

Fair Registration Practices Report

Medical Radiation Technologists (2008)

The answers that you submitted to OFC can be seen below.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

The steps to initiate the registration process are set out on the CMRTO website at www.cmrto.org.

Ontario graduates are informed of the steps to initiate the registration process in their educational program. The CMRTO distributes the application forms and information sheet to the program directors of the educational programs. The application forms and information sheet are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include information on the registration process, on the invitation of the educational programs. The information for Ontario graduates is also available on the website.

Canadian graduates relocating from other provinces are informed of the steps to initiate the registration process through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are informed of the steps to initiate the registration process through the CMRTO website, or by mail, email, telephone or in person. The steps to initiate the registration are set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The Career Map for Internationally Trained Medical Radiation Technologists is also available on the Government of Ontario Immigration website; the Ontario Ministry of Citizenship and Immigration website; and the Ontario ministry of Training, Colleges and Universities website. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the steps to initiate the registration process are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

b) requirements for registration

The requirements for registration are set out on the CMRTO website at www.cmrto.org.

Ontario graduates are informed of the requirements for registration in their educational program. The CMRTO distributes the application forms and information sheet to the program directors of the educational programs. The application forms and information sheet are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include information on the requirements for registration, on the invitation of the educational programs. The information for Ontario graduates is also available on the website.

Canadian graduates relocating from other provinces are informed of the requirements for registration through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are informed of the requirements for registration through the CMRTO website, or by mail, email, telephone or in person. The requirements for registration are set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

The explanation of how the requirements for registration are to be met, is provided on the CMRTO website at www.cmrto.org.

Ontario graduates are provided with an explanation of how the requirements for registration are to be met in their educational program. The CMRTO distributes the application forms and information sheet to the program directors of the educational programs. The application forms and information sheet are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include an explanation of how the requirements for registration are to be met, on the invitation of the educational programs. The information for Ontario graduates is also available on the website.

Canadian graduates relocating from other provinces are provided with an explanation of how the requirements for registration are to be met through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are provided with an explanation

of how the requirements for registration are to be met through the CMRTO website, or by mail, email, telephone or in person. The explanation of how the requirements for registration are to be met is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. An explanation of how the requirements for registration are to be met is provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

The CMRTO does not require Canadian experience in medical radiation technology. All applicants who completed a program in medical radiation technology outside of Canada are required under the registration regulation to demonstrate competence to practise in Ontario as a medical radiation technologist in their specialty. This is usually demonstrated through work experience in medical radiation technology in the applicant's home country. The CMRTO application form has a Clinical Competence Form, which forms part of the application form, and which provides a detailed list of all the procedures for each specialty. Applicants must list in detail on the clinical competence form all the types of procedures they have performed during their most recent employment or in their current employment in their home country. This information is provided on the CMRTO website.

Internationally educated applicants are provided with information on the requirement to demonstrate competence to practise in Ontario as a medical radiation technologist through the CMRTO website, or by mail, email, telephone or in person. Information on the requirement to demonstrate competence to practise in Ontario as a medical radiation technologist is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. An explanation of how the requirements for registration are to be met is provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

e) requirements that may be satisfied through acceptable alternatives

As the requirements for registration under the four specialty classes, radiography, radiation therapy, nuclear medicine and magnetic resonance are set out in regulation, there are few requirements that may be satisfied through acceptable alternatives. One example of an acceptable alternative to a registration

requirement is the method to satisfy the requirement regarding the examination. All applicants are required to provide evidence of having successfully completed the Canadian Association of Medical Radiation Technologists (CAMRT) examination, which is the examination approved by the CMRTO Council. The CAMRT examination is the national certification examination and is the approved examination in all provinces except Quebec. Medical radiation technologists who complete an educational program in Quebec must successfully complete the examination set and administered by the Ordre des Technologues en Radiologie du Quebec (OTRQ). The CMRTO Council has also approved the OTRQ examination for those applicants who have completed an educational program in Quebec.

Applicants who have completed an educational program in medical radiation technology in Quebec are provided information on the acceptable alternative to the CAMRT examination through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. An explanation of how the requirements for registration are to be met is provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

f) the steps in the assessment process

The steps in the assessment process are set out on the CMRTO website at www.cmrto.org.

Ontario graduates are informed of the steps in the assessment process in their educational program. The CMRTO distributes the application forms and information sheet to the program directors of the educational programs. The application form and information sheet are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include information on the steps in the assessment process, on the invitation of the educational programs. The information for Ontario graduates is also available on the website.

Canadian graduates relocating from other provinces are informed of the steps in the assessment process through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are informed of the steps in the assessment process through the CMRTO website, or by mail, email, telephone or in person. The requirements for registration are set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by

using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Information of the documentation of qualifications that must accompany each application is provided on the CMRTO website. Applicants are advised through the Career Map for Internationally Trained Medical Radiation Technologists, the CMRTO application for registration forms, individual correspondence and face to face and telephone meetings with applicants, of the documentation required to support an application for registration.

Applicants are required to provide:

- evidence that they have successfully completed a program in medical radiation technology in their particular specialty.

Internationally educated applicants must also provide independent verification of the details of the educational program. Independent verification is best supplied by an original or notarized copy of the credential, an original or notarized copy of the academic transcript of marks, and an official curriculum of the program. If their program required them to first complete another post-secondary educational program or courses prior to entering their program in medical radiation technology (e.g. a Bachelor of Science, a medical radiation technology program in another specialty, or pre-requisite college or university courses or credits) they must also provide verification of the details of the pre-requisite program.

Internationally educated applicants must also provide a detailed curriculum or course outline for the program, certified by the educational institution or professional association. The curriculum or course outline should contain a detailed list of the courses and a description of the content of each course completed during the education and training, including the amount of time (clock hours) spent in both the theoretical and clinical components.

