

Fair Registration Practices Report

Respiratory Therapists (2009)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- 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.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

The College publishes information on the registration process on our website. Applicants can also obtain hard copies of the registration guides and fact sheets by contacting the College or arranging a personal meeting. The College aims to provide clear descriptions of the registration application process. Comprehensive application guides have been developed and are now posted on the CRTO website. The application form includes a checklist listing the required documentation.

The guides provide information on the application process, the amount of time an application process normally takes, the documents needed, and the applicable fees. Staff monitors and reviews the information for currency and accuracy on regular basis. Most of this information is provided in English and French.

Individuals are required to submit an application for registration form and send it to the CRTO along with the supporting documentation (see g) and application fee (see #2 - Fees).

b) requirements for registration

The College's Registration Regulation sets a clear list of the requirements for registration in Ontario. All applicants are required to meet the same entry to practice requirements. This information is available on our website (Registration Application Guides, fact sheets, policies and the Registration Regulation). It can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

In order to obtain a Certificate of Registration with the College an applicant for registration is required to meet the following registration requirements (for detailed information see section 8.a):

- Education requirement (non-exemptible)

- Examination requirement (non-exemptible)
- Language proficiency
- Eligibility to work in Canada
- Currency requirement
- Good Conduct

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Detailed information (see section 8.a) regarding how the requirements must be met or demonstrated is available on our website (Registration Application Guides, registration fact sheets, policies etc). In addition, the CRTC website provides links to the approved programs and exam provider. This information can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

Not applicable – there is no education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession in Ontario except that related to a holder of a Graduate certificate of registration (see section f below).

e) requirements that may be satisfied through acceptable alternatives

Information regarding acceptable alternatives is available on the CRTC website (Registration Application Guides, registration fact sheets, policies). This information can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

The education and exam requirements are non-exemptible. However, the education requirement may be satisfied by successfully completing the Prior Learning Assessment process. Language, Canadian citizenship status, currency and good conduct requirements are exemptible. Applicants who do not meet these requirements are referred to the Registration Committee for review.

f) the steps in the assessment process

Information regarding the assessment process is available on the CRTC website (Registration Application Guides, registration fact sheets, policies etc). This information can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

Once all the documents have been received, the Registrar will review the application for registration. If all of the registration requirements have been met, the Registrar will issue a certificate of registration.

Prior to completing the approved examination, an applicant may be granted a Graduate Certificate of

Registration. This is a temporary certificate of registration issued for 18 months. It allows the Graduate Member to perform the functions of a Respiratory Therapist under the supervision of an RT holder of a General certificate of registration (without restrictions) or another regulated health professional.

If the applicant does not meet all the registration requirements (e.g., currency requirement), or if the Registrar has doubts that a certificate of registration should be issued, she will refer the application to the Registration Committee for consideration. The applicant will be notified of the referral in writing and will have 30 days to submit any additional information to the Registration Committee.

Applicants who have not graduated from an approved Respiratory Therapy program may proceed with their applications by:

- Completing the Prior Learning Assessment (PLA): Applicants able to demonstrate through a prior learning assessment that they have the knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved Respiratory Therapy program will be eligible to register with the College in the Graduate Class, and will be deemed eligible to write the approved entry to practice examination. Note: the PLA process is currently on hold – for more details see section 8 a).
- Requesting a Program Review: If the Registration Committee is of the view that the individual Respiratory Therapy Program, during a specific time frame, is equivalent to an approved Respiratory Therapy program then it will make a recommendation to Council for equivalent program status. Once the program is considered by Council to be equivalent (at the time of completion), graduates of the program (same graduation year) will be eligible to register with the College in the Graduate Class, and will be deemed eligible to write the approved entry to practice examination. If the Registration Committee is not able to determine that the educational program is equivalent to an approved Canadian respiratory program, the applicant will not be eligible for registration with the College. However, they may be referred to undergo the Prior Learning Assessment process (see above) or advised to enrol in one of the approved Canadian Respiratory Therapy programs.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Comprehensive application guides have been developed and are now posted on the CRTO website. The application form includes a checklist listing the required documentation. This information can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

- Evidence of successful completion of education program:
 - Applicants educated in Canada must ensure that official transcripts from the educational program are sent directly to the College from the Registrar's / transcript office.
 - Applicants who have obtained their education in respiratory therapy (or a related field) outside of Canada must have their academic qualifications verified by World Education Services (WES).

Applicants requesting that the Registration Committee review a respiratory therapy program offered outside of Canada for equivalency status will be asked to provide the following documents (if applicable):

- transcripts / mark sheets / grade lists (as evaluated by WES);
- a description of the program;
- date program began;

- list of affiliations with other organizations (e.g., clinical sites, hospitals and other educational institutions);
- program admission criteria;
- program curriculum (didactic and clinical components);
- detailed course outlines that include how students are evaluated;
- information on the clinical rotations of the program including location and number of hours/weeks;
- faculty lists and credentials; and
- accreditation status if any (for example, Commission on Accreditation of Allied Health Education Programs CAAHEP accreditation status for US Respiratory Therapy programs)

Where possible, original documentation should be sent directly from the institution to the CRTO. Where this is not possible, the CRTO will accept notarized copies of the documentation. If the applicant's institution sends documents that are not in English or French, copies of the documents will be sent to the applicant for translation and certification.

Evidence of successful completion of the approved examination, if applicable (applicants for a General Certificate of Registration): Applicants must include a confirmation of their CBRC exam completion.

Evidence of Canadian citizenship, permanent residency status or an authorization under the Immigration and Refugee Protection Act (Canada) to engage in the practice of Respiratory Therapy: a photocopy of the document is acceptable.

Proof of language proficiency, if applicable: If the applicant's first language is neither English nor French and his or her Respiratory Therapy (or related) training was not in English or French, the applicant will need to submit documentation demonstrating fluency in English or in French (see sections 1 and 8). A copy of the score report must be submitted with the initial application for registration.

Employment history, if applicable: Applicants, who have been practising as a Respiratory Therapists or in a related field, are required to provide a detailed employment history, including names and addresses of employers, dates of employment and a list of job titles and duties performed.

Registration Data Verification form, if applicable: If an applicant has been registered as a Respiratory Therapist in another jurisdiction, or in any other health profession, applicants will be required to complete the registration verification form. Applicants complete section A of the form, and forward it to the regulatory/licensing body to complete section B. It is then forwarded directly from the host regulator to the CRTO.

Evidence of (minimum) 720 hours of active practice, for applicants applying from Canadian unregulated jurisdictions under the Mutual Recognition Agreement (MRA). A letter from the applicant's place of employment confirming that they have practiced at least 720 hours over the past four years. (Note: Applicants from Canadian regulated jurisdictions are now covered by the provisions of Ontario labour mobility legislation. The MRA covers only applicants from unregulated jurisdictions and is under review).

