Application Process for New Graduates

A Step-by-Step Guide

Who is a new graduate?

A new graduate is defined as a person who has graduated from a respiratory therapy program in the last six months.

College of Respiratory Therapists of Alberta Goals

Primary goals are to protect the public and the public interest by conducting comprehensive due diligence exercises required to determine that all applicants meet all the registration requirements pursuant with the Respiratory Therapists Profession Regulation in an objective, fair, transparent, and timely manner and **to issue permits within a reasonable period of time after receiving a complete application**.

Important Information

1. All decisions will fully comply within the timelines required by provincial legislation.
2. Applicants must now submit original documents via surface mail using trackable Canada Express Post envelopes. No digital documents will be accepted.
3. All documents must be mailed to the office, no personal or courier deliveries are accepted by operations staff at the Calgary office.
4. The CRTA can only accept transcripts that are coming directly from school Registrar's office. These can be electronic or hard copy.
5. Do not call the office for an update of the application status. All application status information is provided exclusively by electronic mail from CRTA to the applicant only.
6. Applications NOT completed with 120 days will be considered stale and rejected by the CRTA.

Contents of Electronic Confirmation of Application

After submitting an online application for registration all applicants will receive an automated electronic mail notification that contains a checklist of all the documents that **must** be submitted by the applicant (no exceptions).

It is the responsibility of the applicant to know what documents they have submitted to support their application.

Processing Applications

Once all the required documentation is received, the applications are considered complete and the times in which the legislation expects you to receive a decision will be established.

Typically, the CRTA can process all documentation within two business days of receipt of a completed application if the applicant follows all the electronic mail instructions.

Plan for delays related to the following:

1. Submission and processing of academic transcript requests to Registrar's offices.
2. Mail service delays.
3. Time taken to submit payment of the registration fees. **You cannot practice illegally first and then pay your registration fees with your first pay cheque.**
4. Making an appointment with a public notary for purposes of notarization.
5. Time taken to obtain a police information (criminal records) check that includes the vulnerable sector within 60 days preceding submission of the application for registration.
6. Submitting **legible** original documents.

Jurisprudence

Registration with CRTA is mandatory. It is illegal to work as respiratory therapist in Alberta without first registering with CRTA.

As a new graduate (≤ 6 months since date of graduation) who has not passed the CRTA Council approved examination you are applying for a placement on the provisional register.

Mandatory registration

46(1) A person must apply for registration if the person:
(a) meets the requirements of section 28(2) for registration as a regulated member, and
(b) intends to provide one or more of the following:
(i) professional services directly to the public;
(iv) the teaching of the practice of a regulated profession to regulated members or students of the regulated profession;[1]

Jurisprudence

Employers are prohibited from hiring a person to provide services as a respiratory therapist unless they are regulated with CRTA.

Before being employed you are responsible for providing your practice permit to the employer.

Prohibition

47(1) No person shall knowingly employ a person who meets the requirements of section 46(1)(a) to provide services described in section 46(1)(b) unless that employed person is
(a) a regulated member, or
(b) authorized to provide the services pursuant to another enactment.

(2) A person who meets the requirements of section 46(1)(a) and who is to be employed to provide services described in section 46(1)(b) must,
(a) before being so employed, provide the employer with evidence of
(i) a practice permit in good standing, or
(ii) an authorization to provide the services pursuant to another enactment,

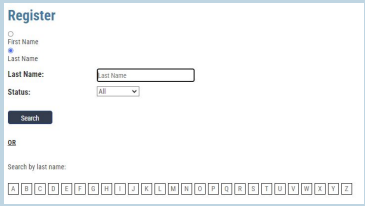
How will the Public and Employers Know I am Registered?

The CRTA website contains an online register (see below)for regulated members on the provisional and general registers.

It displays the regulated member's first name, last name, registration number whether you are provisional or active on the general register and whether conditions exist on the permit or not only.

No details about conditions are displayed on the website. Employers are encouraged to ask to inspect practice permits of new employees and frequently ask for it as part of their new employee onboarding procedures.

