

# College of RESPIRATORY THERAPISTS of Ontario

## 2024 Fair Registration Practices Report

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**Prepared for the Office of the Fairness Commissioner (OFC)**



**FAIRNESS COMMISSIONER**  
COMMISSAIRE À L'ÉQUITÉ

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Glossary of terms

# 1. Background

Under section 22.7(1) of Schedule 2 of the Regulated Health Professions Act, 1991 (RHPA), which is substantially similar to section 20 of the Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA).

“A regulated profession shall prepare a fair registration practices report annually or at such other times as the Fairness Commissioner may specify or at such times as may be specified in the regulations”.

Section 22.9 of Schedule 2 of the RHPA and Section 23 of FARPACTA then go on to indicate that the Fairness Commissioner shall specify the form in which these reports shall be prepared, along with the required filing dates. This section also stipulates that a regulator must make these reports public.

It is pursuant to these authorities that the Office of the Fairness Commissioner (OFC) has required that each regulator complete its annual Fair Registration Practices Report (FRP).

Please note that this report covers the time-period from January 1 to December 31, 2024.

The FRP:

- Collects information about the organization, applicants to the profession and current membership.
- Provides information to the public about how the organization has implemented fair registration practices during the reporting period.
- Helps the OFC to successfully undertake the education and compliance activities which include monitoring, applying a risk-informed compliance framework, assessing performance, and sharing best practices.
- Determines whether the regulator is complying with recently enacted legislative and regulatory provisions designed to reduce barriers for domestic labour mobility and internationally trained applicants.
- Identifies trends across regulated professions and regulated health colleges.

## 2. Organization information

<b>Organization name</b>	College of RESPIRATORY THERAPISTS of Ontario
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## 3. Registration requirements

Applicants to the regulated professions and compulsory trades must fulfil registration requirements to practice their profession or use a professional title. This section summarizes registration requirements for each profession or trade regulated by College of RESPIRATORY THERAPISTS of Ontario

Licensing requirements (brief description for each requirement listed):

<b>Profession/ Trade Name</b>	Respiratory Therapist
<b>Academic requirement</b>	An applicant for registration must have graduated from an approved Canadian Respiratory Therapy program or have demonstrated through the CRTO's assessment process that they have the required entry-to-practice competencies.
<b>Experience requirement</b>	The CRTO does not have an experience requirement. However, applicants for registration must meet the currency requirement. For the

	<p>reported 2024 year, the currency requirement specifies that applicants for General and Graduate Certificates of Registration must have graduated from their Respiratory Therapy (RT) program within two years immediately preceding the application for registration unless the applicant was practicing Respiratory Therapy within those two years. As of January 1, 2025, with the amendments to the Registration Regulation (O. Reg. 596/94), the currency requirements are: - CRYPTO applicants must have completed their education program (or assessment) within three years before the date of their application for registration, or - have practiced Respiratory Therapy for at least 1,125 hours within the three years before the date of their application. For more information, please see the Applications for Registration or Reinstatement – Currency Requirement Policy:  <a href="https://www.ccto.on.ca/pdf/Policies/Policy.RG-410.pdf">https://www.ccto.on.ca/pdf/Policies/Policy.RG-410.pdf</a></p>
<b>Language requirement</b>	<p>An applicant for registration must be able to communicate effectively in English or French in a healthcare environment. The applicant will meet the language fluency requirement if their first language is English or French, the language of their RT program instruction is English or French, or the applicant has achieved an acceptable score on a CRYPTO accepted language test. For approved tests and scores, please refer to the Language Proficiency Requirements Policy  <a href="https://www.ccto.on.ca/pdf/Policies/Policy.RG-407.pdf">https://www.ccto.on.ca/pdf/Policies/Policy.RG-407.pdf</a>.</p>
<b>Additional information on licensing requirements (may include links to</b>	<p>Registration requirements are outlined in the Registration Regulation (O. Reg. 596/94 Part VIII under the Respiratory Therapy Act, 1991:  <a href="https://www.ontario.ca/laws/regulation/940596#BK9">https://www.ontario.ca/laws/regulation/940596#BK9</a>  To make registration information more accessible,</p>

<b>appropriate page on regulator website):</b>	they are also listed on the CRTO's registration requirements web page: <a href="https://www.crto.on.ca/applicants/registration-requirements-and-how-to-meet-them-2/">https://www.crto.on.ca/applicants/registration-requirements-and-how-to-meet-them-2/</a> .