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

The Evidence of Successful Completion of Education Program policy has been developed and is now posted on the CRTO website. The policy states that in exceptional circumstances, where it is not possible for the applicant to obtain the required documentation, the Registrar may refer the applicant to the College's Prior Learning Assessment upon receipt of a signed affidavit. Information contained in the policy can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

i) how applicants can contact your organization

Applicants may contact the College by mail, telephone, email or in person. This information is available on our website, via College phone greetings, the application form and guides. If requested, the Registration Coordinator will meet with applicants to discuss the College's application / registration processes. Information related to staff contact information is available on the CRTO website.

j) how, why and how often your organization initiates communication with applicants about their applications

The application guides outline the expected application timelines and process. This information is posted on the CRTO website; it can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

The CRTO communicates with applicants throughout the registration process. Post application, the CRTO will alert an applicant if documents are missing. Once approved for the PLA process, the applicant is in communication with the PLA Coordinator who reports to the CRTO until the PLA is completed or concluded. Throughout the application process staff are available to answer questions. The nature and frequency of communication is applicant specific and depends on how often an individual contacts the CRTO while moving forward through the registration process. CRTO staff communicate with the applicants by phone, email or mail.

k) the process for dealing with documents provided in languages other than English or French

The applicant is responsible for having documents that are in a language other than French or English translated. This information is available on our website (application guides, policy). It can also be obtained in print by contacting the College or arranging a personal meeting.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

Canadian Board for Respiratory Care (CBRC): Administers entry to practice exam
Michener Institute for Applied Health Sciences: Coordination of the Prior Learning Assessment (PLA) Process (currently on hold); Bridging Program (currently on hold)
Algonquin College: Coordination of the Prior Learning Assessment (PLA) (currently on hold)
Council on Accreditation for Respiratory Therapy Education (CoARTE): Accredits Canadian respiratory

therapy programs

National Alliance of Respiratory Therapy Regulatory Bodies: The National Alliance of Respiratory Regulatory Bodies (National Alliance) is a consortium of the respiratory therapy regulatory bodies across Canada whose purpose it is to:

- Provide a structured liaison between regulatory bodies in the public interest;
- Encourage the exchange of information on professional regulation and respiratory therapy and provide support in areas of common interest;
- Consider mechanisms to develop, promote and evaluate national standards;
- Collect and exchange statistical data;
- Encourage uniformity in regulatory policies and standards;
- Facilitate inter-provincial or territorial mobility, and
- Collect information on professional regulation outside Canada and to establish international liaisons where appropriate.

Currently, the members of the National Alliance are the jurisdictions in which respiratory therapy is regulated; Alberta, Manitoba, New Brunswick, Nova Scotia, Ontario, Quebec and Saskatchewan and the national association, the Canadian Society of Respiratory Therapists, representing the unregulated jurisdictions. Currently, the National Alliance is involved in a Foreign Credential Recognition project through a HRSDC-funded Foreign Credential Recognition (FCR) Program . The Alliance is currently reviewing the National Competency Profile; the list of entry-to-practice competencies on which the RT curricula and examination are based.

World Education Services (WES): applicants who obtained their education in respiratory therapy (or a related field) outside of Canada will be required to have their academic qualifications verified by WES

Information regarding the various roles of above organizations is provided in Application Guides and registration factsheet and is available on our website. It can also be obtained in print by contacting the College or arranging a personal meeting. Links to the organizations' websites are available on the CRTO website.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

The application guides outline the expected application timelines, deadlines and process. This information is posted on the CRTO website; it can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis.

- Graduate Certificate are issued for 18 months (Registration Regulation, application guides, fact sheets)
- Currency requirement: Applications must be submitted to the CRTO within two years of graduation unless the applicant has been practising as a Respiratory Therapists in the two years immediately preceding the application (Registration Regulation, application guides, fact sheets)
- Applicants have 18 months to complete the PLA (PLA Policy, application guides,). The 18 month completion deadline may be extended by the Registration Committee.
- An application file is kept open for up to 18 months (application guides). If there has been no activity after this time the applicant will be notified that unless the College hears from them, the file will be closed.

n) the amount of time that the registration process usually takes

The application guides outline the expected application timelines, deadlines and process. This information is posted on the CRTO website; it can also be obtained in print by contacting the College or arranging a personal meeting. Staff monitors and reviews the information for currency and accuracy on regular basis. The amount of time it takes for an applicant to become registered will depend on a number of factors. For example, whether the registration requirements are met upon application; whether the program the applicant completed is recognized or has to be assessed for equivalency; whether the applicant is referred to a Prior Learning Assessment (PLA) process; whether the applicants submits all of the required documents at the time of initial application.

Canadian educated graduates

For Canadian graduates, or those registering under the labour mobility legislation provisions or the Mutual Recognition Agreement (MRA), an application takes two to four weeks to process. Once the application is received, staff review the applicant's file to ensure it has all the required documents. The documents include those submitted by the applicant and those sent directly to the College by the educational institution, or other organizations such as provincial regulators. If the file is incomplete, the College communicates with the applicant, regarding outstanding documents. This is usually done by email or phone.

Once the file is complete, College staff will review the file to ensure that all requirements for registration are met. When all of the registration requirements have been met, the Registrar will approve the application for registration. Once 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 (see section 2). The Registrar will issue a certificate of registration following receipt of the registration fee.

Non-Canadian trained graduates

Applicants educated outside of Canada, are offered the following two options (once their application is complete, i.e., all required documents are on file):

1. a referral to the Prior Learning Assessment Process (currently on hold); or, if the program completed is in Respiratory Therapy
2. referral to the Registration Committee for an assessment of the program for equivalency.

The reasons for the referral are outlined to the applicant in writing. An equivalency review may take up to six months. The review consists of an internal review by Staff, Registration Committee review, Council approval (if successful). Applicants going through the College's Prior Learning Assessment Process have 18 months to complete the assessment. This is somewhat influenced by the education institution conducting the assessment, the assessment schedules and clinical site availability.

It may take up to eight weeks for the Registration Committee to review an application for registration and to issue Order and Reasons. Decisions made by the Registration Committee are sent to the applicant two to four weeks following the review.

Applicants are granted an 18-month Graduate (temporary) certificate of registration when they complete the educational component. After passing the CBRC examination the member receives a General Certificate of Registration (changes from Graduate to General class are processed within one to two weeks following receipt of the exam results from the member).

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Information about fees associated with registration is available on the College website (application guides,

Forms, By-laws). It can also be obtained in print by contacting the College or arranging a personal meeting.

p) accommodation of applicants with special needs, such as visual impairment

Accommodation of applicants with special needs is considered on a case-by-case basis. The College is currently participating on the Federation of Health Regulatory Colleges' Accessibility for Ontarians with Disabilities Act working group to discuss the proposed standards, the role of the regulator and opportunities for common guidelines.

The CBRC has policies regarding the provision of specific accommodations for applicants with special needs writing the examination and this information is provided on the CBRC website.

It should be noted that respiratory therapy can be a physically demanding profession. Applicants to RT programs with severe disabilities are likely to be referred to other health profession education programs.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

- Evidence of Successful Completion of Education Program Policy was approved by Council. All applicants who obtained their education in respiratory therapy (or a related field) outside of Canada are now required to have their academic qualifications verified by World Education Services (WES). This information is now posted on the CRTO website.
- Prior Learning Assessment Process was put on hold. The College has embarked, with the Michener Institute and additional partners, on a Gaps Analysis Project (GAP) funded by the Ministry of Citizenship and Immigration. The GAP is designed to identify the learning needs of IERTs/IEHPs seeking registration as RTs in Ontario, determine eligibility criteria for entry into a PLA and/or bridging program, and obtain data which will provide the framework of a program which can be given in a fair, feasible, efficient and accessible manner.