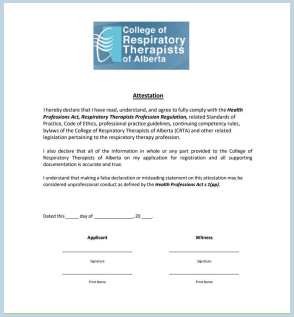
Once CRTA confirms remittance of your $425.00 credit card payment for registration fees your name will immediately display on the website and a provisional practice permit will be emailed to you. You will be able to print a hard copy f your permit using the DASHBOARD.



Links to required documents

Attestation

Good Character documents


College of Respiratory Therapists of Alberta

Attestation

I hereby declare that I have read, understand, and agree to fully comply with the ***Health Professions Act, Respiratory Therapists Profession Regulation***, related Standards of Practice, Code of Ethics, professional practice guidelines, continuing competency rules, bylaws of the College of Respiratory Therapists of Alberta (CRTA) and other related legislation pertaining to the respiratory therapy profession.

I also declare that all of the information in whole or any part provided to the College of Respiratory Therapists of Alberta on my application for registration and all supporting documentation is accurate and true.

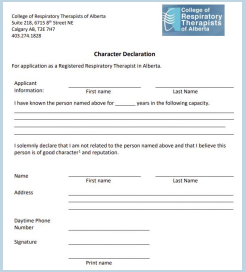
I understand that making a false declaration or misleading statement on this attestation may be considered unprofessional conduct as defined by the ***Health Professions Act r (1)(xx)***.

Dated this ____ day of _____, 20____.

Applicant **Witness**

Signature Signature

Print Name Print Name


College of Respiratory Therapists of Alberta
Suite 210, 6715 8th Street NE
Calgary AB, T2E 7H7
403.274.1828

College of Respiratory Therapists of Alberta

Character Declaration

For application as a Registered Respiratory Therapist in Alberta.

Applicant information: First name Last Name

I have known the person named above for _____ years in the following capacity.

I solemnly declare that I am not related to the person named above and that I believe this person is of good character[1] and reputation.

Name First name Last Name

Address

Daytime Phone Number

Signature

Print name

Important Information

1. The attestation must be notarized.
2. The character declarations must be signed in ink.

Online Application

Online application

- To complete an online registration, you must consent to receiving electronic communication. If you choose not to receive electronic communication, please contact the College of Respiratory Therapists of Alberta (CRTA) at 403-274-1828 or toll free at 1-800-205-2778.

if you answer **yes** to any of the questions 1-6 you are required to provide full particulars on separate correspondence with the Registrar immediately!

1. Since your application have you been found guilty of a criminal offense in Canada or any other jurisdiction outside of Canada? You must report findings even if they resulted in a discharge or pardon;
2. Since your application has there ever been a judgement in a civil action against you with respect to your professional practice?
3. Have you been found guilty of an offense under the Controlled Substances Act or Food and Drug Act in Canada? You must report findings even if they resulted in a discharge or pardon;
4. **Have you been disciplined, suspended, required to resign, terminated or subjected to similar action in respect to employment or a contract of service?**
5. Have you ever had any conditions, restrictions or limitations placed on your practice permit?
6. Have you been the subject of any investigation or any professional misconduct, sexual misconduct, sexual abuse, incompetence, incapacity or other similar proceeding(s), finding by any other professional licensing or regulatory body other than CRTA?

Online Application

If you answer **no** to any of the following questions you must contact the Registrar immediately and receive further instructions on how to apply for registration.

7. Do you certify that have personal or employer liability insurance coverage in the amount of coverage required by the Council of a minimum of $5,000,000 (5 million dollars) with $10,000,000 per year aggregate per year to compensate patients and/or their families for any damages in whole or in part associated with unskilled professional practice?
8. Do you hereby declare that you have read, understand and agree to fully comply with the *Health Professions Act*, *Respiratory Therapists Profession Regulation*, related standards of practice, code of ethics, professional practice guidelines, continuing competency rules, bylaws of the corporation and other related legislation pertaining to the profession?
9. Do you also hereby declare that all statements you make with respect to this application for registration are true and complete to the best of your knowledge and belief?
10. Do you hereby understand that making a false declaration or misleading statement on this application may be considered unprofessional conduct as defined by the Health Professions Act?

