
NSCRT Policy Manual – Section 3 Registration



REV JANUARY 2024

Nova Scotia College of Respiratory Therapists

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

Policy Statement:

All individuals engaged in the practice of Respiratory Therapy in the province must be registered with the Nova Scotia College of Respiratory Therapists (NSCRT or the College) and comply with the NSCRT Act, Regulations, By-Laws and Policies to receive a licence to practice. Licensing fees and renewal fees are set by the NSCRT Board at the Fall General Meeting of the NSCRT.

Policy/Procedure

1. Complete the On-Line Application for Registration Form
2. Attach a resume including all previous employment as a Respiratory Therapist.
3. Provide proof of graduation from a respiratory therapy educational program approved by the NSCRT. Proof must be an official letter on the letterhead of the educational institution that is sent directly from the institution to the college or transcripts.; or
4. Provide proof of having graduated from a program that qualifies the applicant to be a respiratory therapist in the jurisdiction of the program and have completed a competency assessment approved by Credentials Committee;
5. Provide proof of successful completion of the respiratory therapist’s entry to practice exam by the Canadian Board for Respiratory Care (CBRC). Recent graduates from Canadian respiratory therapy educational programs may qualify for a temporary graduate licence until they successfully complete the exam as outlined in the temporary graduate licence category.
6. Applicants who have worked in another jurisdiction must provide proof of employment from the most recent employer that includes, hours worked annually and a statement of good conduct during the time of employment.
7. If previously licensed in another jurisdiction(s), the applicant must provide proof of registration from the jurisdiction(s). The Statement of Professional Standing Form is found as (Appendix B).
8. Applicants who are working in an unregulated jurisdiction may apply by completing steps 1 to 6.

9. Applicants who identify that English is not their first language or language of RT education, must demonstrate proficiency in the English language. The NSCRT accepts the findings from the National Alliance of Respiratory Therapy Regulatory Bodies 2012 study “Establishing Pan-Canadian Benchmarks for Language Requirements for Respiratory Therapy”. The recommended Canadian Language Benchmark (CLB) English language proficiency requirements for the effective practice of Respiratory Therapy in Nova Scotia are as follows.

- Overall CLB: 8
- Listening CLB: 9
- Speaking CLB: 8
- Reading CLB: 8
- Writing CLB: 8

The following standardized tests results are accepted as demonstration of the above language proficiency requirements:

| | Overall | Listening | Speaking | Reading | Writing |
|-----------|---------|-----------|----------|---------|---------|
| IELTS | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| TOEFL iBT | 90 | 24 | 24 | 22 | 20 |
| CAEL | 70 | 80 | 70 | 70 | 70 |
| CanTEST | 5.0 | 5.0 | 4.5 | 4.5 | 4.0 |

10. Provide proof of Canadian citizenship, permanent residency, or possess a valid work visa.

11. Provide a Criminal Records Check:

A criminal records check (CRC) and Vulnerable Sector check, obtained within the past 6 months performed by a local police agency, the RCMP, or private organizations such as CSI Screening or My Backcheck is accepted. Members of the NSCRT work in environments in which they hold positions of trust and work with vulnerable members of society such as patients who are seriously ill, the elderly and infirmed, or children. It is therefore required that CRCs must include vulnerable sector checks. Applicants who have a criminal record may wish to submit a Declaration of Criminal Record to expedite the registration process. Please refer to Appendix C.

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| Policy Title: 3.2 Professional Liability Insurance Policy | |
| Date Approved: February 21, 2008, February 2013, | Category: Registration |
| Date of next Review: | 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.

Policy/Procedure:

POLICY - MINIMUM LIABILITY COVERAGE

1. Active members:
 - a. Active members are required to carry 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 work place only. Respiratory therapists who practice in more than one workplace must be carry professional liability insurance for each place of employment .
 - c. Verification of liability insurance should be included in the members professional portfolio.
2. Non-practicing, Non-active, and Honorary members:
 - a. For the above members the amount of coverage required by the College is set at “zero” providing that the member provides the Registrar with a signed declaration attesting that he/she is complying with the requirements of the above memberships as outlined in those membership categories.

