



Nova Scotia College of Respiratory Therapists

Nova Scotia College of Respiratory Therapists Assessment Process

Respiratory Therapy is a regulated profession in Nova Scotia which means you must be registered/licensed to work as a Respiratory Therapist in Nova Scotia. To apply to be a Registered Respiratory Therapist (RRT) in Nova Scotia (NS), you must apply to the Nova Scotia College of Respiratory Therapists (NSCRT). The NSCRT issues licenses to qualified applicants.

This guide will provide you with an overview of the registration requirements and the assessment process. You may not practice Respiratory Therapy or identify yourself as a “Respiratory Therapist” in NS until after you have been issued a certificate of registration.

An applicant for registration must:

- 1) Have graduated from an approved Canadian Respiratory Therapy program ([approved programs](#)).

Or,

- 2) if applicants have not graduated from an approved respiratory therapy program they must have:
 - a) Successfully completed a program offered outside Canada either in respiratory therapy or in a closely related field that is acceptable to the Credentials Committee, along with any additional education that is required by the Credentials Committee, and
 - b) Demonstrated through an assessment process acceptable to the Credentials Committee that they have knowledge, skills, abilities and judgement equivalent to those of a person who has successfully completed an approved program.

The assessment process is based on the [National Competency Framework \(NCF\)](#). The NCF is a list of competencies considered essential for entering the practice of Respiratory Therapy in Canada.

Following successful completion of an assessment process acceptable to the Credentials Committee, applicants will be eligible to write the Canadian Board for Respiratory Care (CBRC) national certification examination.

- **Examination requirement:**

An applicant for an active-practicing license must have successfully completed the Canadian Board for Respiratory Care (CBRC) national certification examination. **The examination is mandatory. To be eligible to write the CBRC exam, applicants must first meet the Education requirement.**



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NOTE: Prior to completing the approved examination, an applicant may be granted a temporary Graduate license.

- **A portion of the competency assessments are conducted by the regulatory body in Ontario, the College of Respiratory Therapists of Ontario (CRTO). All expenses related to the competency assessments are the responsibility of the applicant, including translation of required documents.**

ASSESSMENT PROCESS

Applicants who have not graduated from an approved Canadian Respiratory Therapy program must undergo an assessment of their education, knowledge and skills. Any person wishing to undertake the assessment must first submit the following: (All forms can be found at <https://www.nscrt.com/registration/applicants-outside-canada> or upon request the NSCRT will mail hard copies of forms to applicants.)

- Pre-registration form:** The form will provide us with your contact information and give us a general idea of your education and work experience.
- Proof of Canadian citizenship, permanent residency status or a valid work permit** (e.g. photocopy of birth certificate, residency card): An applicant for registration must be a Canadian citizen or a permanent resident of Canada or be authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of Respiratory Therapy. Once registered, it is the Member's responsibility to ensure s/he is eligible to work in Canada at all times.
- Proof of language proficiency:** Where the applicants first language is not English, the applicant must demonstrate fluency in English by submitting test scores of an accepted language proficiency test. Please note that the applicant is responsible for costs of language proficiency testing. ([Language proficiency requirements](#))
- Credential Evaluation:** As part of the application process, academic qualifications must be verified by World Education Services (WES Canada). Please ensure that the required documentation from the educational program has been submitted directly to WES. WES will attest to the authenticity of the documents reviewed and prepare a course-by-course evaluation report as required by the NSCRT. WES will send the evaluation report to you and to the NSCRT. To have your academic qualifications evaluated by WES, contact WES at <https://www.wes.org/ca>. Please note that the applicant is responsible for the cost of the report and will be charged directly by WES for its services.



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- Professional Portfolio and Competency Review:** Our internationally trained applicants come from a variety of educational backgrounds. For example, there are wide variations in the didactic and clinical training received at different educational institutions and related work experience around the world. For these reasons, the NSCRT needs to review the applicant's competencies and how they were achieved through: academic/educational program; clinical/simulation; and clinical/workplace.
- Registration Verification Form:** The applicant must indicate if they have ever been registered/licensed to practice as a Respiratory Therapist, or in other related health profession(s). Applicants must include registration number and dates of registration. List other provinces, states or countries. If applicable, applicants must complete Section 1 of the Registration Verification Form and mail to the regulatory/licensing organization where they were previously registered for completion of Section 2. The form must be submitted to the NSCRT directly by the regulatory/licensing body that has completed Section 2
- Letter(s) of reference from past employers:** Applicants must provide a letter of reference from each employer in which they have been practicing as a respiratory therapist (or in a related field) over the past five years.
- Money order or a certified cheque:** The NSCRT Staff will review applicant submissions to ensure that they meet the requirements to proceed with an assessment. The fee to cover the review of submissions is \$250, payable to the NSCRT, and must be submitted to the NSCRT with the documents listed above.

