

Canadian Labour Mobility Application Guide

for a medical radiation technologist who is currently registered by a regulatory authority in a province other than Ontario and to whom Canadian labour mobility provisions may be applicable



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The College of Medical Radiation Technologists of Ontario (CMRTO) welcomes your application for registration as a medical radiation and imaging technologist in the specialty of radiography, nuclear medicine, radiation therapy, magnetic resonance or diagnostic medical sonography.

You must hold a certificate of registration with the CMRTO in your specialty of medical radiation technology to be legally authorized to practise in your specialty in Ontario.

This application process applies to you if you already hold an out-of-province certificate of registration¹ granted by an out-of-province regulatory authority² that is equivalent to the certificate of registration issued by the CMRTO in the specialty being applied for. If you wish to apply for more than one specialty, you must complete a separate application for each specialty for which you are applying.

If you hold a current practising certificate of registration in one of the specialties of medical radiation technology as listed below and you would like to apply for registration with the CMRTO, you may be eligible for registration under the labour mobility provisions of the *Regulated Health Professions Act, 1991*.

In order to be eligible for a certificate of registration, you must meet the requirements for registration, set out in the registration regulation made under the *Medical Radiation Technology Act (MRT Act)*.

The scope of practice of medical radiation technology, as defined under the MRT Act, is the use of ionizing radiation, electromagnetism, soundwaves, and other prescribed forms of energy for the purposes of diagnostic and therapeutic procedures, the evaluation of images and data relating to the procedures and the assessment of an individual before, during and after the procedures.

Practice includes not only the delivery of clinical services, but also the functions of education, management, research and administration.

Further information about the application and registration process can be found in this application guide.

¹ “Out-of-province certificate of registration” means a certificate, licence or registration granted by an out-of-province regulatory authority which attests to the individual being qualified to practise the profession of medical radiation technology and authorizes the individual to practise the profession, use a title or designation relating to the profession or both.

² “Out-of-province regulatory authority” means a body that is authorized, under an Act of a province or territory of Canada that is a party to the Agreement on Internal Trade, other than Ontario, to grant an out-of-province certificate of registration.

Who can apply under the labour mobility provisions

Any individual, who currently holds a certificate of registration with a regulatory authority in another province in one of the specialties listed below can apply under the labour mobility provisions.

This application process applies to you if you are registered to practice in one of the specialties in the provinces listed in the table below.

Province and regulatory body	Specialties to which labour mobility provisions may apply
Alberta ACMDTT	<ul style="list-style-type: none">• Radiography• Nuclear Medicine• Radiation Therapy• Magnetic Resonance
Saskatchewan SAMRT	<ul style="list-style-type: none">• Radiography• Nuclear Medicine• Radiation Therapy• Magnetic Resonance
New Brunswick NBAMRT	<ul style="list-style-type: none">• Radiography• Nuclear Medicine• Radiation Therapy• Magnetic Resonance
Nova Scotia NSAMRT	<ul style="list-style-type: none">• Radiography• Nuclear Medicine• Radiation Therapy
Quebec OTIMROEPMQ	<ul style="list-style-type: none">• Nuclear Medicine• Radiation Therapy

Steps and timelines in the application and registration process

The first step is to create an online profile in the CMRTO application portal, gather the documents you need to support your online application, and complete and submit your application. CMRTO will communicate with you by email.

Below is an overview of the steps in the process.

Step	Activity
1	Review the information about the application process and documents you are required to provide.
2	Create your online profile by starting your online application and completing the 'About Me' section of the application in the CMRTO application portal. You can return at a later time to continue completing the rest of your application.
3	Collect all the required documents to support your application. Complete the Legislation Learning Package (jurisprudence course).
4	Complete your application, upload all the required documents, pay the application fee and submit your application to CMRTO for assessment.
5	CMRTO will review your application and will notify you whether your application is accepted or refused. If accepted, CMRTO will advise you about any further registration requirements including the amount of the registration fee.
6	Complete any remaining requirements to register including payment of the registration fee.
7	CMRTO registers you and issues your certificate of registration. Your name and information will be posted on the public register.
8	Inform your employer that you are legally authorized to practice the profession. Start using the protected title "Medical Radiation Technologist" (MRT) or "Diagnostic Medical Sonographer" (DMS), and review your accountabilities as a regulated professional.