## 4. Third party assessments

Third party organizations that assess qualifications on behalf of the regulator.

<b>Organization name</b>	<b>Function</b>
Health Professions Testing Canada	Knowledge based exam
Equal / Accreditation Canada	Academic credential evaluation

Fair access legislation requires regulators to take reasonable measures to ensure that any third parties undertake assessment of qualifications in a way that is transparent, objective, impartial and fair.

College of RESPIRATORY THERAPISTS of Ontario takes the following measure(s) to ensure fair and timely assessments:

Equal/Accreditation - Canada's health education accreditation program assesses educational programs against standards developed by the Health Standards Organization (HSO). Equal provides accreditation services for 20 health profession education programs, including Respiratory Therapy. The program involves a six-stage accreditation process conducted over a six-year cycle. All Ontario RT educational programs, as well as most Canadian RT programs and one international RT program, are assessed and certified under the same Accreditation Canada standard. The National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB), which the CRTO is a member of, has an agreement with Equal. The CRTO has a parallel Client Agreement with Equal that is reviewed and renewed annually by the Registrar. Equal holds quarterly meetings of all members, which provide an opportunity for dialogue on regulatory matters and policies, program insights and results, and program policy changes. Concerns

regarding the fairness of the accreditation process can be brought forward to EQual by any of the educational facilities and/or EQual members. Also, the members can participate in accreditation surveys to share their knowledge. Health Professionals Testing Canada (HPTC) - The HPTC develops and conducts the national registration examination that the CRTO Council has approved. The HPTC exam is based on the most current National Competency Framework, which sets the examination weighting matrix. The CRTO has a Service Agreement with the HPTC that is reviewed and renewed annually. As part of this agreement, HPTC provides the CRTO with copies of all formal reports, analyses, studies, or other documentation regarding the examination's validation, reliability, scoring method, or other relevant characteristics. In the agreement, the HPTC agrees to perform its obligations in a manner consistent with its privacy policy and per the principles of transparency, objectivity, impartiality and fairness.

## 5. Accomplishments, risks and mitigations

Key accomplishments and risks pertaining to fair registration practices during the reporting period are summarized below.

### A. Accomplishments

1	During 2024, the CRTO worked closely with the Ministry of Health to finalize the changes to the Registration Regulation. In anticipation of the new Registration Regulation, the CRTO Council approved two policy updates, that is, the Entry-to-Practice Assessment Policy and the Applications for Registration or Reinstatement – Currency Requirement Policy. A summary of changes is available: <a href="https://www.crto.on.ca/public/new-registration-regulation/">https://www.crto.on.ca/public/new-registration-regulation/</a> .
2	Vulnerable Sector Checks (VSC) Policy - As of September 1, 2024, the CRTO implemented a new VSC registration requirement. This initiative is part of the CRTO's ongoing commitment to ensuring the safety and well-being of the communities that Respiratory Therapists serve. For detailed information about the Vulnerable Sector Checks requirement, see policy: <a href="https://crtto.on.ca/pdf/Policies/Policy.RG-430.pdf">https://crtto.on.ca/pdf/Policies/Policy.RG-430.pdf</a> .
3	The CRTO has increased diversity, equity, and inclusion (DEI) training for Council, Committee, and staff members. Staff participated in DEI webinars,

	including one focused on Anti-Asian Racism in Healthcare and another celebrating Pride Month. Additionally, staff and Council took part in an Indigenous-led blanket exercise during Education Day. Staff also attended DEI training sessions offered during the CLEAR and CNAR conferences. Efforts to enhance DEI include drafting an agile assessment tool to measure the impact of CROTO policies, guidelines, and other initiatives. This tool will be used to review existing and new policies, measure the effectiveness of DEI initiatives, support decision-making, facilitate continuous improvement, and engage stakeholders. Specific actions taken are as follows: - Developed an inclusive question bank and interview template. - Incorporated the principles of Equity Impact Assessment into a policy review checklist. - Developed a new internal Recruitment & Selection Policy, providing a transparent and consistent framework for employee recruitment and selection, ensuring merit-based, equal employment opportunities in accordance with relevant legislation and best practices. - Developed a consultation survey focused on demographic data.
4	In September 2024, the CROTO relocated its office from 180 Dundas Street W to 90 Adelaide Street W. This relocation reduced occupancy costs by sharing office space with another regulator and allowed staff to continue working in a hybrid model.

