



## *Nova Scotia College of Respiratory Therapists*

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<b>Policy Title: Registration Decisions</b>	
<b>Date Approved: April 13, 2022</b>	<b>Category: Registration</b>
<b>Date of next revision: April 2025</b>	<b>Authority: Respiratory Therapists Act S14,15,17 Respiratory Therapy Regulations S6 Fair Registration Practices Act NSCRT Bylaws 9a</b>

### **Policy Statement:**

The Nova Scotia College of Respiratory Therapists (College) 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 College, 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.



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Version History	
Date revised:	Reason for revision: