
NSCRT Policy Manual – Section 3 Registration



REV AUGUST 2024

Nova Scotia College of Respiratory Therapists

Table of Contents

3.1	Registration and Fees	3
3.2	Professional Liability Insurance	4
3.3	Categories of License	5
3.4	Registration to Assist in an Emergency Situation Policy	6
3.5	Categories of Affiliated Membership	8
3.6	Approval of Canadian Education Programs.....	10
3.7	Exam Eligibility.....	10
3.8	Alternative Information for Verification.....	12
3.9	Registration Renewal.....	14
3.10	Code of Conduct.....	15
3.11	Access to Registration Records.....	16
3.12	Accommodation.....	17
3.13	Registration Appeal.....	18
3.14	Registration Decisions.....	20
3.15	Language Proficiency.....	21

Appendix:

A.	NSCRT Statement of Professional Standing Form....	22
B.	Declaration of Criminal Record	24

Policy Title: 3.1 Registration and Fees Policy	
Date Approved: February 2013, June 2016, August 27, 2024	Category: Registration
Date of next Review: August 2027	Authority: Respiratory Therapists Regulations S8-12

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. All individuals engaged in the practice of Respiratory Therapy in the province must be registered with the NSCRT and comply with the Respiratory Therapists Act, Regulations, By-Laws, and Policies to receive a licence to practice. This policy outlines the requirements for Registration with the NSCRT.

Policy/Procedure:

- 1) This policy applies to all applicants who are seeking to register with the NSCRT as an active practicing member (RRT) or a temporary graduate member (GRT).
- 2) As part of the initial assessment process, applicants for registration are required to submit documentation to support their application. The NSCRT’s registration decision is based on these documents.
- 3) Applicants for licensure must complete the online application form and upload the required documentation. If an applicant has been previously registered with the NSCRT, they must contact the Registrar to reactivate their online profile.
- 4) The documentation requirements include:
 - a) Proof of Canadian citizenship, permanent residency status or a valid work permit: Birth certificate, valid Canadian passport, Certificate of Canadian citizenship, Permanent Residency card, or valid work permit.
 - b) Proof of Language proficiency: Where the applicant’s first language is not English and their relevant health care instruction was not in English, the applicant must demonstrate fluency in English. Details on language proficiency requirements and approved test scores can be found in the NSCRT Language Proficiency Policy.
 - c) Evidence of completion of a Respiratory Therapy Program:
 - i) Graduate applicants of [approved Respiratory Therapy Programs](#) must have their final transcripts sent directly to the NSCRT or a letter confirming program completion from the program director.
 - ii) Graduates of programs not approved by the NSCRT must provide proof of having graduated from a program that qualifies the applicant to be a respiratory therapist in the jurisdiction of the program, or a closely related field, and have completed a [competency assessment](#) approved by the Credentials Committee.
 - d) Evidence of successful completion of an approved examination: Photocopy of the Health Practitioners Texting Canada (HPTC) exam results, formerly Canadian Board for Respiratory Care or CBRC, must be included with an application for an Active-Practicing License. Applicants licensed in another regulated Canadian jurisdiction do not need to submit proof of successful completion of the exam.
 - e) Evidence of practicing in the profession: For applicants from non-regulated jurisdictions, proof of employment from the most recent employer that includes hours worked annually and a statement of good conduct during the time of employment. Applicants who have worked for an employer for less than 1 year may be asked to provide a letter from former employers.

- f) Confirmation of registration in a regulated jurisdiction: Where applicable, completion of the approved Statement of Professional Standing Form (Appendix A) by the jurisdiction the applicant is currently, or was formerly, licensed in submitted directly to the NSCRT from the regulatory body.
 - g) Criminal Record and Vulnerable Sector Check: Must be completed within the 4 months prior to the date of application. International applicants must submit an international criminal records check. Applicants who have a criminal record should submit a “Declaration of Criminal Record” form found in the Appendix B or on the NSCRT website under the “Registration Forms” menu option.
- 5) Applicants who are not be able to obtain required documentation from sources must refer to the NSCRT Alternative Documents Policy.
- 6) Fees
- a) Applicants must pay the administration and application fees prior to approval.
 - b) Annual license fees and application fees are approved by the Board of Directors.
 - c) License fees are pro-rated monthly from the date of application to March 31.
 - d) In accordance with the Patient Access to Care Act, applicants from regulated jurisdictions will be exempt from application fees but are required to pay the licensing fees.

Policy Title: 3.2 Professional Liability Insurance Policy	
Date Approved: February 2013; August 27, 2024	Category: Registration
Date of next Review: August 2027	Authority: Respiratory Therapists Act S10(g)

Policy Statement:

Liability insurance protects both Respiratory Therapists and the public they serve. Liability insurance enables a patient/client to have adequate financial compensation should harm occur as a result of an error, omission or negligent act, and liability insurance protects the respiratory therapist by providing legal and financial support should a patient/client make a claim against them. This policy outlines the Professional Liability Insurance requirements for Respiratory Therapists in Nova Scotia.

Policy/Procedure:

1. Active-Practicing Member requirements include:
 - a. Carrying a minimum professional liability insurance coverage of 2 million dollars for each occurrence. At a minimum, coverage should include conduct or omissions within the scope of practice of respiratory therapy as defined in Respiratory Therapy Act, and standards of practice of the profession.
 - b. Professional liability insurance provided by an employer is acceptable coverage for respiratory therapy practice within that employer’s workplace only. Respiratory therapists who practice in more than one workplace must be carry professional liability insurance for each place of employment. This includes volunteer work as a Respiratory Therapist.
 - c. Completion of a declaration statement during initial application and renewal attesting awareness of the insurance requirements. Members must provide proof of insurance at the request of the Registrar.