For your application to be complete, you are required to complete all steps in the online application process, provide all the required documentation and pay the application fee of \$113.00 (\$100.00 fee and \$13.00 HST) by Visa, Mastercard or Interac through the secure online service.

CMRTO is not able to start the review process on incomplete applications. If you do not have all the documents when you start your application online, you may begin the application process and return to complete it at a later time. Your application will not be processed until all the information is complete and you have paid the application fee.

Registration requirements

The registration requirements are set out in the Registration Regulation made under the MRT Act and can be found [here](#). The application form prompts you to provide all the documents required to demonstrate that you meet the requirements for registration. When you have submitted your complete application, CMRTO will review it and determine whether or not you meet all the requirements for registration as set out in the Registration Regulation. You can expect the review process to take between one to seven business days.

If you do not meet all the requirements for registration your application will be reviewed by the Registration Committee of the CMRTO in this case it may take between three to four months to process your application.

Required documents

You will be prompted to upload the documents listed below:

- Proof of name, date of birth, and citizenship can be provided using one of the following documents: your Canadian birth certificate, proof of Canadian citizenship, certificate of landing or permanent resident card, work permit or valid Canadian passport - **Required**
- Name change: if the name on any of your documents is different from your current name, you must provide proof of a name change – **Required if applicable**

You are not required to submit the original documents to the CMRTO. The CMRTO will contact you if original documents are required for review.

You must request the out of province regulatory authority where you are currently registered to send a certificate confirming that you hold an active certificate of registration in a specialty of medical radiation technology directly to the CMRTO by email at registration@cmrto.org.

Fees

There are two fees for this process – the application fee and the registration fee.

The application fee is a one-time fee of \$113.00 (\$100.00 fee, \$13.00 HST) and is paid at the time you submit your application.

The registration fee is the final step to become registered, if your application meets all the requirements set out in the registration regulation. It is an annual fee of \$531.10 (\$470.00 fee, \$61.10 HST). The annual registration fee is due on a member's birthday each year. Members who are registered in more than one specialty pay only one annual fee.

When you first become registered, the registration fee is prorated from the date you become registered to your birthday. For example, if your birthday is in April and you become registered in November 2018, you would pay \$221.29 (\$195.83 fee, \$25.46 HST) for the six-month period November 2018 – April 2019, and then the annual fee in April 2019, for the period to April 2020. You can use the [fee calculator tool](#) on the website to find your registration fee.

The fees are set by the CMRTO Council in the CMRTO by-laws and are non-refundable.

Member & Applicant Portal (MAP)

To start your online application, click on the “**Apply for Registration**” link on the CMRTO website at www.cmrto.org.

It is recommended that you use a computer, with a scanner, to complete your online application rather than a mobile device. It is also recommended that you use Google Chrome as your browser when completing your online application.

You will be prompted to do the following:

- enter your email address and create a password
- review and accept the Terms and Conditions of use of the site
- set up your online profile
 - enter your legal name and date of birth
 - enter your address and phone number

When you have created your profile you will be able to return to it, and your application, using the “Sign In” button.

Once you have created your profile, you will be prompted to do the following:

- select the “Apply for Registration” option
- from the four options on the screen, select the one for an applicant “**who is currently working in another province in Canada**”
- select your province and confirm your specialty is one of the regulated specialties to be directed to the correct application form – Canadian Labour Mobility
- select your specialty (radiography, nuclear medicine, radiation therapy, magnetic resonance or diagnostic medical sonography)
- click the “Apply for Registration” button

Navigation through the application

- the steps in the application process are all listed on the left-hand side of the page
- click on each step and review and complete the appropriate information
- you can move between steps in the process
- clicking the “Next” button on the bottom of each page will save your responses and move you to the next step
- check marks indicate that you have completed a step
- you are able to edit the information on the pages until you submit your application
- you may start the process, leave and return at a later time(s) to complete the application
- when you return to update further information you will access your application form by signing into the online service and accessing the “**Manage my applications**” tab

- you must complete all the steps and submit the application before paying your application fee
- you must complete the entire application and pay the application fee before CMRTO is able to review your application

About Me

The “About Me” page will be populated with the information that you entered when you created your online profile.