Given that, as a result of the GAP data, the existing PLA/bridging program will soon be redesigned to better meet the needs of applicants, the Council of the CRTO has made the decision to:

- Put on hold any new referrals to the PLA process until the Gap Analysis is completed and a new PLA/bridging program developed.
- Recommend the current bridging program be put on hold for one year, or until the Gap Analysis project is completed.

This information is posted on the CRTO website. For more information see section 8 a).

- Ontario labour mobility legislation - All Canadian Respiratory Therapy regulatory bodies had a Mutual Recognition Agreement (MRA) in place to facilitate mobility of respiratory therapists from one Canadian jurisdiction to another. Under the MRA, applicants were exempt from the educational and examination requirements if they met certain requirements such as minimum practice hours. Because of amendments to the Agreement on Internal Trade (AIT) and the introduction of new labour mobility legislation in Ontario, the MRA will not longer be in effect. The new Ontario labour mobility legislation will cover applicants from regulated jurisdictions and the National Alliance of Respiratory Therapy

Regulatory Bodies will be negotiating a new MRA between the unregulated jurisdictions. In the interim, applicants from non-regulated jurisdictions will be subject to the old MRA provisions. This information is posted on the CRTO website.

- New application form and guide(s) have been developed and are now posted on the CRTO website.

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Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

The application and registration fees are set in the CRTO By-law (article 32). The fees, which are the same for all applicants, were initially approved in 1994 (Regulation); the amounts have not changed since then.

Application fee (non-refundable): \$75

Registration fee*: \$500

*The CRTO registration year runs from March 1 to the end of February. For applicants who have never been registered with the College, registration fees are prorated on a quarterly basis, as follows: \$500 as of March 1; \$375 as of June 1; \$250 as of September 1; and \$125 as of December 1. Former members returning to the College are required to pay the full registration fee of \$500 regardless of the month in which the application is made.

Prior Learning Assessment (PLA) (currently on hold)

PLA fees are separate from College application and registration fees and are payable to the educational institution conducting the assessment. Applicants are not required to submit all fees at once. The PLA fees have been reviewed and subsequently reduced in 2003 following consultation with educational institution(s).

Stage 1: Interview and Feedback \$100

Stage 2: Didactic Assessment \$250

Stage 3: Clinical Assessment \$200 per day

Canadian Board of Respiratory Care (CBRC)

National Certification Examination \$575

The examination fee is the same for all applicants and payable directly to the Canadian Board of Respiratory Care (CBRC).

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes in the CRTO registration practices relevant to this section occurred during the reporting year.

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

One (1) to three (3) weeks from the day the application has been received, staff reviews the applicant's file to ensure it has all the required documents. The documents include those submitted by the applicant and those sent directly to the College by the educational institution. If the file is incomplete, the College communicates with the applicant, regarding outstanding documents. This is usually done by email.

Once the file is complete, College staff will review the file (within one (1) to four (4) weeks) to ensure that all requirements for registration are met. When all of the registration requirements have been met, the Registrar will approve the application for registration. Once 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 (see section 2). The Registrar will issue a certificate of registration following receipt of the registration fee.

If the registration / application criteria are not met, the College sends a letter from the Registrar to the applicant referring the application either to the Prior Learning Assessment / Equivalency Review process, OR, a Panel of the Registration Committee. The letter explains reasons for the referral.

It may take up to eight (8) weeks for the Registration Committee to review an application for registration and issue Order and Reasons. Decisions made by the Registration Committee are sent to the applicant two (2) to four (4) weeks following the review.

An equivalency Review may take up to six (6) months. The review consists of internal review by Staff, Registration Committee review, Council approval (if successful).

Applicants going through the College's Prior Learning Assessment Process (currently on hold) have 18 months to complete the assessment. This is often influenced by the education institution conducting the assessment, the assessment schedules and clinical site availability.

Applicants are granted an 18-month Graduate (temporary) certificate of registration when they complete the educational component. After passing the CBRC examination the member receives a General Certificate of Registration (changes from Graduate to General class are processed within one to two weeks following receipt of the exam results from the member).

b) What are your timelines for responding to applicants in writing?

One (1) to four (4) weeks, depending on the nature of the correspondence.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

A copy of the Registration Committee's Panel's Order and Reasons will be provided to the applicant within two to four weeks following the review.

d) Explain how your organization ensures that it adheres to these timelines.

- Internal review of the College's registration practices.
- Twice a year staff reviews all application files.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes in the CRTO registration practices relevant to this section occurred during the reporting year.

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Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

Applicants may contact the College to request personal information from their file at no cost.

b) Explain why access to applicants' own records would be limited or refused.

Under certain circumstances, the College will not provide the information or part of the information. These circumstances are in keeping with the College's privacy policy where the College has taken steps to protect information where other individuals are involved or where the information is subject to another Act or court order.

c) State how and when you give applicants estimates of the fees for making records available.

Applicants may contact the College to request personal information from their file at no cost.

d) List the fees for making records available.

Not applicable. Applicants may contact the College to request personal information from their file at no cost.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

Not applicable. Applicants may contact the College to request personal information from their file at no cost.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes in the CRTO registration practices relevant to this section occurred during the reporting year.

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Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

- Registration Application Guide(s) – detailed explanation of the application / registration process
- Application Checklist – list of required documentation
- Exam Fact Sheet – detailed explanation of the exam process
- National Competency Profile – list of competencies considered essential for entering the practice of respiratory therapy in Ontario. The National Competency Profile was developed by the National Alliance of Respiratory Regulatory Bodies and is the document used for curriculum development within RT programs and for all other educational/teaching/assessment purposes.
- RT video – general overview of respiratory therapy in Ontario.
- Hospital tours - developed to assist PLA applicants in determining and/or confirming the suitability of a career in respiratory therapy in Ontario by exposing them to a variety of duties and responsibilities that a respiratory therapist performs.
- PLA Self Assessment Form – developed to assist PLA applicants in determining their readiness to progress to Stage 2 of the PLA process, the Didactic Assessment and to identify any areas of weakness in their knowledge or skill when compared to the CRTO entry to practice competencies.
- Links to a number of relevant websites: e.g., Orientation to the Canadian Health Care System, Culture and Context, HealthForceOntario, Office of the Fairness Commissioner etc.

b) Describe how your organization provides information to applicants about these resources.

The resources are available on our website. This information can also be obtained in print by contacting the College or arranging a personal meeting. Hospital tours and the PLA Self Assessment form are available to applicants referred to PLA.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

New application form and guide(s) have been developed and are now posted on the CRTO website.

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Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

Although the Regulated Health Professions Act does not refer to it as an internal “review” or “appeal” process, there is a Registration Committee referral process in cases where the Registrar has doubts about whether an applicant meets the registration requirements, is of the opinion that terms, conditions and limitations should be imposed, or proposes to refuse the application. In such cases 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.