2. Non-Practicing, Non-Active, and Honorary Member requirements:

- a. The amount of coverage required is set at “zero.”
- b. Members in this category must complete the declaration statement or submit a signed declaration attesting that they are aware of and compliant with the requirements of the above memberships as outlined in those membership categories.

Policy Title: 3.3 Categories of Registration and License	
Date Approved: February 2013; August 27, 2024	Category: Registration
Date of next Review: August 2027	Authority: Respiratory Therapists Act S12(1), Respiratory Therapists Regulations S5(1)

Policy Statement:

All individuals engaged in the practice of Respiratory Therapy in Nova Scotia must hold a current license with the Nova Scotia College of Respiratory Therapists (NSCRT). The Respiratory Therapists Regulations identify the categories of licence available with the NSCRT. This policy will outline the categories of licensure available to applicants.

Policy/Procedure:

- 1. Applicants must satisfy all of the requirements identified in the Regulations and NSCRT policy to be granted registration and a licence to practice in Nova Scotia.
- 2. The Registrar can issue licenses in the following categories:
 - a. Active-Practicing: Applicants for an active-practicing license must complete the online application form and submit all required documentation and payment of fees as outlined in the NSCRT Registration and Fees Policy. An active-practicing license is valid until the end of the license year, March 31st of any given year.
 - b. Temporary: Shall be issued to an applicant who does not meet all of the requirements for an active-practicing licence but who:
 - i. Is licensed in another jurisdiction and/or is in the process of meeting all of the requirements for an active practice licence; or
 - ii. Meets the requirements for an active-practicing license but will work in the province for less than one year. The temporary licence will be issued for a specific period of time not to exceed twelve months; or
 - iii. Meets the requirements for a license under the NSCRT Emergency Situations Policies; and
 - iv. Has paid the applicable fees.
 - c. Temporary Graduate: Shall be issued to an applicant who graduated from a Canadian respiratory therapy education program approved by the NSCRT but has not completed the entry to practice examination. Members with a Temporary Graduate License:
 - i. Shall practice respiratory therapy only under the general supervision of a Registered Respiratory Therapist (RRT) and use the designation Graduate Respiratory Therapist (GRT). A

GRT cannot delegate any act of Respiratory Therapy to another person who does not hold a licence under the Act;

- ii. Must successfully complete the entry to practice exam within 18 months of completion of the education program. If after 18 months they have not been successful, the temporary graduate licence expires, and they can no longer practice respiratory therapy; and (See Exam Eligibility Policy for information on requesting further attempts)
 - iii. Must renew their license annually during the scheduled renewal period.
3. The Registrar, when deemed necessary for the protection of the public, can impose conditions or restrictions on any licence category and this will be identified in the NSCRT register.

Policy Title: 3.4 Registration to Assist in an Emergency Situation Policy	
Date Approved: July 2020; August 27, 2024	Category: Registration
Date of Next Review: August 2027	Authority: Respiratory Therapists Act S5; Respiratory Therapists Regulations S17

Policy Statement:

In the event of an emergency situation, the Nova Scotia College of Respiratory Therapists (NSCRT) has a mechanism for temporary registration of Canadian out-of-province Respiratory Therapists (RTs), retired Respiratory Therapists, and student respiratory therapists who are willing to assist with the emergency or health crisis in Nova Scotia. This policy outlines the requirements for each emergency temporary registration.

Policy/Procedure:

1. In the event of an emergency or health crisis in Nova Scotia where there are critical staff shortages in a Health Organization or a private company and as the need arises for Respiratory Therapists, the NSCRT will implement the policy criteria for temporary registrations of Respiratory Therapists who meet the criteria under the categories listed in this policy.
2. Respiratory Therapists issued a Temporary License under these categories must work within:
 - a. The legislated scope of practice in Nova Scotia,
 - b. The employers scope of employment, and
 - c. Within their individual scope of competence.
3. The Registrar is authorized to issue a Temporary License and waive the application and registration fees for 60 days for the purpose of assisting with the declared emergency situation or health crisis. These temporary licenses will expire after 60 days or immediately upon the emergency health crisis being declared over, whichever occurs first.
4. If the emergency health crisis extends beyond 60 days, the Registrar has the authority to renew the temporary license for an additional timeframe (not to exceed 12 months total).
5. Temporary Registration for Canadian Out-of-Province Respiratory Therapists:
 - a. Must be fluent in written and spoken English.
 - b. If practicing in a regulated jurisdiction:

-
- i. Hold an active practicing license in good standing issued by a Canadian Respiratory regulatory body outside of Nova Scotia and verified through the provision of a completed Statement of Professional Standing Form (Appendix A).
 - c. If practicing in an unregulated jurisdiction:
 - i. Are a registered member of the Canadian Society of Respiratory Therapists (CSRT). (Does not apply to Associate, Honorary or Student membership); and
 - ii. Must provide a letter of reference from their last or current employer(s) in a form prescribed by the signatories.
 - d. Should the temporary member wish to remain licensed in Nova Scotia beyond the crisis, the Registrar will require the applicant to meet the legislated registration requirements including payment of the applicable registration fee.
 - 6. Temporary Registration for Retired Respiratory Therapists:
 - a. The applicant was a member in good standing at the time of retirement; and
 - b. The applicant has held a license to practice and was in active clinical practice within the past 5 years.
 - c. Applicants who do not meet the above criteria shall be considered for a temporary license with conditions or restrictions under the following criteria:
 - i. The employer has identified a restricted role within the institution under which the RT can practice;
 - ii. The applicant demonstrates to the employer they possess the competencies to fulfill the defined role; and
 - iii. The applicant and employer agree to upgrade any identified required specific skills and will provide evidence to the NSCRT that the acquisition of these identified skills can be provided for within the institution.
 - d. Should the temporary member wish to remain licensed in Nova Scotia beyond the crisis, the Registrar will require the applicant to meet the legislated registration requirements including payment of the applicable registration fee.
 - 7. Temporary Registration of Dalhousie University School of Health Science Respiratory Therapy Students:
 - a. To mitigate risk to the public, all licenses issued to respiratory therapy students will be temporary with applicable conditions and restrictions.
 - i. Conditions:
 - 1. Following expiry of the temporary license, upon successful completion of the remaining educational program requirements, students can apply for a Temporary Graduate License.
 - 2. Following successful completion of the educational program, individuals will be eligible to challenge the credentialing examination, administered by Health Professionals Testing Canada (HPTC).
 - ii. Restrictions:
 - 1. Must practice under the general supervision of a Registered Respiratory Therapist (RRT) who has no conditions or restrictions on their license.
 - 2. Are prohibited from delegating any act of respiratory therapy to another person who does not hold an active practice Respiratory Therapy license.
 - 3. Are prohibited from supervising or mentoring learners.