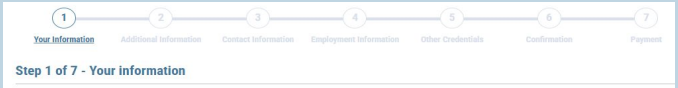
Notification Consent

□ By clicking on this box, I clearly understand, that making a false declaration or misleading statement on this application may be considered unprofessional conduct as defined by the *Health Professions Act*. I am also giving my consent to receive all correspondence from CRTA electronically.

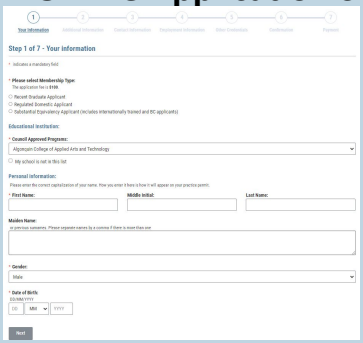
Select the box and then click on the Next button.



Clicking on the “Next” button will advance you to Step 1 of 7 Your information.



Online Application Step 1



Select Membership Type

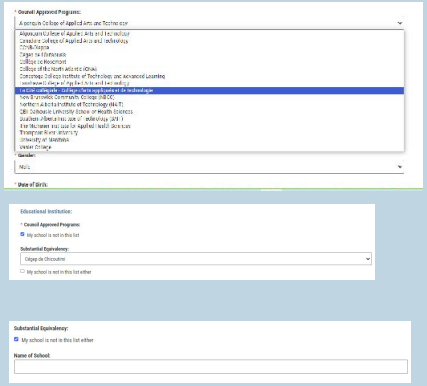
Recent Graduate graduated less than 6 months from date of application.

Regulated Domestic Applicant graduated more than 6 months from date of application.

Substantial Equivalency training occurred at an institution outside of Canada or in an unregulated province (British Columbia)

Select the “Membership” type.

Online Application Step 1 (continued)



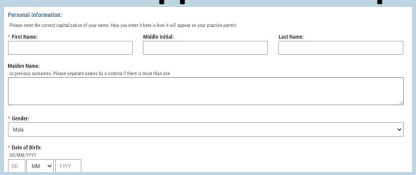
Educational Institution

Use the drop-down Menu to choose your educational institution.

If your school is not on this list, select the “School is not on this list”.

If your school is not on this list, select the “My school is not on this list either”
add the name of your school

Online Application Step 1 (continued)



Personal Information

Enter your:

First Name
Middle Initial
Last Name

Exactly as they appear on your official identification.

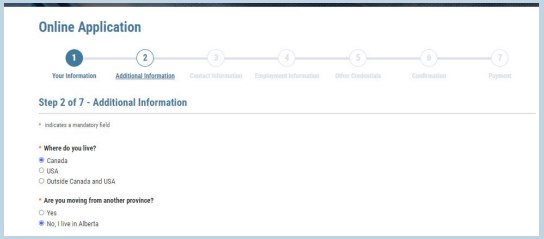
Gender

Date of Birth

When complete select



Online Application Step 2



Additional Information

Enter your:

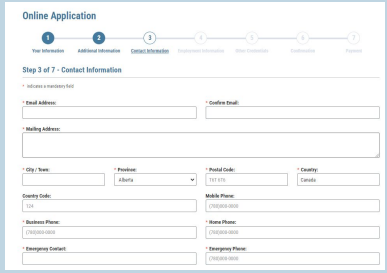
Where you live

Answer question about moving

When complete select



Online Application Step 3



Contact Information

Enter your contact information accurately.

