

Fair Registration Practices Report

Respiratory Therapists (2010)

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).

In 2009 the College undertook a study to better understand why so few internationally educated applicants were successful in becoming registered as respiratory therapists in Ontario. The Gap Analysis Project (GAP) examined the CRTO's Prior Learning Assessment (PLA) process and outcomes over a 10-year period (for more information please see section 8 a). Based on the GAP report's finding and recommendations, the CRTO decided to discontinue its previous Prior Learning Assessment process and has developed a new process that provides three pathways for internationally educated respiratory therapists and health professionals (IERT/IEHPs) to integrate into the respiratory therapy profession. In order to assist our applicants in this transition the College hosted group information sessions to outline the results of its Gaps Analysis Project (GAP) and how the recommendations from the study will be implemented for CRTO applicants educated outside of Canada. Applicants who were not able to attend these sessions were invited to meet with CRTO staff on individual basis either in person or by teleconference. In addition, Communiqués were sent to the applicants. These Communiqués were also posted on the College's website.

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 unless registered under labour mobility provision)
- Examination requirement (non-exemptible unless registered under labour mobility provision)
- Language proficiency
- Eligibility to work in Canada
- Currency requirement
- Good Conduct

This information is provided on the CRTO website (regulation, policies), in the application for registration guide(s) and fact sheets. The application for registration form includes a checklist for all registration/documentation requirements. Applicants can also obtain hard copies of the registration guides and fact sheets by contacting the College or arranging a personal meeting.

In addition, on request College staff visits Ontario Respiratory Therapy programs to talk to graduating students regarding application process and registration requirements.

New pre-registration forms, guides and policies for internationally educated respiratory therapists and health professionals (IERT/IEHPs) are being developed and will be posted on the College website by June 2011.

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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 registration requirements must be met or demonstrated is available on our website (Registration Application Guides, registration fact sheets, policies etc.). In addition, the CRTO 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

*** SAME AS LAST YEAR ***

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 CRTO 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 (except for applicants under AIT). 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 CRTO 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.

As a result of the GAP (see section 8 a) the College is changing its approach to registering internationally educated applicants. Under the new process internationally-educated respiratory therapists (IERTs) and other health professionals (IEHPs) will have three optional pathways (see section 8 a) to pursue registration and integration into respiratory therapy in Ontario. The College is currently developing policies that will set out the process for assessment of international applicants, the criteria on which the selection of pathway will be based and what, if any, additional education must be completed in order for the registration requirements to be met. These will be posted on our website as soon as approved by the Registration Committee / Council. In the meantime, staff is available to meet with the applicant's by phone or in person do discuss the process.

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

A comprehensive application guide has been developed and is now posted on the CRTO website. New pre-registration forms, guides and policies for internationally educated respiratory therapists and health professionals (IERT/IEHPs) are being developed and will be posted on the College website by June 2011. The application form, and the pre-registration form include checklists 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;
- list of affiliations with other organizations (e.g., clinical sites, hospitals and other educational institutions);
- 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 practicing 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 (see also Employment Verification Form below).
- 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, s/he 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.
- Employment Verification form, if applicable: If an applicant has been practicing as a respiratory therapist (or in a related field) s/he will be required to complete the employment verification form (this applies to all places of employment within five years of application).

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 posted on the CRTO website 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. Because the College's Prior Learning Assessment has been discontinued, the Registration Committee is currently developing new policies with regard to alternative documentation. These will be posted

on our website as soon as approved.

i) how applicants can contact your organization

*** SAME AS LAST YEAR ***

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. 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.

In addition, in order to assist our applicants in the new pre-registration process, the College hosted group information sessions to outline the results of its Gaps Analysis Project (GAP) and how the recommendations from the study will be implemented for CRTO applicants educated outside of Canada. Applicants who were not able to attend these sessions were invited to meet with CRTO staff on individual basis either in person or by teleconference. In addition, Communiqués were sent to the applicants. These Communiqués were also posted on the College's website.

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 was available on our website (application guides, policy) and will be included in the new pre-registration guides.

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

Conestoga College and Fanshawe College's RT programs have partnered with the CRTO and are providing dedicated spaces for internationally-educated individuals wishing to become RTs through the supported integration program.

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.

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 Certificates of Registration 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 practicing as a Respiratory Therapists in the two years immediately preceding the application (Registration Regulation, application guides, fact sheets)
- 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.
- New policies and guides regarding timelines for the pre-registration process are currently being developed and will be posted on the College website as soon as approved.