4. Are authorized to perform only the NCF competencies the student has demonstrated entry to practice competency in, as determined by the faculty. Competency shall be demonstrated through simulation or in a clinical setting.
 5. Are prohibited from providing **any patient care**:
 - In Intensive Care Units;
 - To critically ill patients;
 6. Are prohibited from providing **direct patient care**, but may assist active-practicing RRTs, in the following areas:
 - Emergency Departments; and
 - Obstetrics/Neonatal/Ped areas.
- b. The professional designation for legal documentation purposes is “Student Respiratory Therapist-Temporary License” or “SRT-TL.”
- c. Applicants for the SRT-TL must submit the following:
- i. Completed online application in the temporary pandemic support category;
 - ii. Proof of Canadian citizenship, permanent residency status or a valid work permit: Birth certificate, valid Canadian passport, Certificate of Canadian citizenship, Permanent Residency card, or valid work permit.
 - iii. Proof of completion of the NSCRT online eLearning and Jurisprudence modules.
 - iv. Summary of NCF competencies where entry to practice competency has been achieved and those competencies in progress. Entry to practice competence in the NCF related to the proper use of preventative measures to ensure health and safety must have been achieved;
 - v. Official letter from Dalhousie University Respiratory Therapy Program stating that the applicant:
 1. Is in their 3rd year of the program;
 2. Has completed mask fit testing; and
 3. Has a negative criminal records and vulnerable sector check previously submitted to the Nova Scotia Health Authority for the applicant’s recent clinical.

Policy Title: 3.5 Categories of Affiliate Membership	
Date Approved: February 2013; August 27, 2024	Category: Registration
Date of Next Review: August 2027	Authority: Respiratory Therapists Regulations S20-24

Policy Statement:

As defined in the Respiratory Therapists Regulations, the Nova Scotia College of Respiratory Therapists (NSCRT) will accept affiliate membership without issuing a license to practice respiratory therapy. This policy outlines the categories of affiliate membership.

Policy/Procedure:

- 1) Non-Practicing Membership:
 - a) A member is entitled to become a non-practicing member if the member meets all of the following criteria:
 - i) Was at one time eligible for an active-practicing license or an active-practicing license with condition(s) and/or restriction(s);
 - ii) Is not subject to any disciplinary finding that would prohibit them from practising respiratory therapy;
 - iii) Is not practicing respiratory therapy in the province; and

-
- iv) Has paid the applicable fees.
 - b) A non-practicing member is entitled to:
 - i) Attend and participate in, but not vote at, meeting of the NSCRT;
 - ii) Serve as a member on any committee of the NSCRT, but is not eligible for election to the Board; and
 - iii) Receive all official NSCRT Publications.
 - c) A non-practicing member can request, in writing, to be placed on the non-practicing roster at the time they leave practice or at registration renewal. License fees for the active practice license will not be reimbursed.
 - d) Non-Practicing Members must notify the NSCRT of any changes in personal and contact information within 30 days of the change.
 - e) Non-Practicing Members shall return to the Active-Practicing roster by:
 - i) Completing the online "Return to Practice application" on the member profile;
 - ii) Submitting a record of their practice hours in the previous 4 years to ensure they meet the 1500-hour currency requirements. Members without the required practice hours must be referred to the Credentials Committee to determine an appropriate re-entry to practice program.
 - iii) Submit a completed vulnerable sector check.
- 2) Non-Active Membership
- a) A member who by April 1, has not renewed their license in accordance with the Regulations, subsection 14(2). The members name is therefore removed from the NSCRT member roster.
 - b) A member in this category remains a non-active member until they meet the requirements for entry in the active-practice roster and pay the annual renewal fees in full and the reinstatement fee as per Bylaw 3(a)(iv)
 - c) A non-active member is entitled to attend and participate in, but not vote at, meetings of the NSCRT.
- 3) Honorary Life Membership
- a) An honorary life member:
 - i) Can be granted to a member who has rendered distinguished or valuable service to the profession.
 - ii) Is entitled to remain on the active-practice roster if the member meets the requirements for licensure annually.
 - b) An honorary life member is entitled to:
 - i) Attend and participate in, but not vote at, meeting of the NSCRT;
 - ii) Serve as a member on any committee of the NSCRT, but is not eligible for election to the Board; and
 - iii) Receive all official NSCRT Publications.
- 4) Student Membership
- a) A respiratory therapy student shall be granted an affiliate membership with the NSCRT if they:
 - i) Are currently enrolled as a student in the respiratory therapy education program; and
 - ii) Pay any application affiliation fees.
 - b) A student member is entitled to:
 - i) Attend and participate in, but not vote at, meetings of the NSCRT; and
 - ii) Receive all official NSCRT publications.

5) Honorary Membership

- a) Honorary affiliate membership can be granted to any person, other than a respiratory therapist, who has rendered distinguished service or valuable assistance to the profession by resolution of the NSCRT Board.

