

Registration Application Guide

To practice Respiratory Therapy in Nova Scotia, you must be registered as a Respiratory Therapist with the Nova Scotia College of Respiratory Therapists and hold a graduate licence, a temporary licence, or an active practice licence. You may not practice respiratory therapy until your application has been approved and you are issued a licence.

In order to register with the College, you must complete the on-line NSCRT Application for Registration form and submit the applicable fee(s) and required documentation on-line or by mail to the College office. You should allow 2 to 4 weeks for the processing of your application form. Only complete applications will be accepted. Any application missing information or fees, will not be processed until all required information and fees are received.

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 Competency 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:
\$450.00 as of April 1st,/ **\$325.00** as of July 1st/ **\$220.00** as of October 1st / **\$105.00** as of January 1st / **\$40.00 per month** for each month of a Temporary Licence. Former members returning to the College are required to pay the full registration fee of **\$450.00** regardless of the month in which the application is made.

If you are applying with the intention of undertaking a Competency Assessment to determine entry-to-practice equivalency 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 including a Vulnerable Sector 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.
- **Employment History** If you have been engaged in the practice of Respiratory Therapy or related field, you must include a detailed employment history. You must include verification that you have worked 1500 hours in the past four years if you completed your education more than four years ago.
- **Language Fluency** You will need to submit documentation to support the required status of fluency if:
 - Your first language is not English, and
 - Your relevant health care instruction was not in 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. 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 Active Practice 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 the Canadian Board for Respiratory Care (CBRC).
- **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	Active Practice Class	Temporary Class	
Application form (completed, signed and dated)	Yes	Yes	Yes	
Application fee	Yes	Yes	Yes	
Registration fee	Yes	Yes	Yes	
Criminal Background Check	Yes	Yes	Yes	
Documentation verifying your citizenship status , permanent residency status (photocopy)	Yes	Yes	Yes	
Proof of Language Proficiency (If your first language is not English and your respiratory therapy training was not in English)	Yes	Yes	Yes	
Employment History (If you have been working in Respiratory Therapy)	Yes	Yes	Yes	
Evidence of successful completion your education program (transcripts)	Yes	Yes	Yes	
Evidence of successful completion of the approved examinations		Yes	Yes	
Registration Verification Form (If you have been registered as a Respiratory Therapist in another jurisdiction, or in any other health profession.)	Yes	Yes	Yes	
Evidence of current membership or registration with the other regulatory organization(s)		Yes	Yes	
Evidence of (minimum) 1500 hours of active practice in the previous 4 years		Yes	Yes	

Submit your application to:

Nova Scotia College of Respiratory Therapists

Suite 1301, 1959 Upper Water Street, Halifax, Nova Scotia, B3J 3N2

Only on-line application forms will be accepted. Required documents can be uploaded with your application form or mailed to the College office. Please note that mailed documents can delay the approval process.

If you have any questions about the registration process, please contact email registrar@nscrt.com or phone our office at: Tel 902-423-3229