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 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 under the Agreement for the Registration of Respiratory Therapists from Unregulated Jurisdictions in Canada, 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 application documents 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

New policies and guides regarding timelines for the pre-registration process are currently being developed and will be posted on the College website as soon as approved.

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

*** SAME AS LAST YEAR ***

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 and in the candidate manual.

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.

- In 2009 the College of Respiratory Therapists of Ontario (CRTO) undertook a study to better understand why so few internationally educated applicants were successful in becoming registered as respiratory therapists in Ontario. The existing PLA process was put on hold during the course of the study. Based on the GAP report's finding and recommendations, the CRTO is pursuing 3 new pathways for internationally educated respiratory therapists and health professionals (IERT/IEHPs) to integrate into the respiratory therapy profession.
- The National Alliance of Respiratory Therapy Regulatory Bodies negotiated a registration agreement for the registration of RTs from unregulated jurisdictions. The purpose of the Agreement is to promote labour mobility and the accessibility of respiratory therapists from unregulated jurisdictions to employment opportunities in six of the seven regulated provinces in keeping with the principles of the Agreement on Internal Trade (AIT).
- As a result of the scarcity of part-time educational resources the CRTO is making a grant available to an educational partner(s) to design, develop, pilot, and evaluate a Refresher/Re-Training Program.

The following changes to CRTO's process relevant to provision of information are as follows:

- Information sessions were offered to internationally educated applicants to outline the results of its Gaps Analysis Project (GAP) and how the recommendations from the study will be implemented (see section 8 a).
- Applicant Communiqués were developed to keep applicants updated on the GAP project and any changes in the application processes.
- The Application for Registration Guide for Applicants Educated outside of Canada was taken off the CRTO website. The College is currently developing a pre-registration Guide. The guide will be posted on our website once completed.

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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.

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).

Pre-Registration Fee – At this time there is no fee for the new pre-registration process as it is considered to be in a pilot stage. However the College anticipates a By-law change that will set the pre-registration assessment fees.

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

Internationally educated applicants are asked to submit the pre-registration form prior to applying to the College. At this time there is no fee for submitting the pre-registration form (see above). The Prior Learning Assessment Fees as previously listed no longer apply.

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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 to 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.

New policies and guides regarding timelines for the pre-registration process are under development.

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?

*** SAME AS LAST YEAR ***

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?

Applicants who meet the registration requirements: an email or letter will be sent to applicants whose applications have been approved for registration. This is normally done within a week or two from the time the application is approved by the Registrar.

Applicants referred to the Registration Committee: 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.

New policies and guides regarding timelines for the pre-registration process are under development.

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.

We are in the process of making changes to our database to track application / pre-registration decision timelines.

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

The Prior Learning Assessment timelines as previously noted no longer apply. The College is currently developing new policies and procedures to address decision making timelines for our new pre-registration process.

Access to Records (4 / 13)

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

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

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

d) List the fees for making records available.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST 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 – 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.
- 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.
- Pre-Registration form - The purpose of the Pre-Registration Form is to collect personal data and contact information, and to construct a general profile of the IERT/IEHP's education, work experience and language proficiency
- A Competency Review Tool - The purpose of the tool is to assist the College in identifying details of the IERT/IEHP's knowledge and experience related to the practice of respiratory therapy compared to the RT competencies listed in the Canadian National Competency Profile.
- Those Internationally-Educated RTs and other health care professionals undertaking one of the Supported Integration pathways will have access to a number of support mechanisms including:
 - The support of the international student services within the RT program
 - Introduction to Canadian Health Care System course
 - CBRC Candidate Guide (currently being revised)
 - ORAC on-line course for internationally educated individuals
<http://www.openschool.bc.ca/testmedia/ORAC/>
- Introduction to Respiratory Therapy Practice in Ontario (under development) As a result of the scarcity of part-time educational resources the CRTO is making a grant available to an educational partner(s) to design, develop, pilot, and evaluate a Refresher/Re-Training Program.

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

Information regarding the resources available to applicants is posted on our website. Information regarding the new pre-registration process will be posted in the upcoming months.

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

The Prior Learning Assessment process / resources as previously noted no longer apply. The College is currently developing new guides to provide comprehensive information on the pre-registration process. New forms (Pre-registration and Competency Review Tool) have been developed as part of the new pre-registration assessment process.