- b) An honorary member is entitled to:
 - i) Attend and participate in, but not vote at, meeting of the NSCRT;
 - ii) Serve as a member on any committee of the NSCRT, but is not eligible for election to the Board;
 - iii) Receive all official NSCRT Publications; and
 - iv) Any other rights and privileges the Board shall grant.

Policy Title: 3.6 Approval of Canadian Education Programs	
Date Approved: December 12, 2023; August 27,2024	Category: Registration
Date of Next Review: August 2027	Authority: Respiratory Therapists Act S2(AK), S14(1)

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) is responsible for setting Respiratory Therapy entry-to-practice requirements in Nova Scotia in the interest of the public. This policy outlines the requirements for entry-to-practice program approval as determined by the NSCRT Board of Directors (BoD).

Policy/Procedure:

1. To obtain “approved program” status, the education program must obtain and maintain accredited status with the Board approved accreditation agency.

2. Graduates of non-accredited Respiratory Therapy education programs are referred to the NSCRT’s [competency assessment process](#). The assessment process provides a mechanism for applicants to demonstrate to the Credentials Committee that they have the knowledge, skills and judgment that is equivalent to graduates of an approved Respiratory Therapy education program.

Policy Title: 3.7 Exam Eligibility	
Date Approved: December 12, 2023; August 27, 2024	Category: Registration
Date of next revision: August 2027	Authority: Respiratory Therapists Regulations S8(1), S17(1), S18(1(a, h)) NSCRT Bylaws Section 4(b)

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) fulfills its public protection mandate by ensuring new applicants for registration meet standards for entry to practice in Nova Scotia. Successful completion of a Board approved

registration examination is an essential requirement to ensure that applicants have demonstrated adequate entry-level knowledge. This policy outlines the process to verify that applicants have met the examination eligibility requirements.

Policy/Procedure:

1. Applicants for licensure with the NSCRT are required to meet the registration requirements as detailed in the Nova Scotia Respiratory Therapists Act and Regulations, NSCRT Bylaws and policies. The current criteria include, but are not limited to:
 - a) graduation from a Board-approved Respiratory Therapy program (See policy 3.6 Approval of Canadian Education Programs), and
 - b) successful completion of the Health Professionals Testing Canada (HPTC) examination, formerly the Canadian Board for Respiratory Care (CBRC) examination, as the entry to practice examination.
2. A person may be granted a temporary graduate license by the Registrar prior to completing the approved examination. A temporary graduate license may be issued for up to 18 months – subject to renewal requirements.
3. First time exam writers who are graduates of an approved Respiratory Therapy program within two (2) years prior to the date of the exam are automatically eligible to write the HPTC examination and may apply directly to the HPTC.
4. The following applicants must have their eligibility determined by the NSCRT prior to writing the HPTC exam:
 - a) Graduates of Board approved Respiratory Therapy programs who were unsuccessful in previous HPTC exam attempt(s)
 - b) Foreign trained applicants who have not graduated from a Board-approved Respiratory Therapy program.
5. In order to be considered for HPTC exam eligibility by the NSCRT, individuals under section 4(a)(b) must:
 - a. Submit an application for a temporary graduate license to the NSCRT, including payment of applicable fees; and
 - b. Satisfy the application requirements (e.g. meet the education, fluency, currency, good conduct requirements and be eligible to work in Canada as a Respiratory Therapist)
6. Temporary graduate licensees that are unsuccessful at the HPTC exam will be eligible for additional attempts (up to a maximum of three attempts in total, including initial attempt) upon the HPTC receiving confirmation in writing, directly from the NSCRT, that the graduate is eligible to re-write the examination.
7. Following unsuccessful attempts at passing the HPTC exam in 18 months, an applicant may submit a request in writing to the NSCRT for a subsequent attempt. The request must include an upgrading study plan for review and approval by the Credentials Committee. The purpose of the review is to verify that the applicant has undertaken a systematic approach in preparing to re-write the exam and to provide the applicant with feedback concerning the content of their study plan which may assist them in successfully completing the examination.
8. To qualify for an active-practice license following successful completion of the HPTC exam, the temporary graduate license holder is required to provide a copy of their HPTC exam certificate or exam results document to

the College, excluding their score. These results may be provided by the applicant to the College as a photocopy, fax, or PDF document.

Policy Title: 3.8 Alternative Information for Verification Policy	
Date Approved: January 16, 2024; August 27, 2024	Category: Membership and Licensure
Date of next revision: August 2027	Authority: Respiratory Therapists Regulations S6 Fair Registration Practices Act S7, S9

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. The NSCRT recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant’s control. In these circumstances, the NSCRT will work with the applicant to accept alternative information to the required documentation in a way that will not compromise the integrity of the licensing process.

This policy is intended to apply to all applicants to the NSCRT, including but not limited to, new graduates, respiratory therapists from other Canadian jurisdictions and internationally educated health professionals. This policy is intended to be read in a manner that is consistent with the [Sections 7 and 9 of the Fair Registration Practices Act](#).

Policy/procedure:

- 1) Requesting Consideration of Alternative Information
 - a) This policy applies to documents submitted by an applicant as part of the registration process. It is not intended to apply to application fees.
 - b) Applicants who cannot provide some or all required documentation must contact the Registrar in writing to request that the Credentials Committee accept alternative information. Acceptance of alternative information is at the discretion of the Credentials Committee.
 - c) This policy is only intended to apply in exceptional circumstances beyond the applicant’s control. Examples include, but are not limited to:
 - i) Loss of documentation as a result of extreme weather or natural disaster.
 - ii) The applicant has previously resided in a conflict zone and as a result is unable to obtain their records.
 - iii) The institution that issued the document is no longer in existence.
 - iv) The applicant is unable to obtain their records as a result of political, religious, or ethnic persecution.
 - d) The list of exceptional circumstances is not intended to be exhaustive, and the Credentials Committee recognizes that a wide range of reasons beyond an applicant’s control may exist for why they do not have access to a document. The evidence, documentation and reasoning provided by an applicant will be assessed on a case-by-case basis.
 - e) The applicant’s requests for alternative documentation must include the following:
 - i) A list of documents that cannot be provided,
 - ii) The reason the applicant cannot obtain the required documentation (see appendix A for a list of Examples of Reasons Beyond the Applicants Control),

