

# Fair Registration Practices Report

## Medical Radiation Technologists (2014)

The answers that you submitted to OFC can be seen below.

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.

### Provision of Information About Registration Practices (1 / 13)

**Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:**

#### a) steps to initiate the registration process

The CMRTO makes information about registration practices available to applicants applying or intending to apply for registration in the following ways. These methods are applicable to all sections of Section 1 – Provision of Information about Registration Practices.

1. CMRTO provides information for applicants through the CMRTO web site, [www.cmrto.org](http://www.cmrto.org).

- a) The home page has four tabs that have been developed based on user expectations and contains streamlined information that would be of interest to the specific user group. All the tabs are open tabs that are accessible to anyone visiting the site. The third tab is called "Students and Applicants".
- b) On the "Students and Applicants" page there are four options to choose from:

I am an applicant:

- Who has successfully completed an approved program in Ontario
- Who has successfully completed an accredited educational program in Canada and has not yet registered to practise in my province
- Who is currently working in a province in Canada other than Ontario
- Who has completed an educational program in medical radiation technology outside of Canada

In addition to the information for applicants a new section has been added to the website that provides information for students. The student is able to choose from the following options.

I am a student:

- Who is currently in an MRT program
- Who is interested in learning about MRTs
- Who is interested in becoming an MRT

c) Once the user has selected one of the above options they are taken to a page that provides them with information about the registration process and provides detailed step by step instructions for the applicant. The steps in the directions are tailored to provide the correct information for each group of

applicants, those that were educated in Ontario, those that completed programs outside Ontario but within Canada, those that are currently working in another province in Canada and those that have completed an educational program outside of Canada.

2. CMRTO provides information for applicants in person. Both the International Registration Administrator and the Director of Professional Practice are available to meet with applicants regarding their applications. This support is provided to walk-ins if the staff are available, or by appointment. The CMRTO offices are located at:

375 University Avenue, Suite 300  
Toronto, Ontario, Canada, M5G 2J5

3. CMRTO provides information for applicants via mail. The CMRTO may be contacted at:

375 University Avenue, Suite 300  
Toronto, Ontario, Canada, M5G 2J5

4. CMRTO provides information for applicants through e-mail. The CMRTO may be contacted at:

info@cmrto.org for general inquiries  
registration@cmrto.org for registration and renewals  
intlapps@cmrto.org for international applicants for registration

5. CMRTO provides information for applicants through various government websites. In particular, the “Career Map for Internationally Trained Medical Radiation Technologists” is available at [www.citizenship.gov.on.ca](http://www.citizenship.gov.on.ca) and [www.ontarioimmigration.ca](http://www.ontarioimmigration.ca) and [www.edu.gov.on.ca](http://www.edu.gov.on.ca). In addition, the Career Map is available through the HealthForceOntario office.

6. CMRTO provides information for applicants through information sessions in collaboration with HealthForceOntario. These information sessions are conducted on a bi-annual basis.

In addition to the above the CMRTO also provides information about its registration practices to Ontario graduates in two additional ways:

1. CMRTO distributes application forms and information sheets to program directors of educational programs. The application forms and information sheets are provided to the students approximately four months before the date of completion of the program.
2. Representatives from CMRTO provide lectures to Ontario students at the invitation of the educational programs. These lectures include information on the registration process.

The steps to initiate the registration process are set out on the CMRTO website at [www.cmrto.org](http://www.cmrto.org).

Applicants who apply for registration to the College fall into one of four groups:

1. Applicants who have successfully completed an approved program in Ontario; or
2. Applicants who are currently registered by a regulatory authority in a province other than Ontario and to whom the labour mobility provisions of the RHPA may be applicable (labour mobility applicants); or
3. Applicants who have successfully completed an educational program in Canada and/or have been employed in a province other than Ontario (other than labour mobility applicants); or
4. Applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants).

### **Steps in the Registration Process for Applicants who have successfully completed an approved program in Ontario**

Ontario graduates are informed of the steps to initiate the registration process in their educational program. The CMRTO distributes the application forms and information sheet to the program directors of the

educational programs. The application forms and information sheet are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students on the invitation of the educational programs. These lectures include information on the registration process.

The information for Ontario graduates is also available on the website. Ontario applicants are required to complete the application form and to submit it to the College with the application fee of \$113.00 (\$100.00 fee, \$13.00 HST) at least 90 days before they write the CAMRT examination.

## **Steps**

### **1. COMPLETE A COURSE IN JURISPRUDENCE APPROVED BY THE CMRTO**

An applicant 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 they are applying. Applicants are required to review the information on the CMRTO website at [www.cmrto.org](http://www.cmrto.org) and when complete to print, sign and submit the Certificate Respecting Completion of the jurisprudence program to the College. The certificate should be attached to part A of the application for registration form.

### **2. APPLICANT COMPLETES THE CMRTO APPLICATION FORM**

An applicant must read and complete both Parts A and B of the form except in the areas indicated for the use of the training institution and administration.

### **3. APPLICANT SUBMITS PART A OF THE APPLICATION TO THE CMRTO**

Part A is signed by the program director and submitted directly to the CMRTO, along with the application fee of \$113.00 (\$100.00 fee and \$13.00 HST) and proof of Canadian citizenship or other appropriate documentation, and the signed certificate of completion of the jurisprudence course at least 90 days before the applicant writes the CAMRT examination. The CMRTO confirms the application status and provides a receipt to the applicant.

The CMRTO will retain all copies of documents provided with the application. Applicants may request copies of their documents by submitting a request in writing to the Registration Department at [registration@cmrto.org](mailto:registration@cmrto.org).

### **4. APPLICANT GIVES PART B TO THEIR PROGRAM DIRECTOR**

The program director signs Part B and submits it to the CMRTO once the applicant completes the program. This provides confirmation that the applicant has successfully completed an educational program in medical radiation technology.

### **5. APPLICANT WRITES THE CAMRT EXAMINATION**

The CMRTO-approved written examination is the national certification examination of the Canadian Association of Medical Radiation Technologists (CAMRT).

### **6. APPLICANT PROVIDES EVIDENCE TO THE CMRTO OF SUCCESSFUL COMPLETION OF THE CAMRT EXAMINATION**

The CAMRT sends confirmation of the successful candidates for each examination sitting to the CMRTO however applicants receive their results prior to the CMRTO receiving this confirmation.

- If an applicant is ready to start work immediately, they can fax a copy of the exam results page printed from the CAMRT website confirming successful completion of the exam to the CMRTO and call to make arrangements for completing the registration process;
- If an applicant does not contact the CMRTO immediately after receiving their exam results, the CMRTO

will send a letter outlining the final steps for registration after receipt of confirmation that the applicant has passed the exam.

## 7. APPLICANT COMPLETES THE APPLICATION INFORMATION UPDATE FORM AND PAYS THE REGISTRATION FEE

When an applicant has met all the requirements for registration, the CMRTO provides them with an Application Information Update form to complete and advises them of the amount of the registration fee. The annual fee is \$531.10 (\$470.00 fee, \$61.10 HST). An applicant's initial registration fee is prorated from the date of registration to the applicant's birthday. Once an applicant has met all the requirements for registration, they can expect the registration process to be completed within 10 business days.

## 8. APPLICANT RECEIVES CONFIRMATION FROM THE CMRTO OF REGISTRATION

The CMRTO provides members with a certificate of registration and a registration number. Members or their employers can confirm the registration status from the Public Register of MRTs section of the CMRTO website at [www.cmrto.org](http://www.cmrto.org) or by contacting the CMRTO. Once members are registered with the CMRTO they are legally authorized to practise the profession in Ontario and can use the protected title appropriate to their specialty - MRT(R), MRT(T), MRT(N), or MRT(MR).

### **Steps in the Registration Process for Applicants from Canadian jurisdictions**

Applicants relocating from other provinces are informed of the steps to initiate the registration process through the CMRTO website, by mail, email, telephone, or in person. The CMRTO website provides a map of Canada to assist applicants to determine which registration process is applicable to their circumstances. Applicants can click on one of the provinces on the map and are directed to the appropriate pages with step-by-step directions on the registration process depending on whether or not the labour mobility provisions of the RHPA are applicable.

Applicants from another regulated Canadian province who hold an out-of-province certificate, that is equivalent to a certificate of registration in one of the specialties issued by the CMRTO, may be eligible for registration with the CMRTO under the labour mobility provisions of the Regulated Health Professions Act, 1991.

#### **A. Applicants who are currently registered by a regulatory authority in a province other than Ontario and to whom the labour mobility provisions of the RHPA may be applicable (labour mobility applicants);**

The CMRTO website provides a table for applicants to easily determine if they may be eligible for registration under the labour mobility provisions of the Regulated Health Professions Act, 1991. The website provides applicants who DO hold a current practising certificate of registration in one of the specialties of medical radiation technology from Alberta (radiography, nuclear medicine, radiation therapy, magnetic resonance), Saskatchewan (radiography, nuclear medicine, radiation therapy, magnetic resonance), New Brunswick (radiography, nuclear medicine, radiation therapy, magnetic resonance), Nova Scotia (radiography, nuclear medicine, radiation therapy) or Quebec (nuclear medicine, radiation therapy) with step-by-step instructions on how to apply for registration.

### **Steps**

#### 1. APPLICANT COMPLETES A COURSE IN JURISPRUDENCE APPROVED BY THE CMRTO

An applicant 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 they are applying. Applicants are required to review the information on the CMRTO website at [www.cmrto.org](http://www.cmrto.org) and when complete to print, sign and submit the Certificate Respecting Completion of the jurisprudence course to the CMRTO.

## 2. APPLICANT COMPLETES THE CMRTO APPLICATION FORM

An applicant relocating from another regulated province in Canada is directed to complete an application form to provide information on areas which, in accordance with the labour mobility provisions, the CMRTO is permitted to assess, such as name, contact information and suitability to practise.

## 3. APPLICANT REQUESTS A CERTIFICATE FROM THE OUT-OF-PROVINCE REGULATORY AUTHORITY

An applicant requests the out-of-province regulatory authority in which they are currently registered to send directly to the CMRTO a certificate confirming that they hold an active certificate of registration in a specialty of medical radiation technology.

## 4. APPLICANT SUBMITS THE APPLICATION FORM TO THE CMRTO

The applicant submits the application form to the CMRTO with the application fee of \$113.00 (\$100.00 fee, \$13.00 HST).

The CMRTO will retain all copies of documents provided with the application. Applicants may request copies of their documents by submitting a request in writing to the Registration Department at [registration@cmrto.org](mailto:registration@cmrto.org). The CMRTO contacts an applicant after reviewing his/her Application for Registration form and certificate from the out-of-province regulatory authority to inform them of the next steps.

## 5. APPLICANT PAYS THE REGISTRATION FEE

When an applicant has met all the requirements for registration, the CMRTO notifies them of the amount of the registration fee. The annual fee is \$531.10 (\$470.00 fee, \$61.10 GST). An applicant's initial registration fee is prorated from the date of registration to the applicant's birthday. Once an applicant has met all the requirements for registration, they can expect the registration process to be completed within 10 business days.

## 6. APPLICANT RECEIVES CONFIRMATION FROM THE CMRTO OF REGISTRATION

Once applicants have met all the requirements for registration, they can expect the registration process to be completed within 10 business days.

The CMRTO provides members with a certificate of registration and a registration number. Members and their employers can confirm the registration status of a member from the Public Register of MRTs section of the CMRTO website at [www.cmrto.org](http://www.cmrto.org) or by contacting the CMRTO.

Once members are registered with the CMRTO they are legally authorized to practise the profession in Ontario and can use the protected title appropriate to their specialty - MRT(R), MRT(T), MRT(N), or MRT(MR).

### **B. Applicants who have successfully completed an educational program in Canada and/or have been employed in a province other than Ontario (other than labour mobility applicants);**

The website provides a table for applicants to easily determine whether or not they are eligible for registration under the labour mobility provisions of the Regulated Health Professions Act, 1991. Applicants who are employed in British Columbia (all specialties), Manitoba (all specialties), Newfoundland and Labrador (all specialties), Nova Scotia (magnetic resonance), Quebec (radiography and magnetic resonance), Prince Edward Island and Yukon (all specialties), Northwest Territories, Nunavut and Iqaluit (all specialties) are provided with step-by-step instructions on how to apply for registration.