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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. (Note: We have been advised by the Office of the Fairness Commissioner to view these referrals as “internal reviews” for the purposes of section 6 of this report.) In such cases the application will be referred to a Panel of 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.

Four

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

Not applicable. New policies and guides regarding timelines for the pre-registration process are currently being developed. The College will start monitoring these timelines as soon as developed.

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

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 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.

The Registrar reviews the application for registration and makes a decision whether a certificate of registration can be issued (application meets all registration requirements) or whether to refer the application to a Panel of the Registration Committee. As such it is the Panel of the Registration Committee who acts as a decision-maker in the "internal review" (as defined by the OFC) and not the Registrar.

e) Describe your internal review or appeal process.

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, the application will be referred to a Panel of 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 Panel will review the application for registration and any additional documentation submitted by the applicant, and based on the review the Panel may:

1. Direct the Registrar to issue a certificate of registration
2. Direct the Registrar to issue a certificate of registration with terms, conditions and limitations
3. Direct the Registrar to refuse to issue a certificate of registration
4. Request that the applicant submit additional information
5. Direct the Registrar to issue a certificate of registration if the applicant successfully completes additional training.

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.

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.

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

Registration Committee Panels (as set out in the Health Professions Procedural Code),

Composition of panels

(2) A panel shall be composed of at least three persons, at least one of whom shall be a person appointed to the Council by the Lieutenant Governor in Council. 2007, c. 10, Sched. M, s. 24 (2).

Quorum

(3) Three members of a panel constitute a quorum. 1991, c. 18, Sched. 2, s. 17 (3).

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

*** SAME AS LAST YEAR ***

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

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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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST 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 (labour mobility applicants excepted).. 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.

In 2009 the College undertook a study to better understand why so few internationally educated applicants were successful in becoming registered as respiratory therapists in Ontario. The Gap Analysis Project (GAP) examined the CRTO's Prior Learning Assessment (PLA) process and outcomes over a 10-year period. The CRTO hoped the study would identify consistent knowledge/competency gaps from the applicant pool that could be used to develop an RT bridging program. The study revealed that the majority of the internationally-educated candidates participating in the PLA process during the study period (approximately 50% of which were international medical graduates) had significant gaps in core, foundation areas of respiratory therapy theory and practice, most notably: ventilation and airway management, general RT therapeutics, cardiac and pulmonary diagnostic testing, pharmacology, anaesthesia assistance, hemodynamic monitoring, blood analysis and patient assessment. As such it became evident that filling these gaps through a single "bridging program" was not a viable option. Based on the GAP report's findings and recommendations, the College Council made a decision to:

- Discontinue the Prior Learning Assessment process as previously developed, and
- Pursue 3 new pathways for internationally educated respiratory therapists and health professionals (IERT/IEHPs) to integrate into the respiratory therapy profession.

PATHWAY 1 This pathway will assist IERTs whose respiratory therapy program is substantially equivalent and who are lacking only some particular competencies, to complete specific education. On completion of the process the applicant will be considered as meeting the CRTO's educational requirement for registration.

PATHWAY 2 The supported integration model will assist eligible IERTs/IEHPs in gaining advanced standing for previous study and integrating into existing full-time respiratory therapy diploma programs. This model will enable learners to access Ontario financial aid support. Two community College RT programs have partnered with the CRTO; Conestoga College in Kitchener and Fanshawe College in London, Ontario. These educational partners will set aside dedicated spaces for eligible candidates. On completion of the program the IERT/IEHP will be a graduate of an approved Canadian RT program and therefore will meet the CRTO's educational requirement for registration.

PATHWAY 3 IERTs/IEHPs who have not completed a substantially equivalent respiratory therapy program and who are not eligible for advanced standing will be recommended to apply for regular entry into any of the 6 full-time respiratory therapy programs in Ontario. If accepted, the student will be eligible for Ontario financial aid and on completion of the program the applicant will be considered as meeting the CRTO's educational requirement for registration.

The College is currently developing new policies and procedures to address these changes.

Furthermore 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 of Canada either 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 any additional education (for example, a bridging program); as required by the Registration Committee and
- demonstrate through an assessment process acceptable to 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 practicing 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

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 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.

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 of Canada either 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 any additional education (for example, a bridging program); as required by the Registration Committee and
- demonstrate through an assessment process acceptable to 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 practicing as an RT. In addition, an applicant from an unregulated jurisdiction registering under the Labour Mobility Policy must currently demonstrate that they have worked for at least 750 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.