-
- iii) A description of what attempts the applicant has previously made to obtain the required documentation,
 - iv) A description of the documents the applicant could provide to demonstrate their qualifications for licensure, and
 - v) Whether or not the applicant consents to the Credentials Committee contacting third parties to assist in obtaining information and documentation of the applicant's qualifications.
- f) The Credentials Committee may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation. Where the required documentation is required by a third-party assessor, the Credentials Committee may direct the applicant to contact the third party directly.
- g) The burden is on the applicant to provide sufficient evidence and information in support of their explanation of why a document(s) is unavailable.
- h) The Credentials Committee retains the right to decline a request by an applicant to approve the use of alternate evidence or documentation if doing so would compromise the integrity of the registration and licensing process or the applicant has not provided sufficient reasoning or documentation to support their request.

2) Acceptable Alternative Information – Educational Credentials

- a) Where the Credentials Committee accepts that required documentation cannot be provided for reasons beyond the applicant's control, they will consider the following alternative information for assessing an applicant's educational credentials:
- i) Certified copies of original academic documentation;
 - ii) Photocopies of academic documentation together with an affidavit attesting to the authenticity of the document.
 - iii) An affidavit from the applicant describing the applicant's academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available;
 - iv) Affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance;
 - v) Information obtained by the NSCRT from third parties, with the applicant's advance consent, verifying the applicant's educational credentials; and/or
 - vi) Any other information offered by the applicant evidencing their academic qualifications.

b) Acceptable Alternative Information – Professional Qualifications

Where the Credentials Committee accepts that required documentation cannot be provided for reasons beyond the applicant's control, the committee will consider the following alternative documents for assessing an applicant's prior experience:

- i) Reference letters from prior employers and colleagues;
- ii) An affidavit from the applicant describing the applicant's professional qualifications and detailed descriptions of prior work performed, with supporting evidence if available;
- iii) Copies of reports that support the applicant's involvement in a project;
- iv) Statements of professional standing from other regulatory bodies;
- v) Certified copies of professional licenses or certificates; and/or
- vi) Any other information offered by the applicant evidencing their professional qualifications.

3) Requirements of an Affidavit

- a) An affidavit submitted to the Credentials Committee must be an original, sworn affidavit.

- i) The affidavit must be in English.
- ii) The affidavit must be signed and sealed (or stamped) by a Notary Public or Commissioner of Oaths.
- iii) The following information is required in the affidavit:
 - The identity of the applicant;
 - Reasons why the required documents could not be submitted;
 - Attempts made to obtain the documents;
 - The name of the university the applicant attended and the dates they completed their respiratory therapy program;
 - The name and description of all courses taken during the respiratory therapy program; and,
 - The name of the degree granted and the date it was granted.

4) Translation Requirements

- a) The following provisions are to be utilized if an applicant’s original document is not in English.
 - i) The translation of documents is the responsibility of the applicant.
 - ii) The translated document must be attached to the original document.
 - iii) A certified translator must translate the translated document. This cannot be an official from the applicant’s university unless the individual holds the role of a certified translator.
 - iv) The certified translator must place their seal on the document and place their signature by the seal. All documents translated must bear the seal and signature of the certified translator.

Policy Title: 3.9 Registration Renewal	
Date Approved: February 2013, August 27, 2024	Category: Registration
Date of Review: August 2027	Authority: Respiratory Therapists Regulation S13-14

Policy Statement:

Membership and licenses with the Nova Scotia College of Respiratory Therapists (NSCRT) expire annually March 31 and must be renewed. This policy describes the registration renewal process for respiratory therapists in Nova Scotia.

Policy/Procedure:

1) Active-Practicing and Non-Practicing members must complete the registration renewal process by March 15 annually.

2) Registration Renewal Process:

Members must access the online license renewal process via the member portal including the following requirements:

- i) Completion of the annual online E-volve eLearning module;
- ii) Completion of the E-Volve Self-Assessment tool and identification of learning objectives for the upcoming license year;
- iii) Completion of the online renewal application including updating profile information; and
- iv) Payment of renewal fees in full.

3) Non-practicing members are exempt from the E-volve eLearning module, Self-Assessment Tool, and identification of learning objectives until they return to active practice.

-
- 4) Incomplete information or failure to complete the requirements found in section 2 will result in delays in processing and approval of the renewal application and may result in late fees.
 - 5) Accepted methods of payment include:
 - i) Employer payroll deduction
 - ii) Canadian Society of Respiratory Therapists (CSRT)
 - iii) Cheque: must be received by March 15.
 - iv) Credit Card
 - v) bank draft or money order: must be received by March 15.
 - 6) Members submitting payment via a third party must still complete the online renewal process and all other requirements.
 - 7) Active-practicing members who will not practice as of April 1 may renew as non-practicing on the renewal application and pay the applicable non-practicing fee.
 - 8) Renewal fees are not refunded for members transferring to other provinces part way through the license year or members moving to non-practicing membership.
 - 9) A member who does not complete the renewal process by March 31 will be removed from the roster and is considered a non-active member. To return to the active practice roster the member must:
 - i) Contact the Registrar to have their online profile reactivated;
 - ii) Submit confirmation of currency hours from the employer for the 4 years prior to the application;
 - iii) Complete the requirements listed in section 2 including payment of the renewal fee; and
 - iv) Payment of the reinstatement fee.

Policy Title: 3.10 Code of Conduct Policy	
Date Approved: February 2013; August 27, 2024	Category: Registration
Date of Review: August 2027	Authority: Respiratory Therapists Act S4

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) is a regulatory body that protects the public through promotion of competence in respiratory therapy practice. The Code of Conduct policy outlines the accountabilities all Nova Scotia respiratory therapists must adhere to.

