



College of  
Medical Radiation  
Technologists of  
Ontario

Ordre des  
technologues en  
radiation médicale  
de l'Ontario

## What you must know about...

# registration

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### ***Registration – the foundation of public protection***

In order to practise medical radiation technology in Ontario, a person must be registered with the College of Medical Radiation Technologists of Ontario (the College). Registration with the College assures the public that the MRT has met the entry to practice requirements as defined by the registration regulation made under the *Medical Radiation Technology Act, 1991* (MRT Act). Prior to receiving a certificate of registration all MRTs are required to successfully complete an approved program in medical radiation technology<sup>1</sup>, successfully complete an approved examination and meet other requirements as defined by the registration regulation.

The name, registration status and business address of members of the College, as well as other information, is available to the public. The registration status of an MRT may be obtained in the 'public register of members' section of the College website ([www.cmrto.org](http://www.cmrto.org)) or by contacting the College.

*Remember...* no one may use the title medical radiation technologist or its abbreviations without being a member of the College and only a member who holds the corresponding specialty certificate(s) may use the titles or their abbreviations set out below:

- *medical radiation technologist–radiography, or M.R.T.(R.)*
- *medical radiation technologist–radiation therapy (medical radiation technologist–radiation therapist), or M.R.T.(T.)*
- *medical radiation technologist–nuclear medicine, or M.R.T.(N.)*
- *medical radiation technologist–magnetic resonance, or M.R.T.(M.R.)*

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<sup>1</sup> An internationally educated applicant must satisfy the Registration Committee that he or she has successfully completed a program in medical radiation technology in the specialty which is substantially similar, but not equivalent, to an approved program and that he or she is competent to practise as a medical radiation technologist in the specialty.

No one may hold himself or herself out as a person who is qualified to practise in Ontario as a medical radiation technologist or in a specialty of medical radiation technology without being a member of the College.

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### ***Classes of College Certificates***

There are three classes of College certificates currently in effect, although the specialty certificate is by far the most common:

#### ***Specialty***

This certificate authorizes you to practise, and to use the appropriate title and abbreviation, in one or more of the specialties of medical radiation technology. These specialties are: radiography, radiation therapy, nuclear medicine, and/or magnetic resonance.

#### ***Employment specific–radiography***

This certificate authorizes you to practise only with a limited scope of practice in radiography and only within the scope of your employment with the facility specified in the certificate. The limitations are the same as those that applied to your practice on December 31, 1993. You may use the title abbreviation M.R.T. If your employment at the facility specified in your certificate is terminated your certificate of registration is automatically revoked.

#### ***Employment specific–nuclear medicine***

This certificate authorizes you to practise only specific nuclear medicine procedures and only within the scope of your employment with the facility specified in the certificate. The limitations were determined by your practice on December 31, 1993. You may use the title abbreviation M.R.T. Again, if your employment at the facility specified in your certificate is terminated, your certificate of registration is automatically revoked.

The College is currently able to accept applications for registration in one class only—the specialty certificate. However, the College is able to accept applications for registration in more than one specialty.

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### **Basic Registration Requirements**

The following are basic requirements for registration with the College:

- You must be able to speak and write English or French with reasonable fluency
- You must be a Canadian citizen, a permanent resident of Canada, or authorized under the *Immigration and Refugee Protection Act* (Canada) to practise the profession
- You must not have been convicted of a criminal offence, or an offence related to the regulation of the practice of the profession
- You must not have been found guilty of professional misconduct, incompetence or incapacity, or be currently the subject of a proceeding for these, in relation to the profession or any other health profession, in Ontario or elsewhere

The Registration Committee of the College may exempt members from these requirements in certain circumstances.

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### **Essential Registration Requirements**

The following requirements are essential (non-exemptible) for registration with the College in one of the specialties:

- Successful completion of a medical radiation technology program in the specialty which meets one of the following criteria:
  1. Offered in Ontario and listed in the registration regulation or offered in Ontario and approved by the College Council as equivalent to a listed Ontario program (approved programs in Ontario)
  2. Offered outside Ontario and approved by the College Council as equivalent to a listed Ontario program (approved programs in Canada but outside Ontario)<sup>2</sup>

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<sup>2</sup> In the specialty of magnetic resonance, the registration regulation also lists the programs in Canada but outside Ontario that are approved.

3. Offered outside Ontario and considered by the Registration Committee to be substantially similar, but not equivalent, to a listed Ontario program (programs offered outside Canada)<sup>3</sup>
- Successful completion of an examination set or approved by the College Council (the certifying examination of the Canadian Association of Medical Radiation Technologists or, in certain circumstances, the Ordre des technologues en radiologie du Québec)
  - Clinical practice in the specialty, or successful completion of a medical radiation technology program referred to above, within five years immediately before the application
  - Payment of the required fees

You must satisfy each of the above requirements in the specialty for which you are applying (radiography, radiation therapy, nuclear medicine or magnetic resonance). The Registration Committee of the College must be satisfied that each of these requirements has been met.