Internationally educated applicants must also demonstrate competence to practise as a medical radiation technologist in the specialty. This evidence is provided through the Clinical Competence Form signed by the applicant's direct clinical supervisor in the most recent or current place of employment

- confirmation of employment as a technologist practising medical radiation technology in the specialty, or confirmation of having successfully completed an educational program in medical radiation within the last five years

- confirmation of successful completion of the CAMRT (or OTRQ) examination

- proof of language fluency in English or French. Internationally educated applicants provide this evidence either from the educational institution that the program in medical radiation technology (including the theoretical and clinical components) was conducted in English or French, or proof of completion of TOEFL with the required minimum score

- answers to questions certifying that the applicant has not been found guilty of professional misconduct, incompetency or incapacity, or a criminal offence
- a copy of a birth certificate if the applicant was born in Canada, proof of Canadian citizenship, certificate of landing or permanent resident card, or work permit

Applicants will provide the required information at different stages of the registration process, depending upon their own unique circumstances. The CMRTO ensures the applicant understands which documentation is required at each stage by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the document requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

If an applicant is unable to provide the original or notarized copies of the necessary documents, the Registration Committee may choose to accept other evidence, such as an original letter from the educational program. Applicants are advised to contact the CMRTO if they are unable to provide the original or notarized copies of the documents. The Registration Committee looks at these situations on a case-by-case basis.

Applicants are informed of the alternatives to the documentation through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

i) how applicants can contact your organization

The CMRTO has frequent contact with the applicant throughout the process. Communication is tailored to each applicant's situation. Applicants can contact the CMRTO, via e-mail, mail, telephone and in person. Applicants who call are able to speak to a live representative from the college during business hours. Phone messages that are left overnight are returned on the next business day. All e-mails received are answered with the relevant information requested. An application package is mailed or given in person to all prospective applicants who make inquiries to the CMRTO. Applicants who are out of the country or out of the Greater Toronto Area and not able to meet in person are supported through telephone meetings. Walk-in applicants who are inquiring about the process may meet with the Director of Professional Practice or make an appointment. The Director of Professional Practice reviews the

applicant's documents for completeness and assists in determining which additional documents, if any, are required to ensure the application is complete for referral to the Registration Committee for review.

j) how, why and how often your organization initiates communication with applicants about their applications

Ongoing communication as required by each applicant is maintained and supported. The communication needs are very individual and are tailored to each situation. Some applicants are comfortable to proceed after only one meeting while others have requested additional meetings as the application proceeds.

Below is a list of the typical nature and frequency of contact:

Pre-application or inquiry stage

- Initial contact from the applicant (mail, phone, e-mail, in person)
- Response from CMRTO acknowledging receipt of the request for information and providing links or documents as requested by mail, phone, e-mail, or in person
- On-going meetings and/or communication between the applicant and College occur on an individual, as needed basis. The Director of Professional Practice assists the applicant in ensuring that the application is complete. The CMRTO may provide the applicant with a letter setting out the areas where the application is not complete

Application stage

- Submission of the Application for Registration and supporting documentation by applicant, by mail or in person meeting
- Letter from CMRTO to applicant advising that the Registrar is referring the application to the Registration Committee for review and the statutory grounds for the referral. This letter is sent by mail usually within 7 days following receipt of the completed application
- Letter from CMRTO to applicant notifying him or her of the decision of the Registration Committee, advising the applicant of his or her right to appeal to the Health Professions Appeal & Review Board, and attaching a copy of the Order and Reasons of the panel of the Registration Committee. This letter is usually sent approximately three to four months following receipt of the application and following review of the application by the Registration Committee and review and approval of the Order and Reasons
- On-going communication between the applicant and CMRTO regarding the decision of the Registration Committee and the next steps, is provided on an individual, as needed basis, by mail, telephone, e-mail or in person. If the applicant receives a positive decision from the Registration Committee, the College assists applicants in meeting the requirements for registration set out in the Order and Reasons

Fulfilling requirements for registration

- The CMRTO provides the applicant with information related to fulfilling the language assessment process, if needed and if requested
- On request, the CMRTO sends the applicant, by mail and at no cost, the CMRTO Legislation Learning Package in order to fulfil the jurisprudence requirement for registration

- Letter to the applicant and CAMRT confirming eligibility to write the certification examination, when and if, eligible
- Ongoing communication between the applicant and the College continues on an individual and as needed basis in the format preferred by the applicant
- Once CMRTO has received notification that the applicant has successfully completed the national examination administered by the CAMRT, the applicant is notified of his or her eligibility for registration with the CMRTO, by mail or in person

Following registration

Once the applicant becomes a member, he or she receives a full member package of information including a copy of the Comprehensive Guidelines, Essential Competencies, Code of Ethics, the QA Program, CMRTO publications such as What You Must Know About .. and copies of the newsletter – Insights, by mail or in person.

k) the process for dealing with documents provided in languages other than English or French

Any documents which are not in English or French must be accompanied by an official translation into English. The translation does not need to be notarized but must be official and a copy of the original document must be attached.

Internationally educated applicants are informed of the process for dealing with documents provided in languages other than English or French through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

There are three third-party organizations that applicants will or may come into contact with during the registration process:

- The Canadian Association of Medical Radiation Technologists (CAMRT) (all applicants including Ontario, Canadian and international must complete the certification examination of the CAMRT)
- The Access and Options Program at the Michener Institute for Applied Health Sciences
- Organizations administering the TOEFL test

Ontario graduates are provided with an explanation of the CAMRT examination at the start of their educational program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include an explanation of the registration requirement of successfully completing the CAMRT examination, on the invitation of the educational programs. The information for Ontario graduates is also available on the website and the information sheet distributed to all Ontario graduates.

Canadian graduates relocating from other provinces have usually already completed the CAMRT examination. The applicant is informed of the requirement to provide evidence of successfully completing the CAMRT examination through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Information on third-party organizations that international applicants may come in contact with during the registration process is available in the Career Map for internationally trained medical radiation technologists which can be found on the CMRTO website and on the Ministry of Citizenship and Immigration website. This document is also mailed to applicants on request. Information on how to contact third-party organizations is provided in direct communication from CMRTO at the appropriate step in the process.

At such time in the registration process that an internationally educated applicant becomes eligible to write the CAMRT examination, the CMRTO notifies the applicant of such. The CMRTO also notifies the CAMRT when applicants are approved to write the examination. Applicants must register for the examination directly with the CAMRT in Ottawa. The examination application form and examination preparation information can be found on the CAMRT website at http://www.camrt.ca/english/certification/international_education.asp. Sample examination questions and a reading list are included in the CAMRT's Study Guide.

Internationally educated applicants are provided with information on the bridging program - The Access and Options Program at the Michener Institute for Applied Health Sciences in the Career Map for Internationally Trained Medical Radiation Technologists available on the CMRTO website and by direct communication from staff at the CMRTO. This is a voluntary program available to landed immigrants. The program provides skills training, clinical experiences, personal support and guidance to assist them to pass the certification examination and to prepare them to work in Canada. Admission to the Access and Options Program is available only to those applicants who have received a decision from the college's Registration Committee that states they are eligible for registration with the College, following the completion of certain requirements set out in the Order and Reasons of the Registration Committee. At such time in the registration process that an applicant becomes eligible to enroll in the Access and Options Program, the CMRTO notifies the applicant of such and provides information on the program.

