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# NSRRT Policy Manual

## Registration and Licensing



NOVA SCOTIA REGULATOR OF  
RESPIRATORY THERAPY  
NSRRT

Revised: March 2026

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The role of the Nova Scotia Regulator of Respiratory Therapists (NSRRT) Board of Directors is to collectively govern the affairs of the Regulator consistent with the Nova Scotia Regulated Health Professions Act and Regulations, the Bylaws and Policies of NSRRT, and to uphold the *Objects of the RHPA* to:

- a) *protect the public from harm;*
- b) *serve and promote the public interest;*
- c) *subject to the public interest, preserve the integrity of its profession; and*
- d) *maintain public confidence in the ability of the regulatory body to regulate its profession*

NSRRT committees support the Board in carrying out these responsibilities by performing detailed work, making recommendations, and exercising authority in specific areas of the mandate.

	<h3>3.1 Registration and Fees</h3>
	<p><b>Category:</b> Registration</p>
	<p><b>Date of Origin:</b> February 2013</p>
	<p><b>Approved by the Board of Directors on:</b> August 27, 2024 v.3</p>
	<p><b>Next Date of Review:</b> March 2026</p>

**Policy Statement:**


The Nova Scotia Regulator of Respiratory Therapy (NSRRT) 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 NSRRT and comply with the Regulated Health Professions Act, General Regulations, Respiratory Therapy Regulations, NSRRT Bylaws and policies to receive a license to practice. This policy outlines the requirements for Registration with the NSRRT.

**Policy/Procedure:**

1. This policy applies to all applicants who are seeking to register with the NSRRT as a practicing or conditional registrant.
2. As part of the initial assessment process, applicants for registration are required to submit documentation to support their application. The NSRRT’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 NSRRT, they must contact the Registrar to reactivate their online profile.
4. The documentation requirements include:
  - 4.1. Proof satisfactory that the applicant is a graduate of the following:

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- 4.1.1. An approved Canadian Respiratory Therapy Program. Applicants must have their final transcripts or a letter confirming program completion from the program director sent directly to the NSRRT.
  - 4.1.2. An education program, not approved by the NSRRT, that qualifies the applicant to be a respiratory therapist in the jurisdiction of the program, or a closely related field. Applicants who have not graduated from an approved education program will be required to undergo a competency assessment, as determined by the Registrar, to ensure education and experience are equivalent to graduates of an approved education program for registration in the practicing register in which they seek to be registered. Applicants will be required to complete any bridging education required for registration that was determined to be necessary by the competency assessment.
  - 4.2. Evidence of successful completion of the approved examination: Photocopy of the Health Practitioners Texting Canada (HPTC) exam results must be included with an application for a Practicing License.
    - 4.2.1. Applicants who have not yet successfully completed the examination may be eligible for a Conditional License. Refer to the “Categories of License” policy for further details.
    - 4.2.2. Applicants who have successfully completed the examination and who are licensed in another regulated Canadian jurisdiction do not need to submit proof of successful completion of the exam.
  - 4.3. Proof of Language proficiency: Where the applicant’s first language is not English and/or their relevant health care instruction was not in English, the applicant must demonstrate fluency in English. Refer to the “Language Proficiency” policy for further details on language proficiency requirements and approved test scores.
  - 4.4. Proof of Canadian citizenship or legal entitlement to live and work in Canada: Birth certificate, valid Canadian passport, Certificate of Canadian citizenship, Permanent Residency card, or valid work permit must be provided before a license in any category can be approved.
  - 4.5. Verification of Identification: A government issued photo identification verifying the applicant is the person named in the documentation submitted in support of the application.
  - 4.6. Vulnerable Sector Check (VSC): The VSC must be completed within 6 months immediately preceding the date of the application.
    - 4.6.1. International applicants must submit an international criminal records check.
    - 4.6.2. Applicants who have a criminal record should submit a “Declaration of Criminal Record” form (Appendix B or on the NSRRT website under the “Registration Forms” menu option).
  - 4.7. Confirmation of Registration Status: Where an applicant practiced in a regulated jurisdiction, completion of the Statement of Professional Standing Form by the jurisdiction the applicant is currently, or was formerly, licensed in and submitted directly to the NSRRT from the regulatory body (Appendix A or on the NSRRT website under the “Registration Forms” menu option).
  - 4.8. 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.

5. Applicants who are not be able to obtain required documentation from sources must refer to the “Alternative Information for Verification” Policy.
6. Fees
  - 6.1. Applicants must pay the associated administration and application fees prior to license approval;
  - 6.2. Annual license fees and application fees are approved by the Board of Directors;
  - 6.3. License fees are pro-rated monthly from the date of application to March 31; and
  - 6.4. In accordance with the Patient Access to Care Act, applicants from regulated Canadian jurisdictions will be exempt from application fees but are required to pay the licensing fees.
7. Partial refund of license fees will not be issued for any reason for registrants who only practice in the province for a portion of the license year.