### **Steps**

#### 1. APPLICANT MUST SUCCESSFULLY COMPLETE A COURSE IN JURISPRUDENCE

An applicant 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 they are applying. Applicants are required to review the information on the CMRTO

website at [www.cmрто.org](http://www.cmрто.org) and when complete to print, sign and submit the Certificate respecting completion of the jurisprudence course to the CMRTO.

## 2. APPLICANT COMPLETES THE CMRTO APPLICATION FORM

An applicant relocating from another province in Canada can print off and complete the application form.

## 3. APPLICANT SUBMITS THE APPLICATION FORM TO THE CMRTO

The applicant submits the application form to CMRTO with the application fee of \$113.00 (\$100.00 fee, \$13.00 HST).

## 4. APPLICANT PROVIDES DOCUMENTATION TO THE CMRTO TO SUPPORT THE APPLICATION

An applicant is required to submit documentation to demonstrate:

- successful completion of an educational program in a specialty of medical radiation technology which is approved by the College Council (for the specialties of radiography, nuclear medicine and radiation therapy), or which is listed in the College's registration regulation (for the specialty of magnetic resonance);
- successful completion of an examination approved by the College Council;
- evidence of employment as a medical radiation technologist within the past five years; and
- proof of Canadian citizenship or other appropriate documentation.

The CMRTO will contact an applicant after reviewing his/her Application for Registration form to inform them of the next steps. The CMRTO will retain all copies of documents provided with the application. Applicants may request copies of their documents by submitting a request in writing to the Registration Department at [registration@cmрто.org](mailto:registration@cmрто.org).

## 5. APPLICANT PAYS THE REGISTRATION FEE

When an applicant has met all the requirements for registration, the CMRTO notifies him/her of the amount of the registration fee. The annual fee is \$531.10 (\$470.00 fee, \$61.10 HST). An applicant's initial registration fee is prorated from the date of registration to the applicant's birthday. Once an applicant has met all the requirements for registration, they can expect the registration process to be completed within 10 business days.

## 6. APPLICANT RECEIVES CONFIRMATION FROM THE CMRTO OF REGISTRATION

The CMRTO provides members with a certificate of registration and a registration number. Members and their employers can confirm the registration status of a member from the Public Register of MRTs section of the CMRTO website or by contacting the CMRTO. Once members are registered with the CMRTO they are legally authorized to practise the profession in Ontario and can use the protected title appropriate to their specialty - MRT(R), MRT(T), MRT(N), or MRT(MR).

### **Steps in the Registration Process for applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants).**

Internationally educated applicants are informed of the steps to initiate the registration process through the CMRTO website, or by mail, email, telephone or in person. The steps to initiate the registration process are set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The Career Map for Internationally Trained Medical Radiation Technologists is also available on the Government of Ontario Immigration website; the Ontario Ministry of Citizenship and Immigration website; and the Ontario Ministry of Training, Colleges and Universities website. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the CMRTO

website. The CMRTO website provides step-by-step instructions on how to apply for registration.

## Steps

### 1. APPLICANT COMPLETES THE CMRTO APPLICATION FORM

Internationally educated applicants can print off and complete the application form.

### 2. APPLICANT SUBMITS THE APPLICATION FORM TO THE CMRTO

The applicant will submit the application form to CMRTO with the application fee of \$113.00 (\$100.00 fee, \$13.00 HST) and the evaluation fee of \$282.50 (\$250.00 fee, \$32.50 HST).

### 3. APPLICANT PROVIDES DOCUMENTATION TO THE CMRTO TO SUPPORT THEIR APPLICATION

An applicant is required to submit documentation to:

- demonstrate that the applicant has successfully completed an educational program in a specialty of medical radiation technology (for the specialties of radiography, nuclear medicine, magnetic resonance and radiation therapy) and provide independent verification of the details of the educational program;
- demonstrate competence to practise as a medical radiation technologist in a specialty of medical radiation technology;
- provide evidence of confirmation of employment as a technologist practising medical radiation technology, within the past five years, from the most recent or current employer;
- provide proof that the applicant is able to speak and write either English or French with reasonable fluency; if available
- provide proof of Canadian citizenship; landed immigrant papers, permanent resident card, or employment authorization (work permit), or other appropriate documentation if available.

The CMRTO contacts applicants after having reviewed their Application for Registration form and submitted documentation to inform them of the next steps. The CMRTO will retain all copies of documents provided with the application. Applicants may request copies of their documents by submitting a request in writing to the Registration Department at [intlapps@cmrto.org](mailto:intlapps@cmrto.org).

**CONTINUED BELOW IN SECTION 1b)** due to limit constraints on field size in this section.

## b) requirements for registration

**CONTINUED FROM SECTION 1a) - Steps to initiate the process: The CMRTO has added the last sections of its response to Section 1a) under Section 1b) due to limit constraints on the field size of section 1a)**

### 4. ASSESSMENT PROCESS

All applications for internationally educated medical radiation technologists must undergo an assessment process.

- The CMRTO reviews the educational training and experience in medical radiation technology to see if it meets the requirements for registration with the CMRTO.
- The CMRTO reviews all application forms received to ensure that they are complete.
- All applications from international applicants are sent to the Registration Committee for review and a decision.
- Applicants receive a letter notifying them that the Registration Committee will be reviewing their application and explaining the reasons for the review.

- If applicants have any new or additional information at that time, they have 30 days to submit it to the Registration Committee.
- The Registration Committee reviews the application in detail.
- Each step of the assessment process is described in the Career Map.
- If applicants meet all the requirements of the College, they are able to continue the registration process.
- If they do not meet the requirements of the College, the Registration Committee has the authority to refuse to issue a Certificate of Registration.
- Once the Registration Committee completes the review of the application for registration, applicants are notified by letter of the Registration Committee's decision.
- The letter, the Order and Reasons of the Registration Committee, clearly explains the reasons for the Registration Committee's decision.
- Applicants are also informed of their right to contact the Health Professions Appeal and Review Board to appeal the decision of the Registration Committee if they do not agree with the decision.
- If, following the review, the Registration Committee approves the application, applicants have five years from the last date of their employment as a medical radiation technologist or completion of their educational program, to complete the remaining requirements to become registered. This time limit is clearly set out in the Order and Reasons of the Registration Committee, which is sent to the applicant by mail.

## 5. APPLICANT MUST SUCCESSFULLY COMPLETE ANY REMAINING REQUIREMENTS TO BECOME REGISTERED AS DETERMINED BY THE REGISTRATION COMMITTEE

Additional requirements may include the following:

- Successful completion of an examination approved by the CMRTO Council. The national certification examination administered by the CAMRT is the examination approved by Council.
- Completing a course in jurisprudence approved by the CMRTO. For this purpose, an applicant 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 they are applying. Information about this requirement is available on the CMRTO website at [www.cmрто.org](http://www.cmрто.org) - Resources - Jurisprudence Course. An applicant must review the information and complete the Certificate of Completion of the Jurisprudence Course set or approved by the CMRTO
- proof of language fluency in English or French, if available, or proof that the applicant's training was completed in English or French. If the professional training was not in English or French, the applicant must show other proof of language proficiency. The Registration Committee will accept proof that the applicant has passed any of the following and this may be submitted with the application form or later on in the registration process:
  - o 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
  - o the paper-based TOEFL with a minimum score of 500, and TSE with a minimum score of 40; or
  - o 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
  - o 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
  - o 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 copy of the proof of Canadian citizenship, landed immigrant papers, permanent resident card, or employment authorization (work permit), or appropriate documentation. This may be submitted with the application form or later on in the registration process.

Internationally educated medical radiation technologists may complete these requirements after the Registration Committee has assessed their educational program(s) and experience in medical radiation technology.

## 6. APPLICANT WRITES THE CAMRT EXAMINATION

The CMRTO-approved written examination is the national certification examination of the Canadian Association of Medical Radiation Technologists (CAMRT).

The documents necessary for the certification examination application and preparation including the curriculum guide, the exam blueprints, a list of recommended textbooks and a sample examination are posted on the CAMRT website at: [www.camrt.ca/certification/international/](http://www.camrt.ca/certification/international/).

The CAMRT certification examination application process must be completed online at the link below. [www.camrt.ca/certification/international/registerforanexam/](http://www.camrt.ca/certification/international/registerforanexam/)

If applicants require a paper copy, they are advised to contact CAMRT to have a paper copy of the necessary documents mailed to them. Applicants have a maximum of four attempts to successfully complete the CAMRT examination (one initial write and three rewrites) within a five-year time period based on the date the applicant last practised medical radiation technology or completed their program in medical radiation technology, provided they meet the requirements of the Order of the CMRTO Registration Committee by the date determined by the Committee.

## 7. PROVIDES EVIDENCE TO THE CMRTO OF SUCCESSFUL COMPLETION OF THE CAMRT EXAMINATION

The CAMRT sends confirmation of the successful candidates to the CMRTO, however, applicants receive their results prior to the CMRTO receiving the list.

- If an applicant is ready to start work immediately, they can fax a copy of the examination results printed from the CAMRT website confirming successful completion of the exam to the CMRTO and call to make arrangements for completing the registration process;
- If an applicant does not contact the CMRTO immediately after receiving their exam results, the CMRTO will send a letter outlining the final steps for registration after receipt of confirmation that the applicant has passed the exam.

## 8. APPLICANT COMPLETES THE APPLICATION INFORMATION UPDATE FORM AND PAYS THE REGISTRATION FEE

When an applicant has met all the requirements for registration, the CMRTO will provide the applicant with the Application Information Update form to complete and advise him/her of the amount of the registration fee. The annual fee is \$531.10 (\$470.00 fee, \$61.10 HST). An applicant's initial registration fee is prorated from the date of registration to the applicant's birthday. Once an applicant has met all the requirements for registration, the applicant can expect the registration process to be completed within 10 business days.

The CMRTO ensures the information for individuals applying or intending to apply for registration is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the steps to initiate the registration process are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

b) requirements for registration

**See Section 1 a)** for details on how the CMRTO makes information about the requirements for registration available to individuals applying or intending to apply for registration.

The requirements for registration are set out on the CMRTO website at [www.cmrto.org](http://www.cmrto.org).

Ontario graduates are informed of the requirements for registration in their educational program. The CMRTO distributes the application forms and information sheets to the program directors of the educational programs. The application forms and information sheets are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students at the invitation of the educational programs. These lectures include information on the requirements for registration. The information for Ontario graduates is also available on the CMRTO website.

Canadian graduates relocating from other provinces are informed of the requirements for registration through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are informed of the requirements for registration through the CMRTO website, or by mail, email, telephone or in person. The requirements for registration are set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information for individuals applying or intending to apply for registration is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

Further details on the requirements for registration with the CMRTO are provided in **Section 8a) – Assessment of Qualifications** in this document.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

**See Section 1 a)** for details on how the CMRTO makes information about how the requirements for registration are to be met available to individuals applying or intending to apply for registration.

The explanation of how the requirements for registration are to be met, is provided on the CMRTO website at [www.cmrto.org](http://www.cmrto.org)

Ontario graduates are provided with an explanation of how the requirements for registration are to be met in their educational program. The CMRTO distributes the application forms and information sheets to the program directors of the educational programs. The application forms and information sheets are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students, which include an explanation of how the requirements for registration are to be met, on the invitation of the educational programs. The information for Ontario graduates is also available on the CMRTO website.

Canadian graduates relocating from other provinces are provided with an explanation of how the requirements for registration are to be met through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Internationally educated applicants are provided with an explanation of how the requirements for registration are to be met through the CMRTO website, or by mail, email, telephone or in person. The explanation of how

the requirements for registration are to be met is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information for individuals applying or intending to apply for registration is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. An explanation of how the requirements for registration are to be met is provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

Further details on the requirements for registration with the CMRTO are provided in **Section 8 – Assessment of Qualifications** in this document.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

**See Section 1 a)** for details on how the CMRTO makes information about the education and practical experience required for registration available to individuals applying or intending to apply for registration.

The CMRTO does not require Canadian experience in medical radiation technology. All applicants who completed a program in medical radiation technology outside of Canada are required under the registration regulation to demonstrate competence to practise in Ontario as a medical radiation technologist in their specialty. This is usually demonstrated through work experience in medical radiation technology in the applicant's home country. The CMRTO application form has a Clinical Competence Form, which forms part of the application form, and which provides a detailed list of all the procedures for each specialty. Applicants must list in detail, on the clinical competence form, all the types of procedures they have performed during their most recent employment or in their current employment in their home country. This information is provided on the CMRTO website.

