

# Application for Registration

As a Medical Radiation Technologist for a person who has completed an educational program outside Canada



College of  
Medical Radiation  
Technologists of  
Ontario

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Toronto, Ontario  
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## RADIATION THERAPY

### IMPORTANT INFORMATION

- You must be registered with the College of Medical Radiation Technologists of Ontario (CMRTO or the College) in order to work as a medical radiation technologist in Ontario.
- The CMRTO is responsible for protecting the public by ensuring that all registered medical radiation technologists in Ontario are qualified to practise and are practising professionally.
- There are four different specialty certificates of registration with the CMRTO – radiography, nuclear medicine, radiation therapy and magnetic resonance. **This application is for the specialty of radiation therapy.** Both your professional education and work experience must have been in the specialty you are applying for. If you wish to apply in a different specialty, you must complete the application for that specialty. If you wish to apply for more than one specialty, you must complete an application for each specialty.
- You may not use the title “Medical Radiation Technologist” or the abbreviation “MRT”, or represent that you are qualified to practise in any specialty of medical radiation technology, without being registered with the CMRTO.
- All applications from internationally trained medical radiation technologists must undergo an assessment process. This means that the Registration Committee of the CMRTO will review your educational program(s) and experience in medical radiation technology to determine if you meet the requirements for registration with the CMRTO. Please review the *Career Map for Internationally Trained Medical Radiation Technologists* for more details and an explanation of the process.
- Send the completed form, documents, application fee and evaluation fee to the College at the address above.
- 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 notarized copy of the original document must be attached.
- If the name on any of your documents is different from your current name, you must provide proof of name change.
- You may wish to make a copy of your completed application for your records.
- The CMRTO does not accept incomplete application forms. If your application is not complete, it will be returned to you with a list of items that are missing. The College does not keep any incomplete application forms.
- You may contact the College if you have any questions about completing your application.

### PERSONAL INFORMATION

Complete this section as directed. If the name on any of your documents is different from your current name, attach proof of name change.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	Surname	
Given name			
Previous surname(s) if applicable		Birth date: Month/Day/Year	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Mailing address			
City	Province	Postal Code	Country
Telephone number (include area code)		Email address	
Name to appear on Certificate of Registration			

### APPLICATION FEE AND EVALUATION FEE

The fee for submitting an application for registration with the CMRTO is \$395.50 (\$350.00 fees, \$45.50 HST). The application fee of \$100.00 is for the processing of your application and is non-refundable, regardless of the outcome of the application process. The evaluation fee of \$250.00 is for the evaluation of your educational program by the College's Registration Committee and is also non-refundable. Payment must be made in Canadian funds by cheque, international money order, money order or credit card. Make cheque or money order payable to the College of Medical Radiation Technologists of Ontario (CMRTO). If you are paying by credit card (Visa or MasterCard), please complete and submit the credit card payment form to the College. The credit card payment form is available on the College website ([www.cmrto.org](http://www.cmrto.org)). The College does not accept payment in currencies other than Canadian Dollars.

- Attach application fee and evaluation fee (\$395.50 Canadian)

You must provide evidence to the CMRTO that you have successfully completed a program in medical radiation technology in the specialty of radiation therapy and provide independent verification of the details of your educational program. Independent verification is best supplied by an original or notarized copy of your credential, an original or notarized copy of your academic transcript of marks, and an official curriculum of your program.

If your program required you to first complete another post-secondary educational program or courses prior to entering your program in medical radiation technology in the specialty of radiation therapy (e.g. a Bachelor of Science, a medical radiation technology program in another specialty, or pre-requisite college or university courses or credits), you must also provide independent verification of the details of the pre-requisite program.

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

If you are unable to provide the original or notarized copy of your credential(s), or your academic transcript(s) of marks, or an official curriculum of your program(s), the Registration Committee of the CMRTO may accept other evidence, such as an original letter from your educational institution, depending on the circumstances. Please contact the CMRTO if you are unable to provide the original or notarized copies of your documents.