 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<h3>3.2 Professional Liability Insurance</h3>
	<p><i>Category: Registration</i></p>
	<p><i>Date of Origin: February 2013</i></p>
	<p><i>Approved by the Board of Directors on: August 27, 2024 v.2</i></p>
	<p><i>Next Date of Review: August 27, 2027</i></p>

**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. Professional Liability Insurance requirements for all NSRRT registrants include:
  - 1.1. 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 Regulations and standards of practice of the profession.
  - 1.2. 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 carry professional liability insurance for each place of employment. This includes volunteer work as a respiratory therapist.
  - 1.3. Completion of a declaration statement during initial application and renewal attesting awareness of the insurance requirements.
2. Registrants must provide proof of insurance at the request of the Registrar.



NOVA SCOTIA REGULATOR OF  
RESPIRATORY THERAPY  
NSRRT

### 3.3 Language Proficiency

*Category: Registration*

*Date of Origin: August 27, 2024*

*Approved by the Board of Directors on: August 27, 2024 v.1*

*Next Date of Review: August 27, 2027*

#### Policy Statement:

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


#### Policy/Procedure:

1. Applicants must demonstrate proficiency in the English language in one of the following manners:
  - 1.1. English language benchmark testing – acceptable Language Proficiency Test scores as listed in section 4; or
  - 1.2. Proof that relevant healthcare education was taught in English (e.g. official letter from education program confirming the medium of study).
2. Language Proficiency Tests:
  - 2.1. Applicants must submit a copy of their test score report with their initial application.
  - 2.2. Applicants are responsible for all costs associated with language proficiency testing.
3. Applications will not be approved for licensure or referred to the competency assessment process without meeting the approved language proficiency requirements.
4. Approved English Language Proficiency Test Scores:
  - 4.1. The Table below contains a list of the Language Proficiency Tests that the NSRRT accepts, as well as the minimum benchmark scores that must be achieved by the applicants.

<b>International English Language Testing System (IELTS) <a href="http://www.ielts.org/default.aspx">www.ielts.org/default.aspx</a></b>				
Reading	Writing	Listening	Speaking	Overall
7	7	7	7	7
<b>Michener English Language Assessment (MELA) <a href="http://www.themela.com">www.themela.com</a></b>				
Reading	Writing	Listening	Speaking	Overall
8	8	9	9	N/A
<b>Test of English as a Foreign Language (TOEFL) iBT <a href="http://www.ets.org/toefl">www.ets.org/toefl</a></b>				
Reading	Writing	Listening	Speaking	Overall
22	20	24	24	90
<b>Canadian Academic English Language Test (CAEL) <a href="http://www.cael.ca">www.cael.ca</a></b>				
Reading	Writing	Listening	Speaking	Overall
70	70	80	70	70
<b>Pearson Test of English (PTE) Core</b>				
Reading	Writing	Listening	Speaking	Overall

69	79	82	76	N/A
Canadian English Language Proficiency Index Program <a href="http://www.celpip.ca">www.celpip.ca</a>				
*(CELCPIP – General LS is not accepted by the NSRRT as proof of language proficiency)				
Reading	Writing	Listening	Speaking	Overall
8	8	9	8	N/A

4.2. For test results to be accepted by the NSRRT, 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.

 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<h3>3.4 Categories of Registration and License</h3>
	<p><i>Category: Registration</i></p>
	<p><i>Date of Origin: February 2013</i></p>
	<p><i>Approved by the Board of Directors on: August 27, 2024 v.2</i></p>
	<p><i>Next Date of Review: March 2026</i></p>

**Policy Statement:**

All individuals engaged in the practice of respiratory therapy in Nova Scotia must hold a current license with the Nova Scotia of Respiratory Therapy (NSRRT). The Respiratory Therapy Regulations identify the categories of license available with the NSRRT. This policy outlines the license categories available to applicants.

**Policy/Procedure:**

1. Applicants must satisfy all of the requirements for the category of license they are seeking as identified in the Respiratory Therapy Regulations, NSRRT Bylaws and policies to be granted registration and a license to practice in Nova Scotia.
2. The Registrar can issue licenses in the following categories:
  - 2.1. Practicing: Shall be issued to an applicant who meets all the requirements as outlined section 4 of the “Registration and Fees” policy. An applicant for a practicing license must complete the online application form and submit all required documentation and fees to have the application approved.
  - 2.2. Conditional: Shall be issued to an applicant who does not meet all of the requirements for a practicing license but who:
    - 2.2.1. Is licensed in another jurisdiction and/or is in the process of meeting all of the requirements for a practicing license; or
    - 2.2.2. Meets the requirements for a license under the “Registration to Assist in an Emergency Situation” Policy; and
    - 2.2.3. Has paid the applicable fees.

- 2.3. Applicants who have met all the requirements for a practicing license with the exception of successfully completing the approved entry to practice examination are eligible for a Conditional license titled a “Conditional Graduate License”. Registrants with a Conditional Graduate License:
  - 2.3.1. Shall practice respiratory therapy only under the general supervision of a respiratory therapist who holds a practicing license with the NSRRT;
  - 2.3.2. Shall use the designation Graduate Respiratory Therapist or abbreviation Graduate RT only;
  - 2.3.3. Cannot delegate any act of respiratory therapy to another person who does not hold a practicing license under the Act;
  - 2.3.4. 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 Conditional Graduate License expires, and they can no longer practice respiratory therapy. Refer to the “Exam Eligibility” policy for information on requesting additional attempts at the examination; and
  - 2.3.5. 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 license category and this will be identified in the NSRRT register.
4. A practicing or conditional license is valid until the end of the licensing term in which it is issued or such earlier expiry date as specified on the license by the Registrar or the committee approving the license.

