



MANITOBA ASSOCIATION OF
REGISTERED RESPIRATORY THERAPISTS



Application Process for Respiratory Therapy License

*Manitoba Association of Registered Respiratory
Therapists (MARRT)*

Guide for Internationally Educated Applicants

(Applicants Educated Outside Canada)

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INTRODUCTION

To practice Respiratory Therapy in Manitoba, you must hold a license issued by the [Manitoba Association of Registered Respiratory Therapists \(MARRT\)](#).

If you have not graduated from an [approved Respiratory Therapy program](#), you must complete an assessment process to demonstrate that you have the competencies (knowledge, skills, abilities, and judgment) to provide safe, effective, and ethical care. The assessment process is based on the [National Competency Framework \(NCF\) – Part 1 Entry-to-Practice](#). The NCF is a list of competencies considered essential for entering the practice of Respiratory Therapy in Manitoba. This guide will provide you with an overview of the application and licensing requirements and the assessment process.

Please note that you may not practice Respiratory Therapy or refer to yourself as a "Respiratory Therapist" in Manitoba until after you have been issued a license by the MARRT. This includes clinical orientation, supervised work (clinical and non- clinical), and volunteer work.

ABOUT THE MARRT

The role of the MARRT is to regulate the profession of Respiratory Therapy in the interest of the public. This is done by setting requirements for entering the profession, establishing standards and competencies for the practice of the profession, developing a quality assurance program, and investigating concerns about registrants. The MARRT must adhere to the most current legislation set out by the [Province of Manitoba](#).

PREPARING TO APPLY FOR A RESPIRATORY THERAPIST LICENSE

What you need to know

MARRT LICENSE REQUIREMENTS

To obtain a Respiratory Therapist license from the MARRT, an applicant for registration must meet the following requirements:

Education

An applicant must:

- a. Have graduated from an approved Respiratory Therapy program (a list of the approved programs is listed on the [MARRT website](#), or the [Accreditation Canada](#) website); or
- b. has,
 - (i) successfully completed a program offered outside Canada either in Respiratory Therapy or in a closely related field that is acceptable to the MARRT Registration and Quality Assurance Committee, as well as any additional education that is required by the MARRT Registration and Quality Assurance Committee, and
 - (ii) demonstrated through an assessment process acceptable to the MARRT Registration and Quality Assurance Committee that they have the knowledge, skills, and judgment equivalent to those of a person who has successfully completed a program referred to in section a. (approved respiratory therapy programs).

The education requirement is non-exemptible. ¹

Required Documents

Applicants who have not graduated from an approved respiratory therapy program must first complete a self-assessment, an application to the MARRT, pay the application fee of \$75.00, and submit all required documents. They will then undergo an assessment of their education, knowledge, and skills.

Any person wishing to undertake the formal assessment must first submit the following:

- ✓ Credential Evaluation and Verification Report
- ✓ Notarized Education and Credential Documents
- ✓ Proof of Eligibility to Work In Canada
- ✓ Proof of Language Proficiency (if applicable, for more information see the [Language Proficiency Requirements Policy](#))
- ✓ Employment History
- ✓ Résumé or Curriculum Vitae, if you have worked in Respiratory Therapy or in a closely related field.

¹ Applies, with no exceptions, to all applicants for registration who do not currently hold a certificate of registration as a Respiratory Therapist in another Canadian jurisdiction.

- ✓ Letter(s) from your previous employer(s) and a position description of the position in which you were employed (if applicable)
- ✓ Professional Registration or License Verification (if applicable)
- ✓ Background check documents
- ✓ Other Relevant Documentation

All documents submitted to the MARRT must be in English.

You are responsible for the cost of the Credential Evaluation Verification Report, the translation of all documents to English, notarization of documents where required, and any other requirements to be eligible for submission.

Credential Evaluation and Verification Report

Applicants will be required to have a course-by-course credential evaluation and verification completed. Your academic qualifications must be verified by one of the following member organizations of the [Alliance of Credential Evaluation Services of Canada](#):

- [International Credential Assessment Service of Canada \(ICAS\)](#)
- [International Credential Evaluation Service \(ICES\)](#)
- [World Education Services \(WES\) Canada](#)

Notarized Education and Credential Documents

Include a copy of every educational document related to your education. This includes your official transcript, certificate, diploma, degree, and any other evidence of completing a credential. Each of these documents must be notarized and translated into English to be eligible for submission.

