



**MANITOBA ASSOCIATION
OF REGISTERED RESPIRATORY THERAPISTS**

MARRT regulates the practice and continuing competency of respiratory therapists to ensure the safe delivery of care.

New Member Information

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MARRT welcomes you as a newly licensed member. This document contains important information. Please read it thoroughly.

Please note that information for graduate respiratory therapists is also included.

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Overview of MARRT

The Manitoba Association of Registered Respiratory Therapists (MARRT) has been granted the authority by the provincial government to regulate the practice of Respiratory Therapy in Manitoba. The regulatory body has the mandate to protect the public by ensuring respiratory therapists meet the necessary requirements to hold a valid license to practice, and that they practice competently and safely. MARRT functions under provincial legislated statutes detailing the composition and responsibilities of the MARRT.

The National Competency Framework (NCF) details the core and clinical competencies, performance criteria, knowledge, and skills that an individual must acquire for entry to practice. It defines the scope of practice capacity of a respiratory therapist on a national scale. RRTs must practice within these parameters. Individual employers define the employment scope that outlines the duties and responsibilities of a RRT within their place of employment.

The MARRT Code of Ethics and Standards of Practice direct members in providing professional, competent, and safe respiratory care.

- The Registered Respiratory Therapists Act, (C.C.S.M.c.R115)
<https://www.marrrt.org/site/profession/rrt?nav=sidebar>
- Registered Respiratory Therapists Regulation, (Regulation 342 / 88R)
<https://www.marrrt.org/site/profession/regulations?nav=sidebar>
- National Competency Framework
https://marrrt.olasoft.com/uploaded/web/website/NARTRB_2016%20NCF_Part%20I_EN.pdf
- MARRT Code of Ethics
<https://www.marrrt.org/site/profession/codeofethics?nav=sidebar>
- MARRT Standards of Practice
<https://www.marrrt.org/site/profession/standards?nav=sidebar>

MARRT Website

The website (<https://www.marrrt.org/>) is a resource where members and the public can access information. It includes the mission and values statement as well as the strategic priorities. You can also access documents pertaining to the governance of the profession and your professional responsibilities.

- The education tab explains the continuing competency requirements and provides educational resources and opportunities.
- The licensing section explains the necessary requirements and steps to become a licensed member of MARRT.

The members section is the portal to your personal account. It includes your user profile, event registrations, and invoices.

Becoming a Member

How do I apply for a license?

First you must create a user profile within the MARRT online data management system. Once this is done complete the online application form. There are two practicing membership categories to choose from upon applying for license.

1. Active Practicing: being those persons who have successfully completed a board recognized credentialing examination, and who meet the requirements for licensure as a full active practicing member.
2. Active Practicing with Graduate Conditions: being those persons who have successfully completed their education and have yet to successfully challenge a board recognized credentialing examination.

Requirements for all membership categories

Click the link below to apply:

<https://www.marrrt.org/client/roster/clientRosterView.html?clientRosterId=105>

Once completed and the application fee has been submitted, the Registrar will begin the process of reviewing your completed application.

What does it cost for a license to practice in Manitoba?

The current application and license fee can be viewed in Policy L-50. [Click here to access MARRT Policy Manual.](#)

What do I do if I have questions or am having difficulty with the application process?

If at any time you have questions, please contact the Registrar at registrar@marrrt.org.

How long does the process normally take to become licensed?

Once the required steps have been completed, the license approval will normally occur within 5 working days. This time frame may vary if the Registrar requires additional information or documentation from applicant.

Once all requirements have been met and the application is approved, the Registrar will add the applicant to the Active Practicing membership roster. Please note that the license will be restricted, and the new member will be unable to practice until fee payment has been received.

Am I required to purchase Professional Liability Insurance?

A Registered Respiratory Therapist practicing in Manitoba must secure a minimum of \$2,000,000 Professional Liability Insurance. They must be in possession of this on their first day of employment and continue to hold insurance while they are employed.

Click the link below for more information on professional liability and personal liability insurance:

<https://www.marrrt.org/site/licensing/intl?nav=sidebar>

I have made an error in the disclosure statements section. What do I do?

Please contact the Registrar as these fields cannot be edited by the user. As the answers may affect your eligibility for licensure, it is important to do this as soon as you are aware of the error so as to allow the license application process to continue.

What additional information is required if I am coming from another jurisdiction?

Before the application for licensure with MARRT can be completely evaluated, a Registration Verification Form must be completed. You must complete Section 1 of the form and submit it to your current regulatory body for completion of Section 2. Your current regulatory body will forward the completed form to the MARRT Registrar.