The Registration Committee meets face-to-face (on average) once every two months. However, if required, a teleconference meeting of the Committee or a panel may be scheduled between regular Committee meetings. A copy of the Panel’s Order and Reasons will be provided to the applicant within two (2) to four (4) weeks. If the applicant is not satisfied with the decision he / she may appeal (externally) 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 and the HPARB Fact Sheet. The applicants have 30 days to submit their appeal to HPARB.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

Not applicable. Please see a) above.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

Not applicable. Please see a) above.

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

We do not have an internal or appeal process as such, see a) above, but applicants are advised they have 30 days to make submissions if the Registrar refers the matter to the Registration Committee under 15(2) of the Code.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Applicants are usually informed about 30 day period to make submissions in writing.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

Not applicable. Please see a) above.

e) Describe your internal review or appeal process.

We do not have an internal or appeal process as such. See a) above regarding referral by the Registrar to a panel of the Registration Committee.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

Committee Members: 8
Profession Members: 6
Public members (appointed by the government): 2
Internationally Trained Profession Members: 0

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes in the CRTO registration practices relevant to this section occurred during the reporting year.

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

A copy of the Registration Committee Panel's Order and Reasons will be provided to the applicant. If the applicant is not satisfied with the decision he / she 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 by the Registrar in writing of the right to appeal and will be provided with HPARB's contact information and HPARB Fact Sheet.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes in the CRTO registration practices relevant to this section occurred during the reporting year.

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Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

The College's Registration Regulation sets a clear list of the requirements for registration in Ontario. All applicants are required to meet the same entry to practice requirements. In order to obtain a Certificate of Registration with the College an applicant for registration is required to meet the following registration requirements:

Education requirement (non-exemptible)

An applicant for registration with the College must:

- Have graduated from a (Canadian) program in Respiratory Therapy that has been approved by Council of the College; OR
- Have graduated from a program in Respiratory Therapy offered outside Canada that, at the time of completion, was considered by the Council of the College to be equivalent, to an approved program;

OR

- Have demonstrated through a prior learning assessment (PLA) that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved program.

Notes:

In order 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.

Knowledge, skills and judgement, or competencies, for entry into the profession are outlined in a National Competency Profile. This document, developed by the National Alliance of Respiratory Regulatory Bodies, is the basis in Canada for curriculum development within RT programs, accreditation, examination all other educational /teaching /assessment purposes. The document defines the competencies and performance expectations that respiratory therapy students are expected to be able to demonstrate upon graduation. A copy of the NCP is available on the College website.

The PLA process is currently on hold. For over 10 years the CRTO has offered a Prior Learning Assessment Program as a mechanism for internationally educated Respiratory Therapists and other health care professionals (IERTs/IEHPs) to demonstrate whether or not they possess the knowledge, skills and abilities required to enter the RT profession in Ontario. The PLA is designed to measure applicants' qualifications, education and experience against the competencies required for entry into the profession. The program is currently offered in association with the Michener Institute for Applied Health Sciences in Toronto and Algonquin College in Ottawa.

While some candidates have successfully completed the PLA process, there has been a low success rate, particularly at Stage 2 (the theoretical assessment) of the process. Therefore, the Michener Institute piloted a bridging program in 2008-2009 to address candidates' educational needs. The results of the pilot bridging program have been disappointing and the CRTO and the Michener Institute recognize that both the bridging program, and the PLA in general, could benefit from some changes.

For this reason the College has embarked, with the Michener Institute and additional partners, on a Gaps Analysis Project (GAP) funded by the Ministry of Citizenship and Immigration. The GAP is designed to identify the learning needs of IERTs/IEHPs seeking registration as RTs in Ontario, determine eligibility criteria for entry into a PLA and/or bridging program, and obtain data which will provide the framework of a program which can be given in a fair, feasible, efficient and accessible manner.

Given that, as a result of the GAP data, the existing PLA/bridging program will soon be redesigned to better meet the needs of applicants, the Council of the CRTO has made the decision to:

- Put on hold any new referrals to the PLA process until the Gap Analysis is completed and a new PLA/bridging program developed.
- Recommend the current bridging program be put on hold for one year, or until the Gap Analysis project is completed.

It should be noted that any applicants currently referred to and participating in the PLA process will be allowed

to continue. However, these candidates will be given the option of pausing until the Gap Analysis project is completed. Also, the IERTs may still apply to have their educational program assessed for equivalency under 54(2)(b) of the Registration regulation and an option exists for any internationally educated individual to apply for enrolment in a full-time Canadian respiratory therapy program.

The CRTO is committed to designing and offering, with its partners, a process which will assist internationally educated health care professionals to enter the respiratory therapy profession in Ontario. We believe that putting the current program on hold until such time as adjustments to the program can be made will benefit applicants, employers and the patients they serve (the above information is posted on the CRTO website). Applicants unsuccessful in the PLA process will not be able to register with the College. Unsuccessful candidates may consider enrolling in one of the approved Respiratory Therapy programs.

The College is proposing a change to its Registration Regulation in order to ensure a competency-based approach. Accordingly the program equivalency provision would be removed and as a result of changes to the PLA process, the PLA provisions would be removed. In their place a mechanism is proposed that will permit the CRTO to register individuals who:

- have completed a program outside Canada in respiratory therapy or a closely related field (acceptable programs will be determined by the Registration Committee and laid out in policy, for example, anaesthesia),
- along with additional education (for example, a bridging program); and
- demonstrate through an assessment process accepted by the by the Registration Committee , that they have the knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved Canadian program.

Examination requirement (non-exemptible)

An applicant for a General Certificate of Registration must have successfully completed the examinations approved by the Council of the College; at this time the College accepts the Canadian Board of Respiratory Care (CBRC) National Certification Examination.

Prior to completing the approved examination, an applicant may be granted a Graduate Certificate of Registration. This is a temporary certificate of registration – issued for 18 months. It allows the Graduate Member to perform the functions of a Respiratory Therapist under the supervision of a fully-qualified RT or another regulated health professional.

Eligibility to work in Canada (exemptible)

The 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.

Currency requirement (exemptible)

An applicant for a Graduate Certificate of Registration must have met the education requirement 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.

Good Conduct (exemptible)

A person applying for registration must not have been found guilty of:

- a criminal offence in Canada or in any jurisdiction outside Canada;
- an offence related to prescribing, compounding, dispensing, selling or administering drugs;
- an offence that occurred while practicing health care;
- an offence in which the applicant was impaired or intoxicated; or
- any other offence relevant to the applicant's suitability to practice the profession.

The applicant must also satisfy the College that he or she has not been found guilty of professional misconduct, incompetence, incapacity or other similar conduct in another profession or in another jurisdiction in Respiratory Therapy.

Language proficiency (exemptible)

If the applicant's first language is neither English nor French and his or her Respiratory Therapy (or related) training was not in English or French, the applicant will need to submit documentation demonstrating fluency in English or in French.

The College of Respiratory Therapists of Ontario will accept one of the tests scores listed below as proof of language proficiency.