Internationally educated applicants are informed of the requirement to complete the TOEFL test through the CMRTO website, or by mail, email, telephone or in person. This requirement is applicable to applicants whose educational program in medical radiation technology was not conducted in English or French. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application for

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Under the regulations governing registration with the CMRTO, all applicants have until five years after they last practised as a medical radiation technologist, or completed a medical radiation technology program in order to become registered.

Ontario graduates are provided with an explanation of the five year limitation in their educational program. The CMRTO distributes the application forms and information sheet to the program directors of

the educational programs. The application form and information sheet are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include an information on the five year limit, on the invitation of the educational programs. The information for Ontario graduates is also available on the website.

Canadian graduates relocating from other provinces are provided with information on the five year limit through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are provided with information on the five year limit through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Other deadlines that may affect applicants during the registration process include:

1. If the Registrar refers an application to the Registration Committee for review (internationally educated applicants and Ontario and Canadian applicants who do not meet the requirements for registration), the applicant is notified by letter of the referral and the reasons for the review. If the applicant has any new or additional information they wish to be considered in the review, they are advised by letter that they have 30 days to submit it to the Registration Committee.
2. If, following the review, the Registration Committee approves the application, applicants have five years from the last date of their employment as a medical radiation technologist or completion of their educational program, to complete the remaining requirements to become registered. This time limit is clearly set out in the Order and Reasons of the Registration Committee, which is sent to the applicant by mail.
3. All applicants who receive an Order and Reasons from the Registration Committee, whether their application is accepted or refused, are also advised by letter that if they do not agree with the decision of the Registration Committee, under the Health Professions Procedural Code of the Regulated Health Professions Act, Section 21(1) and (2), they may require the Health Professions Appeal and Review Board to review their application and the documents that support it or hold a hearing of the application. In order to make this request, the applicant is advised to give the Health Professions Appeal and Review Board (HPARB) and the Registration Committee of the CMRTO notice in writing within 30 days of receipt of the letter. Applicants are also provided with contact information for HPARB.

n) the amount of time that the registration process usually takes

The amount of time that the registration process usually takes varies depending upon how quickly an applicant is able to fulfil all the requirements to become registered.

Ontario applicants must first successfully complete an approved

educational program in medical radiation technology which varies in length from two full years to four academic years. Following, the applicant must successfully complete the CAMRT examination before being eligible for registration with the CMRTO. Applicants submit an application for registration with the CMRTO at least 90 days prior to sitting the examination. Once applicants receive confirmation of successful completion of the examination, they can become registered with the CMRTO upon payment of fees. Depending upon the method of communication used by the applicant, this process may vary from same day to two weeks. The applicants are provided with information on the amount of time the registration process usually takes in their educational program. The CMRTO distributes the application forms and information sheet to the program directors of the educational programs. The application form and information sheet are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include information of the amount of time the registration process usually takes, on the invitation of the educational programs. The information for Ontario graduates is also available on the website.

Canadian graduates relocating from other province can become registered once they have provided evidence of having met all the requirements for registration. Depending upon the method of communication used by the applicant, this process may vary from same day to two weeks. Canadian graduates are provided with information on the amount of time the registration process usually takes on the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are provided with information on the amount of time the registration process usually takes through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists. The information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

It takes approximately three to four months from the time that the College receives a complete application to the time that the applicant receives the final decision (Order and Reasons) of the Registration Committee.

If the Registration Committee approves the application, applicants can expect to have five years from the last date of their employment as a medical radiation technologist to complete the requirements for registration set out in the Order and Reasons, to become registered. For example, if the applicant last worked in January 2009 as a medical radiation technologist they can expect that they will have to complete all the requirements for registration by January 2014.

Once applicants have fulfilled all the requirements for registration, including successful completion of the examination, they can become registered with the CMRTO upon payment of fees. Depending upon the method of communication used by the applicant, this process may vary from same day to two weeks.

o) information about all fees

Details on the fees for an application for registration are provided in

associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

the Application for Registration Forms for each specialty (radiography, radiation therapy, nuclear medicine and magnetic resonance). Detailed information on the cost for an application, exam fees and other associated costs are provided in the Career Map for Internationally Trained Medical Radiation Technologists. These documents are available on the CMRTO website and are also mailed to applicants at their request. The CMRTO website also contains detail on college fees in the Professional Registration – College Fees section of the website.

p) accommodation of applicants with special needs, such as visual impairment

The CMRTO makes a variety of communication methods available to applicants which the CMRTO believes would assist any applicant who may have special needs. The College values the individualized personal service that it provides to each applicant. We believe that through this direct service, the questions, concerns and needs of applicants are addressed in a pro-active and supportive manner. Many applicants have expressed their appreciation for the time and assistance that the College has provided to them through the application and registration processes.

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

Information for applicants on the total costs involved in the registration process are detailed in the Career Map for Internationally Trained Medical Radiation Technologists.

The CMRTO fees include an application fee of \$100.00 and an evaluation fee of \$250.00. The evaluation fee is for the evaluation of the applicant's educational program by the College's Registration Committee and is the only fee which is different for internationally educated applicants. This information is detailed on the application forms for each specialty. In addition this information is provided in the correspondence, by e-mail and/or letter, to prospective members who enquire about registration with the CMRTO.

Below is a list of typical costs for the application and registration process for internationally educated applicants.

**CMRTO Application and Evaluation fee \$371.00
(includes \$21.00 GST)
CMRTO Annual Registration fee \$381.60
(includes \$21.60 GST)
CAMRT Examination fee (each exam sitting)
\$700.00 in 2008
\$750.00 in 2009
\$800.00 in 2010**

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions

It usually takes approximately three to four months from the time that the College receives a complete application to the time that the applicant receives the final decision (Order and Reasons) of the Registration Committee.

b) What are your timelines for responding to applicants in writing	All phone, mail and e-mail requests for information and application packages are answered with the relevant information requested within 2-3 business days. An application package is provided directly to all prospective applicants who make inquiries to the CMRTO.
c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions	It usually takes approximately three to four months from the time that the College receives a complete application to the time that the applicant receives the final decision (Order and Reasons) of the Registration Committee.
d) Explain how your organization ensures that it adheres to these timelines.	All contact with applicants is tracked in the CMRTO database. The staff of the CMRTO consists of nine full-time positions. Five out of the nine employees are involved in the registration process. The amount of staff time required for the registration process is equivalent to approximately three full-time positions. All Ontario and Canadian applications are managed by the registration co-ordinator and all internationally educated applications are managed by the international registration associate. Both of these positions are under direct supervision of the Director of Professional Practice. The CMRTO has developed internal processes to ensure that all applications are tracked throughout the registration process.