Internationally educated applicants are provided with information on the requirement to demonstrate competence to practise in Ontario as a medical radiation technologist through the CMRTO website, or by mail, email, telephone or in person. Information on the requirement to demonstrate competence to practise in Ontario as a medical radiation technologist is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. An explanation of how the requirements for registration are to be met is provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

e) requirements that may be satisfied through acceptable alternatives

**See Section 1 a)** for details on how the CMRTO makes information about the acceptable alternatives that may satisfy the requirements for registration available to individuals applying or intending to apply for

registration.

As the requirements for registration under the four specialty classes, radiography, radiation therapy, nuclear medicine and magnetic resonance are set out in regulation, there are few requirements that may be satisfied through acceptable alternatives.

One example of an acceptable alternative to a registration requirement is the method to satisfy the requirement regarding the examination. All applicants are required to provide evidence of having successfully completed the Canadian Association of Medical Radiation Technologists (CAMRT) examination, which is the examination approved by the CMRTO Council. The CAMRT examination is the national certification examination and is the approved examination in all provinces except Quebec. Medical radiation technologists who complete an educational program in Quebec must successfully complete the examination set and administered by the Ordre des technologues en imagerie medicale, en radio-oncologie et en electrophysiologie medicale du Quebec (OTIMROEPMQ). The CMRTO Council has also approved the OTIMROEPMQ examination for those applicants who have completed an educational program in Quebec.

Applicants who have completed an educational program in medical radiation technology in Quebec are provided information on the acceptable alternative to the CAMRT examination through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Acceptable alternatives are listed in each section within the application form. For example, under the Language Fluency section, an applicant is provided with a choice of acceptable assessment tests to prove fluency of English or French. The applicant must provide documentation from one of these choices.

A further example of an acceptable alternative is if an applicant is unable to provide the original or notarized copy of his/her credentials, or academic transcript of marks, or an official curriculum of the program, the Registration Committee may accept other evidence, such as an original letter from the applicant's educational program, depending on the circumstances.

Requirements which may be satisfied through acceptable alternatives are explained through the CMRTO web site, or the applicants may contact the CMRTO in person, by mail, by e-mail or by telephone. Applicants are encouraged to contact the CMRTO for individual assistance. Information on these acceptable alternatives are also listed in the Career Map.

The CMRTO ensures the information is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. An explanation of how the requirements for registration are to be met is provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

#### f) the steps in the assessment process

**See Section 1 a)** for details on how the CMRTO makes information about the steps in the assessment process available to individuals applying or intending to apply for registration.

The steps in the assessment process are set out on the CMRTO website at [www.cmrto.org](http://www.cmrto.org).

Applicants who have successfully completed an approved program in Ontario are informed of the steps in the assessment process in their educational program. The CMRTO distributes the application forms and information sheets to the program directors of the educational programs. The application forms and information sheets are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students at the

invitation of the educational programs. These lectures include information on the steps in the assessment process. The information for Ontario graduates is also available on the CMRTO website.

Applicants who are currently registered by a regulatory authority in a province other than Ontario and to whom the labour mobility provisions of the RHPA may be applicable (labour mobility applicants) and applicants who have successfully completed an educational program in Canada and/or have been employed in a province other than Ontario (other than labour mobility applicants) are informed of the steps in the assessment process through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants) are informed of the steps in the assessment process through the CMRTO website, or by mail, email, telephone or in person. The requirements for registration are set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information for individuals applying or intending to apply for registration is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

Further details on the steps in the assessment process are provided in **Section 1 a)** of this document.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

**See Section 1 a)** for details on how the CMRTO makes information about the required documentation of qualifications for registration available to individuals applying or intending to apply for registration.

Information of the documentation of qualifications that must accompany each application is provided on the CMRTO website. Applicants are advised through the Career Map for Internationally Trained Medical Radiation Technologists, the CMRTO application for registration forms, individual correspondence and face to face and telephone meetings with applicants, of the documentation required to support an application for registration.

Applicants are required to provide:

- evidence that they have successfully completed a program in medical radiation technology in their particular specialty;
- confirmation of employment as a technologist practising medical radiation technology in the specialty, or confirmation of having successfully completed an educational program in medical radiation technology within the last five years;
- proof of language fluency in English or French. Internationally educated applicants provide this evidence either from the educational institution that the program in medical radiation technology (including the theoretical and clinical components) was conducted in English or French, or proof of completion of TOEFL, IELTS or MELA with the required minimum score;
- a copy of a birth certificate if the applicant was born in Canada, proof of Canadian citizenship, certificate of landing or permanent resident card, or work permit;
- answers to questions certifying 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.

Applicants are required to answer the following questions. If an applicant answers no to any of questions a), b), c), or d) at the time of application, but the circumstances change before they are issued a certificate of registration, they are required to immediately inform the Registrar of the change of circumstances. The questions that an applicant is required to answer are:

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

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?

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?

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?

e) Has a finding of professional negligence or malpractice been made against you?

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? Note: If an applicant answers yes to this question f), he/she is required to provide a detailed explanation and arrange for their treating physician(s) and/or other health professional(s) to send directly to the College a report on their condition or disorder setting out the diagnosis, course of treatment, current health and prognosis. Where appropriate, this report should indicate any accommodation(s) that the physician and/or health professional believes is necessary in order for the applicant 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)?

Internationally educated applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants) must also provide independent verification of the details of the educational program. Independent verification is best supplied by an original or notarized copy of the credential, an original or notarized copy of the academic transcript of marks, and an official curriculum of the program. If their program required them to first complete another post-secondary educational program or courses prior to entering their program in medical radiation technology (e.g. a Bachelor of Science, a medical radiation technology program in another specialty, or prerequisite college or university courses or credits) they must also provide verification of the details of the prerequisite program.

Internationally educated applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants) must also provide a detailed curriculum or course outline for the program, certified by the educational institution or professional association. The curriculum or course outline should contain a detailed list of the courses and a description of the content of each course completed during the education and training, including the amount of time (clock hours) spent in both the theoretical and clinical components.

Applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants) must also demonstrate competence to practise as a medical radiation technologist in the specialty. This evidence is provided through the Clinical Competence Form signed by the applicant's direct clinical supervisor in the most recent or current place of employment.

Applicants will provide the required information at different stages of the registration process, depending upon their own unique circumstances. The CMRTO ensures the applicant understands which documentation is required at each stage by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the document requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

#### h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

**See Section 1 a)** for details on how the CMRTO makes information about the acceptable alternatives to the required documentation available to individuals applying or intending to apply for registration.

If an applicant is unable to provide the original or notarized copies of the necessary documents, the Registration Committee may choose to accept other evidence, such as an original letter from the educational program. Applicants are advised to contact the CMRTO if they are unable to provide the original or notarized copies of the documents. The Registration Committee looks at these situations on a case-by-case basis.

Applicants are informed of the acceptable alternatives to the documentation through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information for individuals applying or intending to apply for registration is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

#### i) how applicants can contact your organization

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

**See Section 1** for details on how individuals applying or intending to apply for registration can contact the

## CMRTO.

The CMRTO has frequent contact with the applicant throughout the process. Communication is tailored to each applicant's situation. Applicants can contact the CMRTO, via e-mail, mail, telephone and in person. Applicants who call are able to speak to a live representative from the college during business hours. Phone messages that are left overnight are returned on the next business day. All e-mails received are answered with the relevant information requested. An application package is mailed or given in person to all prospective applicants who make inquiries to the CMRTO. Applicants who are out of the country or out of the Greater Toronto Area and not able to meet in person are supported through telephone meetings. Walk-in applicants who are inquiring about the process may meet with the Director of Professional Practice or make an appointment. The Director of Professional Practice reviews the applicant's documents for completeness and assists in determining which additional documents, if any, are required to ensure the application is complete for referral to the Registration Committee for review.

### j) how, why and how often your organization initiates communication with applicants about their applications

**See Section 1 a)** for details on how the CMRTO communicates with individuals applying or intending to apply for registration.

Ongoing communication as required by each applicant is maintained and supported. The communication needs are very individual and are tailored to each situation. Some applicants are comfortable to proceed after only one meeting while others have requested additional meetings as the application proceeds.

Below is a list of the typical nature and frequency of contact:

#### **Pre-application or inquiry stage**

- Initial contact from the applicant (mail, phone, e-mail, in person);
- Response from CMRTO acknowledging receipt of the request for information and providing links or documents as requested by mail, phone, e-mail, or in person;
- On-going meetings and/or communication between the applicant and the CMRTO occur on an individual, as needed basis. The Director of Professional Practice assists the applicant in ensuring that the application is complete. The CMRTO may provide the applicant with a letter setting out the areas where the application is not complete.

#### **Application stage**

- Submission of the Application for Registration and supporting documentation by applicant, by mail or in person meeting;
- Letter from CMRTO to applicant advising that the Registrar is referring the application to the Registration Committee for review and the statutory grounds for the referral. This letter is sent by mail usually within 7 days following receipt of the completed application;
- Letter from CMRTO to applicant notifying him or her of the decision of the Registration Committee, advising the applicant of his or her right to appeal to the Health Professions Appeal & Review Board, and attaching a copy of the Order and Reasons of the panel of the Registration Committee. The Order and Reasons of the Registration Committee clearly sets out the criteria used to assess the application, the evidence considered by the Registration Committee in reaching their decision, the decision of the Committee and the order which includes any outstanding requirements for registration that must be completed by the applicant. The same format for this document is used for both successful and unsuccessful applications. This letter is usually sent approximately three to four months following receipt of the application and following review of the application by the Registration Committee and

review and approval of the Order and Reasons;

- On-going communication between the applicant and CMRTO regarding the decision of the Registration Committee and the next steps, is provided on an individual, as needed basis, by mail, telephone, e-mail or in person. If the applicant receives a positive decision from the Registration Committee, the CMRTO assists applicants in meeting the requirements for registration set out in the Order and Reasons.

### **Fulfilling requirements for registration**

- The CMRTO provides the applicant with information related to fulfilling the language assessment process, if needed and if requested;
- The CMRTO provides the applicant, by mail and/or e-mail depending on the preference of the applicant, with information related to fulfilling the requirement to successfully complete a course in jurisprudence set or approved by the CMRTO. This jurisprudence course is offered at no cost to the applicant;
- Letter to the applicant and CAMRT confirming eligibility to write the certification examination, when and if, eligible;
- Ongoing communication between the applicant and the CMRTO continues on an individual and as needed basis in the format preferred by the applicant;
- Once CMRTO has received notification that the applicant has successfully completed the national examination administered by the CAMRT, the applicant is notified of his or her eligibility for registration with the CMRTO, by mail or in person.

### **Following registration**

Once the applicant becomes a member, he or she receives a full member package of information including a copy of the Standards of Practice, Code of Ethics, the QA Program, CMRTO publications such as What You Must Know About .. and copies of the newsletter – Insights, by mail or in person.

## **k) the process for dealing with documents provided in languages other than English or French**

**See Section 1 a)** for details on how the CMRTO makes information about the required documentation available to individuals applying or intending to apply for registration.

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 copy of the original document must be attached.

Internationally educated applicants are informed of the process for dealing with documents provided in languages other than English or French through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

The CMRTO ensures the information for individuals applying or intending to apply for registration is available and user friendly by using a variety of communication methods, from which the applicant can choose his or her preferred method of communication. Information specifically related to the requirements for registration are provided to the applicant via e-mail, mail, telephone or in person depending on the applicant's preferred method of communication. The CMRTO ensures the information is current and accurate by updating the information as changes are implemented, and by regularly reviewing the content of the information.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

**See Section 1 a)** for details on how the CMRTO makes information about the role of third-party organizations available to individuals applying or intending to apply for registration.

The third-party organizations that applicants will or may come into contact with during the registration process are:

- The Canadian Association of Medical Radiation Technologists (CAMRT) (all applicants including Ontario, Canadian and international applicants must complete the national certification examination of the CAMRT)
- The Michener Bridging Program at the Michener Institute for Applied Health Sciences
- The Medical Radiation Technology Bridging program (Distance Program) at the Northern Alberta Institute of Technology (NAIT)
- The Michener English Language Assessment (MELA) test at the Michener Institute for Applied Health Sciences
- Organizations administering the Test of English as Foreign Language (TOEFL) test
- Organizations administering the International English Language Test System (IELTS) test

Ontario graduates are provided with an explanation of the CAMRT examination at the start of their educational program. In addition, representatives from the CMRTO provide lectures to Ontario students at the invitation of the educational programs. These lectures include an explanation of the registration requirement of successfully completing the CAMRT examination. The information for Ontario graduates is also available on the website and the information sheet distributed to all Ontario graduates.