Additional requirements for graduate applicants

I am a graduate respiratory therapist from another province. Am I eligible for license in Manitoba?

To be eligible for license in Manitoba you must have successfully completed an accredited respiratory therapy educational program.

Are there additional requirements that a graduate respiratory therapist must submit?

Yes. Proof of successful completion, in the form of an official letter from the educational institute, must be sent to the Registrar before the application can be completely evaluated.

What type of license category will I be granted?

You will be placed in the Active Practicing Graduate license category.

Are there conditions on the graduate license?

Yes. There are practice conditions that you must abide by until such time as you successfully complete the MARRT credentialing examination.

Click the link below for more information on the graduate license conditions:

<https://marrt.org/uploaded/web/MARRT%20Policy%20Manual%202020%20-%20FINAL.pdf>

What is the MARRT credentialing examination

The MARRT credentialing examination is one of the recognized national certification exams that must be successfully challenged before an individual can practice without graduate conditions on their license. MARRT has a contract with the Canadian Board for Respiratory Care (CBRC) to provide the examination. When completing the CBRC application form for the MARRT credentialing examination, please ensure that you check off the box labeled "MARRT Registration Examination". This action allows the CBRC to release the results of the examination to MARRT.

Click the link below for a copy of the application form and candidate information manual:

<http://www.cbrc.ca>

I have successfully challenged the credentialing examination. How do I have the graduate conditions removed from my license?

It is your responsibility to notify the MARRT Registrar and provide written proof that you have passed the credentialing examination. Only once this is communicated will the graduate conditions be lifted.

- The document must be on the CBRC's letterhead and have the signature of the Executive Director or designate.
- Following receipt of the document, you will then be granted a full active practicing license with no conditions or restrictions.
- You must notify your employer of the change in status of your practice license.

I was unsuccessful in my attempt at passing the credentialing examination. What do I need to do?

It is your responsibility to notify the Registrar and provide the written document detailing your examination results.

- The document must be on the CBRC's letterhead and have the signature of the Executive Director or designate.
- You must notify your employer that you were unsuccessful in your attempt.

Can I still work as a graduate respiratory therapist?

Yes. You may continue to be employed as a graduate respiratory therapist while functioning under the conditions detailed in the graduate license conditions policy.

When renewing your license, you must specify the date of the unsuccessful attempt at the examination in the field provided.

How many attempts am I allowed at challenging the credentialing examination?

You can challenge the credentialing examination three times. This must occur within eighteen months from your first attempt. If you are unsuccessful three times you are no longer eligible for licensure to practice Respiratory Therapy.

International Applicants

How do I become licensed in Manitoba if I am an internationally educated respiratory therapist?

The application process is the same as for a domestically educated respiratory therapist. In addition, your credentials and the related competencies that you possess will need to be evaluated. More information can be found here.

Click on the link below for more information on licensing of internationally educated respiratory therapists: <https://www.marrrt.org/site/licensing/intl?nav=sidebar>

License Renewal

How long is my license to practice valid?

The MARRT licensing year runs February 1 to January 31 and must be renewed annually.

When is the expiry date?

All categories of licenses granted expire at midnight, January 31 of each year.

When can I renew my license?

Licensure renewal opens on December 1 annually. There are no additional fees applied if completed on or before January 15.

How do I complete the renewal?

The renewal process is accessed through your personal member portal.

- Logon to your personal member portal by using your username and password. If you have forgotten your password, follow the instructions for "password retrieval" at the bottom of the login screen;
- Complete the e-learning module; and
- Click "license renewal" and proceed with providing the required information and payment of fees.

What do I do if my surname or address has changed?

It is the member's responsibility to ensure demographics are accurate and current. Whenever there is a change, the user's profile must be updated to reflect the new information. Examples are home address, email address, telephone number, name change, employment facility etc.

How do I pay my license fees?

A valid VISA or Mastercard is required for payment of all MARRT associated fees.

Can I use the time payment option offered by CSRT?

Yes, the MARRT accepts payment of license fees via the CSRT payment plan. Please note that the CSRT deadline for payment plan option is earlier than MARRT deadline - <https://www.csrt.com/join/>

Please note the following important points:

- 1. You must still complete the MARRT online renewal process through your personal member portal.**
- 2. Choose INVOICE ME instead of PAY NOW when prompted for credit card information.**
- 3. The deadline for renewals without a late fee still applies when using this method.**

What is the deadline for MARRT license renewal?

The deadline for renewal without penalty to be submitted is midnight January 15.

What are the late fees?