## B. Risks and Mitigations

Risk	Mitigation Measure
IT and Records Management	The CROTO maintains all membership records and data in electronic form. To address potential risks such as IT infrastructure disruptions, data integrity compromises, and unauthorized access to records (e.g., cyber-attacks), the CROTO has engaged the services of a cybersecurity company, ISA. ISA conducted a comprehensive assessment of the CROTO's IT security architecture to identify vulnerabilities and provide recommendations for remedial actions. Additionally, in 2024, the CROTO retained

	<p>a Cybersecurity Breach Coach, who reviewed and provided recommendations for the CRYPTO's Incident Response Plan. This plan addresses how to detect and respond to cybersecurity incidents and data breaches, determine their scope and risk, respond appropriately and quickly, and communicate the results and risks to all stakeholders. The CRYPTO has begun implementing the recommended measures to ensure the security of its data. Additionally, the CRYPTO has implemented a comprehensive staff training program focused on cybersecurity to enhance awareness and preparedness. Aside from security changes, the CRYPTO is in the process of implementing a new database. There are potential risks to integrating a new database, such as slower processing times as staff become familiar with the new system. The CRYPTO plans to mitigate this risk through comprehensive staff training and utilizing the resources provided by the vendor.</p>
Unaccredited Ontario Programs	<p>In 2023, the CRYPTO proposed amendments to its existing Registration Regulation to facilitate the assessment of students graduating from unaccredited Canadian programs. Effective January 1, 2025, the new Registration Regulation is in force. The new regulation authorizes the Registration Committee to refer graduates from unapproved programs to an assessment process to verify that</p>



	<p>they possess the knowledge, skills, and judgment equivalent to those of graduates from approved programs. To streamline the assessment process and reduce costs, the CRTO has entered into an agreement with the simulation facility at an educational institution with an RT program. This agreement will enable the CRTO to conduct multiple competency assessments in a single day, allowing graduates from unaccredited programs who demonstrate the requisite competencies to enter practice with minimal delay.</p>
<p>Misalignment with regulatory requirements - Registration</p>	<p>Due to changes in O. Reg. 596/94 (Registration Regulation), heightened reporting requirements, legislative changes, and an increase in applications, particularly from internationally educated health professional applicants, delays in the registration process and misalignment with regulatory requirements may occur. To mitigate and control this risk, comprehensive registration policies and procedures are in place and are reviewed frequently. Furthermore, staff cross-training, resource sharing among other colleges, and support from legal counsel help reduce misalignment with regulatory requirements. Ongoing monitoring and reporting of registration processing timelines (e.g., quarterly Council Key Performance Indicator Reports) and reporting requirements such as the College Performance Measurement Framework</p>

	and Fair Registration Practices Report ensure that the CRTO's registration requirements are met and aligned with legislative mandates.
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## 6. Changes to registration practices

During the January 1 to December 31, 2024 reporting period, College of RESPIRATORY THERAPISTS of Ontario has introduced the following changes impacting its registration processes. Changes, anticipated impacts, and risk mitigation are summarized below.

### A. Registration requirements and practices

Registration process	Changes Made (Yes / No)	Description
Registration requirements either through regulation, by-law or policy	Yes	On May 1, 2023, the CRTO submitted its proposed revisions to the Registration Regulation ( <a href="https://www.ontario.ca/laws/regulation/940596">https://www.ontario.ca/laws/regulation/940596</a> ) to the Ministry of Health. One of these changes, the Emergency Class of Registration started in August 2023. Other provisions, including several changes to the registration requirements, came into effect as of January 1, 2025. A comprehensive summary of these changes is available on the new regulation summary page <a href="https://www.crto.on.ca/public/new-registration-regulation/">https://www.crto.on.ca/public/new-registration-regulation/</a> . A detailed outline of the registration requirements and the methods by which applicants can satisfy them is provided on the "Registration Requirements and How to Meet Them" webpage: <a href="https://www.crto.on.ca/applicants/registration-requirements-and-how-to-meet-them-2/">https://www.crto.on.ca/applicants/registration-requirements-and-how-to-meet-them-2/</a> . Furthermore, this page includes links to the