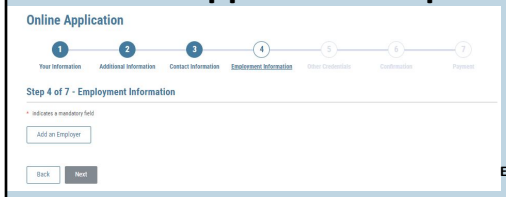
If you do not have a business phone re-enter your mobile phone.

If you do not have a landline use your mobile phone number.

When complete select



Online Application Step 4



Employment Information

As a new graduate you cannot hold a position as a registered respiratory therapist until you have been approved and have a valid practice permit.

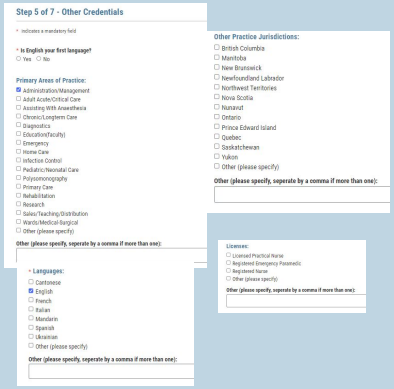
Leave this step blank.

You can update this field after you are approved and have paid your fees.

When complete se



Online Application Step 5

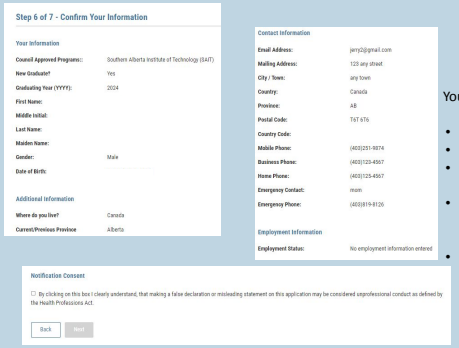


Other Credentials

As a new graduate you should:

- Answer the question about English as a first language.
- Indicate if you speak other languages.
- If you have another license identify the profession. Please contact the office at 1.800.205.2778 after your application is complete.
- When complete select Next

Online Application Step 6



Most Important Step

Confirm Your Information

You should:

- Review all you information to ensure it is correct.
- Identify and correct typos.
- Ensure your email is correct as it will be your USERNAME when you are approved as a member!
- Click the box indicating that everything you have submitted it TRUE and ACCURATE.
- When complete select Next

What Happens Next?

Required Documentation

- Immediately upon completion of the online application and payment of the application fee, you will receive an email that clearly outlines the required documentation you must supply to CRTA to complete your application.
- The Police Information check MUST include a vulnerable sector check. You may need to be fingerprinted.
- All documents must be sent as hardcopy to the CRTA office. We recommend that you use tracking. We cannot accept in-person deliveries.
- CRTA will request replacements for all documents that do not meet the required standard, and this will delay your application.

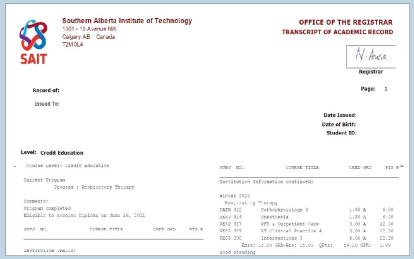
Application for registration

28(1) An application for registration as a regulated member is complete for the purpose of consideration under section 29(3) if it is in the required form and given to the registrar by the applicant along with

Required Documentation Transcript

Transcripts MUST come directly from the training school. They can be paper or electronic.

Transcripts must indicate that the applicant has been awarded or is eligible to receive a degree or diploma in Respiratory Therapy.