Access to Records (4 / 13)	
a) Describe how you give applicants access to their own records related to their applications for registration.	Usually the College receives all the documents and evidence contained in applicants records directly from the applicant. Occasionally the College receives transcripts directly from educational institutions. Applicants can request all the information and a copy of each document the College has that is relevant to the application for registration in accordance with section 16(1) of the Health Professions Procedural code, Schedule 2 of the Regulated Health Professions Act, 1991 (RHPA). Applicants can request this information by submitting a written request to CMRTO.
b) Explain why access to applicants' own records would be limited or refused.	In accordance with section 16(2) of the Health Professions Procedural Code, the Registrar may refuse to give an applicant anything that may jeopardize the safety of any person. Since the College usually receives documents and evidence directly from the applicant, it would be an unusual circumstance where this discretion would be exercised.
c) State how and when you give applicants estimates of the fees for making records available.	The CMRTO does not charge any fees for making records available.
d) List the fees for making records available.	Not applicable, as the CMRTO does not charge

any fees for making records available.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

Not applicable, as the CMRTO does not charge any fees for making records available.

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

The Application for Registration Forms for each specialty (radiography, radiation therapy, nuclear medicine and magnetic resonance) provide detailed information for applicants on:

- Fees for application and evaluation
- Details on the criteria that will be used by the Registration Committee in completing their evaluation of the applicants' program in medical radiation technology
- Information on the required documentation to support the application
- Information on the acceptable methods applicants can demonstrate that they meet the requirements for registration

The Career Map for Internationally Trained Medical Radiation Technologists is a resource compiled in collaboration with the Access to Professions and Trades Unit, Ontario Ministry of Citizenship and Immigration. It provides detailed information for applicants regarding the application process including:

- Information on the practice of medical radiation technology in Ontario
- Requirements for registration
- Details on the application process
- Details on the assessment process including:
 - o Details on the criteria that will be used by the Registration Committee in completing their evaluation of the applicants' program in medical radiation technology
 - o Information on the required documentation to support the application
 - o Information on the acceptable methods applicants can demonstrate that they meet the requirements for registration
 - o Information on the CAMRT examination
- Labour Market information
- Fees for application and evaluation
- Contact information on resources for applicants

The examination approved by the CMRTO Council is the national examination of the Canadian Association of Medical Radiation Technologists (CAMRT). The examination application form and examination preparation information can be found on the CAMRT website at http://www.camrt.ca/english/certification/international_education.asp

The CAMRT National Exam is a multiple-choice exam that tests an applicant's knowledge, skill and judgment (competencies) in one of the specialties of medical radiation technology (radiography, nuclear medicine, magnetic resonance or radiation therapy). This exam is one day long and is offered three times a year at various locations throughout Canada. Sample examination questions and a reading list are included in the CAMRT's Study Guide.

The CMRTO provides applicants with a letter that permits them to join the library at The Michener Institute for Applied Health Sciences in Toronto. With that library card, applicants are able to borrow the textbooks necessary to prepare for the examination.

The Access & Options Program at The Michener Institute for Applied

Health Sciences is available to landed immigrants. The program provides skills training, clinical experiences, personal support and guidance to assist them to pass the certification examination and to help prepare them to work in Canada. Admission to the Access and Options Program is available only to those applicants who have received a decision from the College's Registration Committee that states they are eligible to sit the CAMRT examination. Detailed information regarding this program is available at www.michener.ca/access/.

b) Describe how your organization provides information to applicants about these resources.

Application forms are available on the CMRTO website and are mailed or e-mailed to all applicants on request.

The Career Map for Internationally Trained Medical Radiation Technologists is available on the CMRTO website and is mailed or e-mailed to all applicants on request. This document is also available on the Ontario Ministry of Citizenship and Immigration website.

Information related to the exam is detailed in the Career Map for Internationally Trained Medical Radiation Technologists and is provided to all applicants when they are approved to write the exam.

The CMRTO provides applicants with a letter that permits them to join the library at The Michener Institute for Applied Health Sciences in Toronto.

Information related to the Access & Options Program at The Michener Institute for Applied Health Sciences is detailed in the Career Map for Internationally Trained Medical Radiation Technologists and is provided to all applicants by letter when they are eligible to enroll in the program.

Internal Review or Appeal Processes (6 / 13)

This section refers to initial internal reviews or appeals.

a) List your timelines for completing internal reviews or appeals of registration decisions.

All completed applications are reviewed by a panel of the Registration Committee at the next meeting scheduled following 35 days of the date of the notice of the referral of the application to the Registration Committee.

The CMRTO's Registration Committee meets every six to eight weeks. Each application is reviewed at least twice by the panel: the first time to review the application and make the decision, the second to review and approve the decision and Order and Reasons.

It takes approximately three to four months from submission of a complete application to the CMRTO to the time that the applicant receives the final decision of the Registration Committee.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

In 2008 no internal reviews or appeals of registration decisions exceeded the CMRTO timelines.

ii. Among internal reviews or appeals that

In 2008 no internal reviews or appeals of

<p>exceeded your timelines, state the number that were from internationally trained applicants.</p>	<p>registration decisions exceeded the CMRTO timelines.</p>
<p>b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.</p>	<p>Once an application is sent to the Registration Committee for review, applicants receive a letter notifying them that the Registration Committee will be reviewing their application and explaining the reasons for the review. If applicants have any new or additional information they wish to be considered in the review, they are advised to make a written submission to the Registration Committee, within thirty-five (35) days of the date of the referral letter. The written submission may be made by electronic means.</p>
<p>c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.</p>	<p>Applicants are advised in their referral letter, if they have any new or additional information they wish to be considered in the review, to make a written submission to the Registration Committee, within thirty-five (35) days of the date of the referral letter. The written submission may be made by electronic means.</p>
<p>d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.</p>	<p>The Registrar refers the application to the Registration Committee for review. The Registrar does not participate in the review of the application or in the decision of the Registration Committee.</p>
<p>e) Describe your internal review or appeal process.</p>	<p>The Registration Committee reviews the educational programs in medical radiation technology completed by applicants who have completed programs outside Ontario to determine whether the program is considered to be substantially similar, but not equivalent to, an approved program offered in Ontario. The Registration Committee also considers whether these applicants meet the other requirements for registration.</p>
<p>f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.</p>	<p>The Registration Committee is composed of five members appointed by the Council: one public member and four professional members, each representing one of the four specialties. Of the five members, two are Council members (one public member appointed by the Lieutenant Governor in Council and one elected professional member) and three are members of the profession who are not Council members. One professional member of the Registration Committee is an internationally educated medical radiation technologist.</p>