		<p>relevant registration policies. In 2024, the following two registration policies were reviewed and updated to ensure that they are consistent with the new Registration Regulation.</p> <p>1. The Applications for Registration or Reinstatement – Currency Requirement Policy (<a href="https://www.crto.on.ca/pdf/Policies/Policy.RG-410.pdf">https://www.crto.on.ca/pdf/Policies/Policy.RG-410.pdf</a>) was revised and approved at the December 6, 2024, Council meeting. This policy outlines the considerations for approving registration or reinstatement applications when applicants do not meet the currency requirements, and whether terms, conditions, or limitations should be imposed. The policy has been revised to ensure it is consistent with the new Registration Regulation. Key changes and implications for applicants include: - Emergency Class: added references to the Emergency Class of Registration. - Reinstatement Clarification: clear criteria for applicants moving from Inactive to General Certificate status, specifying when they may be referred for currency considerations. - Possible Actions: included a list of actions the Registration Committee may take, providing transparency and helping applicants anticipate potential outcomes. - Terms, conditions and limitations tables: replaced with a general example of terms that may be imposed, acknowledging the variability in currency gaps. These changes provide clearer guidelines, and transparency in the registration process. The inclusion of the Emergency Class and the list of possible actions by the Committee ensures a fair and adaptable approach, ultimately benefiting applicants by providing more options and clearer expectations.</p> <p>2. Entry-to-Practice Assessments Policy (see Assessment of qualifications section).</p>
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		<p>In addition, in 2024, the CRTO implemented the following policy changes: Vulnerable Sector Checks Policy – This policy was approved at the March 1, 2024, Council Meeting, and came into effect on September 1, 2024. As part of its public interest mandate, the 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, under the new policy, all applicants for registration are required to submit the results of a Vulnerable Sector Check (VSC) as part of their application for registration with the CRTO. For more information, please see the VSC policy:  <a href="https://cрто.on.ca/pdf/Policies/Policy.RG-430.pdf">https://cрто.on.ca/pdf/Policies/Policy.RG-430.pdf</a>. The VSC requirement may delay registration timelines. To mitigate the potential delays in processing applications, the CRTO staff made changes to the application portal and reviewed its processes and procedures to ensure smooth implementation of the new requirement. In addition, to ensure that applicants are aware of the new requirement, CRTO staff have developed a comprehensive communications plan, which includes updates to CRTO's website (e.g., a new FAQ webpage), visits to RT schools in Ontario, and updates to our guidance documents. The Language Proficiency Requirements Policy (<a href="https://www.cрто.on.ca/pdf/Policies/Policy.RG-407.pdf">https://www.cрто.on.ca/pdf/Policies/Policy.RG-407.pdf</a>) – was updated twice: once at the June 7, 2024, Council meeting and again at the September 13, 2024, Council meeting. This policy sets out the accepted English and French language proficiency test scores for registration with the CRTO, reflecting</p>
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		<p>the CROTO's commitment to transparent, fair, and impartial registration practices. According to the Registration Requirements Regulation (O. Reg. 508/22, s. 3), Ontario health profession regulators, including the CROTO, must accept the language proficiency tests approved under the Immigration and Refugee Protection Act (Canada) for use by Immigration, Refugees, and Citizenship Canada (IRCC). In late 2023, the IRCC added the Pearson Test of English Core (PTE Core) to their list of approved language proficiency tests. To comply with the Registration Requirements Regulation, the CROTO Council approved, at its June 2024 meeting to include the PTE Core as an accepted test under the Language Proficiency Requirements Policy. This addition ensures the CROTO meets its legislated obligations and provides applicants with more options for language test providers. The policy was revised again in September 2024 to allow the acceptance of official score reports for partial test retakes. This low-risk approach adds flexibility to the CROTO's registration process and helps accommodate applicants who might have faced challenges on the day of their language test, ensuring fairness while maintaining the integrity of the registration process.</p>
New or consolidated class of certificates or licenses	Yes	<p>In 2023, the Registration Regulation was amended to include the new Emergency Certificates of Registration RT(E). In response to this change, the CROTO developed a new webpage and updated several policy documents, including the Emergency Registration Policy and the Registration and Use of Title Professional Practice Guideline. Applications to the Emergency Class will be open when the CROTO Council or the government</p>