 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<h3>3.5 Registration to Assist in an Emergency</h3>
	<p><i>Category: Registration</i></p>
	<p><i>Date of Origin: July 2020</i></p>
	<p><i>Approved by the Board of Directors on: August 27, 2024 v.2</i></p>
	<p><i>Next Date of Review: August 24, 2027</i></p>

**Policy Statement:**

In the event that Nova Scotia is faced with an emergency or health crisis resulting in critical staff shortages within a Health Organization or private company, and there is an increased demand for respiratory therapists, the Nova Scotia Regulator of Respiratory Therapy (NSRRT) has a mechanism for the conditional licensing 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 Conditional Emergency License category.

**Policy/Procedure:**


1. This policy provides for the conditional registration of respiratory therapists who meet the established criteria under the designated categories.

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2. In addition to any other requirements specific to each Conditional Emergency License category, all respiratory therapists granted a license under the “Registration to Assist in an Emergency Situation” policy must:
    - 2.1. Work within the legislated scope of practice in Nova Scotia, an employers’ scope of employment, and within their individual scope of competence;
    - 2.2. Complete the online application form (former registrants of the NSRRT should contact the Registrar first to reactivate their profile and complete a “Return to Practice” application); and
    - 2.3. Contact the Registrar to outline the request and relevant category of license.
  3. The Registrar is authorized to approve a Conditional Emergency License and waive the application and registration fees for 60 days for the purpose of assisting with the declared emergency situation or health crisis.
    - 3.1. The Conditional Emergency License will expire after the 60 days or immediately upon the emergency health crisis being declared over, whichever occurs first.
    - 3.2. If the emergency health crisis extends beyond 60 days, the Registrar has the authority to renew the Conditional Emergency License for an additional timeframe (not to exceed 12 months total).
  4. Conditional Emergency Licensing of Canadian Out-of-Province Respiratory Therapists:
    - 4.1. In addition to the requirements of section 2 in this policy, applicants for the Conditional Canadian Out-of-Province license must meet the following criteria:
      - 4.1.1. Provide proof of Canadian citizenship/eligibility to work in Canada;
      - 4.1.2. Must be fluent in written and spoken English; and
      - 4.1.3. If practicing in a regulated jurisdiction, must hold a license that is equivalent to the NSRRT practicing license, with no restrictions or conditions, issued by a Canadian respiratory therapy regulatory body outside of Nova Scotia and verified through the provision of a completed Statement of Professional Standing Form (Appendix A); or
      - 4.1.4. If practicing in an unregulated jurisdiction:
        - 4.1.4.1. Must be a registered member of the Canadian Society of Respiratory Therapists (CSRT). This does not apply to Associate, Honorary or Student memberships with the CSRT; and
        - 4.1.4.2. Must provide a letter of good conduct from their last or current employer(s) on the official letterhead of the employer.
  5. Conditional Emergency Licensing of Retired Respiratory Therapists:
    - 5.1. In addition to the requirements in section 2 of this policy, retired respiratory therapy applicants for a Conditional Emergency License must meet the following criteria:
      - 5.1.1. The applicant was a registrant of the NSRRT in good standing at the time of retirement; and
      - 5.1.2. The applicant held a practising license and was in active clinical practice within the past 5 years.
    - 5.2. Applicants who do not meet the above criteria shall be considered for a Conditional Emergency License with conditions or restrictions under the following criteria:
      - 5.2.1. The employer has identified a restricted role within the institution under which the applicant can practice;

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- 5.2.2. The applicant demonstrates to the employer they possess the competencies to fulfill the defined role; and
  - 5.2.3. The applicant and employer agree to upgrade any identified required specific skills and will provide evidence to the NSRRT that the acquisition of these identified skills can be provided for within the institution.
6. Conditional Emergency Licensing of Dalhousie University School of Health Science Respiratory Therapy Students:
- 6.1. To mitigate risk to the public, all emergency licenses issued to respiratory therapy students will be conditional with applicable conditions and restrictions.
    - 6.1.1. Conditions:
      - 6.1.1.1. Following expiry of the Conditional Emergency License and upon successful completion of the remaining educational program requirements, students can apply for a Conditional Graduate License.
      - 6.1.1.2. Following successful completion of the educational program, individuals will be eligible to challenge the credentialing examination, administered by Health Professionals Testing Canada (HPTC).
    - 6.1.2. Restrictions:
      - 6.1.2.1. Must practice under the general supervision of a respiratory therapist who holds a practicing license with the NSRRT;
      - 6.1.2.2. Are prohibited from delegating any act of respiratory therapy to another person who does not hold a practicing license with the NSRRT;
      - 6.1.2.3. Are prohibited from supervising or mentoring learners;
      - 6.1.2.4. 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;
      - 6.1.2.5. Are prohibited from providing any patient care in Intensive Care Units and to critically ill patients; and
      - 6.1.2.6. Are prohibited from providing direct patient care, but may assist a respiratory therapist with a practicing license in Emergency Departments and Obstetrics/Neonatal/Ped areas.
    - 6.1.3. The professional designation for legal documentation purposes is “Student Respiratory Therapist ” or “Student RT.”
    - 6.1.4. Applicants for the Student RT license must submit the following:
      - 6.1.4.1. 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.
      - 6.1.4.2. Proof of completion of the NSRRT online eLearning and Jurisprudence modules.
      - 6.1.4.3. 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;
      - 6.1.4.4. Official letter from Dalhousie University Respiratory Therapy Program stating that the applicant:

- 6.1.4.4.1. Is in their 3rd year of the program;
- 6.1.4.4.2. Has completed mask fit testing; and
- 6.1.4.4.3. Has a negative criminal records and vulnerable sector check previously submitted to Nova Scotia Health for the applicant’s recent clinical.

7. Should any Conditional Emergency License registrant 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.

 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<h3>3.6 Approval of Respiratory Therapy Education Programs</h3>
	<p><i>Category: Registration</i></p>
	<p><i>Date of Origin: December 12, 2023</i></p>
	<p><i>Approved by the Board of Directors on: August 27, 2024 v.2</i></p>
	<p><i>Next Date of Review: August 27, 2027</i></p>

**Policy Statement:**

The Nova Scotia Regulator of Respiratory Therapy (NSRRT) is responsible for the establishment of entry-to-practice competencies and grants approval to respiratory therapy education programs that meet these standards, thereby ensuring public safety and quality of care. This policy outlines the requirements entry-to-practice respiratory therapy program approval, as determined by the NSRRT Board of Directors.

**Policy/Procedure:**

1. To obtain “approved education program” status, the education program must obtain and maintain accredited status with the NSRRT approved accreditation agency, Accreditation Canada. A list of approved programs can be found at: <https://accreditation.ca/assessment-programs/health-education-accreditation/programs/>.
2. Graduates of a respiratory therapy, or similar program, other than an approved respiratory therapy education program are referred to the NSRRT’s [competency assessment process](#). The assessment process provides a mechanism for applicants to demonstrate to the registrar and/or Registration and Licensing Committee that they have the knowledge, skills and judgment that is equivalent to graduates of an approved Respiratory Therapy education program.



### 3.7 Exam Eligibility

*Category: Registration*

*Date of Origin: December 12, 2023*

*Approved by the Board of Directors on: August 27, 2024*

*Next Date of Review: August 27, 2027*


#### Policy Statement:

The Nova Scotia Regulator of Respiratory Therapy (NSRRT) fulfills its public protection mandate by ensuring new applicants for registration meet standards for entry-to-practice in Nova Scotia. Successful completion of the NSRRT’s 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 NSRRT are required to meet the registration requirements as detailed in the Regulated Health Professions Act and General Regulations, the Respiratory Therapy Regulations, NSRRT Bylaws and policies. The current criteria include, but are not limited to:
  - 1.1. Graduation from an approved respiratory therapy education program (Refer to policy 3.5 Approval of Respiratory Therapy Education Programs); and
  - 1.2. Successful completion of the Health Professionals Testing Canada (HPTC) examination as the entry to practice examination.
2. Applicants who have met all the requirements for a practicing license, with the exception of successfully completing the approved entry to practice examination, are eligible for a Conditional Graduate License.
  - 2.1. Applicants must successfully complete the entry-to-practice exam within 18 months of completion of the education program.
  - 2.2. If after 18 months they have not been successful, the Conditional Graduate License expires, and they can no longer practice respiratory therapy.
  - 2.3. Conditional Graduate License holders must renew their license annually during the scheduled renewal period, including payment of associated renewal fees.
3. First time exam writers who are graduates of an approved respiratory therapy education program within two (2) years preceding 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 NSRRT prior to writing the HPTC exam:
  - 4.1. Graduates of an approved respiratory therapy education program who were unsuccessful in previous HPTC exam attempt(s); and
  - 4.2. Internationally trained applicants who have not graduated from an approved respiratory therapy education program.
5. In order to be considered for HPTC exam eligibility by the NSRRT, as per the requirements in section 4, applicants must:

- 5.1. Submit an application form for a Conditional Graduate License to the NSRRT, including payment of applicable fees; and
- 5.2. Satisfy the registration requirements as detailed in the “Registration and Fees” policy (e.g. meet the education, fluency, currency, good conduct requirements and be eligible to work in Canada as a respiratory therapist)
6. Conditional Graduate License holders that are unsuccessful at passing the initial writing of the HPTC exam will be eligible for additional attempts, up to a maximum of three (3) attempts in total including the initial writing, upon the HPTC receiving confirmation in writing, directly from the NSRRT, that the graduate is eligible to re-write the examination.
7. Following unsuccessful attempts at passing the HPTC exam within eighteen (18) months, an applicant may submit a request in writing to the Registrar for a subsequent attempt. The request must include an upgrading study plan for review and approval by the Registrar and/or Registration and Licensing 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 a Practising License following successful completion of the HPTC exam, the Conditional Graduate License holder is required to provide a copy of their HPTC exam certificate or exam results document to the Registrar, excluding their score. A copy of the results may be emailed to the registrar or uploaded to the registrant’s portal.

