



Nova Scotia College of Respiratory Therapists

Policy Title: 3.8 Alternative Information for Verification Policy	
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.
 - 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



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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



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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.



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- 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.