



Vulnerable Sector Checks¹

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1.0 POLICY STATEMENT

As part of its public interest mandate, the College of Respiratory Therapists of Ontario (CRTO) must ensure that applicants' past and present conduct affords reasonable grounds for belief that they will practice respiratory therapy with decency, integrity, and honesty and in accordance with the law. To this end, it is the policy of the CRTO that all applicants for registration submit the results of a Vulnerable Sector Check (VSC) as part of their application for registration with the CRTO.

2.0 PURPOSE

The CRTO uses the VSCs as part of its review of applicants' suitability to practice. The purpose of this policy is to explain the VSC requirement as it applies to applicants for registration with the CRTO.

3.0 APPLICABILITY & SCOPE OF POLICY

- a) This policy applies to all applicants who are seeking to register with the CRTO, including applicants for initial registration and those who are applying for reinstatement (e.g., from suspension [except for administrative suspensions), resignation, or revocation]. The policy does not apply to current Members of the CRTO who are applying for a change of class (e.g., Graduate Members applying for the General Certificate of Registration or Inactive Members applying to the General Class).
- b) The VSC must meet the following requirements:
 - i. The VSC Report must be dated no more than **six months** before the date of application for registration with the CRTO.
 - ii. The VSC must be completed on **all names** the applicant is currently using or has ever used (e.g., maiden names).
 - iii. The **name(s)** and **date of birth** on the VSC report must match those listed on the applicant's application for registration with the CRTO.
- c) The applicant is responsible for any **costs** related to obtaining the VSC.

¹ This policy will come into effect on September 1, 2024.



- d) The CRTO will only accept the **original** VSC report obtained from the applicant's local Canadian police service. Applicants who receive an electronic copy of the VSC are required to submit the copy through their applicant portal. Applicants who receive a paper copy of their VSC are required to mail the original copy to the CRTO's Registration Department.
- e) VSCs are specific to the institution requesting the check. Accordingly, the CRTO cannot accept a VSC issued to another organization, with the exemption as outlined in Section 4.0 (b) of this policy.

4.0 EXEMPTIONS

- a) Applicants who do not or have not lived in Canada and who are unable to obtain a VSC are required to provide criminal records check that is acceptable to the Registrar (e.g., international police certificate).
- b) Recent graduates of approved Ontario RT programs may be exempted from the VSC requirement if they:
 - 1. Sign an Undertaking with the CRTO indicating that:
 - i. They have completed a VSC in the last 12 months for the purpose of their clinical placement and the results were completely clear;
 - ii. They have never been charged with or found guilty of a criminal offence; and
 - iii. They agree to promptly obtain and provide the CRTO with a new VSC if requested by the Registrar.
 - 2. Provide a copy of the VSC completed for the clinical placement to the CRTO with the undertaking.

5.0 AUTHORITY & MONITORING

Under section 53. (1) of the Registration Regulation (O. Reg. 596/94 Part VIII):

- An applicant for a certificate of registration of any class must fully disclose details of any criminal offence of which the applicant has been found guilty, including any offence under the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada); and
- The applicant's past and present conduct must afford reasonable grounds for belief that the applicant,
 - i. is mentally competent to practise respiratory therapy,
 - ii. will practise respiratory therapy with decency, integrity, and honesty and in accordance with the law, and
 - iii. will display an appropriately professional attitude.



If the results of the VSC include the disclosure of a criminal record (positive record), the applicant will be required to submit additional information and/or documentation (e.g., court transcript). The Registrar will review the findings to determine whether there are concerns about the applicant's suitability to practice. If the Registrar has concerns about the applicant's suitability to practice, their application may be referred to the CRTO's Registration Committee for review and decision.

6.0 RELATED DOCUMENTS

- [O. Reg. 596/94: GENERAL \(ontario.ca\)](#)
- [Determining Applicants' Suitability to Practice Fact Sheet](#)

7.0 CONTACT INFORMATION

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