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are **Applicants can request that the Health**

available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Professions Appeal and Review Board (HPARB) review the decision of the Registration Committee. The applicant is notified by letter of the right to appeal the decision to HPARB at the same time that he or she is advised of the decision of the Registration Committee. This letter also contains the Order and Reasons of the Registration Committee. The Health Professions Appeal and Review Board is an independent adjudicative agency. Applicants can request all the information concerning the decision with respect to their case, which will be provided to them by the Registrar.

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

Basic Requirements for Registration

To obtain a certificate of registration as a medical radiation technologist in Ontario, all applicants (domestic or internationally trained) must meet the requirements as set out in the college's registration regulation. The regulation requires that an applicant:

- Is able to speak and write English or French with reasonable fluency;
- Is a Canadian citizen or a permanent resident of Canada, or authorized under the Immigration and Refugee Protection Act to practise the profession;
- Has not been convicted of a criminal offence or an offence related to the practice of the profession; and
- Has not been found guilty of professional misconduct, incompetence or incapacity, and is not currently the subject of a proceeding for these, in relation to the profession or any other health care profession, in Ontario or elsewhere.

Non-exemptible requirements for registration

In addition, the following requirements are essential for registration with the CMRTO in one or more of the specialties:

- Evidence of successful completion of a medical radiation technology program, at an approved program in Ontario, at a program offered outside Ontario equivalent to an approved Ontario program, or at a program offered outside Ontario that is considered by the Registration Committee to be substantially similar, but not equivalent, to an approved Ontario program in medical radiation technology;
- Successful completion of an examination set or approved by the College's Council;
- Clinical practice within five years immediately before the application, or successful

- completion of the program referred to above within this same period;
- Satisfactory evidence as to competence to practise as a medical radiation technologist, in the case of an applicant whose program is substantially similar, but not equivalent, to an approved Ontario program;
- Payment of the application fee and, if applicable, the evaluation fee; and
- Payment of the college's annual fee.

The Registration Committee makes no exceptions to these requirements. Applicants must satisfy these requirements in the same specialty for which they apply. Applicants who wish to apply to the CMRTO in more than one specialty must complete an application form, and submit the application and evaluation fee, if applicable, for each specialty.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

Based on the documents applicants provide with the application, the Registration Committee will review the educational program to determine if it is substantially similar, but not equivalent, to an approved Ontario medical radiation technology program in the applicant's specialty. In the past, the Registration Committee has considered the following in its assessment of educational programs:

- credential achieved: for example, a degree or diploma in radiography (radiological technology), radiation therapy, nuclear medicine or magnetic resonance
- level of the educational program: for example, at a post-secondary college or university
- prerequisite for entry to the program: for example, diploma or degree in medical radiation technology (radiography, nuclear medicine or radiation therapy) prior to entering a program in magnetic resonance
- nature and content of the theoretical training: for example, anatomy and physiology, radiation physics and safety, patient care, clinical oncology, image evaluation and optimization, imaging equipment theory and operation, etc.
- nature and content of the clinical training: for example, the procedures an applicant was trained to perform, the qualification of his or her supervisor, the types of clinical settings, the types of equipment, etc.
- depth and breadth of the program: for example, the length of the program, the number of hours spent in theoretical training, the number of hours spent in clinical training.

c) Explain how work experience in the profession is assessed.

The CMRTO does not require Canadian experience in medical radiation technology. An applicant who completed a program in medical radiation technology outside of Canada is required under the registration regulation to demonstrate competence to practice in Ontario as a medical radiation technologist in his or her

specialty. Competence is usually demonstrated through work experience in medical radiation technology in the applicant's home country.

The CMRTO application form has a Clinical Competence Form, which provides a detailed list of all the procedures for each specialty. Applicants must list in detail all the types of procedures they have performed during their most recent employment or in their current employment in their home country. To confirm that applicants are competent in those procedures, and that their written certification is correct, the direct clinical supervisor in their most recent or current place of employment must read and sign the section called "Validation of Clinical Supervisor. Their direct clinical supervisor must be either a medical radiation technologist, radiologist or radiation oncologist who supervised daily procedures.

The Registration Committee assesses the applicant's competence to practice based on the details described in the application form and Clinical Competence Form. In the past, the Registration Committee has considered the following in its assessment of an applicant's competence to practice as a medical radiation technologist:

- whether the list of procedures that an applicant has performed is similar to those performed by medical radiation technologists in his or her specialty in Ontario;
- whether an applicant's direct clinical supervisor has confirmed that he or she has performed and is competent in the procedures listed; and
- whether an applicant has performed the procedures listed within five years prior to the date of registration by the College.

Applicants must also provide proof that they have worked as medical radiation technologists or have completed a program in medical radiation technology within the last five years. A letter from their last or current employer stating the last date of employment is necessary to meet this requirement.

The assessment of educational training completed by an applicant is performed on an individual basis and is not based on an assessment of educational systems from other countries. Based on the documents an applicant provides with the application, the Registration Committee will review the applicant's educational program to determine if it is substantially similar, but not equivalent, to an approved Ontario medical radiation technology program in their specialty.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

e) Describe how previous assessment decisions

Consistency is achieved through the

are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

Registration Committee using the same factors in the assessment of the educational training of applicants. (Refer to sections 8b) and 8c.) Course content, duration of course and credentials achieved from the same jurisdiction or institution may change over time. The College retains a copy of previous registration decisions which is available to the Registration Committee as a reference tool. Assessment of the training completed by applicants is performed on an individual basis and is not based on prior assessments of previous applicants. This practice ensures that each applicant is assessed based on the training they completed in their programs in medical radiation technology. Based on the documents applicants provide with the application, the Registration Committee will review their educational program to determine if it is substantially similar, but not equivalent, to an approved Ontario medical radiation technology program in their specialty.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The status of an institution in its home country does not affect the recognition of the credentials of applicants by the CMRTO as the CMRTO does not rely on a credential recognition assessment. The CMRTO's Registration Committee assesses the education the applicant actually completed as set out in section 8b) above.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