		determines that there is an emergency, and it is in the public interest to register applicants in the Emergency Class. Additionally, the CRTO drafted CRTO's By-Law revisions to include the renewal and fee structure of the Emergency Registration Class (these By-law revisions were approved in March 2024).
Assessment of qualifications, including competency-based assessments and examinations	Yes	<p>The Entry-to-Practice Assessment Policy (<a href="https://www.crto.on.ca/pdf/Policies/Policy.RG-425.pdf">https://www.crto.on.ca/pdf/Policies/Policy.RG-425.pdf</a>) was approved at the December 6, 2024, Council meeting. The policy has been revised to ensure it is consistent with the new Registration Regulation and the CRTO's registration process. Summary of changes includes:</p> <ol style="list-style-type: none"> <li>1. Sequential Assessments - Clarified that assessment components must be completed in sequence unless otherwise directed.</li> <li>2. International Graduates – Applicants from accredited RT programs offered outside of Canada – Clarifying that, if an international RT program held “accredited” status with Accreditation Canada, at the time of the applicant's graduation, the applicant will be deemed to have demonstrated that they have knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved Respiratory Therapy program.</li> <li>3. Assessment Validity – Results are valid for three years. Remediation must be completed within this period, or a new application is required. Unsuccessful applicants must wait three years to retake the assessment unless significant remediation is completed. These changes provide clearer guidelines, thereby making the process more transparent. The extended validity period for assessment results offers applicants more time and support to meet the requirements.</li> </ol>

Documentation requirements for registration	Yes	<p>The Application for Registration Document Requirements Policy (<a href="https://www.crto.on.ca/pdf/Policies/Policy.RG-420.pdf">https://www.crto.on.ca/pdf/Policies/Policy.RG-420.pdf</a>) was approved at the June 7, 2024, Council meeting. The policy guides applicants on the types of documents that may be required for an application with the College of Respiratory Therapists of Ontario (CRTO). The Policy includes the addition of the Vulnerable Sector Checks requirement, mandating applicants to provide VSC results with their application. Additionally, the policy expanded the list of credential evaluation service providers that the CRTO accepts based on their membership with the Alliance of Credential Evaluation Services of Canada. The change to the "Alternative Documents" section allows the Registrar to accept alternatives without referring the application to the Registration Committee. This change will improve the registration processing timelines. Additionally, the Referral to the Registration Committee section was updated to include the actions the Registration Committee may take (per the Health Professions Procedural Code) when an applicant's submission lacks sufficient evidence to meet CRTO's registration requirements.</p>
Timelines for registration, decisions and/or responses	No	
Registration and/or assessment fees	Yes	<p>The Council approved the following for the 2024/25 registration year (effective March 1, 2024): - Registration fee increases from \$650 to \$700 - Clinical Skills Assessment (CSA) fee increases from \$4,250 to \$5,000 - Emergency Certificate of Registration – registration fees set</p>

		at \$350 For a breakdown of the registration-related fees, please visit the Schedule of Fees: <a href="https://www.cрто.on.ca/members/schedule-of-fees/">https://www.cрто.on.ca/members/schedule-of-fees/</a> . The registration fee increase will affect applicants once they are registered with the CRTO. To maintain their registration, CRTO Members are required to pay the registration fee on an annual basis. The CRTO increased the CSA fee from \$4,250 to \$5,000 due to higher costs associated with running the assessments. These fees are set on a cost-recovery basis.
Changes to internal review or appeal process	No	
Access by applicants to their records	No	
Other	No	

## B. Training, policy and applicant supports

Registration process	Changes Made (Yes / No)	Description
Training and resources for staff who deal with registration issues	Yes	The CRTO's legal counsel provides an annual training session for the Registration Committee and Registration staff. The training session covered various important topics, including decision-making processes, assessing qualifications, and making registration and review decisions. The 2024 training sessions also covered the revised requirements under the Registration Regulation (e.g. currency requirement of 1,125 practice hours within the past three years of application, and the maximum number of exam attempts allowed). The orientation also addressed any special