Applicants relocating from other Canadian provinces have usually already completed the CAMRT examination. The applicant is informed of the requirement to provide evidence of successfully completing the CAMRT examination through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the CMRTO website.

Information on third-party organizations that international applicants may come in contact with during the registration process is available in the Career Map for internationally trained medical radiation technologists which can be found on the CMRTO website and on the Ministry of Citizenship and Immigration website. This document is also mailed to applicants on request. Information on how to contact third-party organizations is provided to the applicant in direct communication from CMRTO at the appropriate step in the process.

At such time in the registration process that an internationally educated applicant becomes eligible to write the CAMRT examination, the CMRTO notifies the applicant of such. The CMRTO also notifies the CAMRT when applicants are approved to write the examination. Applicants must register for the examination directly with the CAMRT in Ottawa. The examination application form and examination preparation information, including the examination competency profiles, examination blueprints and an on-line practice examination can be found on the CAMRT website at <http://www.camrt.ca/certification/international/>. The CAMRT website provides information including the CAMRT competency profiles, on which the examination is based, an exam blueprint, an online practice exam, a recommended reading list and as well as information on how to apply to write the examination. The CAMRT has developed Readiness Self-Assessment Tools for IEMRTs which are available on the CAMRT website. These are online tools that help the IEMRTs complete a self- assessment to determine if they may meet the requirements to practise in a Canadian context, and what the Canadian work environment looks like. The tools provide information and guide the IEMRTs through a self- assessment for readiness to work in Canada. The CAMRT has developed three online exam preparation courses to help IEMRTs prepare for the national certification exam.

Internationally educated applicants are provided with information on the bridging programs available to applicants - The Michener Bridging Program at the Michener Institute for Applied Health Sciences and the Medical Radiological Technology Bridging Program (Distance Education) from the Northern Alberta Institute of Technology (NAIT) - in the Career Map for Internationally Trained Medical Radiation Technologists available on the CMRTO website and by direct communication from staff at the CMRTO. These are voluntary programs available to landed immigrants. The programs provide skills training, clinical experiences, personal support and guidance to assist them to pass the certification examination and to prepare them to work in Canada. Admission to the Michener Bridging Program and the NAIT Medical Radiological Technology Bridging Program (Distance Education) is available only to those applicants who have received a decision from the College's Registration Committee stating that they are eligible for registration with the College, following the completion of certain requirements set out in the Order and Reasons of the Registration Committee. At such time in the registration process that an applicant becomes eligible to enroll in the Michener Bridging Program or the NAIT Medical Radiological Technology Bridging Program (Distance Education), the CMRTO notifies the applicant of such and provides information on these programs.

Internationally educated applicants are informed of the requirement to complete either the TOEFL, IELTS or MELA test through the CMRTO website, or by mail, email, telephone or in person. This requirement is applicable to applicants whose educational program in medical radiation technology was not conducted in English or French. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application for registration forms.

The CAMRT has developed exam preparation courses to help IEMRTs prepare for the national certification exam. In 2013 these courses were available to be delivered for free to the first 100 registrants per course. To be eligible IEMRTs had to have their credentials assessed and be deemed eligible to write the national certification exam. Once the CAMRT reached the maximum course enrolment limits the courses were made available for a fee of \$350. These courses were available to all other interested exam candidates who were not deemed eligible to write the national certification exam for a fee of \$350. In 2013 the CAMRT undertook the review and revision of the online practice examination. This examination has been updated and is available on the CAMRT website at a cost of \$50 for 5 attempts at the practice examination.

The CMRTO worked with the CAMRT on a project that brought together representatives of all provincial jurisdictions to develop national guidelines for the criteria and processes used for the assessment of foreign credentials. The project sought to guide jurisdictions in establishing and maintaining assessment processes that are fair, transparent, timely and consistent, in keeping with the principles established in the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications. Throughout the project, the stakeholders conducted technical and legal reviews of the existing regulatory requirements and the existing assessment criteria and administrative processes currently in place. The stakeholders worked together to develop national guidelines for assessment practices and processes. The stakeholders also evaluated the information available to applicants with regard to the requirements for registration and developed guidelines for jurisdictions in this regard. Through a highly consultative and collaborative process, a set of national guidelines was developed. These guidelines can be accessed at

<http://www.camrt.ca/certification/international/iemrtreports/Assessment%20of%20Credentials%20for%20IEMRTs.pdf>

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

**See Section 1 a)** for details on how the CMRTO makes information about timelines available to individuals applying or intending to apply for registration.

Under the regulations governing registration with the CMRTO, all applicants have until five years after they last

practised as a medical radiation technologist, or completed a medical radiation technology program in order to become registered.

Applicants who have successfully completed an approved program in Ontario are provided with an explanation of the five year limitation in their educational program. The CMRTO distributes the application forms and information sheets to the program directors of the educational programs. The application forms and information sheets are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students at the invitation of the educational programs. These lectures include information on the five year limitation. The information for Ontario graduates is also available on the CMRTO website.

Applicants relocating from other Canadian provinces are provided with information on the five year limit through the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants) are provided with information on the five year limit through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists and in the application forms available in each of the four specialties of radiography, radiation therapy, nuclear medicine and magnetic resonance. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Other deadlines that may affect applicants during the registration process include:

1. If the Registrar refers an application to the Registration Committee for review (internationally educated applicants and Ontario and Canadian applicants who do not meet the requirements for registration), the applicant is notified by letter of the referral and the reasons for the review. If the applicant has any new or additional information he/she wishes to be considered in the review, they are advised by letter that they have 30 days to submit it to the Registration Committee.
2. If, following the review, the Registration Committee approves the application, applicants have five years from the last date of their employment as a medical radiation technologist or completion of their educational program, to complete the remaining requirements to become registered. This time limit is clearly set out in the Order and Reasons of the Registration Committee, which is sent to the applicant by mail.
3. All applicants who receive an Order and Reasons from the Registration Committee, whether their application is accepted or refused, are also advised by letter that if they do not agree with the decision of the Registration Committee, under the Health Professions Procedural Code of the *Regulated Health Professions Act, 1991*, Section 21(1) and (2), they may require the Health Professions Appeal and Review Board (HPARB) to review their application and the documents that support it or hold a hearing of the application. In order to make this request, the applicant is advised to give notice in writing to HPARB and the Registration Committee of the CMRTO within 30 days of receipt of the letter. Applicants are also provided with contact information for HPARB.

#### n) the amount of time that the registration process usually takes

**See Section 1 a)** for details on how the CMRTO makes information about the amount of time the registration process usually takes available to individuals applying or intending to apply for registration.

The amount of time that the registration process usually takes will vary depending upon how quickly an applicant is able to fulfil all the requirements to become registered.

Ontario applicants must first successfully complete an approved educational program in medical radiation technology which varies in length from two full years to four academic years. Following completion of the

program, the applicant must successfully complete the CAMRT examination before being eligible for registration with the CMRTO. Applicants submit an application for registration to the CMRTO at least 90 days prior to sitting the examination. Once applicants have received confirmation of successful completion of the examination, they can become registered with the CMRTO upon payment of fees. Depending upon the method of communication used by the applicant, this process may vary from same day to two weeks. The applicants are provided with information on the amount of time the registration process usually takes in their educational program. The CMRTO distributes the application forms and information sheets to the program directors of the educational programs. The application forms and information sheets are provided to the students approximately four months before the date of completion of the program. In addition, representatives from the CMRTO provide lectures to Ontario students at the invitation of the educational programs. These lectures include information of the amount of time the registration process usually takes. The information for Ontario graduates is also available on the CMRTO website.

Applicants relocating from other Canadian provinces can become registered once they have provided evidence of having met all the requirements for registration or the requirements for registration in accordance with the labour mobility provisions of the *Regulated Health Professions Act, 1991*. Depending upon the method of communication used by the applicant, this process may vary from same day to two weeks. Canadian applicants are provided with information on the amount of time the registration process usually takes on the CMRTO website, or by mail, email, telephone, or in person. The application form and information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

Applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants) are provided with information on the amount of time the registration process usually takes through the CMRTO website, or by mail, email, telephone or in person. The information is set out in the Career Map for Internationally Trained Medical Radiation Technologists. The information is provided to the applicant at the time the individual contacts the CMRTO and is also available on the website.

It takes approximately three to four months from the time that the CMRTO receives a complete application to the time that the applicant receives the final decision (Order and Reasons) of the Registration Committee.

If the Registration Committee approves the application, applicants can expect to have five years from the last date of their employment as a medical radiation technologist to complete the requirements for registration set out in the Order and Reasons, to become registered. For example, if the applicant last worked in January 2010 as a medical radiation technologist they can expect that they will have to complete all the requirements for registration by January 2015.

Once applicants have fulfilled all the requirements for registration, including successful completion of the examination, they can become registered with the CMRTO upon payment of fees. Depending upon the method of communication used by the applicant, this process may vary from same day to two weeks.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

**See Section 1 a)** for details on how the CMRTO makes information about the fees associated with registration available to individuals applying or intending to apply for registration.

Details on the fees for an application for registration are provided in the Application for Registration Forms for each specialty (radiography, radiation therapy, nuclear medicine and magnetic resonance). Detailed information on the cost for an application, exam fees and other associated costs are provided in the Career Map for Internationally Trained Medical Radiation Technologists. These documents are available on the CMRTO website at [www.cmrto.org](http://www.cmrto.org) and are also mailed to applicants at their request. The CMRTO website also

contains details on fees in the What We Do - Registration- Fees section of the website.

The CMRTO provides information on the fee scale through four different ways.

1. CMRTO provides a table of the applicable fees on the CMRTO web site, [www.cmrto.org](http://www.cmrto.org).

1. On the web site's home page are four tabs in the supper navigation bar. The second tab is "What We Do". The second selection option is "Registration".
2. On the "Registration" page five topics are listed in the side navigation box. The third topic is "Fees".
3. Once the web site user selects "Fees" a table and details on the annual registration fees and application fees are provided.

2. A complete list of fees, including the application, evaluation, registration and examination fees, are laid out in the "Career Map for Internationally Trained Medical Radiation Technologists" on page 14-15 under the header "Fees and Costs in Canadian Dollars". Information on the four types of fees for each stage of the registration process is set out in the Career Map and on the website. The four types of fees for each stage of the registration process are:

- application
- evaluation
- examination
- registration

3. CMRTO provides information on the application fees within the application for registration forms.

4. Fees are set out in the CMRTO Bylaw No.23, which is available on the CMRTO website, with the exception of the examination fee which is set and administered by the Canadian Association of Medical Radiation Technologists (CAMRT). Any changes to the bylaw as drafted by Council are circulated to members for their comments before the bylaw is approved by Council and enacted.

#### p) accommodation of applicants with special needs, such as visual impairment

The CMRTO website in the Professional Registration section under Applicants advises applicants who require accommodations for special needs to contact the CMRTO for assistance with their application.

The CMRTO provides applicants with a variety of communication methods which the CMRTO believes would assist any applicant who may have special needs. The CMRTO values the individualized personal service that it provides to each applicant. We believe that through this direct service, the questions, concerns and needs of applicants are addressed in a pro-active and supportive manner. Any identified special needs would be addressed and accommodated at this time and in consultation with the applicant. Many applicants have expressed their appreciation for the time and assistance that the CMRTO has provided to them through the application and registration processes.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

In 2014, the CMRTO developed a new communications plan, including research and analysis, workshops, member survey, stakeholder survey, materials and website audit, social media review and communities of best practice review. This communications plan was developed to support one of the goals 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".

Through this project the CMRTO undertook a redesign and refresh of the CMRTO website at [www.cmrto.org](http://www.cmrto.org). The objectives of the redesign were to:

1. Redesign the home page

- Making the user interface simpler and more 'visitor friendly'
- Create 'tabs' based on user expectations (e.g 'Public', Students and Applicants') rather than navigation based on professional areas

2. Change the front-end design to include a more apparent and accessible 'what's new' section

3. Implement social media tools such as Facebook and Linked In.

The information for applicants has been rearranged to make navigation simpler and provide step-by-step instructions and directions for all applicants.