You must use your legal name for your application and registration with the CMRTO.

Using a name, other than the name as set out in the register of the CMRTO while providing or offering to provide services within the scope of practice of the profession, is an act of professional misconduct under the CMRTO professional misconduct regulation. If you use a variation of your name, or wish to use a different given name in practice, you must request a change to your name in the next section.

Review the information to verify its accuracy, make any necessary changes and click the “Next” button to save the information and move to the next step.

Proof of name, date of birth and citizenship

The CMRTO registration regulation requires that an applicant be a Canadian citizen, OR a permanent resident, OR authorized under the *Immigration and Refugee Protection Act* (Canada), to engage in the practice of the profession.

You must scan and upload a copy of your birth certificate if you were born in Canada, proof of your Canadian citizenship, a copy of your valid Canadian passport photo page, a copy of your certificate of landing or permanent resident card, or a copy of your work permit in the space provided on the page. The CMRTO will also use this documentation as evidence of your legal name and date of birth.

If any of the documents you have provided in the other sections are in a different name, you must complete, scan and upload your [proof of a name change](#).

If you wish to use a variation of your name, or a different given name, in practice, you must complete, scan and upload your [request to change to your name](#) as it appears in the register of the CMRTO.

Click the “Next” button to save the information and move to the next step.

Language fluency

The CMRTO registration regulation requires that applicants be able to speak and write English or French with reasonable fluency.

You will be required to answer the questions below:

1. Are you able to speak and write reasonably fluently in English so that you can offer professional services to patients in that language?
2. Are you able to speak and write reasonably fluently in French so that you can offer professional services to patients in that language?
3. Would you prefer to receive documentation and services from the College in English or French?

Click the “Next” button to save the information and move to the next step.

Registrations in other jurisdictions

In good standing certificate from out of province authority

You are required to provide information if you are currently registered with a regulatory body (not an association or certification body) to practice as a diagnostic medical sonographer and/or a medical radiation technologist and/or another health profession in another province in Canada, USA state or another country.

You are required to provide a certificate from the out-of-province regulatory authority of every jurisdiction where you currently hold an out-of-province certificate of registration. This certificate must establish, to the satisfaction of the college, that you are in good standing in that jurisdiction.

You must contact the out-of-province regulatory authority of each jurisdiction in which you currently hold an out-of-province certificate of registration to request that an In Good Standing Certificate, in the form required by the college, be sent directly to the College of Medical Radiation Technologists of Ontario.

You must provide a copy of each out-of-province certificate and information for each such out-of-province certificate by clicking “Add Registration” to provide details of your current registration(s).

Click the “Next” button to save the information and move to the next step.

Currency of Practice

You must provide evidence that, within the last five years, you have engaged in the practice of your specialty to the extent that would be permitted by the certificate of registration issued by the CMRTO for which you are applying.

You are required to provide your work history as a medical radiation technologist in your specialty for the past five years by entering the information in the space provided.

If it has been over five years since you were engaged in practice in the specialty for which you are applying, or if you have never been employed as a medical radiation technologist, please indicate such on the form.

Click the “Next” button to save the information and move to the next step.

Jurisprudence course

You are required to successfully complete 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 the profession generally and to the specialty for which you are applying.

The jurisprudence course is available at www.cmrto.org under Resources in the Jurisprudence Course section.

Once you have completed the CMRTO Legislation Learning Package, print, sign, date and complete the Certificate of Completion and upload it to the space provided on the page.