		<p>considerations that may arise during the assessment of applicants and explained the procedures for applying those considerations. Additionally, the session delved into issues related to human rights and anti-discrimination, emphasizing the CRTO's duty to provide transparent, objective, impartial, and fair registration practices.</p>
<p>Resources or training to support applicants to move through the licensing process</p>	<p>Yes</p>	<p>To ensure the accuracy of registration-related information online, CRTO's webpages undergo continuous review and updating to align with current practices. With the revised Registration Regulation, many of the guidance materials (e.g., fact sheets, policies, and registration guides) available on the CRTO's website were updated to communicate these changes and support applicants through the licensing process. In addition to the information available on the CRTO's website, registration staff typically respond to inquiries within 1-2 business days. Internationally educated applicants also have the opportunity to meet one-on-one with CRTO staff after completing each stage of the assessment process. Furthermore, a comprehensive two-step orientation to the Clinical Skills Assessment is provided to ensure applicants thoroughly understand the assessment process.</p>
<p>Anti-racism and inclusion-based policies and practices</p>	<p>Yes</p>	<p>In 2024, CRTO developed and implemented a new Policy Document Review Checklist to ensure consistency when creating new policies and/or updating existing policies, including all policies impacting applicants wishing to register with the CRTO. The checklist includes Diversity, Equity, and Inclusion (DEI) considerations for analyzing policy documents.</p>

## C. System partners

Registration process	Changes Made (Yes / No)	Description
Steps to increase accountability of third-party service provider(s)	Yes	<p>The CRTO conducts a thorough review of third-party service providers prior to contracting. For example, the most recent EQual (Accreditation Canada's health education accreditation program service provider) contract underwent both a CRTO and legal counsel review and revision before approval. The Client Agreement with Accreditation Canada is reviewed and renewed annually. The agreement sets out the obligations of Accreditation Canada to meet its stated timelines for delivering its services. The agreement also includes confidentiality, diversity and inclusion provisions. In addition, the CRTO, as a member of the EQual Council attends its regular business meetings and provides input on its procedures and processes. The Service Agreement with Health Professions Testing Canada (HPTC), the national RT exam provider, is reviewed and renewed annually. As part of this agreement, HPTC provides the CRTO with copies of all formal reports, analyses, studies, or other documentation regarding the examination's validation, reliability, scoring method, or other relevant characteristics. In the agreement, HPTC agrees to fulfil its obligations in a manner consistent with its privacy policy and in accordance with the principles of transparency, objectivity, impartiality and fairness. In addition, as a member of the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB), the CRTO attends the HPTC's annual</p>

		general meetings and provides input on its procedures and processes.
Accreditation of educational programs	Yes	<p>The CRTO's Council reviews and approves the list of respiratory therapy programs accredited by the Accreditation Canada annually per the Approval of Canadian Education Programs policy:</p> <p><a href="https://www.crto.on.ca/pdf/Policies/Policy.RG-408.pdf">https://www.crto.on.ca/pdf/Policies/Policy.RG-408.pdf</a>. Accreditation Canada's health education accreditation program assesses educational programs against standards developed by the Health Standards Organization (HSO). Accreditation Canada provides accreditation services for 20 health profession education programs, including Respiratory Therapy. The program involves a six-stage accreditation process conducted over a six-year cycle. All Ontario RT educational programs, as well as most Canadian RT programs and one international RT program, are assessed and certified under the same Accreditation Canada standard. The National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB), of which the CRTO is a member, has a parallel agreement with EQual. The CRTO has a Client Agreement with EQual that is reviewed and renewed annually. The Client Agreement sets out the obligations of Accreditation Canada to meet its stated timelines for delivering its services. The agreement also includes confidentiality provisions, diversity, and inclusion. Educational facilities can appeal the decisions rendered by EQual once an assessment has been completed. A program that underperforms against the accreditation standards and receives a decision of non-accreditation has the option to either appeal the decision or reapply</p>

		after a waiting period of 12 months. For a list of approved respiratory therapy programs, please see: <a href="https://accreditation.ca/assessment-programs/health-education-accreditation/programs/">https://accreditation.ca/assessment-programs/health-education-accreditation/programs/</a> .
Mutual recognition agreements	No	

## D. Responsiveness to changes in the regulatory environment

Registration process	Changes Made (Yes / No)	Description
Emergency registration plans	Yes	In 2024, the CROTO drafted By-Law revisions to include the renewal and fee structure of the new Emergency Registration Class (these By-law revisions were approved in March 2024) and updated several documents with references to the Emergency Class. These changes were implemented to align with the Registration Regulations, s. 63.1 Emergency Certificate of Registration.
Technological or digital improvements	Yes	In 2024, the CROTO completed its records digitalization project, moving all physical records into digital format. This aligns with the CROTO's risk management strategy and will improve the registration processing timelines. In addition, the CROTO staff made changes to the application portal and reviewed its processes and procedures to ensure smooth implementation of the new Vulnerable Sector Check requirement.
Steps to address labour shortages in the profession or trade	Yes	The CROTO attempts to strengthen the labour market of its profession by: - Streamlined Registration Processes: The CROTO continuously reviews and updates its registration processes to make them more efficient and accessible.