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## Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

Information for applicants on the total costs involved in the registration process are detailed in the Career Map for Internationally Trained Medical Radiation Technologists.

The CMRTO fees include an application fee of \$100.00 and an evaluation fee of \$250.00. The evaluation fee is for the evaluation of the applicant's educational program by the College's Registration Committee and is the only fee which is different for internationally educated applicants. This information is detailed on the application forms for each specialty. In addition this information is provided in writing, by e-mail and/or letter, to prospective applicants who inquire about registration with the CMRTO.

Below is a list of typical costs for the application and registration process for internationally educated applicants:

- CMRTO Application and Evaluation fee \$395.50.00 (includes \$47.50 HST)
- CMRTO Annual Registration fee \$531.10 (includes \$61.10 HST)
- CAMRT Examination fee (each exam sitting) \$800.00
- iBT TOEFL fee US\$225.00
- IELTS fee \$285.00
- MELA fee \$280.00

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There are no changes to the registration practices relevant to this section in 2014.

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### **Provision of Timely Decisions, Responses and Reasons (3 / 13)**

a) What are your timelines for making registration decisions?

The CMRTO makes registration decisions within a reasonable time by following good management practices and formally documented administrative policies regarding registration. It usually takes approximately three to four months from the time that the CMRTO receives a complete application to the time that the applicant receives the final decision (Order and Reasons) of the Registration Committee.

b) What are your timelines for responding to applicants in writing?

Phone, mail and e-mail requests for information and application packages are answered with the relevant information usually within 2-3 business days. An application package is provided directly to all prospective applicants who make inquiries to the CMRTO.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

The CMRTO provides written reasons to applicants within a reasonable time by following good management practices and formally published timelines. It usually takes approximately three to four months from the time that the CMRTO receives a complete application to the time that the applicant receives the final decision (Order and Reasons) of the Registration Committee.

d) Explain how your organization ensures that it adheres to these timelines.

All contact with applicants is tracked in the CMRTO database. The staff of the CMRTO consists of twelve full-time positions. Four out of the twelve employees are involved in the registration process. The amount of staff time required for the registration process is equivalent to approximately three full-time positions. All Ontario and Canadian applications are managed by the registration coordinator and all internationally educated applications are managed by the international registration administrator. Both of these positions are under

direct supervision of the Director of Professional Practice. The CMRTO has developed internal processes to ensure that all applications are tracked throughout the registration process.

The CMRTO establishes timelines for providing decisions, responses and reasons both formally within the Administrative Policies and by good management practices between employees; timelines for providing decisions, responses and reasons are established to ensure compliance with the relevant legislated requirements.

Charts, graphs and reports providing information on the status of applications and a summary of the outcomes of applications referred to the Registration Committee are reviewed at Registration Committee meetings as part of the ongoing requirement for the Registration Committee to evaluate the effectiveness of its processes, to address the timeliness of decision making and to assess adherence to existing timelines.

The above reports are forwarded to the CMRTO Council for review as part of the regular reporting of the Registration Committee to the CMRTO Council.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There are no changes to the registration practices relevant to this section in 2014.

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## Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

Usually the CMRTO receives all the documents and evidence contained in applicant's records directly from the applicant. Occasionally the CMRTO receives transcripts directly from educational institutions. Applicants can request all the information and a copy of each document the CMRTO has that is relevant to the application for registration in accordance with section 16(1) of the Health Professions Procedural Code, Schedule 2 of the *Regulated Health Professions Act, 1991* (RHPA). Applicants can request this information by submitting a written request to CMRTO.

The following is CMRTO's process for giving applicants access to records related to their application, upon written request:

1. The applicant submits a request in writing to CMRTO to obtain copies of documents and information that are related to their application.
2. The Registrar reviews the applicant's file to determine if there are any documents or information that may jeopardize the safety of a person.
3. If the file does not contain documents or information that may jeopardize the safety of a person, the CMRTO staff provides the applicant with a copy of the documents requested, free of charge, within a reasonable period of time after receipt of the request.

b) Explain why access to applicants' own records would be limited or refused.

In accordance with section 16(2) of the Health Professions Procedural Code, the Registrar may refuse to give an applicant anything that may jeopardize the safety of any person. Since the CMRTO usually receives documents and evidence directly from the applicant, it would be an unusual circumstance where this discretion would be exercised.

The following is CMRTO's process for limiting an applicant's access to records related to their application:

1. The applicant submits a request in writing to CMRTO to obtain copies of documents and information that are related to their application.
2. The Registrar reviews the applicant's file to determine if there are any documents or information that may jeopardize the safety of a person.
3. If the file contains documents or information that may jeopardize the safety of a person, the Registrar may refuse to provide the applicant with these documents or information.
4. The CMRTO staff provide the applicant with a copy of the documents that are approved by the Registrar, free of charge, within a reasonable period of time after receipt of the request.

c) State how and when you give applicants estimates of the fees for making records available.

The CMRTO does not charge any fees for making records available.

d) List the fees for making records available.

Not applicable, as the CMRTO does not charge any fees for making records available.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

Not applicable, as the CMRTO does not charge any fees for making records available.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There are no changes to the registration practices relevant to this section in 2014.

## Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

The Application for Registration Forms for each specialty (radiography, radiation therapy, nuclear medicine and magnetic resonance) provide detailed information for applicants on:

- Fees for application and evaluation;
- Details on the criteria that will be used by the Registration Committee in completing their evaluation of the applicants' program in medical radiation technology;
- Information on the required documentation to support the application;
- Information on the acceptable methods applicants can demonstrate that they meet the requirements for registration.

The Career Map for Internationally Trained Medical Radiation Technologists is a resource compiled in collaboration with the Access to Professions and Trades Unit, Ontario Ministry of Citizenship and Immigration. It provides detailed information for applicants regarding the application process including:

- Information on the practice of medical radiation technology in Ontario;
- Requirements for registration;
- Details on the application process;
- Details on the assessment process including:
  - Details on the criteria that will be used by the Registration Committee in completing their evaluation of the applicants' program in medical radiation technology;
  - Information on the required documentation to support the application;
  - Information on the acceptable methods applicants can demonstrate that they meet the requirements for registration;
- Information on the CAMRT examination;
- Labour Market information;
- Fees for application and evaluation;
- Contact information on resources for applicants.

The examination approved by the CMRTO Council is the national examination of the Canadian Association of Medical Radiation Technologists (CAMRT). The examination application form and examination preparation information can be found on the CAMRT website at <http://www.camrt.ca/certification/international>. The CAMRT National Exam is a multiple-choice exam that tests an applicant's knowledge, skill and judgment (competencies) in one of the specialties of medical radiation technology (radiography, nuclear medicine, magnetic resonance or radiation therapy). This exam is one day long and is offered three times a year at various locations throughout Canada. The CAMRT website provides the following detailed information regarding the examination:

- the competency profiles which form the basis of the examination;
- the examination blueprints;
- a preparation guide and on-line practice examination;
- recommended textbooks list.

The CAMRT has developed Readiness Self-Assessment Tools for IEMRTs which are available on the CAMRT website. These are online tools that help the IEMRTs complete a self- assessment to determine if they are likely to meet requirements to practise in a Canadian context, and what the Canadian work environment looks like. The tools provide information and guide the IEMRTs through a self- assessment for readiness to work in Canada.

The CAMRT has developed 3 additional exam preparation courses to help IEMRTs prepare for the national certification exam. In 2014 these courses were available to be delivered for free to the first 100 registrants per course. To be eligible IEMRTs had to have their credentials assessed and be deemed eligible to write the national certification exam. Once the CAMRT had reached the maximum course enrolment limits the courses were available for a fee of \$350. These courses were available to all other interested exam candidates not deemed eligible to write the national certification exam for a fee of \$350. Detailed information on these courses can be obtained at <http://www.camrt.ca/certification/international/>.

The CAMRT has revised the online practice examinations for all four specialties. These practice examinations are now available to applicants on the CAMRT website at a cost of \$50.00 for 5 attempts.

The CAMRT in 2014 released an interactive online module that is offered free of charge to applicants on How to Write a Competency-Based Exam. The CAMRT website provides the following information for applicants.

- The CAMRT entry-to-practice certification exam is a competency-based exam. Emphasis is placed on the application of knowledge in the practice environment and exam questions are asked from this perspective.
- An interactive online module has been developed as a new tool to tell exam candidates more about competency-based testing. The module provides the following information.
  - Becoming certified to practice in Canada
  - Competency-based education and testing
  - The value of competency-based learning as a model that meets the needs of the workplace
  - Sample exam questions that compare knowledge-based and competency-based questions
  - The development and scoring of national certification exams
  - Tips and strategies for writing the exam
  - An evaluation of the module
- The module can be accessed at: <http://www.camrt.ca/writing-a-competency-based-exam/story.html>

The CMRTO provides applicants with a letter that permits them to join the library at The Michener Institute for Applied Health Sciences in Toronto. With that library card, applicants are able to borrow the textbooks necessary to prepare for the examination.

The Michener Bridging Program at The Michener Institute for Applied Health Sciences and the Medical Radiological Technology Bridging Program (Distance program) from the Northern Alberta Institute of Technology (NAIT) are available to landed immigrants. These programs provide skills training, personal support and guidance to applicants to assist them to pass the certification examination and to help prepare them to work in Canada. Admission to the Michener Bridging Program and the NAIT Medical Radiological Technology Bridging Program (Distance program) is available only to those applicants who have received a decision from the College's Registration Committee stating that they are eligible to sit the CAMRT examination. Detailed information regarding this program is available at [www.michener.ca/access/](http://www.michener.ca/access/) and [http://www.nait.ca/program\\_home\\_40277.htm](http://www.nait.ca/program_home_40277.htm).

**b) Describe how your organization provides information to applicants about these resources.**

Application forms are available on the CMRTO website at [www.cmrto.org](http://www.cmrto.org) and are mailed or e-mailed to all applicants on request.

The Career Map for Internationally Trained Medical Radiation Technologists is available on the CMRTO website and is mailed or e-mailed to all applicants on request. This document is also available on the Ontario

Ministry of Citizenship and Immigration website.

Information related to the exam is detailed in the Career Map for Internationally Trained Medical Radiation Technologists and is provided to all applicants when they are approved to write the exam.

The CMRTO provides applicants with a letter that permits them to join the library at The Michener Institute for Applied Health Sciences in Toronto.

Information related to the Michener Bridging Program at The Michener Institute for Applied Health Sciences and the Medical Radiological Technology Bridging Program (Distance program) from Northern Alberta Institute of Technology (NAIT) is detailed in the Career Map for Internationally Trained Medical Radiation Technologists and is provided to all applicants by letter when they are eligible to enroll in the program. The CMRTO ensures that the information is provided in a clear manner, through:

- the review of the language used in all the CMRTO's communication material by language experts to ensure that plain language is used;
- the development of an easily navigable and understandable web site;
- the simple and organized design of application forms;
- the support provided by CMRTO staff to applicants throughout the application and registration process by meeting face to face with applicants, or responding to questions by telephone or email;
- timely and informative written communications to applicants to ensure they are kept informed at each stage of the application process.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

In 2014 the CAMRT has released an interactive online module that is offered free of charge to applicants on How to Write a Competency-Based Exam.

There have been no other changes to the registration practices relevant to this section during 2014.

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### **Internal Review or Appeal Processes (6 / 13)**

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

All completed applications are reviewed by a panel of the Registration Committee at the next scheduled meeting, following 35 days of the date of the notice of the referral of the application to the Registration Committee.

The CMRTO's Registration Committee meets every six to eight weeks. Each application is reviewed at least twice by the panel. The first time to review the application and make the decision, the second to review and

approve the decision, and issue the Order and Reasons.

It takes approximately three to four months from the submission of a complete application to the CMRTO to the time that the applicant receives the final decision of the Registration Committee.

To ensure compliance with the timelines identified in the CMRTO Registration Administrative policies:

- All contact with applicants is tracked in the CMRTO database;
- A calendar identifying the scheduled meetings for the Registration Committee is used as a reference when referring an application to the Registration Committee for assessment;
- Charts, graphs and reports tracking the status of applications referred to the Registration Committee are reviewed at Registration Committee meetings as part of the ongoing cycle for the Registration Committee to evaluate the effectiveness of its processes, to assess the timeliness of decision making and to ensure decisions are issued in a timely manner;
- The above reports are forwarded to the CMRTO Council for review as part of the regular reporting of the Registration Committee to the CMRTO Council.