3. INDIVIDUAL CONSIDERATIONS

A minimum of 2 million dollars is the common employer insurance coverage for the majority of members. However, members should determine if this amount is sufficient according to their specific circumstances. The NSCRT recommends that all respiratory therapists periodically review their liability insurance coverage, whether it be an individual plan or one provided by employing agency, for paid or volunteer work. When determining if the amount of coverage is sufficient, the Respiratory Therapist should ask him/herself the following:

- Does your plan cover reimbursement of legal or criminal defense expenses?
- Do you perform respiratory therapy outside of your workplace as a volunteer or through contract work? If so do you carry personal liability insurance for this work?
- Will your plan provide for the cost of legal representation in the event you are subpoenaed to appear as a witness?
- What type of coverage does your policy provide e.g., Malpractice, Errors & Omissions, and Legal Expenses?
- What is the liability aggregate limit, 5 million, 10 million?

- Do you have an "occurrence" type of policy (covers claims that occur after the policy has lapsed) or "claims made" policy (only covers you for claims made during the term of the policy)?
- Is there a deductible? If so, how much?
- If you are covered by an employee insurance plan, should you purchase additional individual coverage?

EXAMPLES OF AVAILABLE COVERAGE FOR RESPIRATORY THERAPISTS

- Employing organization (hospital, home care company, educational program) If you are covered by your organization's professional liability insurance plan in the amounts and coverage set out in this policy (2 million dollars per occurrence), then you are not obliged to obtain additional liability insurance coverage, although you may wish to.
- A member who performs any respiratory therapy services, even on a voluntary, part time or temporary basis, outside of the organization must obtain additional professional liability insurance coverage. " Canadian Society of Respiratory Therapists (CSRT): Details are available from the CSRT. " Private insurance providers: Consult with your insurance broker.

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

Policy Statement:

The NSCRT regulations identify three categories of licence: active practice, temporary, and temporary graduate. The registrar, when deemed necessary for the protection of the public, may impose conditions or restrictions on any licence and this will be identified in the NSCRT register.

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.

Policy/Procedure:

1. Active Practice Licence

Applicants for an active practice licence must complete the Application for Registration Form, submit all required documentation outlined in policy 3.1, and pay the applicable fees . Registration fees are prorated for first time applicants as outlined on the NSCRT application for registration form. An active practice licence is valid until the end of the licence year March 31st.

2. Temporary Licence

- a. The registrar may issue a temporary licence to an applicant who does not meet all of the requirements for an active practice licence but is licensed in another jurisdiction and/or is in the process of meeting all of the requirements for an active practice licence.
- b. The registrar may issue a temporary licence to an applicant who meets the requirements for an active practice licence 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.

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- c. Applicants for a temporary licence must pay the \$75 application fee and a membership fee of \$35 per month for the number of months they will practice in Nova Scotia. A holder of a temporary licence who wishes to continue to practice in NS beyond 12 months must apply for an active practice licence.

3. **Temporary Graduate Licence**

- a. The registrar may issue a temporary graduate licence to an applicant who graduated from a Canadian respiratory therapy education program approved by the College but has not completed the entry to practice examination.
- b. The applicant must successfully complete the entry to practice exam within 18 months of completion of the education program. If after 18 months he/she has not been successful the temporary graduate licence expires and he/she can no longer practice respiratory therapy.
- c. Members who hold a temporary graduate licence may
 - i. Practice respiratory therapy only under the general supervision of a registered respiratory therapist; and
 - ii. Use the designation graduate respiratory therapist (GRT).
 - iii. A GRT may not delegate any act of respiratory therapy to another person who does not hold a licence under the act.

4. **Temporary Registration of Canadian Out-of-Province Respiratory Therapists Applying to Assist in Emergency Situations**

In preparation for a potential pandemic or health emergency the NSCRT recognizes it would be prudent to consider a mechanism for registration of out-of-province applicants from other jurisdictions who are willing to assist with an emergency or health crisis in Nova Scotia. Currently, Canadian out-of-province Respiratory Therapists may be registered in Nova Scotia provided they meet the criteria for registration:

- a. Hold an active practicing license in good standing issued by a Canadian regulatory body outside of Nova Scotia, or
- b. Be a registered member of the CSRT and practicing in an unregulated jurisdiction, and
- c. Provide evidence of practicing the profession within that jurisdiction for a minimum of 1500 hours within the previous four years, and
- d. Be fluent in written and spoken English

The NSCRT Board authorizes the Registrar to issue a temporary license and to waive the application and registration fees for 60 days for a Canadian Respiratory Therapist applicant who is applying for an active practicing license for the purpose of assisting with a declared emergency situation or health crisis in Nova Scotia. Should the situation extend beyond 60 days the Registrar is authorized to extend the temporary license another 30 days. Should the out-of-province member wish to remain in Nova Scotia beyond the crisis the Registrar may require the member to pay the full fees at that time.