Eligibility to Work in Canada

A MARRT license applicant must be legally eligible to work in Canada. A notarized copy of the documentation in support of your citizenship or immigration status must be submitted with your application. For example:

- Canadian Citizenship (e.g., notarized photocopy of Canadian birth certificate, Canadian passport photo page or Canadian citizenship card)
- Permanent Resident / Landed Immigrant Status (e.g., notarized photocopy of permanent residency card)
- Valid Work Permit (e.g., notarized photocopy of a valid work permit indicating that you are eligible to work in Canada as a Respiratory Therapist).
- Authorization under the Immigration and Refugee Protection Act (notarized evidence required)

Once licensed by the MARRT, it is the Registrant's responsibility to ensure they are eligible to work in Canada at all times.

Employment History and Verification (if applicable) - If you have been practicing as a Respiratory Therapist (or in a closely related field) in the last five years, you will need to provide a letter from your employer verifying your employment and responsibilities in your position.

Language Proficiency

An applicant for licensure with the MARRT must be able to communicate effectively in English or French in a health care environment. Where the applicant's first language is not English or French and their relevant health care instruction was not in English or French, the applicant must demonstrate fluency in either language by submitting test scores from a MARRT accepted language proficiency test. The MARRT will accept the results of one of the tests listed in the Language Proficiency Policy as proof of language proficiency. You are responsible for the cost of the language proficiency test. For more information, see the [Language Proficiency Policy](#).

Employment History

If you have been working in Respiratory Therapy or a closely related field, include a résumé or curriculum vitae clearly outlining your employment history. If possible, include a letter(s) from your previous employer(s) verifying your employment, and a position description of the role in which you were employed and your responsibilities in this role.

Professional Registration or License Verification (if applicable)

If you held a professional registration or a professional license with a health regulator in your healthcare profession, include a notarized copy of evidence of your professional licensure.

Background Checks

The MARRT requires that every Respiratory Therapist registered with MARRT submit a:

1. Criminal Record Check,
2. Vulnerable Sector Check,
3. Adult Abuse Registry Check, and
4. Child Abuse Registry Check

as part of the application process to:

- Protect the public interest in the delivery of services.
- Ensure the safety of vulnerable members of the public.
- Ensure and maintain public confidence and trust in the profession.

A criminal record check that includes a Vulnerable Sector Search is required from every country you have lived in within the past six months and must include a vulnerable sector search. The checks must be current within six months of the date of your application to the College and are valid for five years from the date of issue. The checks must show all your current and former first and last names, including any aliases. Failure to have all names searched will require the search to be redone.

Please refer to [MARRT L-11 Criminal Record Check Policy](#) and to the [MARRT website](#) for the instructions on how to apply for the required checks. There is an application fee required to obtain each of the checks and all respiratory therapists licensed by the MARRT are required to submit the checks.

Other Relevant Documentation

If required, include other relevant documentation such as a notarized proof of name change.

STEPS TO APPLY FOR A RESPIRATORY THERAPIST LICENSE IN MANITOBA

STEP 1: Self-Assessment of Respiratory Therapy Knowledge, Skills, and Experience

The profession of respiratory therapy in Manitoba adheres to the [National Competency Framework \(NCF\)](#). The NCF outlines entry-to-practice requirements and serves as a reference for regulators in stewarding the profession and protecting the public. It serves as the pan-Canadian reference on respiratory therapy competencies for practitioners, educators, employers, regulators, examination and accreditation agencies, and other stakeholders. The NCF summarizes the competencies relevant to RTs for entry-to-practice (Part I) and throughout their career (Part II). It identifies four career stages and supports career planning, development, and progression.

To determine whether your knowledge, skills, and experience closely match those of an entry level respiratory therapist in Manitoba, please take the time to review each competency listed in the National Competency Framework – Part I. This will help you to decide whether your current knowledge, skills and experience closely match those of an entry level respiratory therapist in Manitoba. If you feel they are a close match and are similar, you may then wish to take the next step of applying for a MARRT license.