		<p>This includes simplifying application procedures and reducing processing times for internationally educated applicants.</p> <ul style="list-style-type: none"> <li>- Enhanced Support for Internationally Educated Applicants: The CROTO provides one-on-one support and comprehensive orientation sessions to help internationally educated respiratory therapists navigate the licensing process.</li> <li>- Key Performance Indicators (KPIs) – The CROTO is monitoring Members’ demographic data and reporting the information to the Council on a quarterly basis.</li> <li>- Continuous Professional Development: The CROTO’s Professional Development Program ensure respiratory therapists maintain their skills and knowledge. This helps retain current practitioners and attract new ones to the profession, addressing labour shortages by keeping the workforce robust and up-to-date.</li> <li>- Collaboration with Other Regulated RT Provinces: The CROTO works closely with the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) and educational institutions to ensure that respiratory therapy programs align with current industry needs and standards. The NARTRB established the Entry-to-Practice National Competency Framework, which guides the development and assessment of respiratory therapists. Initially established in 2016, the Framework was recently updated in 2024. The 2024 competency framework will be integrated into the curriculum of RT educational programs by September 2025, and the Health Professions Testing Canada Exam by 2028. This collaboration helps to ensure that graduates are well-prepared to enter the workforce,</li> </ul>
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		addressing labour shortages by ensuring a steady supply of qualified professionals.
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## 7. Membership and application data

The Office of the Fairness Commissioner collects membership and application data from regulators through annual Fair Registration Practices Reports, which are also made available to the public. Information is collected for the purpose of discerning statistical changes and trends related to a regulator's membership, application volumes, licensure/certification results, and appeals year over year.

### A. Race-based data collected

	<b>Race-based data collected? (Yes or No)</b>
Members	No
Applicants	No

Additional description:

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### B. Other identity-based or demographic data collected

	<b>Other identity-based or demographic data collected? (Yes or No)</b>
Members	No
Applicants	No

Additional description:

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### C. Languages of service provision

College of RESPIRATORY THERAPISTS of Ontario makes application materials and information available to applicants in the following languages.

Language	Yes / No
English	Yes
French	Yes
Other (please specify)	

### D. Membership Profile

Profession Name	Total Number of Members
Respiratory Therapist	4083

Class of License	Total Number of Members	Number of Internationally Educated Members
Full / General/ Independent Practice	3724	67
Inactive	305	4
Graduate	51	4
Limited	3	0

Gender	Number of Members
Male	1041
Female	3042

Jurisdiction of Initial Training	Number of Members
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Ontario	3813
Other provinces and territories	195
United States	59
Other International	16

Country of Initial Training	Number of Members
Canada	4008
China	1
India	7
Iran	1
Philippines	3
Qatar	2
Ukraine	1
United States of America	59
Venezuela	1

Official language of preference	Number of Members
English	3974
French	109

Racial identity (optional)	Number of Members
Not collected	4083

## E. Data Notes

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## F. Applicant Profile

Profession Name	Total Number of Applicants
Respiratory Therapist	231

Gender	Number of Applicants
Male	60
Female	171

Jurisdiction of Initial Training	Applications received in 2024	Applications with decisions pending (in progress at end of reporting year)
Ontario	176	9
Other provinces and territories	18	7
United States	4	2
Other International	33	30
Multiple Jurisdictions	0	0
Other/not collected	0	0

Country of Initial Training	Number of Applicants
Canada	194
Colombia	1
Iran	3
Nigeria	1
Pakistan	3
Philippines	10
Qatar	2
Saudi Arabia	1

South Korea	1
Tunisia	1
Turkiye	1
United States of America	4
India	9

Official language of preference	Number of Applicants
English	226
French	5

Racial identity (optional)	Number of Applicants
Not collected	231

## G. Data Notes

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## H. Application Decisions

The table below summarizes the outcome of registration decisions finalized in 2024. Some applications may have been received in the previous year.