 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<b>3.8 Registration Renewal</b>
	<i>Category: Registration</i>
	<i>Date of Origin: February 2013</i>
	<i>Approved by the Board of Directors on: August 27, 2024 v.2</i>
	<i>Next Date of Review: August 27, 2027</i>


**Policy Statement:**

Registration and licensing with the Nova Scotia Regulator of Respiratory Therapy (NSRRT) expires annually March 31 and must be renewed. This policy describes the registration renewal process for respiratory therapists in Nova Scotia.

**Policy/Procedure:**

1. Registration Renewal Process:
  - 1.1. Registrants must access the online license renewal process via the registrant portal and complete the following requirements:
    - 1.1.1. Annual online E-volve eLearning module;
    - 1.1.2. E-Volve Self-Assessment tool and identification of a minimum of two (2) learning objectives for the upcoming license year;
    - 1.1.3. Renewal application, including updating profile information (employer, area of specialty, etc.); and
    - 1.1.4. Payment of renewal fees in full.

- 1.2. Incomplete information or failure to complete the requirements found in section 1.1 will result in delays in processing and approval of the renewal application and may result in late fees.
2. Accepted methods of payment include:
  - 2.1. The NSRRT accepts the following methods of payment:
    - 2.1.1. Employer payroll deduction
    - 2.1.2. Credit Card
  - 2.2. Alternative methods of payment may be acceptable at the Registrar’s discretion (e.g. cheque or bank draft). Contact the Registrar for approval.
  - 2.3. Registrants submitting payment via a third party must still complete the online renewal process and all other requirements.
3. The NSRRT does not refund renewal fees for registrants who only practise for a portion of the year, regardless of the reason.
4. Practicing and Conditional registrants must complete the registration renewal process by March 15 annually to avoid late fees.
5. A registrant who does not complete the renewal process by March 31 for any reason will be removed from the roster and are considered inactive. To return to the practicing or conditional roster the registrant must:
  - 5.1. Contact the Registrar to have their online profile reactivated;
  - 5.2. Complete a “Return to Practise” application in the category in which they are seeking licensure, located in the registrant portal;
  - 5.3. Submit confirmation of currency hours from the employer for the 4 years prior to the application;
  - 5.4. Complete the requirements listed in section 1; and
  - 5.5. Complete payment of the renewal fee and, if reapplying within 12 months, pay the reinstatement fee.
6. Inactive registrants who reapply to the NSRRT after transferring to another jurisdiction are subject to the registration requirements listed in the “Registration and Fees” policy.


 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<b>3.9 Code of Conduct</b>
	<i>Category: Registration</i>
	<i>Date of Origin: February 2013</i>
	<i>Approved by the Board of Directors on: August 27, 2024 v.2</i>
	<i>Next Date of Review: August 27, 2027</i>

**Policy Statement:**

The Nova Scotia Regulator of Respiratory Therapy (NSRRT) 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 respiratory therapists in Nova Scotia must adhere to.

**Policy/procedure:**

1. All registrants shall be required to uphold standards of conduct specified in NSRRT’s Code of Ethics, Standards of Practice and Clinical Practice Guidelines as established by the NSRRT.
2. Failure to adhere to the NSRRT’s Code of Ethics, Standards of Practice, or Clinical Practice Guidelines may result in disciplinary action up to and including revocation of a registrant’s license to practice, in accordance with the disciplinary procedures and processes established by the NSRRT.
3. The NSRRT shall ensure that all registrants have access to the Code of Ethics, Standards of Practice, and Clinical Practice Guidelines through the NSRRT website, and are alerted to new or amended codes and standards through timely distribution of electronic and/or print correspondence to all registrants.

	<b>3.10 Alternative Information for Verification</b>
	<i>Category: Registration</i>
	<i>Date of Origin: January 16, 2024</i>
	<i>Approved by the Board of Directors on: August 27, 2024 v.2</i>
	<i>Next Date of Review: August 2027</i>

**Policy Statement:**

The Nova Scotia Regulator of Respiratory Therapists (NSRRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. The NSRRT 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 NSRRT 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 NSRRT, 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
  - 1.1. This policy applies to documents submitted by an applicant as part of the registration process. It is not intended to apply to application fees.
  - 1.2. Applicants who cannot provide some or all required documentation must contact the Registrar in writing to request acceptance of alternative information. Acceptance of alternative information is at the discretion of the Registration and Licensing Committee.
  - 1.3. This policy is only intended to apply in exceptional circumstances beyond the applicant’s control. Examples include, but are not limited to:
    - 1.3.1. Loss of documentation as a result of extreme weather or natural disaster;
    - 1.3.2. The applicant has previously resided in a conflict zone and as a result is unable to obtain their records;