STEP 2: Complete the MARRT Application for Licensure Form

Once you have decided that your knowledge, skills, experience and credentials closely match that of an entry level respiratory therapist as presented in the National Competency Framework, the next step is to complete an [Application to MARRT](#) and pay the Application Fee. This [link](#) will take you directly to the MARRT Application Form on the MARRT website. Complete the application form to the best of your ability and pay the Application Fee of \$75.00.

Alternatively, you can:

- Visit to the [MARRT website](#)
- Click on **Apply to MARRT** (top, right corner)
- This will take you to a new page. Near the bottom of the page, you will see three options:

[Apply for a Licence to Practice](#)

[Apply to be a Student Member](#)

[Become an Associate Member](#)

- Click on **Apply for a Licence to Practice**
- Complete the [Application Form](#)
- Pay the Application fee of \$75.00

Personal Data

Please provide the personal information as requested. If you have changed your name, indicate your previous last and/or first name(s). If the name you are applying under is different from the name on the supporting documentation, (e.g., your education, citizenship, immigration documents), you must include a notarized copy of your Change of Name Certificate, Marriage Certificate, or other evidence of legal name change.

Please note that upon initiating the application process, a file will be opened for the purpose of reporting the required data as required by the [Fair Registration Practices Office](#) (FRPO) of Manitoba. The file will remain open until such time a decision regarding licensure is made and been communicated to the applicant. Only your name and country of origin or the country from which you are applying from will be shared with the Fair Registration Practices Office. At no time will any other personal information be shared.

Contact Information

Your email address will be used for all future correspondence from the MARRT. This information is confidential and will not be shared with any sources outside the MARRT. However, in the event that the applicant is approved to proceed to the assessment phase conducted by the College of Respiratory Therapists of Ontario (CRTO), their name and email address will be shared with the CRTO.

The MARRT's main method of communication with you will be via email, including communications that could significantly impact registration. You must ensure that the email address provided is your preferred email address for communications from the MARRT, that you check it regularly, and that it is checked personally by you. Once your application has been submitted, it will be your responsibility to notify the MARRT of any change in your contact information.

Once the application has been submitted, the Executive Director Registrar will be notified of your application to the MARRT and they will send you an email acknowledging your application.

STEP 3: Submission of Required Documents to the MARRT

You have now completed the MARRT Application Form and paid the application fee.

The next step is to submit all the required documents outlined on page 4 and 5. These documents must be emailed directly to: edregistrar@marrt.org or sent directly to the MARRT from the original source. Upon receipt of these documents, the Executive Director Registrar will review your application and all documents. All documents must be translated into English and notarized, as required, to be considered acceptable. Refer to [page 4 and 5](#) for a detailed explanation of the required documents.

You may wish to use the Checklist provided in [APPENDIX B](#) to ensure you have included all the required documents and that they are prepared correctly for submission.

CATEGORY	REQUIRED DOCUMENTATION
Credential Evaluation and Verification Report	<ul style="list-style-type: none"> ✓ Verified and authenticated education and credential documents.
Notarized Education and Credential Documents	<ul style="list-style-type: none"> ✓ Official Transcript ✓ Certificate ✓ Diploma ✓ Degree
Eligibility to Work in Canada	<ul style="list-style-type: none"> ✓ Notarized copy of documentation to prove your Canadian citizenship or immigration status. ✓ Notarized photocopy of birth certificate ✓ Canadian passport photo page, or Canadian citizenship card ✓ Permanent Resident / Landed Immigrant Status (e.g., notarized photocopy of permanent residency card) ✓ Valid Work Permit (e.g., notarized photocopy of a valid work permit indicating that you are eligible to work in Canada as a Respiratory Therapist). ✓ Authorization under the Immigration and Refugee Protection Act (notarized evidence required)
Evidence of English or French Language Proficiency	<ul style="list-style-type: none"> ✓ Test scores and access to official language proficiency tests
Employment History and Verification (if applicable)	<ul style="list-style-type: none"> ✓ Résumé or curriculum vitae ✓ Letter from your employer verifying your employment ✓ Position description of the role(s) you were employed in
Professional Registration or License Verification (if applicable)	<ul style="list-style-type: none"> ✓ Professional license
Background check documents	<ul style="list-style-type: none"> ✓ Criminal Record Check ✓ Vulnerable Sector Check ✓ Adult Abuse Registry Check ✓ Child Abuse Registry Check
Other relevant documentation	<ul style="list-style-type: none"> ✓ Examples include notarized official name change document

