



Continuing Competency Information and Self- Assessment

**Guidance to comply with the Respiratory
Therapists Regulation**

Introduction

This document was created to inform you of your continuing education requirements and to facilitate the tracking and reporting of your educational activities. These activities are self-directed with the ultimate goal of maintaining or developing your knowledge/skills in the specific area of practice.

The following sections are included in this document:

1. Glossary of Terms
2. Continuing education and renewal requirements as outlined by the Alberta Government and the College.
3. Continuing competency recording forms for each of the defined areas.

Expectations of the Alberta Government and the College

As a corporation governed by the **Health Professions Act**, the College is required to ensure all of its regulated members maintain their competency in their area(s) of practice. The College has developed tracking tools utilizing suggestions made by registrants through telephone and mail surveys, on-site visits and e-mail responses. These requirements are as follows:

- A minimum of 1500 practice hours over a preceding four-year period.
- A minimum of 48 continuing competency hours over a preceding two-year period.

A Registered Respiratory Therapist (RRT) can consider only actual hours worked¹ in their scope of practice. Continuing education can be one of many activities designed to maintain or improve skills as an RRT. A change of scope of practice may necessitate the RRT upgrading skills not used for a while by taking refresher courses or through employer orientation.

As stated above, 48 hours in two years is the minimum hours of continuing education each registrant in the province of Alberta will be required to document and report. Since there are 4 sections or categories of continuing education activities, one has the ability to obtain any or all of the total hours required in any one section. The government has mandated that these records must be kept for 5-years.

Wherever possible, the college recommends that educational activities be spread out between two or more sections to further enhance your educational experiences. Please see the appendixes and glossary sections for further information and complete definitions.

¹ This does NOT include vacation, sick time, personal leave, or statutory holidays.

Audits

The College will perform an audit of a sample of the registrant population each year. This will involve completion and or submission of:

- Update your personal and employment information using the [Your Profile](https://rrtalberta.ca/members/update-profile.aspx) (<https://rrtalberta.ca/members/update-profile.aspx>).
- Supporting documentation for reported continuing competency activities in the previous year. (self-assessment forms, see links on page 7)
- Proof of practice hours in the reporting period in the form of a letter of portability from your employer.
- Proof of professional liability insurance.

Audits where standards have not been met will be forwarded to the continuing competence committee for further action.

CONTINUING COMPETENCY INFORMATION

Examples of Section 1 Activities (1hour = 1 hour)

Attend Lecture	The person attending the lecture should create a small summary of content covered in the lecture that includes the presenter, date, and location.
Employer Continuing Education/certification/Recertification Courses	These would be offered by the employer related to the profession of respiratory therapy. The College should have access to the employer-created materials for review and approval. The employer must record completion of these courses. Example: certification package and/or audit of procedure.
Grand Rounds	The person attending the lecture should create a small summary of content covered in the lecture that includes the presenter, date, and location.
In-services	Requires a short summary of content covered for each in-service. An attendance list may be required from the employer to confirm attendance. Example: in-service on a new piece of equipment, medication, etc.
Journal Clubs	A title and abstract of the journal articles being reviewed. Only the hours of the actual meeting will be utilized for the purposes of the Continuing Competency Committee. Members attending meeting must create a short paragraph detailing the journal article reviewed.
Self-directed Education	Requires a short summary about each self-directed educational package. Each self-directed package must be pre-approved by the Continuing Competency Committee. An evaluation plan and strategy with timelines should be included with the request for pre-approval.

Examples of Section 2 Activities (1 hour = 2 hours)

CRTA Volunteer	Recognition for hours spent at meetings and doing committee work.
CSRT ² /HTPC ³ Volunteer	Recognition for hours spent at meetings and doing committee work.
Employment Volunteerism	Recognition of hours volunteered to employer, which promotes RRT or the department (i.e. Respiratory Therapy Week etc.)
Informal Volunteerism	Recognition of hours associated with Respiratory Therapy related organizations (i.e. Alberta Lung Association, Cystic Fibrosis Foundation, Asthma Camp, etc.)
Job Shadowing	Spending time with other RRT's at their work to expand your scope of practice. Required to submit the name and title of the person shadowed as well as a brief description of activities and objectives.
Journal Club Leadership	This individual will receive double the hours of meeting time to recognize time needed for planning and preparation.
Recognized Certifications	A copy of the certificate indicating successful completion should be included with the Recording Form (i.e. BLS, ACLS, PALS, NRP, etc.)
Formal Research Assistance	Recognition of hours involved in the acquisition of data and literature searches. Required to submit a paragraph summary of activities, findings and include the senior researcher's name and title.