Southern Alberta Institute of Technology
1301 – 16 Avenue NW
Calgary AB Canada
T2M0L4

SAIT

OFFICE OF THE REGISTRAR
TRANSCRIPT OF ACADEMIC RECORD

Registrar

Record of:

Issued To:

Page: 1

Date Issued:
Date of Birth:
Student ID:

Level: Credit Education

Course Level: Credit education

Current Program
Program : Respiratory Therapy

Comments:
Program Completed
Eligible to receive diploma on June 16, 2021

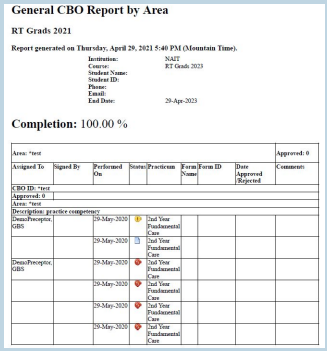
Satisfaction Information continued:

Winter 2020
Resuming Therapy
CMTH 312 Cathophysiology 9 1.50 A 6.00
ADDC 314 Anesthesia 1.50 A 6.00
SRCH 325 CPT & Competent Care 3.00 A 12.00
SRCH 330 IP Clinical Practice 4 3.00 A 12.00
SRCH 330 Interventions 3 6.00 A 22.20
Attempted: 15.00 GPA-Hrs: 15.00 GPA: 58.20 GPA: 3.90
good standing

Required Documentation CompTracker

CompTracker or other products must be sent to CRTA in paper form.

They must include all competency-based evaluations done clinically.



General CBO Report by Area

RT Grads 2021

Report generated on Thursday, April 29, 2021 5:40 PM (Mountain Time).

Institution: NAIT
Course: RT Grads 2023
Student Name:
Student ID:
Phone:
Email:
End Date: 29-Apr-2023

Completion: 100.00 %

Area: *test — Approved: 0

Assigned To	Signed By	Performed On	Status	Practicum	Form Name	Form ID	Date Approved /Rejected	Comments
CBO ID: *test								
Approved: 0								
Area: *test								
Description: practice competency								
Dean/Preceptor, GBS		29-May-2020		2nd Year Fundamental Care				
		29-May-2020		2nd Year Fundamental Care				
Dean/Preceptor, GBS		29-May-2020		2nd Year Fundamental Care				
		29-May-2020		2nd Year Fundamental Care				
		29-May-2020		2nd Year Fundamental Care				
		29-May-2020		2nd Year Fundamental Care				

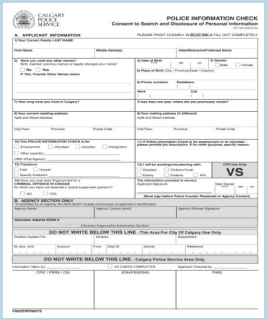
Required Documentation Police Information Check

The Police Information Check MUST include a Vulnerable Sector Check.

Contact your local police service to supply this documentation.

These can be done online through the Calgary Police Service, the Edmonton Police Service or your local RCMP.

Your employer will require the original so a copy of the original may be sent to CRTA



CALGARY POLICE SERVICE

POLICE INFORMATION CHECK
Consent to Search and Disclosure of Personal Information

A. APPLICANT INFORMATION

PLEASE PRINT CLEARLY IN BLUE/BLACK & FILL OUT COMPLETELY

VS

B. AGENCY SECTION ONLY

DO NOT WRITE BELOW THIS LINE - This Area For City Of Calgary Use Only

DO NOT WRITE BELOW THIS LINE - Calgary Police Service Area Only

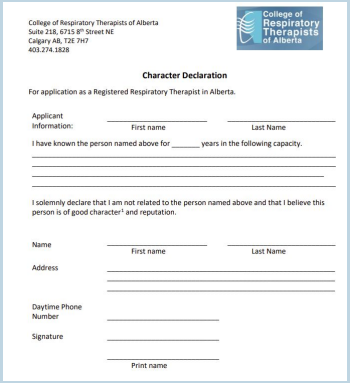
Required Documentation Character Declarations

Two completed (signed and dated) declarations are required.

Individuals who sign, must know you to be worthy of public trust.

They must not be relatives or partners.

All individuals who submit character declarations will be contacted by phone. Applications are not complete until after phone verification by CRTA operations staff.



College of Respiratory Therapists of Alberta
Suite 218, 6715 8th Street NE
Calgary AB, T2E 7H7
403.274.1828

College of Respiratory Therapists of Alberta

Character Declaration

For application as a Registered Respiratory Therapist in Alberta.