CanTEST: Reading: 4 Writing: 4 Listening: 4 Speaking: 4.5

International English Language Testing System (IELTS): Overall band score: 7

Michener English Language Assessment (MELA): Reading: 8 Writing: 8 Listening: 9 Speaking: 9

Michigan English Language Assessment Battery (MELAB): Total score at least 85, plus an oral rating of at least 3

Test of English as Foreign Language TOEFL – Internet based: Total: 92 Reading: 21 Writing: 21 Listening: 21 Speaking: 24

TOEFL – Paper based: 580 plus Test of Spoken English (TSE) 50

TOEFL – Computer based: 237 plus Test of Spoken English (TSE) 50

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

Knowledge, skills and judgement, or competencies, for entry into the profession are outlined in a National Competency Profile. This document, developed by the National Alliance of Respiratory Regulatory Bodies, is the basis in Canada for curriculum development within RT programs, accreditation, examination all other educational /teaching /assessment purposes. This includes assessment of internationally educate applicants and assessment of educational programs outside of Canada. The document defines the competencies and performance expectations that respiratory therapy students are expected to be able to demonstrate upon graduation. A copy of the NCP is available on the College website.

If the education program was specific to Respiratory Therapy the applicant may choose to request that the College review the program in order to determine whether the program is equivalent to an approved Canadian Respiratory Therapy Program. In order for an applicant to be considered as having successfully completed a Respiratory Therapy program that, at the time of completion, was considered by the Council to be equivalent to an approved program, the applicant must provide sufficient evidence that the entry to practice competencies were being effectively taught and evaluated by the program. This includes, for example, ensuring that: the classroom and clinical components enable students to attain all the required competencies; students have exposure to a variety of practice locations; training is provided by expert clinical and didactic instructors; thorough and effective evaluation of students takes place in all didactic and clinical settings using appropriate techniques; there is a program quality management/evaluation system in place. Where possible original documentation should be sent directly from the institution to the CRTO. Where this is not possible, the CRTO will accept notarized copies of the documentation. Documents required for assessment of equivalency

may include the following:

- transcripts / mark sheets / grade lists (as evaluated by WES);
- a description of the program;
- date program began;
- list of affiliations with other organizations (e.g., clinical sites, hospitals and other educational institutions);
- program admission criteria;
- program curriculum (didactic and clinical components);
- detailed course outlines that include how students are evaluated;
- information on the clinical rotations of the program including location and number of hours/weeks;
- faculty lists and credentials; and
- accreditation status if any (for example, Commission on Accreditation of Allied Health Education Programs CAAHEP accreditation status for US Respiratory Therapy programs).

A program review checklist has been developed in order to assist the Registration Committee in conducting program reviews. If the Registration Committee is of the view that the individual Respiratory Therapy Program, during a specific time frame, is equivalent then it will make a recommendation to Council for approved program status. This process may take up to 6 months.

Once the program is considered by Council to be equivalent (at the time of completion), graduates of the program (same graduation year) will be eligible to register with the College in the Graduate Class, and will be deemed eligible to write the approved entry to practice examination.

The College is proposing a change to its Registration Regulation in order to ensure a competency-based approach. Accordingly the program equivalency provision would be removed and as a result of changes to the PLA process, the PLA provisions would be removed. In their place a mechanism is proposed that will permit the CRTO to register individuals who:

- have completed a program outside Canada in respiratory therapy or a closely related field (acceptable programs will be determined by the Registration Committee and laid out in policy, for example, anaesthesia),
- along with additional education (for example, a bridging program); and
- demonstrate through an assessment process accepted by the by the Registration Committee , that they have the knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved Canadian program.

c) Explain how work experience in the profession is assessed.

There is no requirement for Ontario/Canada work experience. However, an applicant for registration must have met the education requirement within the two years immediately preceding the application or, within that two-year period have been practising as an RT. In addition, an applicant from an unregulated jurisdiction registering under the Mutual Recognition Agreement must currently demonstrate that they have worked for 720 hours in the host jurisdiction.

All applicants are asked to provide a detailed employment history at the time of application. The Ministry of Health and Long Term Care Health Professions Database project requires that the College collect employment history information.

Although the CRTO does not require Ontario work experience to be registered, all CRTO-approved RT education programs include a lengthy clinical internship (range of 8 – 12 months) in their final academic year of study.

For applicants undertaking the College's Prior Learning Assessment, applicants are asked to complete a Self Assessment Form. The purpose of the form is to assist the applicant in identifying the experience he/she have had in practising respiratory therapy and the degree to which there is overlap in the theoretical and clinical entry to practice competencies and their experience. In addition, the PLA process includes an Interview and Feedback stage with the PLA coordinator as a further assessment of prior healthcare experience.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

Education records submitted must come directly from the educational institution. With respect to program equivalency, the program being assessed is the one that the applicant completed; not a current program. Therefore, it is possible the current and accurate documents are not available. In such cases the applicant may be referred to the PLA process.

The College requires that WES perform a credential assessment in order to ensure authenticity and validity of academic documents, credentials and programs. WES uses a sophisticated database to store all information about educational institutions, and previous assessment decisions. WES staff, including dedicated researchers, is continuously updating information on changes to education systems around the world.

The CRTO's program review checklist used to determine equivalency of RT programs is based on the National Competency Profile (see b) above) and outlines consistent criteria that must be met in order for a program to be approved. The National Alliance of Respiratory Therapy Regulatory Bodies has a formal NCP review process.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

All previous decisions are kept on file. A database of programs reviewed has been developed to ensure consistency when assessing Respiratory Therapy programs. In addition, the National Alliance of Respiratory Therapy Regulatory Bodies has received funding and has retained a consultant to assist with the development of a National database for these decisions.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The institutions' accreditation status if any (for example, Commission on Accreditation of Allied Health

Education Programs CAAHEP accreditation status for US Respiratory Therapy programs) may be considered during the program equivalency review.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

To date the CRTO has not had any requests for accommodation in this area and would need to decide on a case by case basis depending on the circumstance. We are aware that the examining body, the CBRC, does have a process for requesting accommodation for candidates with special needs. (See section 1.p)

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

On average it may take two (2) to four (4) weeks to complete the registration process where there is no additional assessment required and all documentation is complete. One (1) to three (3) weeks from the day the application has been received, staff review the applicant's file to ensure it has all the required documents. The documents include those submitted by the applicant and those sent directly to the College by the educational institution and other organizations. If the file is incomplete, the College communicates with the applicant, regarding outstanding documents. This is usually done by email.

Once the file is complete, College staff will review the file (within one (1) to four (4) weeks) to ensure that all requirements for registration are met. If the applicant meets the registration requirements, the Registrar registers the applicant (issues a certificate of registration). College staff process the registration fee and send out a registration package (letter from the Registrar, Certificate of Registration, receipt, member manual).

i. State whether the average time differs for internationally trained individuals.

The average time required to complete the registration process differs for internationally trained applicants.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

The average time required to complete the registration process is greater for internationally trained applicants. Internationally trained applicants undergo one of the following registration processes which do not apply to graduates of approved Canadian Respiratory Therapy programs or Respiratory Therapists registered with other Canadian jurisdictions applying under labour mobility legislation:

- Prior Learning Assessment (applicants have 18 months to complete the process).
- Program equivalency review (may take up to six (6) months).