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| Policy Title: 3.4 Registration to Assist in an Emergency Situation Policy | |
| Date Approved: April 30, 2009, July 2020 Rev, | Category: Registration |
| Date of Next Review: | 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 Authority 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 may 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 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 may 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 may have been 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 module.
- 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.

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

Policy Statement:

The NSCRT will accept affiliate membership in the college without issuing a licence to practice respiratory therapy as defined in the Regulations. Categories of affiliate membership are: non-practicing, non-active, honorary life, student, and honorary.

Policy/Procedure:

1. Non-Practicing Member

- 1.1. Non-Practicing member is someone who has qualified for an active practice licence, is not subject to any disciplinary findings, and chooses to be on leave from practice for a period of time for medical or personal reasons, and therefore does not hold a licence to practice.
- 1.2. A member may request, in writing, to be placed on the non-practicing roster at the time they leave practice or at registration renewal.
- 1.3. The member must also complete the On-Line Renewal application and pay the non-practicing member fee as outlined in Appendix C.
- 1.4. Non-practicing members are expected to notify the College of any changes in personal (such as name change) and contact information.
- 1.5. Non-practicing members may return to the active-practice roster by submitting a written request to the registrar at least one month before returning to practice and paying the applicable fees as defined in Appendix C.
- 1.6. Members who do not renew their licence by March 31 and do not request Non-Practicing Membership in the NSCRT will be considered a non-active member and will be subject to the non-active member policy.
- 1.7. Non-practicing members returning to the active practice roster must have completed at least 1500 hours of practice in the previous 4 years. Members without the required practice hours must meet with the Registrar to determine an appropriate re-entry to practice program.
- 1.8. Non-practicing members are entitled to attend and participate but not vote at meetings of the College, may serve as a member of any committee but are not eligible for election to the Board.

2. Non-active Member

- 2.1. A non-active member is a member who, by April 1, has not renewed their licence in accordance with the regulations, subsection 14(2). The member is therefore removed from the active practice roster in accordance with Bylaw 1.c.
- 2.2. The member 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 a \$100.00 penalty in accordance with, Bylaw 1.

3. Honorary Life Member

- 3.1. Honorary Life membership may be granted to a member who has rendered distinguished or valuable service to the profession.
- 3.2. An honorary life member is entitled to remain on the active-practice roster if the member meets the requirements for licensure annually and to participate in, but not vote at, meetings of the College.
- 3.3. The criteria for Honorary Life Member and the nomination process are as follows:

4. Student Member

- 4.1. Respiratory Therapy students may be granted affiliate membership to the College by completing a Membership Application Form and paying the applicable fees as defined in Appendix C.
- 4.2. A student member is eligible to attend and participate in, but not vote at, meetings of the College.

5. Honorary Affiliate Member

- 5.1. Honorary affiliate membership may 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.
- 5.2. An honorary member is entitled to attend and participate in, but not vote at, meetings of the College; and serve as a member on any committee of the College, but is not eligible for election to the Board.

| Policy Title: 3.6 Approval of Canadian Education Programs | |
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| Date Approved: December 12, 2023 | Category: Registration |
| Date of Next Review: December 2026 | 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.

Policy/Procedure:

1. To obtain “approved program” status, the education program must obtain and maintain accredited status with the Board approved accreditation agency. Any Respiratory Therapy education program that has been accredited by AC is considered an “approved program” by the NSCRT Board of Directors.
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.

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| Policy Title: 3.7 Exam Eligibility | |
| Date Approved: December 12, 2023 | Category: Registration |
| Date of next revision: December 2026 | 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 Respiratory Therapy program approved by the Board (See policy 3.6 Approval of Canadian Education Programs), and
 - b) successful completion of a Board approved registration examination.
2. Currently the NSCRT accepts the Health Professionals Testing Canada (HPTC) examination, formerly the Canadian Board for Respiratory Care (CBRC) examination, as the entry to practice examination.
3. 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 – renewal requirements apply.
4. 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.
5. The following applicants to write the exam must have their eligibility determined by the NSCRT:
 - 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 one of the Board approved Respiratory Therapy programs.
6. In order to be considered for eligibility by the NSCRT to write the HPTC exam, 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)
7. 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.