The variety of communication methods available to applicants assists any applicants who may have special needs. The College values the individualized personal service that it provides to each applicant. We believe that through this direct service, the questions, concerns and needs of applicants are addressed in a pro-active and supportive manner. Many applicants have expressed their appreciation for the time and assistance that the College has provided to them through the application and registration processes.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

Ontario applicants who are enrolled in an approved program must submit their Application for Registration form at least 90 days prior to the examination date. Once the applicant provides proof of successful completion of the program and successful completion of the CAMRT examination they become eligible for registration. Once the application is reviewed, if all the requirements for registration have been met, the applicant will be registered within 2-3 business days. If an Ontario applicant does not meet all the requirements for registration, their application will be referred to the Registration Committee for review. In this situation the applicant can expect the process to take approximately four months from the time that the application for registration is accepted as complete to the time

that the applicant receives the final decision of the Registration Committee.

Canadian applicants who have completed a program that is considered, by the College Council, to be equivalent to an approved Ontario program must submit a completed Application for Registration form with supporting documentation. Once the application is reviewed, if all the requirements for registration have been met, the applicant will be registered within 2-3 business days. If an applicant completes their education in Canada but outside of Ontario and does not meet all the requirements for registration, their application will be referred to the Registration Committee for review. In this situation the applicant can expect the process to take approximately four months from the time that the application for registration is accepted as complete to the time that the applicant receives the final decision of the Registration Committee.

If applicants have completed their education in medical radiation technology outside of Canada, their application is sent to the Registration Committee for review. Internationally educated applicants can expect the process to take approximately four months from the time that they submit a complete application for registration to the time that the applicant receives the final decision of the Registration Committee.

i. State whether the average time differs for internationally trained individuals.

If an application is referred to the Registration Committee for review the average time for the process is approximately four months, regardless of the country or province of training.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

There is no difference in the time to process an application if it is referred to the Registration Committee for review or assessment.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

Applicants are requested to provide the original or notarized copy of their credential(s), or academic transcript(s) of marks to provide evidence for the Registration Committee of the CMRTO to determine whether or not their program(s) meets the registration requirement of being substantially similar to, but not equivalent to, an approved Ontario medical radiation technology program in the specialty of radiography, nuclear medicine, radiation therapy or magnetic resonance.

The Registration Committee of the CMRTO reviews the evidence provided by the applicant to determine if the applicant's medical radiation

technology program would be considered as being substantially similar to, but not equivalent to, an Ontario program. An Ontario program in medical radiation technology is offered at a post-secondary institution, either at a college of applied arts and technology or university. The credential achieved from an approved Ontario program in medical radiation technology varies depending on the specialty and, depending in the specialty may be either a joint degree/diploma or diploma and, in the case of magnetic resonance, a graduate certificate following a diploma or degree program. These characteristics are used to determine if the level of the credential presented by the applicant is substantially similar to, but not equivalent to, the level of credential achieved in an approved Ontario medical radiation technology program.

ii. Describe the criteria that are applied to determine equivalency.

The Registration Committee of the CMRTO reviews the evidence provided by the applicant to determine if the applicant's medical radiation technology program would be considered as being substantially similar to, but not equivalent to, an Ontario program. In order to make this determination, the panel considers the essential elements and characteristics of an Ontario program. The panel reviews such Ontario programs from these perspectives:

- (i) the level of education of the program and the credential achieved for its successful completion;
- (ii) the nature and content of the theoretical and clinical training required by the program; and,
- (iii) the depth and breadth of the theoretical and clinical training required by the program.

The factors the panel of the Registration Committee considers to assess an applicant's program are described in more detail in sections 8 b) and 8 c) above.

iii. Explain how work experience is taken into account.

The CMRTO does not require Canadian experience in medical radiation technology. An applicant who completed a program in medical radiation technology outside of Canada is required under the registration regulation to demonstrate competence to practice in Ontario as a medical radiation technologist in his or her specialty. Competence is usually demonstrated through work experience in medical radiation technology in the applicant's home country.

The CMRTO application form has a Clinical Competence Form, which provides a detailed list of all the procedures for each specialty. Applicants must list in detail all the types of procedures they have performed during their most recent employment or in their current employment in their home country. To confirm that applicants are competent in those

procedures, and that their written certification is correct, the direct clinical supervisor in their most recent or current place of employment must read and sign the section called **Validation of Clinical Supervisor**. Their direct clinical supervisor must be either a medical radiation technologist, radiologist or radiation oncologist who supervised daily procedures. The Registration Committee assesses the applicant's competence to practice based on the details described in the application form and Clinical Competence Form.

j) If your organization conducts competency assessments:

i. Describe the methodology used to evaluate competency.

In the past, panels of the Registration Committee have considered a number of factors to determine whether the applicant has provided satisfactory evidence as to his or her competence to practise including:

- whether the list of procedures performed by the applicant is similar to those performed by MRTs in the specialty in Ontario;
- whether the applicant has provided confirmation from his or her direct professional supervisor that the applicant is competent in the procedures listed;
- whether the applicant has performed the procedures listed within the five years prior to the registration date.

The Registration Committee believes that these factors are appropriate in determining whether an applicant is competent to practise in Ontario as a medical radiation technologist.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The Registration Committee is composed of five members appointed by the Council: one public member and four professional members, each representing one specialty. The members representing each specialty are actively engaged in the practice of the profession and are thus able to validate if the procedures listed on the Clinical Competence form, which forms part of the Application for Registration form, are current and being performed by Medical Radiation Technologists in the specialty in Ontario. This validation is on-going as part of the Registration Committee's continuous evaluation of the quality of their processes and effectiveness.

iii. Explain how work experience is used in the assessment of competency.

An applicant who completed a program in medical radiation technology outside of Canada is required under the registration regulation to demonstrate competence to practise in Ontario as a medical radiation technologist in his or her specialty. Competence is usually demonstrated through work experience in medical radiation technology in the applicant's home country.