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; and not a program currently offered by the educational institution. Therefore, it is possible the current and accurate documents are not available. The College is currently developing new policies and procedures to address these situations (e.g. development of Competency Review Tools) .

A database of programs reviewed has been developed to ensure consistency when assessing Respiratory Therapy programs.

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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

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/fees have been received. For applicants referred to a Panel of the Registration Committee the complete registration process may take 6 to 12 weeks.

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

*** SAME AS LAST YEAR ***

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:

- Program equivalency review (may take up to six (6) months).
- Pre-registration process - The College is currently developing new policies and procedures with regard to the pre-registration process. We do not at this time have any data on the average time required to complete the pre-registration process.

In addition it generally takes internationally educated applicants longer to obtain documentation.

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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

Not applicable. The College does not conduct credential assessments.

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

Not applicable. The College does not conduct credential assessments.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

See section k) below.

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

See section k) below.

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

See section k) below.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The new pre-registration process will be a (competency based) prior learning assessment. The College is currently developing new policies and procedures with regard to this process. It is our intent to use the National Competency Profile as a base for developing these policies and procedures. 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.

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

N/A the methodology is currently being developed, once finalized policies and procedures will be developed to address issues relevant to validation.

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

The new pre-registration process will be a competency based assessment, and will include review of competencies gained through work experience. The College is currently developing new policies and procedures with regard to this process.

l) If your organization administers examinations:

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

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

The College does not administer examinations.

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

*** SAME AS LAST YEAR ***

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.

- The College's previous Prior Learning Assessment process has been discontinued.
- The College is pursuing three new pathways for internationally educated respiratory therapists and health professionals (IERT/IEHPs) to integrate into the respiratory therapy profession – new policies and procedures are being developed.
- 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 of Canada either 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 any additional education (for example, a bridging program); as required by the Registration Committee and
 - demonstrate through an assessment process acceptable to 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.

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.

Conestoga College and Fanshawe College Conestoga College in Kitchener and Fanshawe College in London, Ontario agreed to partner with the CRTO for the purpose of the supported integration pathway. These educational partners will set aside dedicated spaces for eligible candidates referred for supported integration under our new pre-registration process.

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).

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.

Memorandums of Understanding are being developed with the RT programs.

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

*** SAME AS LAST YEAR ***

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

*** SAME AS LAST YEAR ***

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

*** SAME AS LAST YEAR ***

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

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

*** SAME AS LAST YEAR ***

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.

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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

Not applicable, WES does not determine program equivalency.

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

Not applicable.

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

i. Describe the methodology used to evaluate competency.

Not applicable the College no longer relies on third party organizations to conduct competency assessments.

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

Not applicable the College no longer relies on third party organizations to conduct competency assessments.

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

Not applicable the College no longer relies on third party organizations to conduct competency assessments.

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

i. Describe the methodology used to evaluate prior learning.

Not applicable the College no longer relies on third party organizations to conduct prior learning assessments.

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

Not applicable the College no longer relies on third party organizations to conduct prior learning assessments.

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

Not applicable the College no longer relies on third party organizations to conduct prior learning assessments.

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

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

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST YEAR ***

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.

- The College’s previous Prior Learning Assessment process has been discontinued and as such the College no longer relies on the Michener Institute or Algonquin College to conduct the prior learning assessments.
- The College is pursuing three new pathways for internationally educated respiratory therapists and health professionals (IERT/IEHPs) to integrate into the respiratory therapy profession – Conestoga College and Fanshawe College are now partners in the supported integration pathway.
- 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 of Canada either 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 any additional education (for example, a bridging program); as required by the Registration Committee and
 - demonstrate through an assessment process acceptable to 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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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 participated 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 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
- Webinars by organizations such as CLEAR
- CPLAR conference
- CLEAR conference
- CNNAR conference
- Richard Steinecke's Fair Registration Practices and Procedures workshop
- Council/committee annual Education Day

In addition the College staff maintains a resource binder (Registration Policies and Procedures). This is provided to all new Registration Committee members.

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.

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. 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

*** SAME AS LAST YEAR ***

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.

*** SAME AS LAST 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 is not longer in effect. The new Ontario labour mobility legislation covers applicants from regulated jurisdictions and the National Alliance of Respiratory Therapy Regulatory Bodies negotiated an Agreement for the Registration of Respiratory Therapists from Unregulated Jurisdictions in Canada . In addition, the College Council approved two Policies with regard to Labour Mobility.