Stages in the Assessment Process:

1. **Self-Assessment Readiness Tool™ (SART).** The [SART](#) is designed to help internationally educated healthcare professionals understand the respiratory therapy profession in Canada. This tool will help you assess your skills based on respiratory therapist competency guidelines. There is no fee to complete the SART and the information is not provided to the NSCRT. It is recommended that the SART be completed before proceeding with application for license.
2. **Submit pre-registration documents to the NSCRT.** As part of the pre-registration process, applicants must complete and submit all documents listed above to the NSCRT, including the fee. All forms required can be downloaded from the NSCRT website or applicants may contact NSCRT and request forms be mailed to them. The NSCRT will review and verify authenticity of documents provided. If applicable, the NSCRT will notify applicants of any missing information. Processing of the pre-registration documents may take up to 4 weeks. Based on the information provided, the NSCRT Credentials Committee will notify the applicant in writing if they meet the requirements to proceed with the competency assessment.



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3. **Application Review:** Applicants who meet the requirement to proceed with an assessment will have their file referred to the College of Respiratory Therapists of Ontario (CRTC) to complete the competency assessment. CRTC will:
 - i. Review the applicant's curriculum and provide course references to demonstrate that each specific area was covered in the applicant's program. Applicants may need to contact their school to obtain copies of supporting documents and are responsible for any required translation services.
 - ii. Perform a structured interview with the applicant to compare the applicant's knowledge, skills, and experience acquired through both education and employment against the competencies listed in the NCF. The interview may be performed at the CRTC office or, when possible and at the discretion of the CRTC, via electronic means. The interviews are administered by 2 trained interviewers who have broad experience and expertise in the practice of respiratory therapy. Interviews focus on applicant's real-life experiences.
 - iii. The course by course educational review and the interview will be compiled into an interim assessment report containing the assessment results up to that point. The CRTC or NSCRT staff will then meet with the applicant to review the report and to discuss next steps (e.g. proceed with next phase of assessment or to exit or withdraw from the assessment and to consider alternatives to proceeding with the assessment).

This portion of the assessment takes 6-9 months depending on the scheduling availability of CRTC staff. Fees for this portion of the assessment are \$500 paid directly to the CRTC, these fees do not include costs related to translation of documents, video conference/interview, or travel costs.

4. **Clinical Skills Assessment (CSA):** This portion of the assessment is also performed by CRTC staff. At this step, applicants are asked to demonstrate their clinical skills in a simulated environment (clinical environment that mimics real-world practice). The CSA consists of a series of simulated clinical scenarios each designed to measure whether applicants can demonstrate specific clinical competencies at an entry to practice level. Applicants are also assessed on their communication skills, professionalism, clinical problem solving and health and safety.

CSAs are conducted on an as-needed basis at a CRTC approved simulation facility in Toronto. Fees associated with the CSA are \$2750.00, not including associated travel costs. Detailed information can be found in the [CRTC CSA Guide](#).

5. **NSCRT Credential Committee Referral:** Upon completion of the assessment process, the NSCRT will be forwarded a comprehensive assessment report prepared by CRTC Staff. The report will incorporate the results of the educational review, structured interview, and clinical skills assessment.



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Following the review, the NSCRT Credentials Committee will make a decision based on the results of the assessment and notify the applicant.

Estimated Assessment Timelines and Fees		
Stage	Timeline	Fee
<p>Pre-registration process: NSCRT Staff reviews the required documents. The timing of this stage will depend on when all the required documents are submitted by the applicant and/or third-party organizations. If the application meets the requirements to proceed with the assessment, the applicant will be referred to the assessment process.</p>	Up to 4 weeks	\$250 CAD
<p>Application Review: Upon receipt of the application for assessment and payment from the applicant, CRTO will perform the program review followed by the structured interview. The interview will be scheduled within 4 weeks of the program review. 30 days after the interview the NSCRT and applicants will receive an interim report containing assessment results up to that point.</p>	6-9 months (after the fee is received)	\$500 CAD
<p>Clinical Skills Assessment (CSA) and feedback report: CRTO will administer the CSA 3-4 months following payment of fees. This timeframe allows for planning of the CSA and booking of the facility. Within 30 days of the assessment applicants will receive their CSA assessment report.</p>	4-6 months (after the CSA fee is received).	\$2750 CAD
<p>Credential Committee Report Review and Decision: Upon completion of the assessment process, the application will be referred to the Credentials Committee for consideration. A copy of the Committee's decision and reasons will be provided to the applicant. If the applicant is not satisfied with the decision s/he may appeal. The applicant will be notified in writing of the right to appeal and will be provided with contact information.</p>	3 -4months	No fee
<p>CBRC Examination: Upon approval of the NSCRT Credential's Committee, applicants will be eligible to write the CBRC credentialing examination. Candidates must make their first attempt at writing the CBRC entry-to-practice respiratory therapy examination within eighteen (18) months. Candidates are permitted up to three (3) attempts to write the exam.</p>	Exams are offered twice per year, in January and July	\$1033.85 CAD per attempt

NSCRT Registration and other fees:



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Applicants approved for registration are required to submit a registration fee to complete the registration process and to receive a graduate or active-practice license. The NSCRT registration year runs from April 1 to March 31 of the following year. The fee for the entire year is \$475. The initial registration fee is prorated on a monthly basis at \$40/month. Initial registrations are required to pay a \$75 application in addition to their regular registration fees.