

# Fair Registration Practices Report

## Medical Radiation Technologists (2015)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACKTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACKTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

### Index

1. [Qualitative Information](#)
2. [Quantitative Information](#)
3. [Submission](#)

## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

In 2015 the CMRTO has continued with the communications plan to support the goal in the *Strategic Plan 2014-2016: Commitment to Excellence* to "increase awareness and understanding of the role of the CMRTO through strategic communications with the public, stakeholders and members".

The CMRTO has continued with the refresh of the CMRTO website at [www.cmrto.org](http://www.cmrto.org) to improve the information available for applicants and to provide step-by-step instructions and directions for all applicants.

The CMRTO has continued to expand the use of social media tools to communicate by adding Twitter and Blogs to the social media tools previously implemented - Facebook and Linked In.

Applicants are able to subscribe to these social media services to be able to remain current with any news and updates from the CMRTO related to practising the profession.

#### ii. Describe the impact of the improvements / changes on applicants.

The refresh of the website has improved the clarity of the information available to applicants about the steps in the process to submit an application for registration and about the requirements for registration and how applicants can meet those requirements.

#### iii. Describe the impact of the improvements / changes on your organization.

The staff at the CMRTO have been able to use the new website to direct applicants on the steps required for registration.

### b) Assessment of qualifications

#### i. Describe any improvements / changes implemented in the last year.

In 2015 there were no changes in the processes used by the CMRTO to assess the qualifications of applicants.

#### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

#### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

### c) Provision of timely decisions, responses, and reasons

#### i. Describe any improvements / changes implemented in the last year.

The CMRTO reviewed the Decisions, Order and Reasons that are issued by the Registration Committee to applicants who have submitted an application for registration. In an effort to improve the clarity and understanding of applicants related to these documents some formatting changes were made. These changes included:

- moving the Decision and Order component of the document from the end of the document to the beginning, as this is the most important component for applicants in understanding any next steps,
- the supporting legislation information, that was previously embedded in the document, has been moved to an Appendix to improve readability of the document, while still providing the necessary information.

In addition to these changes, a number of letters that were sent separately to the applicant to communicate next steps at various stages in the process, have been streamlined and consolidated into one letter to provide the applicant with information on resources, links and support.

**ii. Describe the impact of the improvements / changes on applicants.**

The Decision, Order and Reasons that are provided to applicants are now more clear and understandable to applicants. Applicants are still receiving all the information they have received in the past but it is easier to understand in the new formats.

**iii. Describe the impact of the improvements / changes on your organization.**

The CMRTO staff have received less calls from applicants requiring assistance in understanding what they need to do once they receive the Decision, Order and Reasons from the Registration Committee.

**d) Fees**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

There were no changes to the timelines for the application process in 2015.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**f) Policies, procedures and/or processes, including by-laws**

**i. Describe any improvements / changes implemented in the last year.**

There were no changes to the policies, procedures and bylaws that relate applicants in 2015.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

The Canadian Association of Medical Radiation Technologists (CAMRT) is the national certification body for medical radiation technologists. The CMRTO Council has approved the national certification as the approved examination for applicants who apply for registration with the CMRTO. The registration process to write the CAMRT examination is an on-line process.

In 2015 the CAMRT launched a new, completely redesigned user-friendly website at [www.camrt.ca](http://www.camrt.ca).

**ii. Describe the impact of the improvements / changes on applicants.**

The new site has improved functionality and new features to enhance applicants online experience with CAMRT.

**iii. Describe the impact of the improvements / changes on your organization.**

The CMRTO has updated the information we provide to applicants about the national certification examination.

**h) Review or appeal processes**

**i. Describe any improvements / changes implemented in the last year.**

There have been no changes to the review or appeal process in 2015.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records**

**i. Describe any improvements / changes implemented in the last year.**

There have been no changes to the process for applicants to access their records in 2015.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**j) Training and resources for registration staff, Council, and committee members**

**i. Describe any improvements / changes implemented in the last year.**

The Registration Committee participated in a number of training events in 2015.