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

Not applicable. The College does not conduct credential assessments. There are no requirements for a specific degree / diploma in our Registration Regulation.

ii. Describe the criteria that are applied to determine equivalency.

Not applicable. The College does not conduct credential assessments.

iii. Explain how work experience is taken into account.

Not applicable. The College does not conduct credential assessments.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

At present, there are two educational institutions approved by the CRTO to conduct competency assessments (Prior Learning Assessments) - The Michener Institute for Applied Health Sciences in Toronto and Algonquin College in Ottawa. See section 9 d).

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

See section 9 d).

iii. Explain how work experience is used in the assessment of competency.

See section 9 d).

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The College's Prior Learning Assessment is a competency assessment (At present, there are two educational institutions approved by the CRTO to conduct competency assessments (Prior Learning Assessments) - The Michener Institute for Applied Health Sciences in Toronto and Algonquin College in Ottawa. See section 9 d). The PLA process is currently on hold pending the outcome of the College's Gaps Analysis Project.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

See section 9 d).

iii. Explain how work experience is used in the assessment of prior learning.

See section 9 d).

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The College does not administer examinations.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The College does not administer examinations.

iii. State how often exam questions are updated and the process for doing so.

The College does not administer examinations.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

- Evidence of Successful Completion of Education Program Policy was approved by Council. All applicants who obtained their education in respiratory therapy (or a related field) outside of Canada are now required to have their academic qualifications verified by World Education Services (WES).
- Prior Learning Assessment Process was put on hold. The College has embarked, with the Michener Institute and additional partners, on a Gaps Analysis Project (GAP) funded by the Ministry of Citizenship and Immigration. The GAP is designed to identify the learning needs of IERTs/IEHPs seeking registration as RTs in Ontario, determine eligibility criteria for entry into a PLA and/or bridging program, and obtain data which will provide the framework of a program which can be given in a fair, feasible, efficient and accessible manner.

Given that, as a result of the GAP data, the existing PLA/bridging program will soon be redesigned to better meet the needs of applicants, the Council of the CRTO has made the decision to:

- Put on hold any new referrals to the PLA process until the Gap Analysis is completed and a new PLA/bridging program developed.
- Recommend the current bridging program be put on hold for one year, or until the Gap Analysis project is completed.

For more information see section 8 a).

- Ontario labour mobility legislation - All Canadian Respiratory Therapy regulatory bodies had a Mutual Recognition Agreement (MRA) in place to facilitate mobility of respiratory therapists from one Canadian jurisdiction to another. Under the MRA, applicants were exempt from the educational and examination requirements if they met certain requirements such as minimum practice hours. Because of amendments to the Agreement on Internal Trade (AIT) and the introduction of new labour mobility legislation in Ontario, the MRA will not longer be in effect. The new Ontario labour mobility legislation will cover applicants from regulated jurisdictions and the National Alliance of Respiratory Therapy Regulatory Bodies will be negotiating a new MRA between the unregulated jurisdictions. In the interim, applicants from non-regulated jurisdictions will be subject to the old MRA provisions.
- The College is proposing a change to its Registration Regulation in order to ensure a competency-based approach. Accordingly the program equivalency provision would be removed and as a result of changes to the PLA process, the PLA provisions would be removed. In their place a mechanism is proposed that will permit the CRTO to register individuals who:
 - have completed a program outside Canada in respiratory therapy or a closely related field (acceptable programs will be determined by the Registration Committee and laid out in policy, for example, anaesthesia),
 - along with additional education (for example, a bridging program); and
 - demonstrate through an assessment process accepted by the by the Registration Committee , that they have the knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved Canadian program.

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Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

Council on Accreditation for Respiratory Therapy Education (CoARTE): In order to obtain “approved program” status, a Canadian Respiratory Therapy education program must obtain and maintain satisfactory accreditation status with CoARTE. The criteria applied by CoARTE are viewed by the Council as relevant to the approval of respiratory therapy education programs.

Canadian Board of Respiratory Care (CBRC): Administers the entry-to-practice exam. The entry to practice exam is a non-exemptible registration requirement. In order to be deemed eligible to write the exam, the exam

candidate must first meet the College's requirements.

Michener Institute for Allied Health Sciences: coordinates the Prior Learning Assessment process (signed Memorandum of Understanding). A bridging program has been developed but is currently on hold. The Michener also offers its own language assessment (MELA) and Preparation for Practice in Canadian Healthcare courses to assist internationally educated health professionals.

Algonquin College: coordinates the Prior Learning Assessment process (signed Memorandum of Understanding). Algonquin also offers the Algonquin Connecting Expertise of Internationally Trained (ACEIT) bridging program.

National Alliance of Respiratory Therapy Regulatory Bodies (Alliance): Developed a National Competency Profile in 2003 which is now under review. The Alliance also did a study of issues related to the entry of internationally educated practitioners through a Foreign Credential Recognition program funded by Human Resources and Social Development Canada.

World Education Services (WES) Canada: provides credential assessments and authentication services for the College.

The College of Respiratory Therapists of Ontario will accept one of the following tests scores as proof of language proficiency:

- CanTEST
- International English Language Testing System (IELTS)
- Michener English Language Assessment (MELA)
- Michigan English Language Assessment Battery (MELAB)
- Test of English as Foreign Language TOEFL – Internet based
- TOEFL – Paper based
- TOEFL – Computer based

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

Canadian Board of Respiratory Care (CBRC): Signed agreement includes administration of the examination, security measures, provision of information to exam candidates, and fairness requirements. The CBRC has a candidate guide and provides information on the examination process on its website (e.g. exam application manual).

Michener Institute for Allied Health Sciences: signed memorandum of understanding, includes assessment process, timelines and fees. Information regarding the CRTO Prior Learning Assessment process is available on the Michener website.

Algonquin College signed memorandum of understanding, includes assessment process, timelines and fees.

World Education Services (WES) signed memorandum of understanding, includes fairness requirements. WES acknowledges that the CRTO is required by subsection 24(2) of the Health Professions Procedural Code to take reasonable measures to ensure that WES makes its assessments in a way that is transparent, objective, impartial and fair. In addition the agreement stipulates that WES follows the quality assurance guidelines of the Alliance of Credential Evaluation Services of Canada.

ii. utilizes current and accurate information about qualifications from outside Canada

This section applies to WES only. WES uses a sophisticated database to store information about educational institutions. WES staff is continuously updating information on changes to education systems around the world.

iii. provides timely decisions, responses and reasons to applicants

The memorandum of understanding stipulates that WES will provide timely decisions and responses to applicants. The average length of time for providing decisions is five to seven days (when all documents are received).

The agreement signed with the CBRC stipulates that exam candidates will receive their results in a timely manner.

iv. provides training to individuals assessing qualifications

This section applies to WES only. WES evaluation staff receive in-house training.

v. provides access to records related to the assessment to applicants

This section applies to WES only. WES privacy policy contains details about access to information; the policy is available on WES website.

vi. accommodates applicants with special needs, such as visual impairment

WES applicants may be accommodated on an individual basis, based on identified needs. This is addressed in the memorandum of understanding.