Policy/procedure:

1. All members shall be required to uphold standards of conduct specified in NSCRT’s Code of Ethics, and to adhere to in-force Standards of Practice and Clinical Practice Guidelines as established by the NSCRT.
2. Failure to adhere to the NSCRT’s Code of Ethics, Standards of Practice, or Clinical Practice Guidelines may result in disciplinary action up to and including revocation of a members license to practice, in accordance with the disciplinary procedures and processes established by the NSCRT.

3. The NSCRT shall ensure that all members have access to the Code of Ethics, Standards of Practice, and Clinical Practice Guidelines through the NSCRT website, and are alerted to new or amended codes and standards through timely distribution of electronic and/or print correspondence to all members.

Policy Title: 3.11 Access to Records Policy	
Date Approved: June 17, 2021; August 27, 2024	Category: Registration
Date of next revision: August 2027	Authority: Respiratory Therapists Act S9

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. The NSCRT will provide an applicant with access to all documents held by the NSCRT that are relevant to their application for registration. This policy outlines the process for requesting documentation.

Policy/Procedure:

1. Upon written request by the applicant, the Registrar will provide an applicant for registration a copy of all documents* that the NSCRT has that is relevant to the application. These documents will be clearly labeled "COPY."
2. Requests for access to an applicant’s records may be made by the applicant themselves or by any person authorized by the applicant, in writing, to communicate with the NSCRT on the applicant’s behalf.
3. The Registrar will provide access to the following documents that may form part of an applicant’s record:
 - i. Documents provided by the applicant as part of their application,
 - ii. Documents that describe the NSCRT’s rationale for registration decisions,
 - iii. Documents related to any assessment of qualifications completed or received by the NSCRT,
 - iv. Documents related to accommodation requests, and
 - v. Documents related to reviews and appeals.

Exceptions to this include:

- i. Documents subject to a legal privilege,
 - ii. Documents that are prohibited from disclosure by court order, or
 - iii. Documents that could reasonably be expected to threaten or harm the mental or physical health or the safety of another person.
4. If the NSCRT refuses to provide access to all of the applicant’s documents, the NSCRT will provide reasons for denying access.
5. The Registrar will respond to an applicant’s request for access to their records within 10 business days of receiving the written request.
6. Where the Registrar cannot accommodate the request within 10 business days, the Registrar shall inform the applicant of the timeframe when their records will be accessible. Such timeframe will not exceed 30 days from the date of the applicant’s request.

7. The copies of the documents will be provided to the applicant by mail or electronically, at the applicant's request.
8. The applicant will be provided with a copy of their records at no cost.
9. If an applicant believes the information held by the NSCRT is inaccurate, the applicant may request that the NSCRT correct its records by making a written request to the Registrar with documentation supporting the request.

*Refer to the NSCRT Operations policy manual for the Records Retention and Destruction policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Policy Title: 3.12 Accommodation Policy	
Date Approved: November 25, 2021; August 27, 2024	Category: Registration
Date of next revision: August 2027	Authority: Fair Registration Practices Act of Nova Scotia S16(3)(g)

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. Where an applicant to the NSCRT has a disability, the NSCRT will make a reasonable effort to accommodate the applicant.

This policy outlines the process for accommodation of applicants with a disability.

Policy/Procedure:

Request for Accommodation

1. Requests for accommodation are to be made to the Registrar (in writing). A request for an accommodation must include:
 - a. The nature of the disability
 - b. The type of accommodation being requested.
2. Depending on the nature of the disability and the type of accommodation requested, the Registrar may ask the applicant to provide additional evidence to support their request. Such additional evidence may include, but is not limited to, a formal medical diagnosis, or documentation from a health practitioner explaining the need for the accommodation being requested.

Types of Accommodation

3. The Registrar is not required to provide the applicant with their preferred type of accommodation. In cases where the applicant's specific request cannot be accommodated, the Registrar will work with the applicant to determine reasonable accommodation that will enable the applicant to overcome the discriminatory effect of the application process.
4. If the requester and the NSCRT cannot agree on what type of accommodation is appropriate in any case, the Registrar will make a determination as to what accommodation, if any, is to be provided.
5. Examples of accommodations that can be made include, but are not limited to:
 - a. assistance in completing application forms.

- b. methods of communication that differ from the NSCRT’s regular process.
 - c. alternate times/locations for in-person meetings/interviews/hearings
6. The Registrar may decline to provide any accommodation when doing so would circumvent a bona fide occupational requirement.
 7. Notes related to the accommodation request are kept separate from other file materials to avoid inappropriate disclosure of personal health information.
 8. Health Professionals Testing Canada (HPTC) administers the NSCRT Credentialing Examination. All requests for exam accommodation are at the discretion of the HPTC. The HPTC Accommodations Policy can be located in the HPTC Candidate Manual at www.hptc.ca.

Policy Title: 3.13 Registration Appeal Policy	
Date Approved: November 25, 2021; August 27, 2024	Category: Membership and Licensing
Date of next revision: August 2027	Authority: Respiratory Therapists Act S17,18,19,20 Respiratory Therapists Regulations S6, 14 Fair Registration Practices Act S7(a), 10

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. Where an applicant to the NSCRT has been refused registration, pursuant to *Section 17 of the [Respiratory Therapists Act of Nova Scotia](#)*, the applicant has the right to appeal the registration decision.

This policy outlines the process for a registration appeal.