The CMRTO application form has a Clinical Competence Form, which provides a detailed

list of all the procedures for each specialty. Applicants must list in detail all the types of procedures they have performed during their most recent employment or in their current employment in their home country. To confirm that applicants are competent in those procedures, and that their written certification is correct, the direct clinical supervisor in their most recent or current place of employment must read and sign the section called - Validation of Clinical Supervisor. Their direct clinical supervisor must be either a medical radiation technologist, radiologist or radiation oncologist who supervised daily procedures. The Registration Committee assesses the applicant's competence to practice based on the details described in the application form and Clinical Competence Form.

k) If your organization conducts prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

The CMRTO does not conduct prior learning assessments on applicants.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable as CMRTO does not conduct prior learning assessments.

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable as CMRTO does not conduct prior learning assessments.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The CMRTO does not administer examinations.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

Not applicable as the CMRTO does not administer examinations.

iii. State how often exam questions are updated and the process for doing so.

Not applicable as the CMRTO does not administer examinations.

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

The Canadian Association of Medical Radiation Technologists (CAMRT) is Canada's national certifying body and professional association for medical radiation technologists across the country. The examination approved by the CMRTO Council is the national examination of the CAMRT.

Various language testing services and test centres which administer the TOEFL language fluency tests.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

The CAMRT provides applicants with a certification handbook which sets out information on the process to apply to write the examination; the certification exam process and the reporting of the exam results to the applicants. This handbook is available on the CAMRT website at www.camrt.ca.

ii. utilizes current and accurate information about qualifications from outside Canada

The CAMRT does not utilize information about qualifications from outside Canada as it is the national certification examination for Canada. The examination is based on the national competency profiles which have been developed by the CAMRT in the four specialties of medical radiation technology. The CMRTO has approved the national competency profile as the basis for the examination. The CAMRT reviews and updates the national competency profile on a regular basis.

iii. provides timely decisions, responses and reasons to applicants

The CAMRT notifies applicants of their examination results within four to six weeks of the examination sitting.

An applicant who has not been successful in the certification exam is provided with a performance profile indicating:

- The applicant's total raw score (number of questions answered correctly);
- The raw score required for a pass; and
- A breakdown by Competency Profile Module, comparing the number of questions asked on the exam in that module to the number of questions the applicant had correct. In some modules, a further breakdown is provided depending on the content of the module. The breakdown per module will give the applicant an indication of areas of weakness. This information is provided to allow the applicant an opportunity for remedial preparation prior to the sitting of the next examination.

iv. provides training to individuals assessing qualifications

The CAMRT sets the passing score on certification exams using a panel of discipline specific experts from across Canada called the Exam Validation Committee (EVC). The experts include educators and clinical instructors, as well as medical radiation technologists who are currently engaged in clinical practice. The EVC ensures the examination is valid and fair within a framework established by Assessment Strategies Inc, which is the company CAMRT uses for the development and analysis of the certification examination. The EVC for each specialty (radiography, nuclear medicine, radiation therapy, and magnetic resonance) sets the passing score for each exam using a modified Angoff Method. This method is the accepted practice for high-stake, competency-based certification exams. The EVC considers other relevant data when rating the questions contained in the examination to ensure the

standard that applicants must achieve is fair and valid.

v. provides access to records related to the assessment to applicants

The CAMRT certification handbook contains the following information related to access to records for an examination applicant. The handbook is available on the CAMRT website at www.camrt.ca.

An applicant who achieves success on the certification exam is issued a “Pass”. There are no numerical marks provided to applicants who pass the exam.

An applicant who has not been successful in the certification exam is notified that they have failed. Each failed applicant receives a performance profile indicating:

- The individual’s total raw score (number of questions answered correctly);
- The raw score required for a pass for that examination; and
- A breakdown by Competency Profile Module, comparing the number of questions asked on the exam in that module to the number of questions applicant had correct. In some modules, a further breakdown is provided depending on the content of the module. The breakdown per module will give the failed candidate an indication of areas of weakness. This information is provided to allow the applicant an opportunity for remedial preparation prior to the next sitting of the examination.

vi. accommodates applicants with special needs, such as visual impairment

The CAMRT certification handbook provides the following information related to special needs accommodation.

“If a disability or impairment limits major life activities, a request for special needs accommodation can be submitted in writing. All requests will be handled on an individual basis. Candidates must submit their request to the Coordinator of Certification with their application to write the exam with the following documentation.

- A clear statement of the nature of the disability and its severity
- Description of special needs accommodations requested
- Supporting documentation indicating that accommodation was given to the candidate during the education program
- Supporting documentation from a healthcare professional that:
 - o indicates an assessment was done on the candidate
 - o describes details of the disability including diagnosis
 - o describes the current functional limitation
 - o supports the request for special needs accommodation

The request must not compromise the validity and integrity of the certification exam.”

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master’s, Ph.D.) of the credential presented for assessment.

Not applicable as the CMRTO does not rely on third-party organizations to make assessments of an applicant’s credentials.

ii. Describe the criteria that are applied to determine equivalency.

Not applicable as the CMRTO does not rely on third-party organizations to make assessments of an applicant’s credentials.

iii. Explain how work experience is taken into account.

Not applicable as the CMRTO does not rely on third-party organizations to make assessments of an applicant’s credentials.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

Not applicable as the CMRTO does not rely on third-party organizations to conduct assessments of an applicant’s competency.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

Not applicable as the CMRTO does not rely on third-party organizations to conduct assessments of an applicant’s competency.

iii. Explain how work experience is used in the assessment of competency.

Not applicable as the CMRTO does not rely on third-party organizations to conduct assessments of an applicant’s competency.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

Not applicable as the CMRTO does not rely on third-party organizations to conduct prior learning assessments.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable as the CMRTO does not rely on third-party organizations to conduct prior learning assessments.

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable as the CMRTO does not rely on third-party organizations to conduct prior learning assessments.

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The examination approved by the CMRTO Council is the national examination of the Canadian Association of Medical Radiation Technologists (CAMRT). The CAMRT National Exam is a multiple-choice exam that tests the knowledge, skill and judgment (competencies) in one of the specialties of medical radiation technology (radiography, nuclear medicine, magnetic resonance or radiation therapy). This exam is one day long and is offered three times a year at various locations throughout Canada.

The examination is based on the national

competency profiles which have been developed by the CAMRT in the four specialties of medical radiation technology. The CMRTO has approved the national competency profile as the basis for the examination. The CAMRT reviews and updates the national competency profile on a regular basis. The CAMRT uses the Angoff method to score the results of the examination.

