



Registration - Frequently Asked Questions

1. ***My birthday is approaching and I have not received an Application for Renewal of Registration. What should I do?***

An Application for Renewal of Registration is mailed 30 to 60 days prior to each member's birthday to the mailing address the College has on file. You can renew your registration online in the Member Service section of the College website. If you prefer not to use the online renewal option and are unable to locate the application that was originally mailed to you, please contact the College by telephone, fax or email and request a duplicate application. The College will send duplicate applications by mail or fax in the event that there is not enough time to allow for mail delivery. Annual fees are due on each member's birthday.

2. ***Is it possible to pay for my annual fee using my credit card?***

You can pay your annual fee by credit card (Visa or MasterCard). A credit card payment form is included in your renewal of registration package and is available on the College website. You can renew your registration online using credit card payment. Members who pay their annual fee by credit card will have their Certificate of Registration mailed to them after the payment has been approved by the credit card company and the renewal is processed.

3. ***Can I pay my annual fee by cheque or money order?***

Payment can be made by cheque or money order. 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.

4. ***Is it possible to pay for my annual fee in installments?***

No, the annual fee is due in full on the member's birthday and cannot be paid in installments.

5. ***How do I change my name on the College register?***

You must 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 (www.cmrto.org) or from the College upon request. Please be reminded that you are required to notify the College of a change of name within seven days of the change. Once the College is satisfied that you have validly changed your name, your name will be changed on the College register and a replacement Certificate of Registration will be sent to you.

6. ***How do I change my home or business address, and/or home or business telephone number on the College register?***

You can change your home or business addresses and/or your home or business telephone numbers online at www.cmrto.org (if you are an active member of the College), by contacting the College by mail, fax or email, or by completing the Notice of Change of Register Information form available on the College website. If you know you will be moving at a future date, you can request that your address be changed on the specified date. Please be reminded that you are required to notify the College of any change in 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 within seven days of the change. As the College mails publications, renewals and receipts to members throughout the year, it is essential that the College has your updated contact details at all times.

7. ***I have misplaced my wallet size Certificate of Registration, how do I get a replacement card?***

If you have misplaced your wallet size Certificate of Registration, please contact the College by telephone, fax or email to request a duplicate and one will be sent to you by mail. Please note that the College does not fax Certificates of Registration and only sends this documentation by mail. However, you or your employer can check your membership status using the 'public register of members' section of the College website.

8. ***I have misplaced my receipt and I require a duplicate copy for my income tax return. How do I get a new one? Do I need to pay for it?***

If you have misplaced your receipt for income tax purposes, please contact the College by telephone, fax or email to request a duplicate and one will be sent to you by mail. The College does not fax income tax receipts and only sends this documentation by mail. There is no charge for this service.

9. ***Is it possible for a portion of my annual fee to be refunded if I only intend to practise a portion of the year?***

The annual fee is not refundable.

10. ***I am planning on resigning from the College as I will no longer be practising the profession of medical radiation technology in the province of Ontario. How do I notify the College that I would like to resign?***

If you are no longer practising medical radiation technology in the province of Ontario and would like to resign from the College, you can do so by writing a letter to the College, or by completing the Notice of Resignation section on the Application for Renewal of Registration or the Notice of Resignation form available on the College website (www.cmrto.org). The College does not accept resignations by telephone or email as a signature is required. If you are planning on resigning from the College before the expiry date on your registration card (your birthday), you will not receive a refund for the unused portion of the annual fee. It is important to resign your membership with the College in order to avoid having your certificate of registration suspended for failure to pay fees, and the associated fee and penalty at the time of reinstatement.

11. *I am a past member of the College and I am interested in returning to work as a medical radiation technologist in the province of Ontario. How do I reinstate my membership?*

If you are a former member of the College, you are eligible for reinstatement if you resigned in writing during the year in which you stopped working and if you practised the profession of medical radiation technology in your specialty within the past five years. In order to reinstate with the College, you will need to complete an Application for Reinstatement form and pay a registration fee equal to the annual fee prorated to your next birthday. The Application for Reinstatement form is available on the College website (www.cmrto.org) and can be mailed or faxed upon request. If you are planning to reinstate your membership in more than one specialty, you will need to complete an Application for Reinstatement form for each specialty. Please contact the College to discuss the fees payable for reinstatement. The College should receive your completed Application for Reinstatement form and registration fee no later than 14 days prior to the date you plan to return to work in Ontario.

12. *I have not practised the profession of medical radiation technology for more than five years. What will I be required to do in order to be reinstated?*

If it has been more than five years since you last practised the profession of medical radiation technology, you will be required to complete the retraining program approved by the College before you are eligible for reinstatement. Please contact the College to discuss your particular situation and to receive the retraining program information for your specialty.

13. *If I am registered with the College in more than one specialty, do I need to pay more than one annual fee?*

No, regardless of how many specialties you are authorized to practise, there is only one annual fee. Please note that if you apply to be registered in a new specialty, you will be required to pay the appropriate application fee.

14. *How do I contact the College?*

If you have any questions regarding your registration, you may contact the College by:

Phone: (416) 975-4353

1 (800) 563-5847

Fax: (416) 975-4355

Email: registration@cmrto.org

Website: www.cmrto.org



College of
Medical Radiation
Technologists of
Ontario

Ordre des
technologues en
radiation médicale
de l'Ontario