Policy/Procedure:

1. In accordance with the [Respiratory Therapists Act of Nova Scotia](#), all applications for registration or licensing that are not initially approved by the Registrar must be reviewed by the Credentials Committee.
2. Where an applicant has been refused registration or has been refused an active-practising licence, the Registrar will provide written reasons for such decision and the applicant may appeal that decision to the Registration Appeal Committee (RAC).
3. The applicant may appeal the decision in writing within 30 days of receipt of the written decision.
4. The Registrar will immediately refer the matter to the NSCRT Board of Directors (BOD) who will appoint an RAC.
5. The RAC is comprised of one public representative from the BOD and two respiratory therapists from the active-practising roster. No person who acted as a decision-maker in of the registration decision may sit on the RAC.
6. Upon receipt of the appeal, the RAC shall:
 - a. Set a date for a hearing of the appeal within 60 days;
 - b. Serve written notice to the Registrar and the Appellant of the date, time, and place for the hearing.

7. The written notice to the Appellant must include:
 - a. The date, time, and place of the hearing.
 - b. Notice of the right to be represented by legal council, a union representative, or another representative at the Appellant's own expense.
 - c. Disclosure of any information to be provided at the hearing.
 - d. Notice of the right to a reasonable opportunity to present a response and make submissions.
8. The parties to the appeal before the RAC are the NSCRT and the Appellant.
9. The RAC and the Appellant shall be provided with all material relied upon by the Registrar and Credentials Committee in making the decision that is subject to the appeal.
10. Either party may present additional evidence to the RAC and call witnesses.
11. All evidence submitted by either party must be received a minimum of 10 days before the hearing, or it is considered inadmissible.
12. Evidence submitted by either party to the RAC must be received by the opposing party at least 10 days before the hearing. However, the RAC has the discretion to allow the introduction of evidence outside of this timeframe and may make directions it considers necessary to ensure that a party is not prejudiced.
13. During the hearing before the RAC, the parties have a right to present evidence, make submissions and cross examine witnesses. Testimony of witnesses at a hearing before the RAC shall be taken under oath or affirmation.
14. Upon review and consideration of the evidence received at the hearing, the RAC will make one of the following decisions:
 - a. Grant licensure.
 - b. Deny licensure.
 - c. Make any decisions that ought to have been made by the Registrar and Credentials Committee.
15. The RAC shall give its decision in writing with reasons within 30 days of the hearing and shall send a copy to the Appellant by registered mail.
16. Decisions of the RAC are final.

Policy Title: 3. 14 Registration Decisions	
Date Approved: April 13, 2022; August 27, 2024	Category: Registration
Date of next revision: August 2027	Authority: Respiratory Therapists Act S14,15,17; Respiratory Therapy Regulations S6; Fair Registration Practices Act; NSCRT Bylaws 9a

Policy Statement:

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. This policy provides the process for communicating registration decisions to applicants.

Policy/Procedure:

1. Upon receiving a completed online application to the NSCRT, the Registrar will review the application and required documentation within 5 business days. The applicant will be notified if further documentation is required.
2. Where an applicant meets the requirements for registration, pursuant to the regulations, the Registrar shall issue a license in the appropriate category within 5 days of receipt of a complete application.
3. Where an applicant does not meet the legislated requirements for registration in any category, the Registrar will immediately refer the application to the Credentials Committee for review and decision.
4. Upon receipt of an application for review, the Credentials Committee will convene within 10 business days for review of the file.
5. Where the Credentials Committee finds that an applicant meets the requirements for registration, the Registrar will be instructed to immediately issue a license to the applicant in the appropriate category.
6. Where the applicant does not meet the requirements for registration, the Credentials Committee will inform the applicant in writing within 10 business days from the date of the decision.
7. The registration decision letter will include:
 - a. Reasons for the decision,
 - b. Information on steps that can be taken to obtain registration, and
 - c. Information on the registration appeals process.
 - d. Information on programs that may be available to assist unsuccessful applicants in obtaining registration at a later date.

Policy Title: 3.15 Language Proficiency	
Date Approved: August 27, 2024	Category: Registration
Date of Next Review: August 2027	Authority: Respiratory Therapists Regulations made under Section 10 of the Respiratory Therapists Act S.N.S. 2007, c. 13: Section 8(1)(d) and 9(1)(c)

Policy Statement:

An applicant for registration with the Nova Scotia College of Respiratory Therapists (NSCRT) must be able to communicate, both verbally and written, effectively in English. Applicants whose first language is not English must demonstrate proficiency to qualify for registration. This policy sets out the accepted English language proficiency test scores for registration with the NSCRT.

Policy/Procedure:

1. Applicants must demonstrate proficiency in the English language in the manner required by the Credentials Committee.

2. Language Proficiency Tests:

Applicants must submit a copy of their test score report with their initial application. Applicants are responsible for all costs associated with language proficiency testing. Applications will not be approved for licensure or referred to the competency assessment process without meeting the approved language proficiency scores.

3. Approved English Language Proficiency Test Scores:

The Table below contains a list of the Language Proficiency Tests that the NSCRT accepts, as well as the minimum benchmark scores that must be achieved by the applicants. For test results to be accepted by the NSCRT, all four domains (listening, speaking, reading, and writing) must have been assessed in a single testing session. Overall scores alone are not accepted. Test results are valid for two (2) years from the date of language assessment.

International English Language Testing System (IELTS) www.ielts.org/default.aspx				
Reading	Writing	Listening	Speaking	Overall
7	7	7	7	7
Michener English Language Assessment (MELA) www.themela.com				
Reading	Writing	Listening	Speaking	Overall
8	8	9	9	N/A
Test of English as a Foreign Language (TOEFL) iBT www.ets.org/toefl				
Reading	Writing	Listening	Speaking	Overall
22	20	24	24	90
Canadian Academic English Language Test (CAEL) www.cael.ca				
Reading	Writing	Listening	Speaking	Overall
70	70	80	70	70
Pearson Test of English (PTE) Core				
Reading	Writing	Listening	Speaking	Overall
69	79	82	76	N/A
Canadian English Language Proficiency Index Program www.celpip.ca				
*(CELPIP – General LS is not accepted by the NSCRT as proof of language proficiency)				
Reading	Writing	Listening	Speaking	Overall
8	8	9	8	N/A

Appendix A
Statement of Professional Standing Form



The National Alliance of
Respiratory Therapy Regulatory Bodies

L'Alliance nationale des organismes de
réglementation de la thérapie respiratoire

STATEMENT OF PROFESSIONAL STANDING

SECTION A: Consent to Release Information

This section is to be completed by the APPLICANT and sent to EACH regulatory body where they are currently or have ever been registered as a Respiratory Therapist. **Please note:** A separate form must be completed for each regulatory body where you have practiced as an RT.