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***Application for  
Registration as a Medical  
Radiation Technologist***

There are three main routes by which you may apply for a certificate of registration depending on the location of the educational institution where you completed your educational program in medical radiation technology. The College has three application forms:

1. Application for registration as a medical radiation technologist for a person who has completed a program in a specialty of medical radiation technology in Ontario
2. Application for registration for a medical radiation technologist who has completed an educational program and/or been employed in a province of Canada other than Ontario
3. Application for registration as a medical radiation technologist for a person who has completed an educational program outside Canada

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<sup>3</sup> An internationally educated applicant must satisfy the Registration Committee that he or she has successfully completed a program in medical radiation technology in the specialty which is substantially similar, but not equivalent, to an approved program and that he or she is competent to practise as a medical radiation technologist in the specialty.

For example, if you are currently practising as a medical radiation technologist in the specialty of radiation therapy in Ontario and have completed an educational program in magnetic resonance through the British Columbia Institute of Technology, you would apply to the College in the specialty of magnetic resonance by completing the application for registration for a medical radiation technologist who has completed an educational program and/or been employed in a province of Canada other than Ontario (form #2 above).

Application forms for applicants who completed an educational program outside Canada or outside Ontario are available on the College website ([www.cmрто.org](http://www.cmрто.org)) or may be requested from the College. Application forms for applicants who completed an educational program in Ontario are provided to the students by the program director of the educational institution towards the end of the program and are also available on the College website.

If you wish to apply for more than one specialty you must submit an application, along with the application fee, for each specialty.

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### **Certificate of Registration**

Once you have completed all the requirements for registration and paid the registration fee, the College will issue you a certificate of registration and a registration number. Registration with the College authorizes you to:

- Practise the profession of medical radiation technology in Ontario in accordance with the *Regulated Health Professions Act, 1991*, the *Medical Radiation Technology Act, 1991*, and regulations under those Acts, and the College's Standards of Practice and Code of Ethics
- Use the title and abbreviation corresponding to your specialty or specialties as set out above

Section 9(3) of the MRT Act states that:

*“No person other than a member shall hold himself or herself out as a person who is qualified to practise in Ontario as a medical radiation technologist or in a specialty of medical radiation technology.”*

This provision, combined with the requirements of the *Healing Arts Radiation Protection Act*<sup>4</sup>, means that it is mandatory to be a member of the College in order to practise as a medical radiation technologist in Ontario.

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### **Conditions of a Certificate of Registration**

It is a condition of a certificate of registration of any class that you provide the College with details of any of the following that relate to you and that occur or arise after your registration:

- A conviction for a criminal offence or an offence related to the regulation of the practice of the profession
- A finding of professional misconduct, incompetence or incapacity, or a proceeding for these, in relation to the profession or any other health profession, in Ontario or elsewhere

It is also a condition of a specialty certificate of registration that, within every five-year period after issuance of the certificate, you engage in competent practice as a medical radiation technologist in at least one of the specialties in which you hold a certificate of registration. This means that if you hold a certificate of registration in two specialties—for example, radiography and magnetic resonance—then you can maintain both specialties on your certificate of registration provided that you are engaged in competent practice in at least one of the specialties within the five-year period.

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<sup>4</sup> See *Healing Arts Radiation Protection Act*, sections 5(1) and (2).

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## ***Annual Renewal of Registration***

As a member of the College, it is your responsibility to pay the annual fee for renewal and to submit the application for renewal to the Registrar of the College on or before your birthday every year. The Application for Renewal of Registration form is mailed to current members at the mailing address the College has on file 30 to 60 days before their birthday. While it is the College's practice to mail an Application for Renewal of Registration to each member, it is the member's obligation to pay the annual fee even if the application is not mailed or received. If you need a replacement form or have not received the form 30 days before your birthday, contact the College.

In order to renew your registration, you are required to complete the Application for Renewal of Registration form, sign it, and return it to the College with the annual fee. Incomplete forms will be returned to you without being processed. You may also renew your registration using the Online Member Service section of the College website. The amount of the fee is set by College by-law and is available on the College website. The fee may be paid by credit card (Visa or MasterCard), cheque or money order payable to the College of Medical Radiation Technologists of Ontario. Members who pay their annual fee by cheque will have their Certificate of Registration mailed to them after a holding period of 21 days from the date the renewal is processed to allow for clearance of payment through the bank. Cheques post-dated no later than your birthday will be accepted.

If payment is received after your birthday, the annual fee will include a late fee, provided that payment is received within three months of your birthday. The amount of the late fee is set by College by-law and is available on the College website.

It is important that you ensure you continue to be registered as a member of the College. If at any time you have questions regarding your registration status, you may call or email the College. Other tips on maintaining your membership can be found in the Frequently Asked Questions insert of this publication.

*Remember...* it's easy to ensure that your certificate of registration is renewed on time and avoid late fees by renewing your registration using the Online Member Service section of the College website, or by completing all sections of the form and returning it to the College with your annual fee payment by your birthday.