Jurisdiction of initial training	Successful	Unsuccessful	Withdrawn
Ontario	167	0	0
Other provinces and territories	11	0	0
United States	2	0	0
Other International	3	6	1
Multiple Jurisdictions	0	0	0

Other/not collected	0	0	0
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## I. New Registrants

For the 2024 reporting year, the breakdown of new registrants by class of registration is provided below:

Class of registration	Total new registrants	Number of internationally educated registrants
Full / General/ Independent Practice	130	3
Graduate Certificate of Registration	46	0
Inactive Certificate of Registration	1	0

## J. Data Notes

For tables B.7 and B.8 applicants' decisions rendered do not equal to applicants registered in the reporting year. Applicants are approved for registration and can decide to pay the registration fee at a later time. If an application is not completed within 12 months (including paying application fees), the CROTO provides notice and closes the application accordingly.

## K. Reviews and Appeals

Applicants for registration may appeal a registration decision. An **internal review or appeal** involves formal reconsideration of a registration decision further to an application and submissions by the applicant.

Jurisdiction of initial training	Number of internal reviews	Number of decisions changed
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	<b>and appeals processed</b>	<b>following internal review or appeal</b>
Ontario	0	0
Other provinces and territories	0	0
United States	0	0
Other International	0	0
Multiple Jurisdictions	0	0
Other/not collected	0	0

An **external review or appeal** involves review of a registration decision by an external appeal tribunal or court, such as the Health Professions Review and Appeal Board or Divisional Court.

<b>Jurisdiction of initial training</b>	<b>Number of applicants who sought external review or appeal</b>	<b>Number of decisions changed following external review or appeal</b>
Ontario	0	0
Other provinces and territories	0	0
United States	0	0
Other International	2	0
Multiple Jurisdictions	0	0
Other/not collected	0	0

**Issues raised in reviews and appeals** can point to challenges in the registration process. The table below summarizes top issues or reasons that applicants raised during these appeal proceedings.

Issue or reason raised	Number of appeals
1. The Panel of the Registration Committee refused to issue a General Certificate of Registration.	2

**Internationally trained applicants** face additional challenges in the registration process. The table below summarizes top reasons for not registering internationally trained individuals.

Reason for not registering	Number of internationally trained applicants
1. The applicant did not meet the non-exemptible registration requirements.	6

## L. Data Notes

For B.10 in the 2023 report, we reported applications that were reviewed by the Registration Committee. Based on the definition in this report, we did not capture the number of files that were referred to the Registration Committee for consideration, as they are not considered reconsiderations of registration decisions.

## Glossary of terms

**Applicant:** An individual who has applied for membership in a regulated profession or compulsory trade, with the associated rights to practice their profession / trade or use a professional title.

**Domestic labour mobility:** Applications subject to the Canadian Free Trade Agreement, which stipulates that a certificate issued by one province or territory should be recognized by all others unless there is an exception due to public health, safety and security reasons.

**Internationally educated / trained:** An individual whose initial professional education was not from a Canadian educational institution, or who is applying for trade certification based on experience gained outside Canada. This category includes individuals with education / training in the US and other countries. It also includes individuals who completed their initial professional education outside Canada and later addressed gaps with courses or a bridging program based in Canada.

**Jurisdiction of initial training:** For professions, the jurisdiction in which an applicant obtained their initial professional education used in full or partial fulfilment of registration requirements. For trades, the jurisdiction of initial trade experience listed on a Trades Equivalency Assessment (TEA) application.

**Member:** An individual who has satisfied the conditions for registration in their profession / trade and has been granted the right to practice and/or the right to use a professional designation or title. Members may hold a full license to engage in independent practice, or they may hold an alternate class of registration.

**Racial identity:** Voluntary self-report data of racial identity as a social description. Follows categories identified in the Ontario Anti-Racism Directorate Data <<https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism>> .

**Registration requirements:** the entry-to-practice requirements that that an applicant must meet to be granted full membership in a regulated profession or trade, with the associated right to practice or right to use a professional title.

- **Academic requirement:** The formal education, or equivalent, that is required for licensing or certification in a particular regulated profession or trade.
- **Experience requirement:** The experiential training or work experience that is required for licensing or certification in a particular regulated profession or trade.
- **Language requirement:** The level of language proficiency that is required for licensing or certification in a particular regulated profession or trade, and the language proficiency tests accepted in fulfillment of this requirement.

**Third party service provider:** An external organization that assesses applicant qualifications on behalf of the regulator.