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

Applicants from regulated Canadian Jurisdictions:

An applicant who:

- holds an out-of-province certificate as defined in section 22.15i of the Health Professions Procedural Code that is equivalent to a class of a certificate of registration issued by the College; and
- has practiced the profession there within the past two years.

shall, subject to the provisions of section 22.18 of the Health Professions Procedural Code and the measures permitted there, be deemed to meet the educational, clinical experience and registration examination requirements for that class of certificate.

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 in the host jurisdiction within the 2 years preceding the application;

- 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 or was registered;
- require the applicant to obtain professional liability insurance, hold an appropriate immigration status and not to be incapacitated;
- refuse to register the applicant or impose terms, conditions and limitations on a certificate of registration if such action is deemed necessary to protect the public interest as a result of complaints, or criminal, disciplinary or other proceedings, against the applicant in any jurisdiction whether in or outside Canada, relating to the applicant's competency, conduct or character.

In order to register with the College of Respiratory Therapists of Ontario under the labour mobility provisions applicants from Canadian regulated jurisdictions must complete the CRTO Application for Registration form, and submit this form, together with the applicable fee(s) and documentation to the College office. In addition, the CRTO may impose post-registration requirements such as compliance with the Quality Assurance Program.

Applicants from Unregulated Canadian Jurisdictions

1. An applicant for registration applying under the Agreement is exempt from the requirements of subsections 54 (2) and (4) of the Registration Regulation if the applicant:

- is a registered member of the CSRT practicing in an unregulated jurisdiction in Canada;
- is permitted by the CSRT to use the title "Registered Respiratory Therapist";
- is in compliance with a program of continuing education established by the CSRT that meets the accepted requirements set by all of the signatories; has practiced the profession within that unregulated jurisdiction for a minimum of 750 hours within the previous two years while holding a current registered membership with the CSRT;
- provides a letter of reference from their last or current employer(s) in a form prescribed by the signatories; and
- provides a letter from the CSRT confirming that the applicant has been a registered member in good standing for the past two years.

2. The CRTO may require the applicant to:

- demonstrate proficiency in English or in French;
- provide evidence of good character (including a criminal record check);
- demonstrate knowledge of the standards maintained by a regulatory body applicable to the practice of respiratory therapy in that province, and
- obtain professional liability insurance.

3. Nothing in the Agreement limits the ability of the CRTO to refuse to license an applicant or impose terms, conditions, or restrictions on his or her ability to practice (including imposing a requirement for additional training, experience, examinations or assessments as a condition of licensing) where such action is considered necessary to protect the public interest as a result of complaints, disciplinary, criminal or other proceedings or information against the applicant in any jurisdiction, whether in or outside Canada, relating to the competency, conduct or character of that applicant.

4. In order to register with the College of Respiratory Therapists of Ontario under the Agreement applicants from Canadian unregulated jurisdictions must complete the CRTO Application for Registration form, and submit this form, together with the applicable fee(s) and documentation to the College office.

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 is not longer in effect. The new Ontario labour mobility legislation covers applicants from regulated jurisdictions and the National Alliance of Respiratory Therapy Regulatory Bodies negotiated a Agreement for the Registration of Respiratory Therapists form Unregulated Jurisdictions in Canada.
- Labour Mobility: RT Applicants from Unregulated Canadian Jurisdictions Policy was approved by the College Council
- Labour Mobility: RT Applicants from Regulated Canadian Jurisdictions Policy was approved by the College Council.

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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	9
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.	7
Philippines	2
China	1
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	2581	199	68	11	0	2859

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).

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
from January 1st to December 31st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	163	10	7	3	0	183
Applicants actively pursuing licensing (applicants who had some contact with your organization in the	29	1	6	3	0	39

reporting year)						
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	3	0	0	0	0	3
Applicants who became FULLY registered members	97	8	1	0	0	106
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	5	0	0	0	0	5
Applicants who were issued an alternative class of licence³	37	1	0	0	0	38

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	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.
b)	Graduate	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.
c)	Limited	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.
d)		
e)		
f)		
g)		

h)		
i)		
j)		

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	10	1	2	1		14
Applicants who initiated an appeal of a registration decision	0	0	1	0	0	1
Appeals heard	0	0	1	0	0	1
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 4 requests for extensions to the 18-month Prior Learning Assessment completion deadline (3 extensions were granted and 1 was denied).

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: March 3, 2011

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