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***Change of Name  
and Other Register  
Information***

It is your responsibility to notify the College within 7 days of any change of name, business address (for any place of practice), business telephone number (for any place of practice), home address, home telephone number, mailing address or electoral district.

If you have changed your name, you are required to complete the Change of Name form and submit it to the College, along with the required evidence of the change of name. The Change of Name form is available on the College website, or from the College upon request. Don't forget that using a name other than your name as set out on the College register in the course of practising as a medical radiation technologist, is defined as an act of professional misconduct under the professional misconduct regulation.

You may update your business address (for any place of practice), business telephone number (for any place of practice), home address, home telephone number, mailing address or electoral district in the Online Member Service section of the College website ([www.cmrto.org](http://www.cmrto.org)). You can also update information about you that the College collects for health human resources planning purposes online.

Or you may complete the Notice of Change of Register Information form available on the College website, to notify the College of any changes of your information as it relates to the College register, other than a change of name. This form may be faxed or mailed to the College.

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***Suspension of  
Certificates for  
Failure to pay fees***

If you do not renew your certificate of registration, including paying the annual fee and late fee, within three months after your birthday, your certificate of registration will be suspended. Your name will be published in the College publication *Insights* as a person whose certificate of registration has been suspended for failure to pay fees. You will no longer be a member of the College, nor will you be authorized to practise medical radiation technology in your specialty in Ontario or use the title and abbreviation for your specialty. Information about you which is available to the public on the College website includes a notation of a suspension of a certificate of registration and the date of the suspension.

To have the suspension lifted:

- You must prove that you are competent to practise as a medical radiation technologist in your specialty(ies) in the year in which you wish to resume practice in Ontario
- If you have not been practising for five years, you will be required to complete the retraining program approved by the College before you are eligible for reinstatement
- You must pay the applicable fees

To reinstate with the College following suspension, you must complete the Application for Reinstatement form for each of the specialties in which you wish to reinstate, and submit it to the College with the applicable fees. This form is available on the College website ([www.cmrto.org](http://www.cmrto.org)) or from the College upon request. (See "Fees for reinstatement with the College" for the applicable fees payable to reinstate with the College following suspension.) If you are reinstated, the date on which the suspension was removed will be available to the public on the College website.

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***Resignation from the College***

If you intend to stop practising in Ontario, you are strongly encouraged to provide the Registrar with a written resignation at the time you cease practice. You may complete the Notice of Resignation form available on the College website ([www.cmрто.org](http://www.cmрто.org)), or complete the Notice of Resignation section of the annual renewal form, and fax or mail it to the College. The annual fee cannot be refunded if you are a member for only a portion of the year.

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***Reinstatement with the College***

You are eligible for reinstatement as a member of the College if you submitted a written resignation during the year in which you stopped working in Ontario, and you have practised the profession competently within the last five years (either in Ontario or in another province or country).

If and when you wish to reinstate your registration with the College, you will need to complete an Application for Reinstatement form for each of the specialties in which you wish to reinstate, and submit it to the College along with the registration fee. The Application for Reinstatement form is available on the College website ([www.cmрто.org](http://www.cmрто.org)), or from the College upon request. (See “Fees for reinstatement with the College” for the registration fee payable to reinstate with the College when you submitted a written resignation.)

If it has been over five years since you last practised as a medical radiation technologist in any jurisdiction, you will be required to complete the retraining program approved by the College before you are eligible for reinstatement. Contact the College to discuss your individual situation and to receive the retraining program information for your specialty.

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***Fees for Reinstatement with the College***

The fees for reinstatement will depend on whether your certificate of registration was suspended for failure to pay the annual fee or you submitted a written resignation during the year in which you stopped working in Ontario. They will also depend on whether it has been over five years since you last practised as a medical radiation technologist.

If you submitted a written resignation during the year in which you stopped working in Ontario, and you apply for reinstatement within five years since you last practised, you must pay:

- a re-registration fee equal to the annual fee prorated to your birthday.

If your certificate of registration was suspended for failure to pay fees, and you apply for reinstatement within five years since you last practised, you must pay:

- a re-registration fee equal to the annual fee prorated to your birthday (provided the prorated amount is no less than 50% of the annual fee), and
- a penalty of 100% of the annual fee.

If it has been over five years since you last practised as a medical radiation technologist, contact the College to discuss the fees payable for reinstatement.

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### **Information Available to the Public**

Registration with the College assures the public that you have met the entry to practice requirements as defined by the registration regulation made under the MRT Act, and are authorized to practise the profession in Ontario. Your name, registration status, business address and business telephone number, as well as other information listed in the Health Professions Procedural Code and the by-laws of the College, are available to the public on the College website or on written request. Please note that if you provide your home address as your business address, then your home address will also be available to the public.

*Remember...* College staff are available by phone or email to assist you in maintaining your registration with the College. Following the steps set out above will help you avoid late payment fees, and will help you to continue to be registered as a member of the College.

*What You Must Know About...* Registration is also available on the College website [www.cmrto.org](http://www.cmrto.org).



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