The Registration Committee will review your educational program(s) in medical radiation technology in the specialty of radiation therapy, and determine whether or not your program(s) meets the registration requirement of being substantially similar to, but not equivalent to, an approved Ontario medical radiation technology program in radiation therapy. In the past when assessing a program, the CMRTO Registration Committee has considered the following:

### 1. Level of educational program and program credential achieved

- i. The level of the educational program: For example, post-secondary school, college or university
- ii. The credential achieved: For example, degree, diploma or joint degree/diploma in radiation therapy

### 2. Theoretical education and clinical training completed

- i. The nature and content of the **theoretical education** completed. Examples of such courses and the content include:
  - **Biological Sciences:** biology, anatomy and relational (cross-sectional) anatomy, physiology, pathobiology of disease
  - **Radiation Sciences:** mathematics, physics, radiation physics, radiation protection, radiobiology, comparative imaging modalities
  - **Radiotherapy methodology:** techniques and procedures, radiation beams and their applications (dosimetry), external beams, target volume, radiation dose, treatment plans, peak scatter factor, percent depth dose, tissue air ratio, tissue phantom ratio, beam energy, treatment distance, patient dose calculations, external beam therapy techniques
  - **Radiation therapy equipment theory:** linear accelerators, fluoroscopic simulators, CT simulators, brachytherapy equipment, superficial treatment units, low-voltage treatment units, orthovoltage treatment units, treatment planning systems, quality assurance of radiation therapy equipment, digital and analog imaging systems
  - **Patient care:** clinical oncology, epidemiology and etiology, clinical signs and symptoms, routes of spread, pathology, staging systems, management approaches, diagnostic & staging workup, prognostic factors, decision-making skills for treatment options, clinical outcomes for a variety of malignancies
  - **Treatment planning:** planning methods for photon and electron beams, contouring, quality assurance, beam modifications for patient data, 3D conformal planning, brachytherapy, intensity modulated radiation therapy, stereotactic radiation therapy
  - **Behavioural sciences:** health care systems and ethical issues, research methods, written communication skills (records and reporting), interpersonal communication skills, health legislation and professional practice
- ii. The nature and content of the **clinical training** completed. Examples include:
  - The names of hospitals and cancer centres where the clinical training was completed
  - Whether the clinical training was supervised and the qualifications of the supervisor
  - Types of radiation therapy equipment used during clinical training: linear accelerators, photon beams, electron beams, brachytherapy, fluoroscopic simulators, CT simulators, digital and analog imaging systems
  - Types of techniques and procedures performed during clinical training: single field photons, parallel opposed pair, three field isocentre, four field isocentre, matching fields, extended distance, homolateral wedged pair, tangential fields, craniospinal, oblique fields, single field electrons, dosimetry, optimal dose distributions, manual and computerized dose calculations, reviewing portal images, assisting in brachytherapy procedures, tattooing, administering contrast media by injection, constructing immobilization devices, constructing shielding blocks, and performing quality assurance
  - Types of patient care procedures performed during clinical training: infection control, aseptic techniques, emergency response procedures, physiological monitoring, assessment of patient's condition, responding to patient's physical and psychological needs, assessment of contraindications to the treatment, ensuring consent, post-procedural care, and patient education

**3. Depth and breadth of theoretical education and clinical training completed**

- i. The length of the program(s) in medical radiation technology in the specialty of radiation therapy, such as: years, months or weeks, the start and completion date, and whether the program was full or part-time studies
- ii. The total number of clock hours spent in theoretical instruction and the total number of clock hours spent in clinical training

The documents that you attach to your application must provide sufficient level of detail in order that the CMRTO Registration Committee can assess your educational program to determine whether it is substantially similar to an Ontario approved program in medical radiation technology in the specialty of radiation therapy. If you have any difficulties in obtaining these documents, please contact the CMRTO office.

Educational program in medical radiation technology:	Degree/Certificate/Diploma obtained:	Start and completion date of program  to
Educational institution for theoretical instruction:	Country:	Start and completion date of theoretical instruction:  to
Training institution for clinical training:	Country:	Start and completion date of clinical training:  to

- Attach a notarized copy of your degree, certificate or diploma in medical radiation technology in radiation therapy or provide an original letter from your educational institution confirming successful completion of the program
- Attach an original or notarized copy of your academic transcript of marks
- Attach a copy of the curriculum or course outline for your radiation therapy program, certified by the educational institution or professional association
- Attach a copy of the detailed descriptions for the clinical training you completed as part of your educational program or internship, including the number of clock hours spent in your clinical training, certified by the educational institution or training hospital(s).