The agreement signed with the CBRC stipulates that the CBRC will accommodate applicants with special needs.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

The main elements considered by WES are the level, scope and intent of a degree / diploma being assessed; i.e., status of the institution, admission requirements, etc. In addition WES uses a sophisticated database to store information about educational institutions. WES staff is continuously updating information on changes to education systems around the world.

ii. Describe the criteria that are applied to determine equivalency.

Not applicable, WES does not determine program equivalency.

iii. Explain how work experience is taken into account.

Not applicable.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

The Prior Learning Assessment (PLA) process (currently on hold) is a mechanism for applicants who have not graduated from an approved program to demonstrate whether or not they possess the knowledge, skills and abilities required to enter the profession in Ontario. The PLA is based on evaluating an applicant's competency against the current National Competency Profile (NCP) which is a list of entry to practice competencies that are required to be demonstrated in order to practice of Respiratory Therapy in the Ontario and Canada.

The College refers applicants who require PLA to a third party for assessment. At present, there are two educational institutions approved by the CRTO to conduct PLAs - The Michener Institute for Applied Health Sciences in Toronto and Algonquin College in Ottawa.

Applicants have a total of 18 months dating from first contact with the assessment agency to complete the PLA, which consists of three stages.

Stage 1: Interview and Feedback

A PLA Program Coordinator at one of the approved educational institutions will conduct an interview to determine the applicant's qualifications including educational background and experience. The purpose of the Interview & Feedback stage is to ensure that the applicant understands what it means to be a Respiratory Therapist in Ontario and that he/she is prepared to start the process. It is important to note that many internationally educated health care professionals (IEHPs) who apply to the CRTO come from a medical background and not respiratory therapy. If it is determined that an applicant has any weaknesses or deficiencies in a particular area he/she will be provided with suggestions as to how these can be addressed prior to attempting stage 2 of the PLA process. Applicants who do have substantial gaps in knowledge, practical experience or who have been away from clinical practice for an extended period of time are given feedback on their likelihood of success through a frank discussion of the role of the RT in Ontario and their current level of competence.

Stage 2: Didactic Assessment

At this level, the applicant will be required to sit a written multiple-choice test which examines the knowledge elements of the CRTO's entry to practice competencies (National Competency Profile). This test is a comprehensive test that is also used to evaluate the knowledge of RT students. The rationale for this didactic assessment is to ensure that the applicant possesses the required knowledge prior to being permitted to undergo the clinical assessment in stage 3. The applicant has a maximum of two opportunities to pass the Didactic Assessment. Should the applicant be unsuccessful in their first attempt, the results provide insight that assist in informing them of what gaps they have in their knowledge. This process also takes into consideration and acknowledges that on a first attempt applicants may not be familiar with multiple-choice exams. The applicant must pass the Didactic Assessment in order to move to the next stage.

Stage 3: Clinical Assessment

This is the final stage of the PLA. The candidate will be asked to perform as a Respiratory Therapist in a controlled/supervised clinical environment where he/she will be observed and assessed on his/her practical abilities. Applicants will rotate through the various clinical areas that RTs practice in (e.g. intensive care units, emergency departments, operating rooms) and will be objectively assessed by an RT clinical educator or alternate on the identified RT competencies. There is only one opportunity to pass the Clinical Assessment. This opportunity takes place over a period of weeks to months to allow the applicant to become acculturated with the environment.

Note: as previously stated this process is currently on hold pending the results of the College's Gaps Analysis Project.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The methodology follows a valid and reliable process using the National Competency Profile. Knowledge, skills and judgement, or competencies, for entry into the profession are outlined in a National Competency Profile. This document, developed by the National Alliance of Respiratory Regulatory Bodies, is the basis in Canada for curriculum development within RT programs, accreditation, examination all other educational /teaching /assessment purposes. This includes assessment of internationally educated applicants and assessment of educational programs outside of Canada. The document defines the competencies and performance expectations that respiratory therapy students are expected to be able to demonstrate upon graduation. A copy of the NCP is available on the College website.

Following the knowledge assessment, applicants' competencies are evaluated in clinical simulation scenarios and in real-life clinical environments. The applicants are assessed using the same methodology as is used for current third year RT students, therefore, ensuring that the PLA applicants are being assessed fairly through a valid and reliable method. Clinical competencies are evaluated using competency valuation templates.

iii. Explain how work experience is used in the assessment of competency.

Self Assessment form (Stage 1): applicants are asked to indicate knowledge related to respiratory therapy regardless of whether that knowledge was gained through formal-education or program (or work experience). During the interview and feedback stage the applicant is requested to provide explanation of his/her experience as it relates to the practice of respiratory therapy in Ontario. Applicants also have the opportunity to demonstrate their competence based on past experience during Stage Three clinical assessment.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

The College's Prior Learning Assessment is a competency assessment. (See section 9.d)

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

(See section 9.d)

iii. Explain how work experience is used in the assessment of prior learning.

(See section 9.d)

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The exam is hard copy with a scanable answer sheet completed by the candidate. There are two (2) exams: Paper 1 is 100 stand alone questions. Paper 2 is 150 Case Simulation questions.

The content of questions is based on an exam "Blueprint" or matrix provided by the National Alliance of Respiratory therapy Regulatory Bodies.

Candidates are given points for correct answers. No points are deducted for incorrect answers. Candidates are given a score based on the sum of both papers (a percent of questions correct out of 250).

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The candidate completes a scanable answer sheet. This sheet is scanned and statistical data is produced which is forwarded to the CBRC contracted Psychometric Consultant for review. The Psychometric Consultant prepares a preliminary set of question statistics. The CBRC Examination Development and Review Committee reviews the statistics on each question to ensure that they meet acceptable psychometric standards. The questions are also reviewed for current practice, ambiguity, translation, print quality and spelling/typing errors.

Should a question not meet any of the above criteria (Item ii), it would be removed from the scoring and the results re-tabulated. The question is then marked for editing, re-categorization or deletion from the question bank.

iii. State how often exam questions are updated and the process for doing so.

Examination Bank questions are reviewed and if needed, updated on an annual basis. Should a question be changed then it is “piloted” as a new question. Pilot questions may be tested in two ways; they can be included on an examination to gather statistical data but are not included in the scoring process, or, they are run as an independent paper with volunteers who have successfully completed the examinations within the last two years.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

- Evidence of Successful Completion of Education Program Policy was approved by Council. All applicants who obtained their education in respiratory therapy (or a related field) outside of Canada are now required to have their academic qualifications verified by World Education Services (WES).
- Prior Learning Assessment Process was put on hold. The College has embarked, with the Michener Institute and additional partners, on a Gaps Analysis Project (GAP) funded by the Ministry of Citizenship and Immigration. The GAP is designed to identify the learning needs of IERTs/IEHPs seeking registration as RTs in Ontario, determine eligibility criteria for entry into a PLA and/or bridging program, and obtain data which will provide the framework of a program which can be given in a fair, feasible, efficient and accessible manner.

Given that, as a result of the GAP data, the existing PLA/bridging program will soon be redesigned to better meet the needs of applicants, the Council of the CRTO has made the decision to:

- Put on hold any new referrals to the PLA process until the Gap Analysis is completed and a new PLA/bridging program developed.
- Recommend the current bridging program be put on hold for one year, or until the Gap Analysis project is completed.

