



**Unauthorized Use of Title and Holding out**

**Type:** Policy

**Origin Date:** March 3, 2017

**Section:** AD

**Approved By Council on:** Dec. 1, 2023

**Document Number:** AD-210

**Next Revision Date:** Dec. 2028

**1.0 BACKGROUND**

Under the *Respiratory Therapy Act, 1991, (RTA)*, no person other than a member of the College of Respiratory Therapists of Ontario (CRTO)<sup>1</sup> shall use the title “respiratory therapist”, “RT”, a variation or abbreviation or an equivalent in another language, or hold themselves out as a person who is qualified to practise in Ontario as a Respiratory Therapist or in a specialty of respiratory therapy.

The *Registration Regulation (O. Reg. 596/94 Part VIII)* sets out the titles and designations that apply to Members of the CRTO. The list of titles and designations is included in Appendix A.

**2.0 POLICY STATEMENT**

It is the policy of the CRTO that the Registrar has an obligation to address any information received regarding a person’s unauthorized use of a restricted title, or designation, or holding out as qualified to practise in Ontario as a Respiratory Therapist (RT), or in a specialty of Respiratory Therapy.

**3.0 PURPOSE**

The purpose of this policy is to describe the possible outcomes the Registrar will consider when information is received by the CRTO regarding a person’s use of restricted title, designation, or holding themselves out as qualified to practise in Ontario as an RT without proper authorization. The Registrar will use this policy to determine what action, if any, is appropriate.

---

<sup>1</sup> With the exception of Inter-jurisdictional Respiratory Therapists who meet the conditions under [O. Reg. 199/23 Exemption – Restricted Titles](#), which include having submitted an application for registration to the CRTO.



#### 4.0 SCOPE OF POLICY & APPLICABILITY

The Registrar must administer legislation in the interest of protecting the public. This policy applies to individuals using a restricted title, or designation, or holding themselves out as qualified to practise in Ontario as an RT without the proper authorization.

Based on the information received, the Registrar considers the following:

- a. Any potential risk to the public posed by the individual's conduct;
- b. The nature of the evidence to support that the individual used the restricted title or held themselves out as a Respiratory Therapist without proper authorization;
- c. Whether the individual's conduct was intentional;
- d. The length of time in which the individual used the restricted title or held themselves out as Respiratory Therapist without proper authorization;
- e. The attitude or remorse expressed by the individual; and
- f. The individual's willingness to sign an Acknowledgement and Undertaking with the CRTO.

#### 5.0 RESPONSIBILITIES

Upon receipt of information suggesting a person's unauthorized use of a restricted title, designation, or holding themselves out, it is the responsibility of the Registrar to take actions such as:

- a. Educate and remediate;
- b. Require that the person pay to the CRTO the fees of which they did not pay for the length of time that they used a designated title;
- c. Order that they cease and desist; and/or
- d. Prosecute under the *RTA* and the *Regulated Health Professions Act (RHPA)*.

If the Registrar learns about an applicant's for registration use of a restricted title, designation, or holding themselves out prior to registration, the Registrar may also do one or more of the following:

- a. Ask the applicant to submit a letter of explanation;
- b. Request that the applicant enter into an undertaking to successfully complete a Specified Continuing Education or Remediation Program (SCERP) as determined by the Registrar prior to registration;
- c. Require the applicant to review any applicable legislation or CRTO publications related to registration, use of title and professional conduct; and/or
- d. Refer the applicant to the Registration Committee.



## 6.0 AUTHORITY & MONITORING

The Registrar shall address information that comes to their attention in keeping with the CROTO's mandate of protecting the public.

It is the responsibility of CROTO staff to carry out and fulfill the directions as given by the Registrar.

## 7.0 CONSEQUENCES FOR NON-COMPLIANCE

### **Individuals Not Registered with the CROTO (including Suspended Members)**

Persons who have misused the title and who were not registered with the CROTO at the time of the finding will be asked to cease and desist using the RT title and practising all RT-related activities. Further continuation of such unauthorized conduct may result in prosecution under the *RTA* and *RHPA*.

### **Inactive Members**

An Inactive Member who contravenes the conditions imposed on their certificate of registration<sup>2</sup> by, for example, using the restricted title or designation, may be referred to the Inquiries, Complaints and Reports Committee (ICRC) of the CROTO for allegations of professional misconduct.

### **Applicants for Registration**

An applicant's unauthorized use of title, designation, or holding out as a Respiratory Therapist prior to having been issued a certificate of registration by the CROTO, may provide reasonable grounds for the belief that the applicant will not practise "with decency, integrity and honesty and in accordance with the law" as required under the *Registration Regulation*.

If the Registrar has reasonable and probable grounds to believe that an applicant will not practice safely, ethically, honestly, with decency, with integrity and in accordance with the law, the application will be referred to the Registration Committee for review<sup>3</sup>.

## 8.0 RELATED DOCUMENTS

- [Respiratory Therapy Act, 1991, \(RTA\)](#)
- [O. Reg. 596/94 General - Titles](#)
- [Determining Applicant's Suitability to Practice Fact Sheet](#)
- [Inactive Certificate of Registration Fact Sheet](#)

---

<sup>2</sup> It is a condition of an inactive certificate of registration that the member shall not, (a) engage in providing direct patient care; (b) use the restricted title or designation; (c) supervise the practice of the profession; or (d) make any claim or representation to having any competence in the profession.

<sup>3</sup> The CROTO has published a Fact Sheet *Determining Applicants' Suitability to Practice*, outlining the criteria that a panel of the Registration Committee may use to determine an applicant's suitability to practice.



## 9.0 APPENDICES

Appendix A – Titles and Designations

## 10.0 CONTACT INFORMATION

**College of Respiratory Therapists of Ontario**

180 Dundas Street West, Suite 2103

Toronto, ON M5G 1Z8

**Telephone:** 416-591-7800

**Toll-Free (in Ontario):** 1-800-261-0528

**Fax:** 416-591-7890

**General Email:** [questions@crto.on.ca](mailto:questions@crto.on.ca)

## Appendix A – Titles and Designations

<b>Certificate of Registration</b>	<b>English Title</b>	<b>French Title</b>	<b>Designation</b>
General	Registered Respiratory Therapist; or Respiratory Therapist	Thérapeute Respiratoire Autorisé(e); or Thérapeute Respiratoire	RRT
Graduate	Graduate Respiratory Therapist	Thérapeute Respiratoire Diplômé(e)	GRT
Limited	Practical Respiratory Therapist	Thérapeute Respiratoire Auxiliaire	PRT
Emergency	Respiratory Therapist (Emergency)	Thérapeute Respiratoire (Urgence)	RT(E)