If you also completed a pre-requisite post-secondary educational program or courses prior to entering your program in medical radiation technology in the specialty of radiation therapy, you must:

- Attach a notarized copy of your degree, certificate or diploma for the pre-requisite post-secondary educational program or courses, or provide an original letter from your educational institution confirming successful completion of the program
- Attach an original or notarized copy of your academic transcript of marks for the pre-requisite post-secondary educational program or courses
- Attach a copy of the curriculum or course outline for your pre-requisite post-secondary educational program or courses, certified by the educational institution or professional association
- Attach a copy of the detailed descriptions for the clinical training you completed as part of your educational program or internship, including the number of clock hours spent in your clinical training, certified by the educational institution or training hospital(s).

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**C E R T I F I C A T E I N M E D I C A L R A D I A T I O N T E C H N O L O G Y**

List any license or registration that you held to authorize you to work as a technologist in medical radiation technology in the country or state where you previously worked. Attach a copy of your license or certificate as a technologist in medical radiation technology.

License/registration held:	Organization/Association:
Province/State:	Country:

- Attach a copy of your certificate, registration or license.

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## LANGUAGE FLUENCY

You are required to demonstrate that you are able to speak and write either English or French with reasonable fluency. The CMRTO Registration Committee accepts the following as proof of language fluency:

- Either
- i. Proof from your educational institution that your program in medical radiation technology was conducted in English or French,
- Or
- ii. Proof of completion of one of the following:
    - the internet-based (iBT) TOEFL (Test of English as a Foreign Language) with a minimum total score of 73, and a minimum score of 21 in speaking; or
    - the paper-based TOEFL with a minimum score of 500, and TSE with a minimum score of 40; or
    - the IELTS (International English Language Testing System) test - academic (AC) with a minimum overall score of 6 and a minimum score of 6 in speaking; or
    - the IELTS (International English Language Testing System) test - general training (GT) with a minimum overall score of 6 and a minimum score of 6 in speaking; or
    - the MELA (Michener English Language Assessment) test with a minimum score of 8 in each of reading, listening and speaking and a minimum score of 7 in writing.

- a) Are you able to speak and write reasonably fluently in English so that you can offer professional services to patients in that language?  Yes  No
- b) Are you able to speak and write reasonably fluently in French so that you can offer professional services to patients in that language?  Yes  No
- c) Would you prefer to receive documentation and services from the College in English or French?  English  French

Attach either:

- Proof from your educational institution that your program (including the theoretical and clinical components) and examination in medical radiation technology was conducted in English or French;
- OR
- Proof of completion of TOEFL, TSE (if applicable), IELTS or MELA with the minimum scores indicated above.

Comments:

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## CITIZENSHIP

You are required to be a Canadian citizen, **OR** a permanent resident, **OR** authorized under the Immigration and Refugee Protection Act (Canada), to engage in the practice of medical radiation technology.

- a) Are you a Canadian citizen?  Yes  No  
If you are a Canadian citizen, attach a copy of your birth certificate if born in Canada or proof of Canadian citizenship
- b) Are you a permanent resident of Canada?  Yes  No  
If you are a permanent resident of Canada, attach a copy of your permanent resident card or certificate of landing
- c) Are you authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of the profession?  Yes  No  
If you are authorized to engage in the practice of the profession under the Immigration and Refugee Protection Act (Canada), attach a copy of your work permit.

If you are applying for immigration to Canada, you may still apply for registration with the College. Therefore, you may apply for registration from outside Canada. Please explain the situation of your immigration status in the comments section below.

- Attach a copy of your birth certificate if born in Canada, proof of Canadian citizenship, certificate of landing or permanent resident card, or work permit.

If any of these documents are in another name, you must provide proof of name change.