All the above processes are performed to ensure the College responds to applicants and provides the decisions of the Registration Committee in a timely manner.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

In 2014 one internal review or appeal of a registration decision exceeded the normal CMRTO timelines.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

In 2014 the internal review or appeal of a registration decision that exceeded the normal CMRTO timelines was not from an internationally trained applicant.

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

Once an application is sent to the Registration Committee for review, all Ontario, other Canadian and international applicants referred to the Registration Committee, receive a letter notifying them that the Registration Committee will be reviewing their application and explaining the reasons for the review. If applicants have any new or additional information they wish to be considered in the review, they are advised to make a written submission to the Registration Committee, within thirty-five (35) days of the date of the referral letter. The written submission may be made by electronic means.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Applicants are advised in their referral letter, if they have any new or additional information they wish to be considered in the review, to make a written submission to the Registration Committee, within thirty-five (35) days of the date of the referral letter. The written submission may be made by electronic means.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

The Registrar refers the application to the Registration Committee for review. The Registrar does not participate in the review of the application or in the decision of the Registration Committee.

e) Describe your internal review or appeal process.

All applications for registration with the College of Medical Radiation Technologists of Ontario and the supporting documentation are reviewed by the Registrar or his or her designate. Based on the documentation provided by the applicant to support the application for registration, the Registrar or designate determines if the applicant meets the requirements for registration as set out in Ontario Regulation 866/93 - Registration.

If the applicant meets the requirements for registration as set out in Ontario Regulation 866/93 – Registration, the applicant is registered.

An application is referred to the Registration Committee for its consideration, if the Registrar has doubts on reasonable grounds whether the applicant meets the requirements for registration as set out in Ontario Regulation 866/93 – Registration, if the Registrar proposes to impose terms, conditions and limitations to which the applicant has not consented or if the Registrar proposes to refuse the application.

The Registration Committee reviews the educational programs in medical radiation technology completed by applicants who have completed programs outside Ontario to determine whether the program is considered to be substantially similar, but not equivalent to, an approved program offered in Ontario. The Registration Committee also considers whether these applicants meet the other requirements for registration.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

The Registration Committee is composed of six members appointed by the Council: one public member and five professional members, each representing one of the four specialties. Of the five members, two are Council members (one public member appointed by the Lieutenant Governor in Council and one elected professional member) and four are members of the profession who are not Council members. Four professional members of the Registration Committee are internationally educated medical radiation technologists

A panel of the Registration Committee is selected by the chair of the Registration Committee from among the members of the Committee. The panel is composed of at least 3 persons, at least one of whom is a member who is appointed by the Lieutenant Governor in Council (public member). These panels review all applications for registration referred to the Registration Committee by the Registrar and all applications referred back to the Registration Committee by the Health Professions Appeal and Review Board (HPARB).

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

In 2014, the CMRTO increased the number of members on the Registration Committee by one additional member in the specialty of radiography.

There have been no other changes to the registration practices relevant to this section during 2014.

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### Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Applicants can request that the Health Professions Appeal and Review Board (HPARB) review the decision of the Registration Committee. The applicant is notified by letter of the right to appeal the decision to HPARB at the same time that he or she is advised of the decision of the Registration Committee. This letter also contains the Order and Reasons of the Registration Committee. The Health Professions Appeal and Review Board is an independent adjudicative agency. Applicants can request all the information concerning the decision with respect to their case, which will be provided to them by the Registrar.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There have been no changes to the registration practices relevant to this section in 2014.

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### Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

Requirements are set out in the CMRTO's registration regulation (Ontario Regulation 866/93). These are developed and approved through an open and consultative process of the CMRTO and its stakeholders, the Ministry of Health and Long-Term Care, and the Government of Ontario.

Applicants who apply for registration to the CMRTO fall into one of four groups:

1. Applicants who have successfully completed an approved program in Ontario; or
2. Applicants who are currently registered by a regulatory authority in a province other than Ontario and to whom the labour mobility provisions of the *RHPA* may be applicable (labour mobility applicants); or
3. Applicants who have successfully completed an educational program in Canada and/or have been employed in a province other than Ontario (other than labour mobility applicants); or
4. Applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants).

All applicants are required to meet the requirements for registration below.

### **Requirements for Registration for all Applicants**

To obtain a certificate of registration as a medical radiation technologist in Ontario, all applicants must meet the following requirements as set out in the CMRTO's registration regulation. The regulation requires that an applicant must provide details of any of the following that relate to the applicant:

- A finding of guilt for a criminal offence or of any offence related to the regulation of the practice of the profession.
- 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.
- An applicant must not have 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.
- An applicant must not currently be 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.
- The applicant's past and present conduct must afford reasonable grounds for the belief that the applicant,
  - will practise medical radiation technology with decency, honesty and integrity, and in accordance with the law,
  - 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
  - will display an appropriate professional attitude.
- The applicant must be able to speak and write either English or French with reasonable fluency, unless the applicant is a labour mobility applicant and the out-of-province regulatory authority with which the applicant is registered had language proficiency requirements for registration that are equivalent to the requirements of the College.
- The applicant must be a Canadian citizen or a permanent resident of Canada or authorized under the *Immigration and Refugee Protection Act (Canada)* to engage in the practice of the profession.
- The applicant must have successfully completed a course in jurisprudence set or approved by the College.
- The applicant must pay the application fee and, if applicable, the evaluation fee.

Applicants who wish to apply to the CMRTO in more than one specialty must complete an application form, and submit the application and evaluation fee, if applicable, for each specialty.

### **Registration Requirements for applicants who have successfully completed an approved program**

## in Ontario.

Applicants who have successfully completed an approved program in Ontario must meet the following non-exemptible registration requirements. The applicant must:

- have successfully completed a medical radiation technology program in one or more of the specialties. The program must be offered in Ontario and listed in Schedule 1 [to Ontario Regulation 866/93] or offered in Ontario and considered by the Council to be equivalent to a program listed in Schedule 1.
- successfully complete the examination set or approved by the Council in one or more of the specialties.
- have engaged in clinical practice in one or more of the specialties within the five years immediately preceding the date of the application or have successfully completed an approved program within the five years preceding the date of the application.
- have successfully completed a course in jurisprudence approved by the CMRTO.
- satisfy all these requirements in the same specialty for which they apply.
- pay the annual fee required by the by-laws and the examination fee.

### **Registration Requirements for applicants who are currently registered by a regulatory authority in a province other than Ontario and to whom the labour mobility provisions of the *RHPA* may be applicable (labour mobility applicants)**

Applicants who already hold a certificate of registration in a specialty of medical radiation technology granted by an out-of-province regulatory authority that is equivalent to a certificate of registration in that specialty issued by the CMRTO (labour mobility applicants) must meet the following registration requirements. The applicant must:

- provide an in good standing certificate, letter or other evidence from the out-of-province regulatory authority of every jurisdiction where the applicant currently holds an out-of-province certificate. The in good standing certificate must establish, to the satisfaction of the College, that the applicant is in good standing as a medical radiation technologist in the particular specialty. This is a non-exemptible registration requirement.
- have engaged in the practice of the specialty to the extent that would be permitted by the certificate of registration in that specialty issued by the CMRTO, within the five years immediately preceding the date of the application.
- have successfully completed a course in jurisprudence approved by the CMRTO.
- pay the annual fee required by the by-laws.

### **Registration requirements for applicants who have completed an educational program and/or been employed in a province other than Ontario (other than labour mobility applicants)**

Applicants who have completed a program in Canada but outside of Ontario (other than labour mobility applicants) must meet the following non-exemptible registration requirements. The applicant must:

- have successfully completed a medical radiation technology program in one or more of the specialties that is offered outside Ontario and considered by the Council to be equivalent to an approved program offered in Ontario (Canadian programs).
- successfully complete the examination set or approved by the Council in one or more of the specialties.
- have engaged in clinical practice in one or more of the specialties within the five years immediately preceding the date of the application or have successfully completed their program in medical radiation technology within the five years preceding the date of the application.
- have successfully completed a course in jurisprudence approved by the CMRTO.
- pay the annual fee required by the by-laws and the examination fee.

Applicants must satisfy these requirements in the same specialty for which they apply.

## **Registration requirements for applicants who have completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants)**

Applicants who have completed a program outside of Canada (other than labour mobility applicants) must meet the following non-exemptible registration requirements. The applicant must:

- have successfully completed a medical radiation technology program offered outside Ontario and considered by the Registration Committee to be substantially similar to, but not equivalent to, an approved program offered in Ontario (Programs completed outside of Canada);
- provide the Registration Committee with satisfactory evidence as to his or her competence to practise in Ontario as a medical radiation technologist in one or more of the specialties.
- successfully complete the examination set or approved by the Council in one or more of the specialties;
- have engaged in clinical practice in one or more of the specialties within the five years immediately preceding the date of the application or have successfully completed a program referred to above (1st bullet) within the five years preceding the date of the application;
- pay the annual fee required by the by-laws and the examination fee.

The Registration Committee makes no exceptions to these requirements. Applicants must satisfy these requirements in the same specialty for which they apply.

### **b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.**

Based on the documents applicants provide with the application, the Registration Committee will review the educational program to determine if it is substantially similar, but not equivalent, to an approved Ontario medical radiation technology program in the applicant's specialty. In the past, the Registration Committee has considered the following in its assessment of educational programs:

- credential achieved: for example, a degree or diploma in radiography (radiological technology), radiation therapy, nuclear medicine or magnetic resonance;
- level of the educational program: for example, at a post-secondary college or university;
- prerequisite for entry to the program: for example, diploma or degree in medical radiation technology (radiography, nuclear medicine or radiation therapy) prior to entering a program in magnetic resonance;
- nature and content of the theoretical training: for example, anatomy and physiology, radiation physics and safety, patient care, clinical oncology, image evaluation and optimization, imaging equipment theory and operation, etc.;
- nature and content of the clinical training: for example, the procedures an applicant was trained to perform, the qualification of his or her supervisor, the types of clinical settings, the types of equipment, etc.;
- depth and breadth of the program: for example, the length of the program, the number of hours spent in theoretical training, the number of hours spent in clinical training.

### **c) Explain how work experience in the profession is assessed.**

The CMRTO does not require Canadian experience in medical radiation technology. An applicant who completed a program in medical radiation technology outside of Canada is required under the registration regulation to demonstrate competence to practice in Ontario as a medical radiation technologist in his or her specialty. Competence is usually demonstrated through work experience in medical radiation technology in the applicant's home country.

The CMRTO application form has a Clinical Competence Form, which provides a detailed list of all the procedures for each specialty. Applicants must list in detail all the types of procedures they have performed during their most recent employment or in their current employment in their home country. To confirm that applicants are competent in those procedures, and that their written certification is correct, the direct clinical supervisor in their most recent or current place of employment must read and sign the section called Validation of Clinical Supervisor. Their direct clinical supervisor must be either a medical radiation technologist, radiologist or radiation oncologist who supervised daily procedures.

The Registration Committee assesses the applicant's competence to practice based on the details described in the application form and Clinical Competence Form. In the past, the Registration Committee has considered the following in its assessment of an applicant's competence to practice as a medical radiation technologist:

- whether the list of procedures that an applicant has performed is similar to those performed by medical radiation technologists in his or her specialty in Ontario;
- whether an applicant's direct clinical supervisor has confirmed that he or she has performed and is competent in the procedures listed; and
- whether an applicant has performed the procedures listed within five years prior to the date of registration by the College.

Applicants must also provide proof that they have worked as medical radiation technologists or have completed a program in medical radiation technology within the last five years. A letter from their last or current employer stating the last date of employment is necessary to meet this requirement.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

The assessment of educational training completed by an applicant is performed on an individual basis and is not based on an assessment of educational systems from other countries. Based on the documents an applicant provides with the application, the Registration Committee will review the educational program completed by the applicant to determine if it is substantially similar, but not equivalent, to an approved Ontario medical radiation technology program in his/her specialty.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

The Registration Committee applies criteria consistently, by using the same factors in the assessment of the educational training of applicants. **(Refer to sections 8b) and 8c)**. In addition, the CMRTO ensures assessors (members of the Registration Committee) are trained to apply these criteria consistently.