A late fee of \$150 is applied if renewal is received between January 16 – 31.

What happens if I have not renewed my license by midnight on January 31?

An individual practicing without a valid approved license is in contravention of The Registered Respiratory Therapists Act.

The license to practice has lapsed and you must reapply for practice by requesting reinstatement. The reinstatement fee of \$75 will be applied **in addition** to the late fee **and** the license fee.

Does MARRT prorate license fees?

MARRT prorates license fees on a quarterly basis. The quarters are February 1 to April 31, May 1 to July 31, August 1 to October 31, November 1 to January 31.

Does MARRT provide rebates on license fees if I am no longer going to practice in Manitoba?

No. MARRT does not provide rebates on fees.

Will I receive confirmation that my renewal is complete?

Once the license fee has been received, the Registrar will review and approve the license renewal. Once finalized, your receipt for payment will be in your user profile under the invoice tab. A registration card will be emailed to you as well.

I am planning on going on a leave of absence in the upcoming license year. What can I do regarding licensure?

There are three options to consider:

1. Inform the Registrar of planned start date of the leave of absence at renewal. The license fee for the upcoming year will be prorated based on which quarter you leave practice. After that date, your license will be changed to Associate Member which is Inactive Practicing. Upon planned return, you must inform the Registrar of the start date. Applicable license fees will be calculated based on the quarters remaining in the license year.
2. At renewal, inform the Registrar that you wish to become an Associate Member for the full upcoming license year. Once the associated fees are submitted the inactive license status will be granted. Applicable license fees will be applied for an Inactive Practicing license.
3. Maintain an active practicing license.

Associate members cannot legally practice and must maintain the expected continuing competency requirements as described in the regulations.

Maintenance of Eligibility to Practice

How do I maintain eligibility for practice?

A Registered Respiratory Therapist must have worked 720 hours total in the 4 years prior to the year licensure is being sought.

What is an e-learning module?

The E-learning module is a compulsory educational module which must be completed prior to the license renewal form being accessible. The module is:

- A series of multiple-choice questions that are based on regulatory governance and includes important information relevant to changes in practice.
- **Not** a pass / fail format, but the correct answer must be chosen before the module will advance to the next question.

What is the MARRT Continuing Competency Program (CCP)?

The CCP is a program, implemented by MARRT, to ensure members practice lifelong learning and undergo additional education and skills acquisition to ensure that competent care is being delivered based on best evidence.

According to the Registered Respiratory Therapists Regulations, each member must achieve 24 credit hours of recognized categories in each calendar year.

What is the random audit?

The audit is a random review of 10% of MARRT memberships' professional portfolios. It is performed annually in March to ensure compliance with the CCP. Selected members are asked to submit their portfolios containing the continuing education that they participated in the last calendar year.

What happens if I am experiencing difficulties completing the requirements during the license year or I am unable to submit my portfolio by the requested date?

- If at any time throughout the year you have any questions regarding your CCP learning, it is important to contact the MARRT for assistance.
- If you have been audited and are unable to submit your portfolio on time it is important to communicate with the Registrar as to the reasons why in advance of the deadline.
- It will be at the discretion of the Registration Committee on whether to grant an extension.

What happens if I say NO to participating in CCP?

Members who refuse to comply with the legislated requirement cannot proceed with license renewal. They will be subject to progressive disciplinary action, including referral to the MARRT Complaints Committee for professional misconduct. For more detailed information please refer to the MARRT Audit Policy. <https://marrt.org/uploaded/web/MARRT%20Policy%20Manual%202020%20-%20FINAL.pdf>

What happens if I submit an incomplete professional portfolio?

The MARRT Registration Committee will work collaboratively with you to develop a remediation plan for successful completion of the portfolio.

What happens if I am audited and found to be non-compliant with the requirements of the CCP?

Members who are found to be non-compliant with the mandatory CCP, despite attempts at remediation by the Registration Committee, are subject to progressive disciplinary action, including referral to the MARRT Complaints Committee for professional misconduct. For more detailed information please refer to the MARRT Audit Policy.

<https://marrt.org/uploaded/web/MARRT%20Policy%20Manual%202020%20-%20FINAL.pdf>

Where can I get more information on the CCP requirements?

The User Guideline for Continuing Professional Development provides all information regarding the various categories of recognized learning. If at any time a member requires more information, clarification regarding the requirements, or assistance in developing or following through with a learning plan, they may contact the Registrar.

Click the link below for more information on CCP requirements:

<https://marrt.olasoft.com/uploaded/web/Education/CCP%20Guidelines.pdf>