Comments:

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## DECLARATION OF CONDUCT

The College has a number of requirements for registration that relate to the past and present conduct of the applicant. One of these requirements is that the applicant's past and present conduct must afford reasonable grounds for the belief that the applicant:

- i. will practise medical radiation technology with decency, honesty and integrity, and in accordance with the law,
- ii. does not have any quality or characteristic, including any physical or mental condition or disorder that could affect his or her ability to practise medical radiation technology in a safe manner, and
- iii. will display an appropriately professional attitude.

You are required to answer these questions by indicating the true answer. Knowingly giving a false answer to any question is grounds for refusal of the application by the Registration Committee and is an offence under s. 92 of the Health Professions Procedural Code (Schedule 2 of the Regulated Health Professions Act, 1991). Any false or misleading statement, representation or declaration in or in connection with your application, by commission or omission, is cause for revocation of any certificate of registration that may be issued to you by the College.

If you answer yes to any of the questions, you must provide a detailed explanation on a separate piece of paper and include copies of all relevant documents in your possession. If you answer no to any of questions a), b), c), or d) at the time of application, but the circumstances change before you are issued a certificate of registration, you must immediately inform the Registrar of the change of circumstances.

- a) Have you been found guilty of a criminal offence or of any offence related to the regulation of the practice of the profession?  Yes  No
- b) Are you the subject of a current investigation involving an allegation of professional misconduct, incompetency or incapacity in Ontario in relation to another health profession, or in another jurisdiction in relation to the profession or another health profession?  Yes  No
- c) Have you been the subject of a finding of professional misconduct, incompetency or incapacity in relation to the profession or another health profession, either in Ontario or in another jurisdiction?  Yes  No
- d) Are you currently the subject of a proceeding involving an allegation of professional misconduct, incompetency or incapacity in relation to the profession or another health profession, either in Ontario or in another jurisdiction?  Yes  No
- e) Has a finding of professional negligence or malpractice been made against you?  Yes  No
- f) Do you have any quality or characteristic, including any physical or mental condition or disorder that could affect your ability to practise medical radiation technology in a safe manner?  Yes  No  
*Note: If you answer yes to this question f), please provide a detailed explanation and arrange for your treating physician(s) and/or other health professional(s) to send directly to the College a report on your condition or disorder setting out your diagnosis, course of treatment, current health and prognosis. Where appropriate, this report should indicate any accommodation(s) that your physician and/or health professional believes is necessary in order for you to practise in a safe manner.*
- g) Is there any event, circumstance, condition or matter not disclosed in your answers to the preceding questions in respect of your character, conduct, competence or capacity that is relevant to the requirement set out above regarding your past and present conduct (refer to paragraphs i, ii and iii above)?  Yes  No

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## JURISPRUDENCE COURSE

You are required to have successfully completed a course in jurisprudence set or approved by the College. For this purpose, you must complete the CMRTO Legislation Learning Package and review the appropriate statutes, regulations, policies and guidelines which relate to the practice of medical radiation technology generally and to the specialty for which you are applying.

You may complete this requirement after the Registration Committee has assessed your educational program(s) and experience in medical radiation technology. Information about this requirement is available on the College website at [www.cmрто.org](http://www.cmрто.org) - Resource Room - Jurisprudence Course.

**WORK HISTORY AS A TECHNOLOGIST IN MEDICAL RADIATION TECHNOLOGY IN THE SPECIALTY OF RADIATION THERAPY WITHIN THE LAST FIVE YEARS**

List the name and address of all your employers within the last five years and include the exact start and finish dates. Attach a letter of confirmation of employment as a technologist practising medical radiation technology in the specialty of radiation therapy from your last or current employer. The letter must confirm the **last date of employment**. If it is over five years since you last worked as a technologist practising medical radiation technology in the specialty of radiation therapy, include the most recent employer. If you have not been employed as a medical radiation technologist in the specialty of radiation therapy, please indicate such in the space below.

Start/Finish dates of employment:	Employer's name:	Supervisor's name:	Employer's address and telephone number:
to			
to			

Attach letter of confirmation of employment as a technologist practising medical radiation technology in the specialty of radiation therapy from last or current employer confirming last date of employment.