For more information see section 8 a).

- The College is proposing a change to its Registration Regulation in order to ensure a competency-based approach. Accordingly the program equivalency provision would be removed and as a result of changes to the PLA process, the PLA provisions would be removed. In their place a mechanism is proposed that will permit the CRTO to register individuals who:
 - have completed a program outside Canada in respiratory therapy or a closely related field (acceptable programs will be determined by the Registration Committee and laid out in policy, for example, anaesthesia),
 - along with additional education (for example, a bridging program); and
 - demonstrate through an assessment process accepted by the by the Registration Committee , that they have the knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved Canadian program.

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Senior staff, legal counsel and consultants provide guidance, oversight and peer training. The College provides formal orientation and on-going training for members of the Registration Committee in evaluation practices, decision writing, and relevant legislation.

College staff and the Registration Committee received training in document assessment and evaluation from World Education Services (WES). College staff participates on the WES Best Documentation Practice Guide working group.

Sessions on building intercultural competence are provided to College staff and members of the Registration Committee and Council.

Representatives from the College participate in the Ontario Regulators for Access and Registration Exchange Group meetings. These sessions provide a forum for discussing best practices in registration, policy initiation and development.

Staff and Council members have attended a number of conferences and other events related to regulation, credential and competency assessment. Specific events attended by Registration Committee members and/or staff include:

- Specific Registration Committee orientation done annually
- National Alliance Learning Days on issues related to Internationally Educated applicants
- WES presentations
- Webinars by organizations such as CLEAR
- CPLAP conference
- CLEAR conference
- CNNAR conference

ii. individuals who make registration decisions

Senior staff, legal counsel and consultants provide guidance, oversight and peer training. The College provides initial and on-going training for members of the Registration Committee in evaluation practices, decision writing, and relevant legislation.

College staff and the Registration Committee received training in document assessment and evaluation from World Education Services (WES).

Sessions on building intercultural competence are provided to College staff and members of the Registration Committee and Council.

Representatives from the College participate in the Ontario Regulators for Access and Registration Exchange

Group meetings. These sessions provide a forum for discussing best practices in registration, policy initiation and development. Staff and Council members have attended a number of conferences and other events related to regulation, credential and competency assessment. For specifics see i) above.

iii. individuals who make internal review or appeal decisions

Not applicable (no internal appeal process; appeals go to the HPARB).

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes in the CRTO registration practices relevant to this section occurred during the reporting year.

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Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

All Canadian Respiratory Therapy regulatory bodies had a Mutual Recognition Agreement (MRA) in place to facilitate mobility of respiratory therapists from one Canadian jurisdiction to another. Under the MRA, applicants were exempt from the educational and examination requirements if they met certain requirements such as minimum practice hours.

Because of amendments to the Agreement on Internal Trade (AIT) and the introduction of new labour mobility legislation in Ontario, the MRA will no longer be in effect. The new Ontario labour mobility legislation will cover applicants from regulated jurisdictions and the National Alliance of Respiratory Therapy Regulatory Bodies will be negotiating a new MRA between the unregulated jurisdictions. In the interim, applicants from non-regulated jurisdictions will be subject to the old MRA provisions.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

An applicant who is a member in good standing of another Canadian respiratory therapy regulatory body will, upon application and payment of the applicable fee and subject to a few other restrictions, be registered with the CRTO without further material education, examination or experience.

Please note that the CRTO may:

- require the applicant to demonstrate proficiency in English or in French if the equivalent language proficiency requirement was not a condition of registration in the host regulatory jurisdiction;
- require an individual undergo material additional training, experience, examinations or assessments if they have not practiced the profession within the 2 years preceding the applicant;
- impose equivalent terms, conditions and limitations on a certificate of registration to those imposed by the host regulatory body;
- require the applicant to provide evidence of good character;
- require evidence of good standing from each jurisdiction in which the applicant is registered;
- require the applicant to obtain professional liability insurance, hold an appropriate immigration status and not to be incapacitated.

Applicants from unregulated jurisdictions (British Columbia, Prince Edward Island, Newfoundland and Labrador, the Territories and Nunavut):

Respiratory therapists applying to register in Ontario from unregulated jurisdictions are not covered by the new legislation but can still be registered under the old Mutual Recognition Agreement for now, if they meet the following requirements. Applicants must:

- be a full member of the CSRT and not be subject to individual terms, conditions or limitations; and
- have safely practiced the profession in the host jurisdiction for at least 720 hours within the four years before the date of the application; and
- the occupational standards and requirements in the host jurisdiction are substantially equivalent to those for respiratory therapists registered in Ontario.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

- Ontario labour mobility legislation - All Canadian Respiratory Therapy regulatory bodies had a Mutual Recognition Agreement (MRA) in place to facilitate mobility of respiratory therapists from one Canadian jurisdiction to another. Under the MRA, applicants were exempt from the educational and examination requirements if they met certain requirements such as minimum practice hours. Because of amendments to the Agreement on Internal Trade (AIT) and the introduction of new labour mobility legislation in Ontario, the MRA will not longer be in effect. The new Ontario labour mobility legislation will cover applicants from regulated jurisdictions and the National Alliance of Respiratory Therapy Regulatory Bodies will be negotiating a new MRA between the unregulated jurisdictions. In the interim, applicants from non-regulated jurisdictions will be subject to the old MRA provisions

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Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting

year.

Language	Yes/No
English	Yes
French	Yes
Other (please specify)	

Paid staff employed by your organization

b) 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, 1 full-time employee and 1 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	8.5
Staff involved in appeals process	2
Staff involved in registration process	2

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
U.S.	9

Bangladesh	3
China	2
Philippines	2
India	1
Pakistan	1
n/a	
n/a	
n/a	
n/a	

¹Persons who have applied to start the process for entry to the profession.
Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members² were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	2494	200	63	7	0	2764

² Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

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

from January 1 st to December 31 st of 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)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	177	13	9	9	0	208
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	19	2	7	8	0	36
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	0	0	0	0	0	0
Applicants who became FULLY registered members	97	9	2	1	0	109
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	61	2	0	0	0	63

³ An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

	Class of licence	Description
a)	General	<div style="border: 1px solid black; padding: 5px;"> <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> </div>
b)	Graduate	<div style="border: 1px solid black; padding: 5px;"> <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 or evaluation 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. This is a temporary class of registration and is automatically revoked after 18 months.</p> </div>
c)	Limited	<div style="border: 1px solid black; padding: 5px;"> <p>A Limited Certificate of Registration was 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> </div>

d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

Reviews and appeals your organization processed in the past year

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

from January 1 st to December 31 st of 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)					
	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	1	4	7	0	19
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

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

In addition the Registration Committee considered 10 requests for extensions to the 18-month Prior Learning Assessment completion deadline.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Not applicable; no changes in the CRTO registration practices relevant to this section occurred during the reporting year.

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Certification (13 / 13)

I hereby certify that:

- i. I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- ii. To the best of my knowledge:
 - all information required to be provided in the Report is included; and
 - the information contained in the Report is accurate.

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

Title: Registrar

Date: February 26, 2010

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