Applicant Information: First name Last Name

I have known the person named above for _____ years in the following capacity.

I solemnly declare that I am not related to the person named above and that I believe this person is of good character[1] and reputation.

Name First name Last Name

Address

Daytime Phone Number

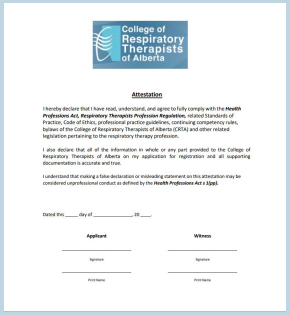
Signature

Print name

Required Documentation Attestation

Attestation must be signed by applicant and a witness.

This document must also be notarized.



College of Respiratory Therapists of Alberta

Attestation

I hereby declare that I have read, understand, and agree to fully comply with the ***Health Professions Act, Respiratory Therapists Profession Regulation,*** related Standards of Practice, Code of Ethics, professional practice guidelines, continuing competency rules, bylaws of the College of Respiratory Therapists of Alberta (CRTA) and other related legislation pertaining to the respiratory therapy profession.

I also declare that all of the information in whole or any part provided to the College of Respiratory Therapists of Alberta on my application for registration and all supporting documentation is accurate and true.

I understand that making a false declaration or misleading statement on this attestation may be considered unprofessional conduct as defined by the ***Health Professions Act s 2(pp).***

Dated this _____ day of _____, 20____

Applicant **Witness**

Signature Signature

Print Name Print Name

Required Documentation Evidence of Identity

A copy of any government issued identity with a recent photo is required.

This can be a driver's license or passport photo page.

Copy must be of a high quality. See examples provided.



PASSPORT CANADA

ZE000774

MARTIN

SARAH

CANADIAN/CANADIENNE

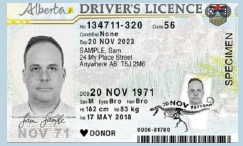
OTTAWA CAN

GATINEAU

SPECIMEN

P<CANMARTIN<<SARAH<<<<<<<<<<<<<<<<<<<<<<<<

ZE000774<5CAN8501019F2301147<<<<<<<<<<<<<<06



Alberta DRIVER'S LICENCE

No. 134711-320 Class 56

Condition None

Exp 20 NOV 2023

SAMPLE, Sam

24 My Place Street

Anywhere AB T5J 2M0

DOB 20 NOV 1971

Sex M Eyes Bro Hair Bro

Ht 182 cm Wt 83 kg

Iss 17 MAY 2018

NOV 71

DONOR

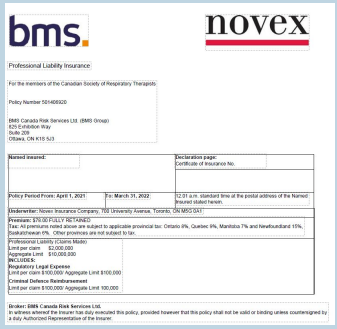
6006-84780

SPECIMEN

Required Documentation Proof of Insurance

You must provide proof of liability insurance with a minimum of $5 million dollars ($10 million aggregate) per year coverage for patient damages.

This can be purchased through the CSRT, or you can source it through other means.



bms. novex

Professional Liability Insurance

For the members of the Canadian Society of Respiratory Therapists

Policy Number 501400920

BMS Canada Risk Services Ltd. (BMS Group)
625 Cochrane Way
Suite 209
Ottawa, ON K1S 5J3

Named insured:

Declaration page:
Certificate of Insurance No.

Policy Period From: April 1, 2021 To: March 31, 2022 12:01 a.m. standard time at the postal address of the Named Insured stated herein.

Underwriter: Novex Insurance Company, 700 University Avenue, Toronto, ON M5G 0A1

Premium: $70.00 FULLY RETAINED

Tax: All premiums noted above are subject to applicable provincial tax: Ontario 8%, Quebec 9%, Manitoba 7% and Newfoundland 15%, Saskatchewan 6%. Other provinces are not subject to tax.