- 
- 1.3.3. The institution that issued the document is no longer in existence; and/or
  - 1.3.4. The applicant is unable to obtain their records as a result of political, religious, or ethnic persecution.
  - 1.4. The list of exceptional circumstances is not intended to be exhaustive, and the NSRRT 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.
  - 1.5. The applicant's requests for alternative documentation must include the following:
    - 1.5.1. A list of documents that cannot be provided;
    - 1.5.2. The reason the applicant cannot obtain the required documentation;
    - 1.5.3. A description of what attempts the applicant has previously made to obtain the required documentation;
    - 1.5.4. A description of the documents the applicant could provide to demonstrate their qualifications for licensure; and
    - 1.5.5. Whether or not the applicant consents to the Registration and Licensing Committee contacting third parties to assist in obtaining information and documentation of the applicant's qualifications.
  - 1.6. The Registration and Licensing Committee may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide the required documentation. Where the required documentation is required by a third-party assessor, the Registration and Licensing Committee may direct the applicant to contact the third party directly.
  - 1.7. The burden is on the applicant to provide sufficient evidence and information in support of their explanation of why a document(s) is unavailable.
  - 1.8. The Registration and Licensing 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
- 2.1. Where the Registration and Licensing 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:
    - 2.1.1. Certified copies of original academic documentation;
    - 2.1.2. Photocopies of academic documentation together with an affidavit attesting to the authenticity of the document.
    - 2.1.3. 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;
    - 2.1.4. Affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance;
    - 2.1.5. Information obtained by the NSRRT from third parties, with the applicant's advance consent, verifying the applicant's educational credentials; and/or
    - 2.1.6. Any other information offered by the applicant evidencing their academic qualifications.
  - 2.2. Acceptable Alternative Information – Professional Qualifications

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Where the Registration and Licensing 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:

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

### 3. Requirements of an Affidavit

3.1. An affidavit submitted to the Registration and Licensing Committee must be an original, sworn affidavit.

3.1.1. The affidavit must be in English.

3.1.2. The affidavit must be signed and sealed (or stamped) by a Notary Public or Commissioner of Oaths.

3.1.3. The following information is required in the affidavit:

3.1.3.1. The identity of the applicant;

3.1.3.2. Reasons why the required documents could not be submitted;

3.1.3.3. Attempts made to obtain the documents;

3.1.3.4. The name of the university the applicant attended and the dates they completed their respiratory therapy program;

3.1.3.5. The name and description of all courses taken during the respiratory therapy program; and,

3.1.3.6. The name of the degree granted and the date it was granted.

### 4. Translation Requirements

4.1. The following provisions are to be utilized if an applicant's original document is not in English.

4.1.1. The translation of documents is the responsibility of the applicant;

4.1.2. The translated document must be attached to the original document;

4.1.3. 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; and

4.1.4. 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.



NOVA SCOTIA REGULATOR OF  
RESPIRATORY THERAPY  
NSRRT

### 3.11 Access to Registration Records

*Category: Registration*

*Date of Origin: June 17, 2021*

*Approved by the Board of Directors on: August 27, 2024 v.2*

*Next Date of Review: August 27, 2027*

#### Policy Statement:


The Nova Scotia Regulator of Respiratory Therapy (NSRRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. The NSRRT will provide an applicant with access to all documents held by the NSRRT 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 NSRRT has that are 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 NSRRT on the applicant's behalf.
3. The Registrar will provide access to the following documents that may form part of an applicant's record:
  - 3.1. Documents provided by the applicant as part of their application;
  - 3.2. Documents that describe the regulator's rationale for registration decisions;
  - 3.3. Documents related to any assessment of qualifications completed or received by the regulator;
  - 3.4. Documents related to accommodation requests; and
  - 3.5. Documents related to reviews and appeals.
  - 3.6. Exceptions to this include:
    - 3.6.1. Documents subject to a legal privilege;
    - 3.6.2. Documents that are prohibited from disclosure by court order; or
    - 3.6.3. Documents that could reasonably be expected to threaten or harm the mental or physical health or the safety of another person.
4. If the NSRRT refuses to provide access to all of the applicant's documents, the NSRRT 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 NSRRT is inaccurate, the applicant may request that the NSRRT correct its records by making a written request to the Registrar with documentation supporting the request.

\*Refer to the NSRRT 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.

 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<h3>3.12 Accommodation</h3>
	<p><i>Category: Registration</i></p>
	<p><i>Date of Origin: November 25, 2021</i></p>
	<p><i>Approved by the Board of Directors on: August 27, 2024 v.2</i></p>
	<p><i>Next Date of Review: August 27, 2027</i></p>

#### Policy Statement:

The Nova Scotia Regulator of Respiratory Therapy (NSRRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. Where an applicant to the NSRRT has a disability, the NSRRT will make a reasonable effort to accommodate the applicant. This policy outlines the process for accommodation of applicants with a disability.

#### Policy/Procedure:

1. Request for Accommodation
  - 1.1. Requests for accommodation are to be made to the Registrar in writing. A request for an accommodation must include:
    - 1.1.1. The nature of the disability; and
    - 1.1.2. The type of accommodation being requested.
  - 1.2. 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 the 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.
2. Types of Accommodation
  - 2.1. 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 reasonable accommodation that will enable the applicant to overcome the discriminatory effect of the application process.
  - 2.2. If the requester and the NSRRT 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.
  - 2.3. Examples of accommodations that can be made include, but are not limited to:
    - 2.3.1. assistance in completing application forms;
    - 2.3.2. methods of communication that differ from the NSRRT's regular process; and
    - 2.3.3. alternate times/locations for in-person meetings/interviews/hearings.

