

# Registration Application Guide

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To practice Respiratory Therapy in Nova Scotia, you must have a Certificate of Registration (license) as a Respiratory Therapist with the Nova Scotia College of Respiratory Therapists.

In order to register with the College, you must complete the NSCRT Application for Registration form, and submit this form, with the applicable fee(s) and documentation, to the College office. You should leave at least 2 to 4 weeks for the processing of your application form. Only complete applications will be accepted. Any application missing information or fees, will be returned to the applicant.

You may not work as a Respiratory Therapist or in any way hold yourself out as a person qualified to practice respiratory therapy in the province of Nova Scotia until after your application for registration has been approved by the NSCRT (i.e., you have been issued a certificate of registration).

Once registered, you will be required to obtain liability insurance coverage as outlined in the policies of the College and to participate in the College's Continuing Educational Requirements Program.

- **Fees**

- **\$75.00** non refundable **application fee.**

(If paying by cheque or money order, the application fee must be submitted as a separate payment.)

- **Registration fee:** The College registration year runs from April 1 to the end of March. For applicants who have never been registered with the College, registration fees are prorated on a quarterly basis, as follows:

**\$400.00** as of April 1<sup>st</sup>, **\$300.00** as of July 1<sup>st</sup>, **\$200.00** as of October 1<sup>st</sup>, **\$100.00** as of January 1<sup>st</sup>

Former members returning to the College are required to pay the full registration fee of **\$400.00** regardless of the month in which the application is made.

If you are applying with the intention of undertaking a Prior Learning Assessment or Program Equivalence Review you **are not required** to submit the Registration Fee at the time of your initial application.

Payment may be made by Personal Cheque, Money Order, Visa or MasterCard. (Cheques must be made payable to the "Nova Scotia College of Respiratory Therapists" or "NSCRT".)

- **Criminal Background Check** must accompany all new applications
- **Citizenship** Documentation verifying your citizenship status, permanent residency status or employment authorization under the Immigration Act must accompany the application form. Forwarding a photocopy of the document is sufficient.
- **Employment History** If you have been engaged in the practice of Respiratory Therapy or related field, please include a detailed employment history.
- **Language Fluency** You will need to submit documentation to support the required status of fluency if:
  - Your first language is neither French nor English, and
  - Your relevant health care instruction was not in French or English.For information on the acceptable tests and scores, please refer to the Language Proficiency Requirements Fact Sheet.
- **Education** Official evidence of successful completion of your education program must be forwarded directly to the NSCRT by the educational institution. This may be your transcripts or an official letter from the office of the registrar that bears the school's seal. For recent graduates of Nova Scotia programs, a letter from the program director is acceptable however, official evidence must be received within 8 weeks of completing the program.
- **Exam** If applying for registration in the General class, official evidence of successful completion of the examinations approved by the NSCRT Board must be forwarded directly to the NSCRT from the examining body.
- **Registration Verification** If you have been registered as a Respiratory Therapist in another jurisdiction, or in any other health profession, you are required to complete the Registration/Licensure Data Verification Form. You will need to complete section A of the form, and ask the regulatory/licensing body to complete Section B and forward it to the NSCRT directly.

## Application for Registration Check list

Make sure you have included the items below that apply to your application. The College cannot proceed with registration until all required documentation is received.

| Application Requirement(s)   | Graduate Class | General Class | General Class under the MRA | PLA / Program Equivalency Review                  |
|--|----------------|---------------|-----------------------------|---|
| <b>Application form</b><br>(completed, signed and dated)   | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  | <b>Yes</b>  |
| <b>Application fee</b>   | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  | <b>Yes</b>  |
| <b>Registration fee</b>  | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  | (not required at the time of initial application) |
| <b>Criminal Background Check</b>   | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  | <b>Yes</b>  |
| Documentation verifying your <b>citizenship status</b> , permanent residency status (photocopy)  | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  | <b>Yes</b>  |
| <b>Proof of Language Proficiency</b> (If your first language is neither English nor French and your respiratory therapy training was not in English or French) | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  | <b>Yes</b>  |
| <b>Employment History</b> (If you have been working in Respiratory Therapy)  | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  | <b>Yes</b>  |
| Evidence of successful completion your education program ( <b>transcripts</b> )  | <b>Yes</b>     | <b>Yes</b>    |                             | <b>Yes</b>  |
| Evidence of successful completion of the <b>approved examinations</b>  |                | <b>Yes</b>    |                             |   |
| <b>Registration Verification Form</b> (If you have been registered as a Respiratory Therapist in another jurisdiction, or in any other health profession.)     | <b>Yes</b>     | <b>Yes</b>    | <b>Yes</b>                  |   |
| Evidence of current <b>membership or registration</b> with the other regulatory organization(s)  |                |               | <b>Yes</b><br>(see above)   |   |
| Evidence of (minimum) 1500 hours of <b>active practice</b> in the previous 4 years   |                |               | <b>Yes</b>                  |   |

Submit your application to:

### **Nova Scotia College of Respiratory Therapists**

Suite 700, 6009 Quinpool Rd, P.O. Box 9410, Station A, Halifax, Nova Scotia, B3K 5S3

Only original application forms will be accepted. The College does not accept faxed application forms.

If you have any questions about the registration process, please contact our office at: Tel 902-425-0475