8. 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.
9. Following successful completion of the exam and to qualify for an active-practice license, the temporary graduate license holder is required to demonstrate their successful completion of the exam by providing 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 | |
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| Date Approved: January 16, 2024 | Category: Membership and Licensure |
| Date of next revision: January 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.

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- 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) The translated document must be translated by a certified translator. 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.

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

Policy Statement:

NSCRT membership and licenses must be renewed annually by March 31st. Members are required to complete an on-line renewal form, pay the annual renewal fee, and be prepared to submit their professional portfolio if they are randomly selected for an audit.

Policy/Procedure:**1. Registration Renewal Process**

- 1.1. Registration renewal is completed through the NSCRT website on-line registration renewal process. Registration fees are determined annually at the fall General Meeting, in accordance with the Bylaws.
- 1.2. All registrants must complete a renewal form each year and pay the required renewal fees. The deadline to submit renewals is March 15th of each year with all payments required to be submitted and processed by March 31st. Fees can be paid by debit, credit card, cash, or cheque.
- 1.3. Beginning in August 2011, NSCRT members may pre-pay registration renewal fees monthly. Members must complete the Pre-Authorized Debit Agreement, found as Appendix D and forward to the NSCRT. Members may cancel this agreement at any time by completing the PAD Cancellation Notice, found as Appendix E, and forwarding to the NSCRT. These forms are found on the NSCRT website.
- 1.4. Members may also pay NSCRT registration renewal fees through the CSRT and are still required to complete the on-line registration renewal form.
- 1.5. Members may also pay NSCRT registration renewal fees through employers if the service is offered and are required to complete the on-line registration renewal form.
- 1.6. Licence Fees and renewal fees are found in Appendix C and on the NSCRT website.
- 1.7. Non-practicing members must complete the registration renewal form and pay the non-practicing fee to maintain their non-practicing status. Active practice members who will not practice as of April 1 may request non-practicing membership on the registration renewal form and submit the non-practicing fee.
- 1.8. A member who does not complete the annual membership renewal process by March 31st will be removed from the Active Practice roster, can no longer practice respiratory therapy, and will be considered a non-active member. To return to the active practice roster the individual must pay the registration renewal fee and a penalty of \$100.00. He/she will be required to also submit his/her professional portfolio for review by the Credentials Committee as per the NSCRT Continuing Competency Program.

| | |
|--|---|
| Policy Title: 3.10 Code of Conduct Policy | |
| Date Approved: February 2013, | Category: Registration |
| Date of Review: | Authority: Respiratory Therapists Act S4 |

Policy Statement

The Nova Scotia College of Respiratory Therapists is a regulatory body that protects the public through promotion of competence in respiratory therapy practice.

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 established by the College, as amended from time to time.
2. Failure to adhere to the above-noted standards and codes may result in disciplinary action up to and including revocation of a members licence to practice, in accordance with the disciplinary procedures and processes established by the College.
3. NSCRT shall ensure that all members have access to in-force codes and standards through the College website and are alerted to new or amended codes and standards through timely distribution of electronic and/or print correspondence to all registrants.

| Policy Title: 3.11 Access to Records | |
|--------------------------------------|--|
| Date Approved: June 17, 2021 | Category: Registration |
| Date of next revision: June 17, 2024 | 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 College 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 College 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 or by, to communicate with the College 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 College’s rationale for registration decisions,
 - iii. Documents related to any assessment of qualifications completed or received by the College,
 - 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 College refuses to provide access to all of the applicant’s documents, the College 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 College is inaccurate, the applicant may request that the College 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 | Category: Registration |
| Date of next revision: November 2024 | 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 College 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 accommodations 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

1. 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 a reasonable accommodation that will enable the applicant to overcome the discriminatory effect of the application process.

2. 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.
3. 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
4. The Registrar may decline to provide any accommodation when doing so would circumvent a bona fide occupational requirement.
5. Notes related to the accommodation request are kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.
6. 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 CBRC Candidate Manual at www.hptc.ca.

| | |
|--|---|
| Policy Title: 3.13 Registration Appeal Policy | |
| Date Approved: November 25, 2021 | Category: Membership and Licensing |
| Date of next revision: November 2024 | 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 | Category: Registration |
| Date of next revision: April 2025 | 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 10 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.
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.

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