Applicants who have graduated from an approved Ontario program have three chances, in a period of two years, to pass the exam, provided that it is within five years from completion of the program. Applicants who have completed an educational program outside Canada have three chances, in a period of two years, to pass the exam, provided that it is within the time frame designated in the Registration Committee's decision which is five years from the date of last employment.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The Angoff method allows expert judges to determine an appropriate pass mark for an examination, based on a discussion of the issues involved in certification and their assessment of the examination. The pass mark is set in direct reference to the candidates, the competence required of the candidates, and the difficulty of the exam questions and, as a result, is considered a fair and valid method of scoring an examination.

Following the writing of the CAMRT certification examination by the candidates, the answer sheets are scored. A psychometric analysis of the exam results is performed by Assessment Strategies Inc., which is the company CAMRT uses for the development and analysis of the certification examination. The analysis includes statistical reports on the difficulty and reliability of the test items. Any questions that are flagged as possibly being not valid or reliable, is reviewed with content experts. A decision is made based on the statistics of the question, question content and consultation with the experts as to whether the question should be removed from the examination.

If the question is removed, the passing score is adjusted and the question is returned to an item review group who will determine whether to delete the question from the question bank, or to change the question before it is again used in an examination.

iii. State how often exam questions are updated and the process for doing so.

New examination questions are developed on an annual basis by content experts. Following the development, another group of experts validates the draft questions to ensure the question content reflects the competency profile.

All questions are reviewed on an annual basis by the exam validation committee to ensure the reliability and validity of the question, and whether the content of the question reflects the competency profile. If a question is determined not to meet these criteria, it is removed from the examination.

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Under the Health Professions Procedural Code of the RHPA, section 15.(1)(b), the Registrar shall refer an application to the Registration Committee if he or she has doubts about whether the applicant fulfils the registration requirements. Under the CMRTO's Registration Regulation, Ontario Regulation 866/93, Sections 4.(1).1.iii and 4.1(1)1.iii, the Registration Committee reviews the educational programs in medical radiation technology completed by applicants who have completed programs outside Ontario to determine whether the program is considered by the Registration Committee to be substantially similar to, but not equivalent to, an approved program offered in Ontario. The Registration Committee therefore assesses qualifications, makes registration decisions, and performs the internal review of applications at the CMRTO.

Training is provided for all members of the Registration Committee on an ongoing basis. Training for new members of the Registration Committee includes a general orientation to the Regulated Health Professions Act (RHPA) and the Health Professions Procedural Code which defines the roles and responsibilities of the Registration Committee. In addition to this general orientation to the legislation governing the profession, the new members of the committee are provided with detailed training on Ontario Regulation 866/93, made under the Medical Radiation Technology Act, 1991 (the "MRT Act, 1991"), regarding registration. This training is provided by the CMRTO's legal counsel and staff.

Training on the assessment methods and criteria used by the Registration Committee in determining whether an applicant's program is substantially similar to an Ontario program is provided by CMRTO staff involved in registration process and by existing members of the Committee. Training in assessment methods is also provided through attendance at workshops such as those offered by the World Education Service in credential and program assessments.

Members of the Registration Committee and

staff of the CMRTO received further training at two workshops in 2008:
 •“Managing Cultural Differences” a workshop provided by ORAC in February, 2008; and
 •Fair Registration Practices & Procedures provided by Steinecke Maciura Leblanc in November, 2008.

ii. individuals who make registration decisions

See section i) above.

iii. individuals who make internal review or appeal decisions

See section i) above.

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

Currently, the profession of medical radiation technology has a Mutual Recognition Agreement under the Agreement on Internal Trade. The agreement was signed in 2001 and all provinces, including Ontario, are signatories to the agreement, through either the relevant regulatory bodies or voluntary professional associations.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

The MRA applies to applicants from other provinces in Canada only.

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials are available.

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

Paid staff employed by your organization

b) State the number of paid staff employed by your organization in the following categories.

Category	Staff
Total staff employed by the regulatory body	9
Staff involved in appeals process	2
Staff involved in registration process	3

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Countries where internationally educated applicants were initially trained

c) List the countries where your internationally educated applicants* were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada excluded)	Number of applicants**
Largest number	USA	16
Second-largest number	Phillippines	11
Third-largest number	India	10
Fourth-largest number	China	5
Fifth-largest number	Trinidad and Tobago	4

* Persons who have applied to start the process for entry to the profession.

**Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members* were initially trained in the profession (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Total Members	5483	395	32	414	0	6324
Non-practising members	n/a	n/a	n/a	n/a	n/a	0

* Persons who are currently able to use the protected title or professional designation of your profession.

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Please note that the total for non-practising members should be n/a, the template is showing a total of 0 rather than n/a.

Applications your organization processed in the past year

e) State the number of applications your organization processed in the past year (use only numbers, do not enter commas or decimals).

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
Jan. 1 to Dec. 31	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	352	32	16	58	0	458
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	n/a	n/a	n/a	n/a	n/a	0
Inactive applicants (applicants who had no contact with your organization in the reporting year)	n/a	n/a	n/a	n/a	n/a	0
Applicants who met all requirements and were authorized to become members but did not become members	28	1	0	2	0	31
Applicants who became members	269	32	1	20	0	322
Applicants who were authorized to receive an alternative class of license* but were not issued a license	n/a	n/a	n/a	n/a	n/a	0
Applicants who were issued an alternative class of license*	n/a	n/a	n/a	n/a	n/a	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Please note that the total for non-practising members should be n/a, the template is showing a total of 0 rather than n/a.

We note that the title in the first row of this table is incorrect "Jurisdictions where members were initially trained in the profession (before they were granted use of the protected title or professional designations in Ontario)". Applicants are not yet members and have not been granted use of the protected title.

* An alternative class of license enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licensed. Please list and

describe below the alternative classes of license that your organization grants, such as student, intern, associate, provisional or temporary.

	Class of License	Description
a)	n/a	n/a
b)	n/a	n/a
c)	n/a	n/a

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the past year (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	2	0	16	58	0	76
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Please note that the total for non-practising members should be n/a, the template is showing a total of 0 rather than n/a.

We note that the title in the first row of this table is incorrect "Jurisdictions where members were initially trained in the profession (before they were granted use of the protected title or professional designations in Ontario)". Applicants are not yet members and have not been granted use of the protected title.

Certification (13 / 13)

I hereby certify that:

- - I have reviewed the information submitted in this Fair Registration Practices Report (the "Report")
- - all information required to be provided in the Report is included; and
- - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization:

Linda Gough

Title:

Registrar

Date:

February 28, 2009