carry out these training sessions annually.

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	58
Female	142
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	1017
Female	2705
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 education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
175	15	4	India 2	0	200

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			Iran 1 Pakistan 1 Qatar 2 Total 6		

¹ 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 education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
149	13	0	n/a 0 Total 0	0	162

¹ 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 education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
3437	213	63	China 1 India 4 Iran 1 Philippines 2 Venezuela 1 Total 9	0	3722

¹ 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 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	175	15	4	6	0	200
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	8	2	4	5	0	19
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	4	0	0	0	0	4
Applicants who became FULLY registered members	112	13	0	0	0	125
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	14	0	0	1	0	15
Applicants who were issued an alternative class of licence³	37	0	0	0	0	37

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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¹ 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 align="center">Description (a)</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 align="center">Description (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>The (Graduate) member shall,</p> <p>(1) at the first reasonable opportunity, advise every employer of any terms, conditions and</p>

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 CRTO 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 personally 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;

(5) not perform authorized act #5 "administering a prescribed substance by inhalation"; and

(6) not perform a tracheostomy tube change for a stoma that is less than 24 hours old.

A graduate certificate is deemed to have been revoked 18 months after its initial date of issue.

Description (c)

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.

Inactive: 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.

c)

Limited

The following conditions apply to an Inactive Certificate of Registration:

The (Inactive) member shall not,

- (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 st to December 31 st 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	6	3	1	1	0	11
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:

Lisa Ng

Title:

Manager of Registration

Date:

2020/02/24

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