Course content, duration of course and credentials achieved from the same jurisdiction or institution may change over time. The CMRTO retains a copy of previous registration decisions which is available to the Registration Committee as a reference tool. Assessment of the training completed by applicants is performed on an individual basis and is not based on prior assessments of previous applicants. This practice ensures that each applicant is assessed based on the training they completed in their program(s) in medical radiation technology. Based on the documents applicants provide with the application, the Registration Committee will review their educational program to determine if it is substantially similar, but not equivalent, to an approved Ontario medical radiation technology program in their specialty.

f ) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The status of an institution in its home country does not affect the recognition of the credentials of applicants by the CMRTO as the CMRTO does not rely on a credential recognition assessment. The CMRTO's Registration Committee assesses the education the applicant actually completed as set out in **Section 8b)** above.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

The variety of communication methods available to applicants assists any applicants who may have special needs. The CMRTO values the individualized personal service that it provides to each applicant. We believe that through this direct service, the questions, concerns and needs of applicants are addressed in a pro-active and supportive manner. Any special needs identified through this individualized personal service would be provided for and accommodated by the CMRTO staff, using any required supports or resources. Many applicants have expressed their appreciation for the time and assistance that the CMRTO has provided to them through the application and registration processes.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

Ontario applicants who are enrolled in an approved program must submit their Application for Registration form at least 90 days prior to the examination date. Once the applicant provides proof of successful completion of the program; proof of successful completion of a course in jurisprudence set or approved by the College and proof of successful completion of the CAMRT examination the applicant becomes eligible for registration. Once the application is reviewed, if all the requirements for registration have been met, the applicant will be registered within 10 business days. If an Ontario applicant does not meet all the requirements for registration, his/her application will be referred to the Registration Committee for review. In this situation the applicant can expect the process to take approximately four months from the time that the application for registration is accepted as complete to the time that the applicant receives the final decision of the Registration Committee.

Applicants who have successfully completed an educational program in Canada and/or have been employed in a province other than Ontario (other than labour mobility applicants) must submit a completed Application for Registration form with supporting documentation. Applicants who have completed a program that is considered, by the CMRTO Council, to be equivalent to an approved Ontario program must submit proof of successful completion of the program; proof of successful completion of a course in jurisprudence set or approved by the CMRTO, and proof of successful completion of an exam set or approved by the CMRTO Council. Once the application is reviewed, if all the requirements for registration have been met, the applicant will be registered within 10 business days. If an applicant completes his/her education in Canada but outside of Ontario and does not meet all the requirements for registration, the application will be referred to the Registration Committee for review. In this situation the applicant can expect the process to take approximately four months from the time that the application for registration is accepted as complete to the time that the applicant receives the final decision of the Registration Committee.

Applicants who are currently registered by a regulatory authority in a province other than Ontario and to whom the labour mobility provisions of the *RHPA* may be applicable (labour mobility applicants) must submit a completed Application for Registration form with supporting documentation. The applicant must request an out-of-province certificate to be sent directly to the CMRTO and provide proof of successful completion of a course in jurisprudence set or approved by the CMRTO. Once the application is reviewed, if all the requirements for registration have been met, the applicant will be registered within 10 business days.

Internationally educated applicants who have successfully completed an educational program in medical radiation technology outside of Canada (other than labour mobility applicants), will have his/her application sent to the Registration Committee for review. Internationally educated applicants can expect the process to take approximately four months from the time that they submit a complete application for registration to the time that the applicant receives the final decision of the Registration Committee.

i. State whether the average time differs for internationally trained individuals.

If an application is referred to the Registration Committee for review the average time for the process is approximately four months, regardless of the country or province of training.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

There is no difference in the time to process an application if it is referred to the Registration Committee for review or assessment.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

Applicants are requested to provide the original or notarized copy of their credential(s), or academic transcript (s) of marks to provide evidence for the Registration Committee of the CMRTO to determine whether or not their program(s) meets the registration requirement of being substantially similar to, but not equivalent, to an approved Ontario medical radiation technology program in the specialty of radiography, nuclear medicine, radiation therapy or magnetic resonance.

The Registration Committee of the CMRTO reviews the evidence provided by the applicant to determine if the applicant's medical radiation technology program would be considered as being substantially similar to, but not equivalent, to an Ontario program. An Ontario program in medical radiation technology is offered at a post-secondary institution, either at a college of applied arts and technology or university. The credential achieved from an approved Ontario program in medical radiation technology varies depending on the specialty and, depending on whether the specialty is either a joint degree/diploma or diploma and, in the case of magnetic resonance, a graduate certificate following a diploma or degree program. These characteristics are used to determine if the level of the credential presented by the applicant is substantially similar to, but not equivalent, to the level of credential achieved in an approved Ontario medical radiation technology program.

ii. Describe the criteria that are applied to determine equivalency.

The Registration Committee of the CMRTO reviews the evidence provided by the applicant to determine if the applicant's medical radiation technology program would be considered as being substantially similar to, but not equivalent, to an Ontario program. In order to make this determination, the panel considers the essential elements and characteristics of an Ontario program. The panel reviews such Ontario programs from these perspectives:

- (i) the level of education of the program and the credential achieved for its successful completion;
- (ii) the nature and content of the theoretical and clinical training required by the program; and;
- (iii) the depth and breadth of the theoretical and clinical training required by the program.

The factors the panel of the Registration Committee considers to assess an applicant's program are described in more detail in **Sections 8 b) and 8 c)** above.

iii. Explain how work experience is taken into account.

The CMRTO does not require Canadian experience in medical radiation technology. An applicant who completed a program in medical radiation technology outside of Canada is required under the registration regulation to demonstrate competence to practice in Ontario as a medical radiation technologist in his or her specialty. Competence is usually demonstrated through work experience in medical radiation technology in the applicant's home country.

The CMRTO application form has a Clinical Competence Form, which provides a detailed list of all the procedures for each specialty. Applicants must list in detail all the types of procedures they have performed during their most recent employment or in their current employment in their home country. To confirm that applicants are competent in those procedures, and that their written certification is correct, the direct clinical supervisor in their most recent or current place of employment must read and sign the section called Validation of Clinical Supervisor. Their direct clinical supervisor must be either a medical radiation technologist, radiologist or radiation oncologist who supervised daily procedures. The Registration Committee assesses the applicant's competence to practice based on the details described in the application form and Clinical Competence Form.

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

In the past, panels of the Registration Committee have considered a number of factors to determine whether the applicant has provided satisfactory evidence as to his or her competence to practise including:

- whether the list of procedures performed by the applicant is similar to those performed by MRTs in the specialty in Ontario;
- whether the applicant has provided confirmation from his or her direct professional supervisor that the applicant is competent in the procedures listed;
- whether the applicant has performed the procedures listed within the five years prior to the registration date.

The Registration Committee believes that these factors are appropriate in determining whether an applicant is competent to practise in Ontario as a medical radiation technologist.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The Registration Committee is composed of six members appointed by the Council: one public member and

five professional members, each representing a specialty. The members representing each specialty are actively engaged in the practice of the profession and are thus able to validate if the procedures listed on the Clinical Competence form, which forms part of the Application for Registration form, are current and being performed by medical radiation technologists in the specialty in Ontario. This validation is on-going as part of the Registration Committee's continuous evaluation of the quality of their processes and effectiveness of their decision making.

iii. Explain how work experience is used in the assessment of competency.

An applicant who completed a program in medical radiation technology outside of Canada is required under the registration regulation to demonstrate competence to practise in Ontario as a medical radiation technologist in his or her specialty. Competence is usually demonstrated through work experience in medical radiation technology in the applicant's home country.

The CMRTO application form has a Clinical Competence Form, which provides a detailed list of all the procedures for each specialty. Applicants must list in detail all the types of procedures they have performed during their most recent employment or in their current employment in their home country. To confirm that applicants are competent in those procedures, and that their written certification is correct, the direct clinical supervisor in their most recent or current place of employment must read and sign the section called Validation of Clinical Supervisor. Their direct clinical supervisor must be either a medical radiation technologist, radiologist or radiation oncologist who supervised daily procedures. The Registration Committee assesses the applicant's competence to practice based on the details described in the application form and Clinical Competence Form.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The CMRTO does not conduct prior learning assessments on applicants.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable as CMRTO does not conduct prior learning assessments.

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable as CMRTO does not conduct prior learning assessments.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The CMRTO does not administer examinations.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

Not applicable as the CMRTO does not administer examinations.

iii. State how often exam questions are updated and the process for doing so.

Not applicable as the CMRTO does not administer examinations.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There have been no changes to the registration practices relevant to this section in 2014.

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### Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

The Canadian Association of Medical Radiation Technologists (CAMRT) is Canada's national certifying body and professional association for medical radiation technologists across the country. Under sections 4(1)2 and 4.1(1)2 of Ontario Regulation 866/93, the applicant must successfully complete the examination set or approved by the Council in one or more of the specialties. The CMRTO Council has approved the certifying examination of the national association, the Canadian Association of Medical Radiation Technologists (CAMRT), by policy.

The CMRTO has two written Agreements with the CAMRT regarding access to the CAMRT examination – one for Ontario graduates and one for internationally educated technologists. The CMRTO/CAMRT Agreements set out expectations for both parties in accordance with the *RHPA* and the Health Professions Procedural Code and were reviewed, updated and signed in 2011. The agreements include provisions to ensure transparency, objectivity, impartiality and fairness in the assessment process as they relate to the administration of the national certification examination.

Various language testing services and test centres administer the TOEFL, IELTS and MELA language fluency tests. The CMRTO Registration Committee completed a research project in 2009 to expand the range of tests available to applicants to demonstrate reasonable fluency in English, to include the International English Language Testing Standards (IELTS) test and the Michener English Language Assessment (MELA).

The project established cut scores for these tests and validated the cut scores on the Test of English as a Foreign Language (TOEFL). In addition to setting cut scores on these tests another critical goal of the project was to describe the language demands that would be placed on an IEMRT upon entry to the workplace

through a language benchmarking process. The survey completed by registered MRTs provided a basis on which to identify a language profile against which the language proficiency tests and recommended cut scores could be evaluated and helped validate decisions about the final cut scores.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

The CAMRT provides applicants with information on the process to apply to write the examination; the certification examination process, the preparation guide, competency profile, examination blueprint and the reporting of the exam results to the applicants. This information is available on the CAMRT website at [www.camrt.ca](http://www.camrt.ca).

The CAMRT provides applicants with access to an on-line practice examination. This practice exam enables applicants to be tested on 100 questions and receive feedback on the answers and the score they achieve. The practice exams in all four specialties were reviewed and updated in 2013. They are available to applicants at a cost of \$50.00 for 5 attempts.

CMRTO refers applicants to the CAMRT website to access the information available about the examination. The CMRTO regularly reviews this site to ensure that information is available to applicants.

The application form for the CAMRT national certification examination is an on-line application form. The CMRTO provides applicants with information directing them to the CAMRT website to register for the examination. Applicants are also able to obtain their examination results directly from the CAMRT website through a secure log-in process.

The CAMRT in 2014 released an interactive online module that is offered free of charge to applicants on How to Write a Competency-Based Exam. The CAMRT website provides the following information for applicants.

- The CAMRT entry-to-practice certification exam is a competency-based exam. Emphasis is placed on the application of knowledge in the practice environment and exam questions are asked from this perspective.
- An interactive online module has been developed as a new tool to tell exam candidates more about competency-based testing. The module provides the following information.
  - Becoming certified to practice in Canada
  - Competency-based education and testing
  - The value of competency-based learning as a model that meets the needs of the workplace
  - Sample exam questions that compare knowledge-based and competency-based questions
  - The development and scoring of national certification exams
  - Tips and strategies for writing the exam
  - An evaluation of the module
- The module can be accessed at: <http://www.camrt.ca/writing-a-competency-based-exam/story.html>

ii. utilizes current and accurate information about qualifications from outside Canada

The CAMRT does not utilize information about qualifications from outside Canada as it is the national certification examination for Canada.

The examination is based on the national competency profiles which have been developed by the CAMRT in the four specialties of medical radiation technology. The CMRTO has approved the national competency profile as the basis for the examination. The CAMRT reviews and updates the national competency profile on a regular basis. The last review cycle was begun in 2011 and the CMRTO Council has reviewed the competency profiles as part of this ongoing review process. The CMRTO Council approved the final revised competency profile in 2014.

### iii. provides timely decisions, responses and reasons to applicants

The CAMRT notifies applicants of their examination results within four to six weeks of the examination sitting. Applicants are able to access the CAMRT website, through a secure log-in process, to obtain their examination results.