² Canadian Society of Respiratory Therapists

³ Health Professionals Testing Canada

Examples of Section 3 Activities (1 hour = 3 hours)

Educational Module Design	Required to submit educational module with the number of hours the module took to create.
Give Lecture and In-service	Hours recognized would include preparation and presentation time for the first presentation only. Can involve RRT's or other health professionals. Required to submit an outline of the presentation, date and time as well as a class list.
Publications	Required to submit the article published as well as the hours required to get the article to publication. The hours recognized will be used on the year the article is published.

Preceptorship

For the purpose of CRTA and the Continuing Competency Committee, preceptorship hours are defined as those contact hours spent in the clinical setting with students enrolled in the Respiratory Therapy program at NAIT or SAIT. All other forms of “preceptorship” (i.e. with other staff, etc.) must be recorded and detailed separately under the appropriate section (1, 2, or 3).

Preceptors are a role model and set the standards for patient care and performance expectations for students within the clinical setting (in conjunction with established policies and procedures, and legislation). They play a vital role in facilitating the integration or application of theory into clinical practice for students in their clinical year.

CRTA and the Continuing Competency Committee wish to acknowledge members who actively participate in preceptorship for students. We appreciate the extra effort and work that is required on a daily basis. During preceptor – student contact, it is often difficult to determine the exact amount of time spent in teaching and answering student questions and is therefore difficult for the preceptor to calculate the number of competency hours. To recognize this, the member is entitled to 1 CRTA continuing competency hour per 12-hour shift. The maximum number of hours that can be claimed each year for preceptorship is 12 (144 hours contact hours divided by 12 (hour shift) = 12 CRTA continuing competency hours).

Preceptorship Recognition (12 hour = 1 hours to a maximum of 12 hours)

Preceptorship Hours	Required to submit the following information: • Date • Student Name • Location/Area • Student Shift/Hours spent with Student • Summary of preceptorship content delivered
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Continuing Competency Recording: Links to Fillable Forms Complete the forms as required.

[Section 1 Fillable Form](https://rrtalberta.ca/media/415785/section-1-fillable-form.pdf) <https://rrtalberta.ca/media/415785/section-1-fillable-form.pdf>

[Section 2 Fillable Form](https://rrtalberta.ca/media/415786/section-2-fillable-form.pdf) <https://rrtalberta.ca/media/415786/section-2-fillable-form.pdf>

[Section3 Fillable Form](https://rrtalberta.ca/media/415787/section-3-fillable-form.pdf) <https://rrtalberta.ca/media/415787/section-3-fillable-form.pdf>

[Preceptor Fillable form](https://rrtalberta.ca/media/415788/preceptor-hours-fillable-form.pdf) <https://rrtalberta.ca/media/415788/preceptor-hours-fillable-form.pdf>

Important Instructions

1. Complete the fillable form (on page 7)s as required to document you continuing competency hours. Print the completed forms ensuring the hours and total hours are correct.
2. Obtain the “letter(s) of portability” from your employer(s) and total the reported hours for the last renewal.
3. Email the fillable forms and letter(s) of portability to:

CRTA
Suite 218, 6715 8th Street NE
Calgary, AB T2E 7H7

6. A confirmation of receipt will be emailed to you within 72 hours.
7. Evaluations will be complete, and notifications will be sent to your email on January 21, 2026 by email.

Appendix 1: Standard of Practice #7 Abides by Continuing Competence Requirements

7. The registrant demonstrates commitment to life-long learning and “currency in practice”, inherent in the privilege of being a self-governing profession. The registrant will:

7.1. Strive for professional excellence by participating in and promoting self-assessment and feedback from others to review and implement changes in practice.

7.2. Invest the time, effort and resources needed to maintain and/or improve their competencies required in the area of practice.