**CLINICAL COMPETENCE**

This documentation is used to demonstrate your competence to practise as a medical radiation technologist in the specialty of radiation therapy. Complete the list of procedures for radiation therapy on page 7 of this form by indicating which procedures you have performed independently during the course of your **most recent or current employment** and the date you last performed those procedures. You must sign the attestation to state that the information is true and you must have your last or current direct clinical supervisor sign the validation of supervisor. Your clinical supervisor should be someone who supervised your daily procedures—either another technologist who practises medical radiation technology in the specialty of radiation therapy, or a radiation oncologist or other physician. If you have never been employed as a medical radiation technologist, please indicate such.

In the past the CMRTO Registration Committee has considered whether:

- i. the list of procedures performed by the applicant are similar to those performed by MRTs in the specialty of radiation therapy in Ontario
- ii. the applicant's direct clinical supervisor has provided confirmation that the applicant is competent in the procedures listed, and
- iii. the applicant has performed the procedures listed within the five years prior to the date of registration by the CMRTO

Attach the Certificate Respecting Clinical Competence signed by your direct clinical supervisor in your most recent or current place of employment.

**SIGNED CONFIRMATION**

All applicants are required to sign and date the application form to indicate that all the information in the application and related documents is true.

"I certify that all the information in the above application and related documents is true. I acknowledge and understand that any false or misleading statement, representation or declaration in or in connection with my application, by commission or omission, is cause for revocation of any certificate of registration that may be issued to me by the College of Medical Radiation Technologists of Ontario. I also acknowledge and understand that the College of Medical Radiation Technologists of Ontario collects, uses and discloses personal information about me for regulatory purposes in accordance with the Regulated Health Professions Act, 1991 and the Medical Radiation Technology Act, 1991 and for the purposes described in the CMRTO's Privacy Code, including for the purpose of human resource planning and demographic, research and other studies. I authorize the College of Medical Radiation Technologists of Ontario to contact any authority, institution, association, body or person in any jurisdiction to verify the statements in my application and related documents and authorize any such authority, institution, association, body or person to release to the College any information relevant to the information set out in this application and related documents. I also authorize the CMRTO to advise the Canadian Association of Medical Radiation Technologists of the outcome of the CMRTO application process, whether I am successful or not."

Applicant's signature:

Date: (month/day/year)

**CERTIFICATE RESPECTING CLINICAL COMPETENCE - RADIATION THERAPY**

List all the radiation therapy procedures you have performed independently in your employment as a medical radiation technologist in the specialty of radiation therapy, the frequency each procedure was performed, and the date on which each of the procedures was last performed.

Procedures:	Date last performed	Frequency that procedure was performed:		
		Less than once per month	1-20 times per month	over 20 times per month
Treat patients with teletherapy using a variety of techniques:				
Single field – photons				
Parallel opposed pair				
Three field isocentre				
Four field isocentre				
Matching fields				
Extended distance				
Homolateral wedged pair				
Tangential fields				
Craniospinal				
Oblique fields				
Single field – electrons				
Construct Immobilization devices				
Construct shielding blocks (cerrobend)				
Operate Simulators				
Perform dosimetry				
Develop optimal dose distributions				
Perform dose calculations – manually and with computers				
Review Portal Images				
Involvement in brachytherapy procedures				

**Other Techniques:**


**List Radiation Therapy Machines Used:**


**Other Procedures:**

Perform quality assurance procedures				
Infection control procedures				
Administer contrast media by injection				
Tattooing				
Insert internal eyeshields				
Assess and educate the patient on radiation therapy reactions				

**Validation of competence:**  
 "I hereby certify that I have been trained to perform, am competent to perform and performed in my employment the specific procedures set out above, within the time frame indicated."

Applicant's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**Validation of clinical supervisor:**  
 "I hereby certify that the applicant has competently performed all of the specific procedures listed above, that all the information contained in the above list of procedures and certificate is true and correct and that I am/was the direct clinical supervisor of the applicant. I hereby acknowledge that the College of Medical Radiation Technologists of Ontario will be relying upon this validation as evidence of the applicant's competent practice in the specified procedures listed above."

**Stamp or seal of facility:**

Supervisor's signature: _____	Print name: _____
Name of facility: _____	Title of supervisor: _____
Date signed: _____	Telephone number of supervisor: _____