- The Registration Committee and CMRTO staff pilot-tested the Office of the Fairness Commissioner (OFC) Online training modules and offered feedback to the OFC.
- Committee members and staff attended the educational session conducted by Ontario Regulators for Access Consortium (ORAC) -*Module 2: Building an Inclusive Regulatory Environment*.
- CMRTO staff attended the Annual OFC Education day.
- Committee members and staff completed the Human Rights 101 online learning modules from the Ontario Human Rights Commission.
- New committee members participated in an orientation session to learn about the role of the Registration Committee, the legislative requirements and to learn about the CMRTO Registration Committee processes.

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants benefit from the Registration Committee members enhancement of their knowledge in making fair, transparent, objective and impartial decisions.

**iii. Describe the impact of the improvements / changes on your organization.**

The CMRTO benefits from having more informed staff and Registration Committee members.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

There have been no changes to the processes for recognition of qualifications for applicants who apply under the labor mobility provisions of the Agreement on Internal Trade in 2015.

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**I) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

There have been no changes to the legislation or regulations relating to registration in 2015.

[BACK TO INDEX](#)

## 2. Quantitative Information

**a) Languages**

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No

Other (please specify)

Additional comments:

**b) Gender of applicants**

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	0
Female	0
None of the above	0

Additional comments:

The CMRTO does not collect statistics on the gender of applicants.

**c) Gender of members**

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	23
Female	77
None of the above	0

Additional comments:

Clarification Note:

The values above reflect the percentages of members who are male vs female.

**d) Jurisdiction where applicants obtained their initial education**

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
401	13	11	Australia 2	0	487

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			China 2		
			Ghana 1		
			India 9		
			Iran 8		
			Israel 1		
			Italy 2		
			Jamaica 1		
			Korea 1		
			Nigeria 2		
			Pakistan 1		
			Philippines 14		
			Poland 1		
			Romania 2		
			Serbia 1		
			S. Africa 2		
			Sri Lanka 3		
			Switzerland 2		
			Syrian Arab Republic 1		
			Trinidad 1		
			United Arab Emirates 1		
			U.K. 4		
			Total 62		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
			China 3		
			India 2		
			Korea 1		
			Macedonia, The Former Yugo 1		
			Mauritius 1		
262	17	3	Nepal 3	0	298
			Nigeria 1		
			Serbia 1		
			S. Africa 2		
			Trinidad 1		
			Total 16		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
5863	433	64	OTHER 542	0	6902
			Total 542		

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**g) Applications processed**

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	401	13	11	62	0	487
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	0	0	0	0	0	0
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	355	0	0	1	0	356
Applicants who became FULLY registered members	262	17	3	16	0	298
Applicants who were authorized to receive an alternative class of licence <sup>3</sup> but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence <sup>3</sup>	0	0	0	0	0	0

<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

Please note that the number of applicants who met all the requirements and were authorized to become members but did not become members is a cumulative total of all eligible applicants for the last 5 years who have not yet become members.

The rows with 0 values above reflect information that is not available.

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	Specialty certificate of registration	The CMRTO issues specialty certificates of registration in the specialties of radiography, nuclear medicine, radiation therapy and magnetic resonance.
b)	n/a	Description (b)
c)	n/a	Description (c)
d)	n/a	Description (d)
e)	n/a	Description (e)

f)	n/a	Description (f)
g)	n/a	Description (g)
h)	n/a	Description (h)
i)	n/a	Description (i)
j)	n/a	Description (j)

Additional comments:

### i) Reviews and appeals processed

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

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	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	1	0	11	62	0	74
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

Additional comments:

### j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	12
Staff involved in appeals process	2
Staff involved in registration process	3

Additional comments:

[BACK TO INDEX](#)

## 3. Submission

I hereby certify that:

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

Linda Gough

**Title:**  
Registrar & CEO of the College of Medical Radiation Technologists of Ontario

**Date:**  
2016/02/26

[BACK TO INDEX](#)

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