- 2.4. The Registrar may decline to provide any accommodation when doing so would circumvent a bona fide occupational requirement.
- 2.5. Notes related to the accommodation request are kept separate from other file materials to avoid inappropriate disclosure of personal health information.
3. Health Professionals Testing Canada (HPTC) administers the NSRRT approved entry-to-practice 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](http://www.hptc.ca).

 <p>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</p>	<h3>3.13 Registration Decisions</h3>
	<p><i>Category: Registration</i></p>
	<p><i>Date of Origin: April 13, 2022</i></p>
	<p><i>Approved by the Board of Directors on: August 27, 2024 v.2</i></p>
	<p><i>Next Date of Review: August 27, 2027</i></p>

**Policy Statement:**

The Nova Scotia Regulator of Respiratory Therapy (NSRRT) 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 NSRRT, the Registrar will review the application and required documentation within five (5) business days.
2. The applicant will be notified by email of any missing criteria.
3. Where an applicant meets the criteria for registration or licensing or renewal of license, the Registrar shall issue a license in the appropriate category within five (5) business days of receipt of a complete application.
4. Where an applicant does not meet the criteria, the Registrar may:
  - 4.1. Deny the application;
  - 4.2. Limit the duration of or impose conditions or restrictions on the registration, license or renewal of license if it meets the objects of the NSRRT; or
  - 4.3. Refer the application to the Registration and Licensing Committee.
5. Where the Registrar denies the application or imposes conditions or restrictions, the Registrar will provide the applicant with a written decision with reasons:
  - 5.1. Within 14 days of the decision; and
  - 5.2. Inform the applicant of their right to have the decision reviewed by the Registration and Licensing Review Committee.
6. Upon receipt of an application for review, the Registration and Licensing Committee will review the application within ten (15) business days.
7. The Registration and Licensing Committee may:
  - 7.1. Request additional information from the applicant;
  - 7.2. Require the applicant to complete a competency assessment and bridging education; and

- 7.3. Extend the term of an applicant’s existing registration or license until a decision has been made by the Committee.
- 7.4. Where the Registration and Licensing Committee finds that an applicant meets the criteria for registration or licensing, or renewal of a license, the Committee will approve the application.
- 7.5. Where the Registration and Licensing Committee finds than an applicant does not meet the criteria for registration or licensing or renewal of a license and denies the application or imposes conditions or restrictions, the Committee will:
  - 7.5.1. Provide the applicant with a written decision with reasons within ten (10) business days; and
  - 7.5.2. Inform the applicant of their right to have the decision reviewed by the Registration and Licensing Review Committee and the appeal process.
- 7.6. If the Registration and Licensing Committee denies an application, it may decide to publish or share the decision or a summary of it.

 <p><b>NOVA SCOTIA REGULATOR OF RESPIRATORY THERAPY NSRRT</b></p>	<b>3.14 Registration Appeal</b>
	<i>Category: Registration</i>
	<i>Date of Origin: November 25, 2021</i>
	<i>Approved by the Board of Directors on: August 27, 2024 v.2</i>
	<i>Next Date of Review: August 27, 2027</i>

**Policy Statement:**


The Nova Scotia Regulator of Respiratory Therapy (NSRRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. Where an applicant to the NSRRT has been refused registration, 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 Regulated Health Professions Act and General Regulations and the Respiratory Therapy Regulations, where an applicant or registrant has been refused registration or license or renewal of license, or has conditions or restrictions imposed on a registration or license, the Registrar or Registration and Licensing Committee will provide written reasons for such decision, and the applicant may appeal that decision to the Registration and Licensing Review Committee.
2. The applicant may appeal the decision in writing within 30 days of receipt of the written decision. The written notice must:
  - 2.1. Outline the reasons for a review; and
  - 2.2. Pay any applicable fees related to a review.
3. Fees paid by the applicant for a review will be refunded to the applicant if the review results in the granting of registration or the issuing of a license.