Professional Liability (Claims Made)
Limit per claim $2,000,000
Aggregate Limit $10,000,000
INCLUDES
Regulatory Legal Expense
Limit per claim $100,000/ Aggregate Limit $100,000
Criminal Defence Reimbursement
Limit per claim $100,000/ Aggregate Limit 100,000

Broker: BMS Canada Risk Services Ltd.
In witness whereof the Insurer has duly executed this policy, provided however that this policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

Required Documentation Proof of Language Proficiency

CRTA recognizes the Canadian Language Benchmarks English Language (CLB), Canadian English Language Proficiency Index Program (CELPIP), and International English Language Testing System (IELTS) reports.

Minimal Required Scores by Test

Test	Reading	Writing	Speaking	Listening
CLB	9	9	9	9
CELPIP	9	9	9	9
IELTS	7	7	7	8

Calgary Language Assessment & Referral Centre formerly known as ILVARC
Located in: Northland Building
Address: 910 7 Ave SW #1401, Calgary, AB T2P 3N8
Hours:
Open · 09;00 am Closes 4:30 p.m.
Phone: (403) 262-2656
Province: Alberta

Catholic Social Services, Immigration and Settlement Service
Non-profit organization in Edmonton, Alberta
Address: 8212 118 Ave NW, Edmonton, AB T5B 0S3
Phone: (780) 424-3545
Hours:
Open 09:00 am· Closes 5 p.m.
Province: Alberta

Next Steps

Ensure that the transcripts will be sent **from the Registrar's office directly to the CRTA office**.

CRTA

Suite 218, 6715 8th Street NE

Calgary AB, T2E 7H7

or Registrar can email to:

registrar.rrtalberta@gmail.com

Collect and collate all required paper documentation and place in a Canada Post trackable envelope. Requiring a signature may delay receipt of the materials. Send to:

CRTA

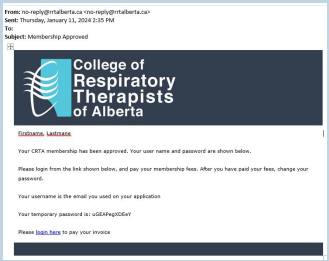
Suite 218, 6715 8th Street NE

Calgary AB, T2E 7H7



Next Steps

1. Once your documentation is complete and your character declarations have been verified by phone your status is immediately approved.
2. On approval a payment email is sent to you.
3. Your CRTA username **is the email address** used on your initial application.
4. Use the login here to enter the payment portal.
5. Follow the directions in the payment portal and pay your fees.
6. You are not a regulated CRTA registrant **UNTIL** fees are paid.

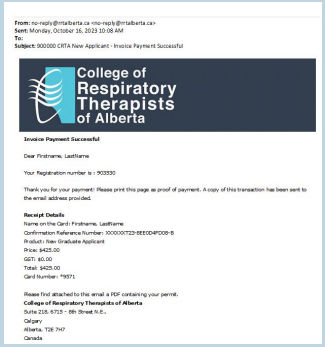


Next Steps

1. Once your payment is complete you will be sent a "Invoice Payment Successful" email.
2. A PDF copy of your practice permit can be downloaded using the DASHBOARD. You can forward this to your manager as proof of registration.
3. This email also acts as your receipt of payment.
4. You name and status will now show on the CRTA website.

https://rrtalberta.ca/member-registry.aspx





Next Steps

1. You can now access the members section of the CRTA website. https://rrtalberta.ca/
2. Click on Registrants tab. https://rrtalberta.ca/members.aspx
3. Your username is your application email address.
4. Your temporary password is your postal code all capitals with no space. (e.g. T2E7H7)
5. Change your password!!.
6. Update your profile as required using the DASHBOARD
   - Employment
   - Address
   - other



Finally

1. Once documentation is complete and references are called; approval takes less than 3 days.
2. Once fees are paid you are immediately visible on the website and an automated email with attached PDF of your permit is sent to you. Forward this to your manager.