An applicant who has not been successful in the certification exam is provided with a performance profile indicating:

- The applicant's total raw score (number of questions answered correctly);
- The raw score required for a pass; and
- A breakdown by Competency Profile Module, comparing the number of questions asked on the exam in that module to the number of questions the applicant had answered correctly;
- In some modules, a further breakdown is provided depending on the content of the module. The breakdown per module will give the applicant an indication of areas of weakness. This information is provided to allow the applicant an opportunity for remedial preparation prior to the sitting of the next examination.

### iv. provides training to individuals assessing qualifications

The CAMRT sets the passing score on certification exams using a panel of discipline specific experts from across Canada called the Exam Validation Committee (EVC). The experts include educators and clinical instructors, as well as medical radiation technologists who are currently engaged in clinical practice. The EVC ensures the examination is valid and fair within a framework established by Assessment Strategies Inc, which is the company CAMRT uses for the development and analysis of the certification examination. The EVC for each specialty (radiography, nuclear medicine, radiation therapy, and magnetic resonance) sets the passing score for each exam using a modified Angoff Method. This method is the accepted practice for high-stake, competency-based certification exams. The EVC considers other relevant data when rating the questions contained in the examination to ensure the standard that applicants must achieve is fair and valid.

### v. provides access to records related to the assessment to applicants

The CAMRT website at [www.camrt.ca](http://www.camrt.ca) provides the following information related to access to records for an examination applicant. Since 2011 applicants are able to access the CAMRT website, through a secure log-in process, to obtain their examination results.

An applicant who achieves success on the certification exam is issued a "Pass". There are no numerical marks provided to applicants who pass the exam.

An applicant who has not been successful in the certification exam is notified that they have failed. Each failed applicant receives a performance profile indicating:

- The individual's total raw score (number of questions answered correctly);
- The raw score required for a pass for that examination; and
- A breakdown by Competency Profile Module, comparing the number of questions asked on the exam in that module to the number of questions the applicant had answered correctly.

In some modules, a further breakdown is provided depending on the content of the module. The breakdown per module will give the failed candidate an indication of areas of weakness. This information is provided to allow the applicant an opportunity for remedial preparation prior to the next sitting of the examination.

vi. accommodates applicants with special needs, such as visual impairment

The CAMRT Special Needs Accommodation Policy is available on their website and provides the following information:

"If a disability or impairment limits major life activities, a request for special needs accommodation can be submitted in writing to the CAMRT. All requests will be handled on a confidential and individual basis.

Candidates must submit their request to the CAMRT Manager of Certification with their application to write the exam. The following documentation must also be included with the application form:

- A clear statement of the nature of the disability and its severity;
- A clear and concise description of the special needs accommodations requested;
- Documentation demonstrating that similar accommodations were provided to the candidate during their education program;
- Supporting documentation from a healthcare or counselling professional which:
  - indicates an assessment was done on the candidate
  - describes details of the disability including diagnosis
  - describes the candidate's current functional limitation
  - supports the request for specific accommodations made by the candidate".

Further information on the accommodation process is available on the CAMRT website.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

Not applicable as the CMRTO does not rely on third-party organizations to make assessments of an applicant's credentials.

ii. Describe the criteria that are applied to determine equivalency.

Not applicable as the CMRTO does not rely on third-party organizations to make assessments of an applicant's credentials.

iii. Explain how work experience is taken into account.

Not applicable as the CMRTO does not rely on third-party organizations to make assessments of an applicant's credentials.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

Not applicable as the CMRTO does not rely on third-party organizations to conduct assessments of an applicant's competency.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

Not applicable as the CMRTO does not rely on third-party organizations to conduct assessments of an applicant's competency.

iii. Explain how work experience is used in the assessment of competency.

Not applicable as the CMRTO does not rely on third-party organizations to conduct assessments of an applicant's competency.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

Not applicable as the CMRTO does not rely on third-party organizations to conduct prior learning assessments.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable as the CMRTO does not rely on third-party organizations to conduct prior learning assessments.

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable as the CMRTO does not rely on third-party organizations to conduct prior learning assessments.

f ) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The examination approved by the CMRTO Council is the national examination of the Canadian Association of Medical Radiation Technologists (CAMRT). The CAMRT National Exam is a multiple-choice exam that tests the knowledge, skill and judgment (competencies) in one of the specialties of medical radiation technology (radiography, nuclear medicine, magnetic resonance or radiation therapy). This exam is one day long and is offered three times a year at various locations throughout Canada.

The examination is based on the national competency profiles which have been developed by the CAMRT in the four specialties of medical radiation technology. The CMRTO has approved the national competency profile as the basis for the examination. The CAMRT reviews and updates the national competency profile on a regular basis. The CAMRT uses the Angoff method to score the results of the examination.

Applicants who have graduated from an approved Ontario program have four chances, to pass the exam, provided that it is within five years from completion of the program. Applicants who have completed an educational program outside Canada have four chances, in a period of five years, to pass the exam, provided that it is within the time frame designated in the Registration Committee's decision which is five years from the date of last employment.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The Angoff method allows expert judges to determine an appropriate pass mark for an examination, based on a discussion of the issues involved in certification and their assessment of the examination. The pass mark is set in direct reference to the candidates, the competence required of the candidates, and the difficulty of the exam questions and, as a result, is considered a fair and valid method of scoring an examination.

Following the writing of the CAMRT certification examination by the candidates, the answer sheets are scored. A psychometric analysis of the exam results is performed by Assessment Strategies Inc., which is the company CAMRT uses for the development and analysis of the certification examination. The analysis includes statistical reports on the difficulty and reliability of the test items. Any questions that are flagged as possibly being not valid or reliable, are reviewed by the content experts. A decision is made based on the statistics of the question, question content and consultation with the experts as to whether the question should be removed from the examination.

If the question is removed, the passing score is adjusted and the question is returned to an item review group who will determine whether to delete the question from the question bank, or to change the question before it is again used in an examination.

iii. State how often exam questions are updated and the process for doing so.

New examination questions are developed on an annual basis by content experts. Following the development, another group of experts validates the draft questions to ensure the question content reflects the competency profile.

All questions are reviewed on an annual basis by the exam validation committee to ensure the reliability and validity of each question, and whether the content of the question reflects the competency profile. If a question is determined not to meet these criteria, it is removed from the examination.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

In 2014 the CAMRT launched a new interactive online resource, available on their website at [www.camrt.ca](http://www.camrt.ca), to provide applicants with further information on How to write a competency based examination.

There have been no further changes to the registration practices relevant to this section in 2014.

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## Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Under the Health Professions Procedural Code of the RHPA, section 15.(1)(b), the Registrar shall refer an application to the Registration Committee if he or she has doubts about whether the applicant fulfills the registration requirements.

Under the CMRTO's Registration Regulation, Ontario Regulation 866/93, Sections 4.(1).1.iii and 4.1(1)1.iii, the Registration Committee reviews the educational programs in medical radiation technology completed by applicants who have completed programs outside Ontario to determine whether the program is considered by the Registration Committee to be substantially similar to, but not equivalent to, an approved program offered in Ontario. The Registration Committee therefore assesses qualifications, makes registration decisions, and performs the internal review of applications at the CMRTO.

The CMRTO ensures that persons assessing qualifications and making registration decisions are trained. In particular:

- Training is provided on a regular basis by the CMRTO's legal counsel and staff;
- Training includes a general orientation to the RHPA and the Health Professions Procedural Code which defines the roles and responsibilities of the Registration Committee as well as a general orientation to the legislation governing the profession;
- Training is provided on Ontario Regulation 866/93, made under the *Medical Radiation Technology Act, 1991* (the "MRT Act, 1991"), regarding registration;
- Training on the assessment methods and criteria used by the Registration Committee in determining whether an applicant's program is substantially similar to an Ontario program, and therefore meets the requirements for registration, is provided by CMRTO staff involved in registration process and experienced members of the Registration Committee;
- Training workshops in credential and program assessment methods from third party organizations are utilized such as those offered by the Ontario Regulators for Access Consortium, the World Education Service and others, where appropriate;
- Educational material relevant to credential assessment and evaluations of programs and proposed changes in the legislation are circulated as agenda items at Registration Committee meetings;
- Professional members of the Registration Committee are preferred to be involved in the education or clinical training of student MRTs in Ontario, to ensure familiarity with reviewing program curricula and

assessing students.

ii. individuals who make registration decisions

\*\*\* SAME AS LAST YEAR \*\*\*

\*\*\* SAME AS LAST YEAR \*\*\*

See Section 10 above.

iii. individuals who make internal review or appeal decisions

See Section 10 i) above.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There have been no changes to the registration practices relevant to this section in 2014.

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### Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

In light of the amendments to Article 706 of the Agreement on Internal Trade, the agreements on mobility for medical radiation technologists among provincial regulatory bodies and professional associations entered into in 2001 has been terminated. The requirements of Article 706 of the Agreement on Internal Trade have been incorporated into the Health Professions Procedural Code (sections 22.16 to 22.23) with which the CMRTO complies.

Effective December 1, 2011 Ontario Regulation 866/93 under the *Medical Radiation Technologist Act, 1991* was amended to incorporate the labour mobility provisions for applicants who hold an out-of-province certificate of registration.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

Not applicable.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There have been no changes to the registration practices relevant to this section in 2014.

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## Data Collection (12 / 13)

### Languages in which application information materials are available

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

Language	Yes/No
English	Yes
French	No
Other (please specify)	

### Paid staff employed by your organization

b) 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, 1 full-time employee and 1 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

**Countries where internationally educated applicants were initially trained**

c) In the following table, enter the top source countries where your applicants<sup>1</sup> were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
India	14
Philippines	14
U.S.	9
Iran	5
Israel	3
Nigeria	2
U.K.	2
S. Africa	2
n/a	
n/a	

<sup>1</sup>Persons who have applied to start the process for entry to the profession.  
*Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.*

**Jurisdiction where members were initially trained**

d) Indicate where your members<sup>2</sup> were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31<sup>st</sup> of the reporting year. For example, if you are reporting registration practices for the calendar year 2009,

you should report the numbers of members in the different categories on December 31<sup>st</sup> of 2009.

	<b>Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)</b>					
	<b>Ontario</b>	<b>Other Canadian Provinces</b>	<b>USA</b>	<b>Other International</b>	<b>Unknown</b>	<b>Total</b>
<b>Members on December 31<sup>st</sup> of the reporting year</b>	5811	423	59	542	0	<b>6835</b>

<sup>2</sup> Persons who are currently able to use the protected title or professional designation of the profession.

*Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.*

Additional comments:

### Applications your organization processed in the past year

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

	<b>Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)</b>					
<b>from January 1<sup>st</sup> to December 31<sup>st</sup> of the reporting year</b>	<b>Ontario</b>	<b>Other Canadian Provinces</b>	<b>USA</b>	<b>Other International</b>	<b>Unknown</b>	<b>Total</b>
<b>New applications received</b>	364	19	9	55	0	<b>447</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Inactive applicants (applicants who had no</b>						

<b>contact with your organization in the reporting year)</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	337	8	0	0	0	<b>345</b>
<b>Applicants who became FULLY registered members</b>	244	15	5	20	0	<b>284</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>
<b>Applicants who were issued an alternative class of licence<sup>3</sup></b>	n/a	n/a	n/a	n/a	n/a	<b>0</b>

<sup>3</sup> An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

*Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.*

Additional comments:

**Note of Clarification:**

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.

	<b>Class of licence</b>	<b>Description</b>
<b>a)</b>	n/a	<input type="text"/>
<b>b)</b>		<input type="text"/>

c)		<input type="text"/>
d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

**Reviews and appeals your organization processed in the past year**

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

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of 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)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total

<b>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</b>	2	0	9	53	0	<b>64</b>
<b>Applicants who initiated an appeal of a registration decision</b>	0	0	0	0	0	<b>0</b>
<b>Appeals heard</b>	0	0	0	0	0	<b>0</b>
<b>Registration decisions changed following an appeal</b>	0	0	0	0	0	<b>0</b>

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

There were no changes to the types of data elements for which data is collected and submitted between the 2013 Fair Registration Practices Report and the 2014 Fair Registration Practices Report.

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### Certification (13 / 13)

I hereby certify that:

- i. I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- ii. To the best of my knowledge:
  - all information required to be provided in the Report is included; and
  - the information contained in the Report is accurate.

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: February 26, 2015

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