

Registrant Requirements Prior to Going on a Leave of Absence

What should I do prior to going on a leave of absence?

(Short term, long term, or maternity)



Contact & Notification

Contact the **CRTA office** at **1-800-205-2778** with your final day of work and expected return date.

If you do not intend to renew: Report your current year's practice and continuing competency hours to the office.



Ongoing Requirements

You must maintain **1,500 practice hours** (previous four years).

You must maintain **48 continuing competency hours** (previous two years).

You are expected to continue participating in continuing competency activities throughout your leave.

Renewal Requirements

To accumulate continuing competency hours, regulated members may participate in one or more of the following activities, provided they comply with Council-established rules:



Professional Development

Attending respiratory health-related scientific or clinical courses aimed at enhancing professional practice.



Clinical Sessions

Participating in professional development sessions focused on respiratory therapy clinical practice issues.



Study Groups

Engaging in respiratory health-related study clubs with fellow professionals to exchange knowledge.



Independent Learning

Conducting self-directed study to advance personal knowledge and overall professional development.



Educational Presentations

Delivering health-related presentations to College registrants or external groups outside standard work duties.



Academic Advancement

Successfully completing formal courses that lead to professional certification or an academic degree.

Renewal Requirements (continued)

To accumulate continuing competency hours, regulated members may participate in one or more of the following activities, provided they comply with Council-established rules:



Research Presentation

Presentation of a research paper or abstract at a scientific meeting.



Peer-Reviewed Publication

Publication in a peer reviewed journal.



Approved Activities

Other activities with **prior approval** by the Council, Registrar, or Continuing Competence Committee.

Example 1: Medical Leave of Absence

Calculate required practice hours.

Practice Hours

April 1, 2023 - March 31, 2024:

440

April 1, 2024 - March 31, 2025:

550

April 1, 2025 - March 31, 2026:

0 (Medical Leave of Absence)

April 1, 2026 - March 31, 2027:

Renewal Eligibility Question

To be eligible for renewal during the **2027-2028** registration year (April 1, 2027, to March 31, 2028), what is the minimum number of practice hours a registrant is required to complete?

Manual Calculation Steps

$$1500 - (440 + 550) = 510$$

510 hours must be completed between **April 1, 2026 - March 31, 2027**.

[Alternative: Use your Dashboard for automatic tracking.](#)

Example 1: Medical Leave of Absence

Calculate required practice hours.

Practice Hours

April 1, 2023 - March 31, 2024:

440

April 1, 2024 - March 31, 2025:

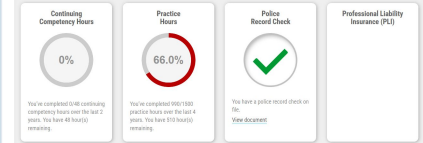
550

April 1, 2025 - March 31, 2026:

0 (Medical Leave of Absence)

April 1, 2026 - March 31, 2027:

Your Action Items



Required Action

510 hours must be completed between **April 1, 2026 - March 31, 2027**.

Example 1: Medical Leave of Absence

Calculate required continuing competency hours.

Continuing Competency Hours

April 1, 2023 - March 31, 2024:

0

April 1, 2024 - March 31, 2025:

49

April 1, 2025 - March 31, 2026:

16 (Medical Leave of Absence)

April 1, 2026 - March 31, 2027:

0

Renewal Eligibility Question

To be eligible for renewal during the **2027-2028** registration year (April 1, 2027, to March 31, 2028), what is the minimum number of continuing competency hours a registrant is required to complete?

Manual Calculation Steps

$$48 - 16 = 32 \text{ hours}$$

32 hours must be completed between **April 1, 2026 - March 31, 2027**.

[Alternative: Use your Dashboard for automatic tracking.](#)

Example 1: Medical Leave of Absence

Calculate required continuing competency hours.

Continuing Competency Hours

April 1, 2023 - March 31, 2024:

0

April 1, 2024 - March 31, 2025:

49

April 1, 2025 - March 31, 2026:

16 (Medical Leave of Absence)

April 1, 2026 - March 31, 2027:

0

Your Action Items



Required Action

32 hours must be completed between **April 1, 2026 - March 31, 2027**.

What should I do on returning from a leave of absence?

(Short term, long term, or maternity)

01

Contact CRTA

Contact the **CRTA office** at **1-800-205-2778** at least 2 weeks prior to your expected return date.

02

Reactivate

The office will reactivate your account so you are eligible to begin the renewal process.

03

Complete Renewal

Submit and complete the standard renewal process through your online portal.

04

Update File

Ensure all professional and contact information in your file is completely up to date.

What should I do if I don't meet the ongoing requirements for renewal?

(Short term, long term, or maternity)

01

Contact CRTA

Contact the **CRTA office** at **1-800-205-2778** to communicate your situation to the Registrar.

02

Advise

The Registrar will advise you on next steps.