First Name	Last Name
Current Registration Number	Date of Authorization (MM/DD/YYYY)
Phone Number	Email Address

I _____ am seeking registration in _____
(PRINT NAME) (PROVINCE)

I hereby consent to and authorize _____
(NAME OF CURRENT/PREVIOUS REGULATORY BODY)

to share information of the jurisdiction where I am seeking registration. I understand this means that full disclosure will be made of all the information known to the regulator pertaining to my registration, including, but not limited to, details regarding:

- Registration, membership, or licensure with any other regulatory body
- Registration number(s), category of registration, and registration status
- Suspension or revocation, including the reason for such
- Terms, conditions, or limitations on a certificate of registration that were previously imposed and/or are currently in effect
- Current or previous allegations, proceedings and/or findings of professional misconduct, incompetence, incapacity, or similar issue
- Charges and findings of guilt (such as under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*)
- Formal complaints or investigations, including those that have yet to be resolved
- Other information regarding my professional conduct that my current or previous regulator believes may be relevant to my application for registration including:
 - compliance with registration requirements,
 - compliance with quality assurance programs or continuing competence requirements, and
 - outstanding dues or other unfulfilled obligations.

Applicant's Signature

DATE (MM/DD/YYYY)

SECTION B: Applicant's History

This section will be completed by the **REGULATORY BODY** in which you are or have been registered with. Upon completion it will be sent directly to the regulatory body of the jurisdiction with whom you are seeking registration.

I, _____ acting on behalf of _____
PRINT REGISTRAR or DESIGNATE REG./LICENSING BODY

certify that the following statements and any additional information provided are true and accurate relating to the registration history for:

APPLICANT/REGISTRANT'S NAME REGISTRATION #

Date registration held: _____
FROM MM/DD/YY TO MM/DD/YY

1. Does the applicant currently have/did they previously have terms, restrictions, conditions, or limitations on their certificate of registration/license or has their certificate of registration/license ever been suspended or revoked for any reason?

YES NO

If YES, please provide details below.

2. Is the applicant currently or have they previously been the subject of a formal complaint, report, investigation, discipline, and/or fitness to practice/capacity inquiry?

YES NO N/A

If YES, please provide details below.

3. Has the applicant ever been charged with or have they ever been found guilty of an offence in any jurisdiction or country regardless of the penalty imposed (e.g., under the *Criminal Code of Canada*, or the *Controlled Drug & Substances Act*)?

YES NO

If YES, please provide details below.

4. **Is the applicant currently non-compliant or have they previously been non-compliant with any registration requirements (e.g., currency, maintaining practice hours, professional liability insurance, etc.)?**

YES NO

If YES, please provide details below.

5. **Does this applicant have any outstanding or other unfulfilled obligations to your organization (e.g., fees, fines, costs, quality assurance program/continuing competence requirements)?**

YES NO

If YES, please provide details below.

6. **Are you aware of any other event, circumstance, condition, or matter not disclosed above that you believe may be relevant to the applicant's competence, conduct, professionalism or physical/mental capacity that might impede the applicant's ability to function safely and ethically as a Respiratory Therapist?**

YES NO

If YES, please provide details below.

REGISTRAR OR DESIGNATE NAME (please PRINT)

REGISTRAR OR DESIGNATE SIGNATURE

DATE (MM/DD/YYYY)

Upon completion of Section B, please forward the form to the appropriate jurisdiction.

CRTA	registrar_rrtalberta@gmail.com	NLCHP	alice.kennedy@nlchp.ca
CRTO	hamp@crto.on.ca	NSCRT	registrar@nscrt.com
MARRT	edregistrar@marrt.org	OPIQ	dg@opiq.qc.ca
NBART	registrar@nbart.org	SCRT	gail.sarkany@scrt.ca

Please note that respiratory therapy is not currently a regulated health profession in the province of British Columbia (BC). You may be required to provide additional information from your current or former employer if at any time you worked as a respiratory therapist in BC. Contact the regulatory body in the province where you are applying for licensure for further details.

Appendix B
Declaration of Criminal Record



Nova Scotia College of Respiratory Therapists

Declaration of Criminal Record

Criminal records searches only indicate the presence of an offence on a criminal record not the actual offence. It is in the best interest of the applicant to self declare any history of a criminal offence before it is identified on a CRC.

Applicants should not declare a conviction for which the applicant has received:

- A Pardon in accordance with the Criminal Records Act
- A conviction where the Applicant was a "young person" under the Youth Criminal Justice Act
- An absolute or conditional discharge pursuant to section 730 of the Criminal Code
- An Offence for which the Applicant was not convicted

Declaration of Criminal Record does not constitute a Certified Criminal Record by the RCMP. Declaration of Criminal Record may not contain all criminal record convictions. A certified Criminal Record can only be issued by CCRTIS based on the submission of fingerprints to the RCMP National Repository of Criminal Records.

I declare the following conviction(s) for offences under Federal Law

	Date of Sentence	Place of Sentence	Charge
1.			
2.			
3.			
4.			
5.			
6.			
7.			

I hereby declare that the information provided on this form is true and correct to the best of knowledge and belief. I acknowledge that this is not a Certified Criminal Record.

Signature of Applicant

Date