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4. Upon receipt of a written request for a review, the Registrar will refer the matter to the Registration and Licensing Review Committee and provide the Committee with:
    - 4.1. A copy of the written decision being reviewed;
    - 4.2. A copy of all records relating to the application; and
    - 4.3. Any additional written information the Registrar considers necessary.
  5. The Registration and Licensing Review Committee is appointed by the Board and is composed of at least one (1) public representative and a minimum of two (2) respiratory therapists from the practising roster.
    - 5.1. No person who acted as a decision-maker in of the registration decision will sit on the Registration and Licensing Review Committee.
  6. The parties to the appeal before the Registration and Licensing Review Committee are the NSRRT and the Appellant.
  7. Upon receipt of the appeal, the Registration and Licensing Review Committee shall:
    - 7.1. Set a date for a review of the appeal within sixty (60) days;
    - 7.2. Serve written notice of the review to the Registrar and the Appellant, including information on whether the review will be conducted through written submissions or in person attendance before the committee for the presentation of evidence or to make submissions.
    - 7.3. The written notice to the Appellant must include:
      - 7.3.1. The date, time, and place of the review;
      - 7.3.2. Notice of the right to be represented by legal council, a union representative, or another representative at the Appellant's own expense;
      - 7.3.3. Disclosure of any information to be provided at the review; and
      - 7.3.4. Notice of the right to a reasonable opportunity to present a response and make submissions.
  8. The Registration and Licensing Review Committee and the Appellant shall be provided with all material relied upon by the Registrar and Registration and Licensing Committee in making the decision that is subject to the appeal.
  9. Either party may present additional evidence to the Registration and Licensing Review Committee and call witnesses.
  10. The Registration and Licensing Review Committee may request additional information from the Registrar.
  11. All evidence submitted by either party must be received a minimum of ten (10) days before the review, or it is considered inadmissible.
  12. Evidence submitted by either party to the Registration and Licensing Review Committee must be received by the opposing party at least ten (10) days before the review. However, the Registration and Licensing Review Committee 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 review before the Registration and Licensing Review Committee, the parties have a right to present evidence, make submissions and cross examine witnesses. Testimony of witnesses at a hearing before the Registration and Licensing Review Committee shall be taken under oath or affirmation.
  14. Evidence or submissions presented during a review will be electronically recorded.
  15. If an applicant does not attend their review, the Registration and Licensing Review Committee may continue without them and make any decisions allowed under the Regulated Health Professions Act and Regulations.

16. Upon review and consideration of the evidence received at the review, the Registration and Licensing Review Committee will make one of the following decisions:
- 16.1. Grant a license;
  - 16.2. Deny a license;
  - 16.3. Order the imposition of conditions or restrictions on the registration or license of the applicant;
  - 16.4. Assess costs to be paid by the applicant if the application for review is denied;
  - 16.5. Consider the imposition of a fine where a registrant has practised without a license or determines a person who subsequently becomes a registrant has engaged in practice without holding a license.
17. The Registration and Licensing Review Committee shall give its decision in writing with reasons within thirty (30) days of the hearing and shall send a copy to the Appellant by registered mail.
18. Decisions of the Registration and Licensing Review Committee are final.

	<b>3.15 Jurisprudence Examination</b>
	<i>Category: Registration</i>
	<i>Date of Origin: February 13, 2022</i>
	<i>Approved by the Board of Directors on: June 17, 2025 v.2</i>
	<i>Next Date of Review: June 17, 2028</i>

**Policy Statement:**

The Nova Scotia Regulator of Respiratory Therapists (NSRRT) regulates the practice of respiratory therapy and governs its registrants in accordance with the Regulated Health Professions Act, the General Regulations, the Respiratory Therapy Regulations, NSRRT Bylaws and policies. Its mandate is to ensure that registrants possess the capacity, competence, capability, and character required to practise respiratory therapy safely and ethically.

The NSRRT Jurisprudence examination is a mandatory requirement for all initial applicants. As part of its public protection mandate, the NSRRT has a responsibility to ensure all individuals who practice in Nova Scotia are aware of applicable provincial legislation, regulatory issues, NSRRT policies, practice guidelines and position statements that may impact a respiratory therapist’s ability to provide safe, effective, and ethical care to Nova Scotians.

**Policy/Procedure:**

1. In addition to submission of the online application form, all required documentation and any application registration fees (application or licensing fees), initial applicants to the NSRRT must successfully complete the online jurisprudent examination.
  - 1.1. Initial applicants are applicants who have never previously held a license with the NSRRT.
2. The exam will be accessible upon the creation of an online profile and submission of an online application for registration and license with the NSRRT at [www.nsrرت.ca](http://www.nsrرت.ca).
3. Exam format:
  - 3.1. A series of multiple-choice questions;

- 
- 3.2. Pass mark 80%;
  - 3.3. Each section will provide written or video content necessary to answer the question, followed by the question(s);
  - 3.4. Embedded in the content may be applicable hyperlinks that will provide additional resources to assist in answering the question;
  - 3.5. Following the exam, the applicant will immediately receive notification of pass or fail;
  - 3.6. Applicants may make as many attempts as necessary to successfully pass the exam, and
  - 3.7. Applicants who are unable to successfully complete the exam must contact the Registrar who will provide assistance in completion.
4. Deferrals will be allowed in extenuating circumstances only following submission of a written request to the Registrar.

## 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 (DD/MM/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 (DD/MM/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 NUMBER

Date registration held: \_\_\_\_\_  
FROM DD/MM/YY TO DD/MM/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

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If YES, please provide details below.

4. 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.

5. 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](mailto:registrar_rrtalberta@gmail.com)  
CRTO [hamp@crto.on.ca](mailto:hamp@crto.on.ca)  
MARRT [edregistrar@marrt.org](mailto:edregistrar@marrt.org)  
NBART [registrar@nbart.org](mailto:registrar@nbart.org)  
NLCHP [alice.kennedy@nlchp.ca](mailto:alice.kennedy@nlchp.ca)  
NSCRT [registrar@nscrt.com](mailto:registrar@nscrt.com)  
OPIQ [dg@opiq.qc.ca](mailto:dg@opiq.qc.ca)  
SCRT [gail.sarkany@scrt.ca](mailto: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.

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**Appendix B**

**Declaration of Criminal Record Form**

**Declaration of Criminal Record**

Criminal records search 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