7.3. Use an organized and focused approach in assessing their level of competence based on evidence informed practices, determining the competency requirements identifying their learning needs, and then developing a strategy to address those learning requirements.

7.4. Develop and maintain their competence through conducting annual competency assessments, determining their strengths, learning needs, and undertaking measures to meet their learning needs, based on evidence informed practices.

7.5. Must submit evidence in a form satisfactory to the Registrar of having met the following requirements as established by the Council.

7.5.1. a minimum of 48 educational credit hours in the 2-year period immediately preceding the date the Registrar receives the application for the renewal of a practice permit. To obtain educational credit hours, a regulated member registered on the general register may undertake one or more of the following developmental activities in accordance with any rules established by the Council:

7.5.1.1. attendance at a respiratory health-related scientific or clinical course designed to enhance professional development;

7.5.1.2. attendance at professional development sessions on respiratory therapists’ clinical practice issues;

7.5.1.3. attendance at a respiratory health-related study club;

7.5.1.4. self-directed study to enhance professional development;

7.5.1.5. providing respiratory health-related presentations, beyond regular employment obligations, to regulated members or other groups;

7.5.1.6. successful completion of a course leading to a respiratory therapy baccalaureate degree or the successful completion of a course in graduate studies;

7.5.1.7. presentation of a research paper or abstract at a scientific meeting;

7.5.1.8. publication in a peer-reviewed journal;

7.5.1.9. publication in the College newsletter;

7.5.1.10. other activities with prior approval by the Council, the Registrar, or the Competence Committee.

7.6. Records of continuing competency activities must be kept for a period of 5 years after the registration cycle in which they are developed.

7.7. All information related to a registrant's participation in a continuing competence program is confidential.

7.8. Registrants who do not meet the continuing competency requirements will not be granted a practice permit renewal until they have met with the Registration/Continuing Competence Committee. The Registration/Continuing Competence Committee may:

7.8.1. Issue a practice permit subject to any conditions imposed by the Registrar

7.8.2. Issue a permit with conditions for the completion of the continuing competency requirements within the time specified by the conditions.

7.8.3. Suspend the practice permit until the registrant has successfully completed the competency requirements or is enrolled in a program of studies.

7.8.4. Refuse the application for a practice permit.

7.9. If the registrar, registration committee or competence committee suspends or refuses a practice permit or imposes conditions on a practice permit, the registrar, registration committee or competence committee must include reasons in the decision.

7.10. Referrals to the Complaints Director must be made where the registrant:

7.10.1. Has intentionally provided false or misleading information,

7.10.2. Has displayed a lack of competence that has not been remedied by participating in the continuing competency program,

7.10.3. May be incapacitated,

7.10.4. Has displayed conduct that constitutes unprofessional conduct that cannot be readily remedied by means of the continuing competence program.

7.11. The Council may establish rules governing the eligibility of an activity to qualify for educational credit hours, the educational credit hours that may be earned for each continuing competence activity, the type or category of professional development activities that a regulated member must undertake,

7.12. the number of educational credit hours that may be earned within a specific type or category of continuing competence activities, and the continuing competence program.

7.13. Before the Council establishes any rules or amendments to the rules, the rules or the amendments to the rules must be distributed to the regulated members registered on the general register for their review.

7.14. The Council may establish the rules or amendments to the rules 30 or more days after distribution under section (8) and after having considered any comments received on the proposed rules or proposed amendments to the rules.

**Appendix 2: Respiratory Therapists Professional Regulation
Practice Permit Renewal Requirements**

Renewal requirements

11(1) In addition to meeting the requirements established under section 40 of the Act, a regulated member applying for renewal of the member's practice permit must provide

- (a) evidence in a form satisfactory to the Registrar or Registration Committee of having a minimum of 1500 practice hours in the 4-year period immediately preceding the date of application for the renewal, and
- (b) a written statement to the Registrar or Registration Committee as to whether the member
 - (i) has been found guilty of a criminal offence in Canada or an offence of a similar nature in a jurisdiction outside Canada since the member's last practice permit, and
 - (ii) has been the subject of any disciplinary action by a regulatory organization in Alberta or elsewhere since the member's last practice permit.