Click the “Next” button to save the information and move to the next step.

Declaration of conduct

The CMRTO registration regulation has a number of requirements regarding the past and present conduct of the applicant. Your past and present conduct must afford reasonable grounds for the belief that you:

1. will practise the profession with decency, honesty and integrity, and in accordance with the law,
2. do not have any physical or mental condition or disorder that could affect your ability to practise the profession in a safe manner, and
3. will display an appropriate professional attitude.

You will be required to answer the questions in this section 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 CMRTO.

If you answer “Yes” to any of the questions, you must provide a detailed explanation in the space provided in the online page and upload all relevant documents in your possession. If you do not have these documents at the time you submit your application online, you will need to email them to registration@cmrto.org. If you answer “No” to any of the questions at the time of application, but the circumstances change before you are issued a certificate of registration, you must immediately inform the CMRTO of the change of circumstances.

The questions you are required to answer are as follows:

1. Have you been found guilty of a criminal offence or of any offence related to the regulation of the practice of the profession?

An offence is a breach of law that is prosecuted in a court. This includes all findings or admissions of guilt, including but not limited to offences under the Criminal Code, the *Health Insurance Act* and other federal and provincial laws. You are required to report all findings or admissions of guilt, including those made in other jurisdictions and those for which you may have received a pardon.

2. 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?
3. 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?
4. 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?
5. Has a finding of professional negligence or malpractice been made against you?
6. Do you have any physical or mental condition or disorder that could affect your ability to practise the profession in a safe manner?

Note: If you answer “Yes” to question 6, you must provide a detailed explanation and arrange for your treating physician(s) and/or other health professional(s) to send directly to the CMRTO at registration@cmrto.org 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.

7. 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 1, 2, and 3 above)?

Click the “Next” button to move to the next step.

Review application summary

The next step in the online application process is to review all the information you have provided in your application to check that the information is accurate and that your application is complete. If you need to make any corrections to the information you have provided, or upload any supporting documents, click on the steps on the left. You may wish to take this opportunity to print this page to have a paper record of the information you have provided.

Once you have submitted your application for registration, you cannot change the information provided. You can however access your completed application in the “Manage my applications” section of your CMRTO profile to view your application and if you need to upload any additional documentation at a later time.

When you are sure your application is complete, and the information is accurate, click the “Submit” button to submit your application to the CMRTO and pay your application fee.

Declarations and signature

You will be required to check all the boxes on the page for the questions below, for the purposes of agreeing to the following declarations. You will also be required to check the box next to your name for the purposes of dating and signing your application for registration.

- I certify that all the information in this 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.

Click the “Submit Application” button to submit your application for registration.

Pay application fee

You can pay the application fee online by credit card or Interac payment. The application fee is a one-time fee of \$113.00 (\$100.00 fee, \$13.00 HST) and is non-refundable. Click “Process Payment” to pay your fee.

Secure payment processing is through E-xact Transactions Ltd. Information for this transaction is encrypted and exchanged with a secure server.

Secure Payment provided by [E-xact Transactions Ltd.](#)



The receipt for your application fee will be available in the “My Receipts” section of your CMRTO profile.

Confirmation of receipt of application

You will receive an email confirming receipt of your application, which will contain an application number. You will be able to check on the status of your application in the “**Manage my Applications**” section of the CMRTO MAP.

Next steps

CMRTO will notify you by email if, and when you can complete the registration process and pay your registration fee. When you log into the MAP to finalize your registration you will also see a notification on the My information page. When you complete the registration process CMRTO will register you and your name and registration status will be updated on the [public register](#) on the CMRTO website. You can then inform your employer that you are legally authorized to practice as a medical radiation technologist in Ontario and you can start using the protected title “Medical Radiation Technologist” and the abbreviation “MRT” and the appropriate abbreviation for your specialty “MRT(R),” “MRT(N),” “MRT(T),” “MRT(MR)” or “Diagnostic Medical Sonographer” and the abbreviation “DMS”.



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