



Pre-registration Checklist

Please refer to the checklist below for a list of the documentation required as part of your registration/licensing application. All documents provided will be kept with your application form in your file.

- Pre-registration form** - completed, signed and dated.
- Proof of Canadian citizenship, permanent residency status or a valid work permit** (e.g. photocopy of birth certificate, residency card).
- Proof of language proficiency** (if applicable)
If your first language is not English, and your education/training in respiratory therapy (or related field) was not completed in English.
- World Education Services (WES) Credential Evaluation**
Applicants who have been educated outside Canada must ensure that their transcript and/or academic qualifications are verified by WES. To have your academic qualifications evaluated by WES, please contact them at <http://www.wes.org/ca>.
- Professional Portfolio and competency self-assessment**
- Registration verification form** (if applicable)
If you have been registered/licensed as a respiratory therapist in another jurisdiction or in any other health profession you must have a registration verification form completed.
- Letter(s) of reference from past employers**
Provide a letter of reference from each employer in which you have been practicing as a respiratory therapist (or in a related field) over the past five years.
- Money order or a certified cheque** in the amount of \$500 payable to the Nova Scotia College of Respiratory Therapists.

Please note: If any of the documents required are available in a language other than English you must attach to the original an english copy translated by a certified translator.

Once completed, send your application form and supporting documentation to:

Registrar
Nova Scotia College of Respiratory Therapists
1959 Upper Water Street, Suite 1301
Halifax, Nova Scotia, Canada
B3K 5J7
Email: registrar@nscrt.com
Facsimile: 902-422-2388