If your application:

- Demonstrates that your education and experience are substantially equivalent to that of an entry level respiratory therapist in Canada, your application will be presented to the MARRT Registration and Quality Assurance Committee for a full review.

- Does not demonstrate that your education and experience are substantially equivalent to that of an entry level respiratory therapist in Canada, the Executive Director Registrar will contact you directly via email and advise that you are not eligible to proceed further with the application process.

STEP 4: MARRT Registration and Quality Assurance Committee Application Review

Upon completion of the initial review and assessment of your application and the required documents, the application and all documents will be presented to the MARRT Registration and Quality Assurance Committee for consideration.

Following a full review, the Committee will **either**:

- Recommend you proceed to the next step of the application process,
- OR,**
- Advise that you do not meet the minimum requirements to proceed on to the next step.

The Executive Director Registrar will advise the applicant via email of the decision made by the Registration and Quality Assurance Committee.

STEP 5: Education Program Review and Structured Interview Conducted by the College of Respiratory Therapists of Ontario (CRTO)

Apply to the CRTO for the Education Program Review and Structured Interview

If the applicant is approved to proceed to the Education Program Review and Structured Interview by the CRTO, the Executive Director Registrar will advise the CRTO that the MARRT has approved the applicant to proceed to this step in the process and will forward all documentation received to date. The applicant will be responsible for contacting the CRTO directly to schedule the Structured Interview and paying the current fees for this step in the process. The CRTO contact information will be provided to the applicant at that time.

Education Program Review

To be eligible for registration, all applicants must meet the education requirement. Approved respiratory therapy programs are accredited by [Accreditation Canada](#). The accreditation process ensures that these programs prepare graduates to enter the profession with the required entry-to-practice competencies.

Internationally educated applicants come from a variety of educational backgrounds. For example, there are wide variations in the didactic and clinical training received at different educational institutions around the world. For these reasons, the MARRT needs to review the content of each program to determine whether the program covered the entry-to-practice competencies.

The CRTO will conduct the [Education Program Review](#). As part of the education program review, you will be asked to complete the [Education Program Review Worksheet](#) and submit the form to the CRTO office together with supporting documentation. To complete this worksheet, you will need to review your curriculum and provide course reference(s) to demonstrate that each specific area was covered in the program. You may need to contact your school to obtain copies of supporting documentation (e.g., course outlines, and details of clinical placements). To do so, please use the [Document Request Form](#) posted on the [CRTO website](#).

Structured Interview

The CRTO will conduct the Structured Interview. The structured interview is used to compare the applicant's knowledge, skills, and experience acquired through both education and employment, against the competencies listed in the NCF. The interviews are conducted by two trained interviewers from the CRTO who have broad experience and expertise in the practice of Respiratory Therapy in Ontario. The Structured Interview may be conducted virtually and prior to your arrival in Canada.

The interview questions have been designed to focus on applicants' actual, real-life experiences. An example of the type of question that may be asked is as follows: "Describe a recent experience involving a specific patient when you needed to adjust the ventilator parameters to correct the arterial blood gases".

STEP 6: Feedback on the Education Program Review and Structured Interview Conducted by the CRTO

Once the Education Program Review and the Structured Interview have been completed, both the applicant and the MARRT will receive summary comments on the assessment results up to that point.

The applicant is then required to meet with the MARRT Executive Director Registrar and the CRTO interviewer/staff to review the interim assessment report and to discuss the next steps in the assessment process. This meeting is held virtually. This feedback will assist applicants in determining their next steps (e.g., to proceed with the next phase of the assessment, or to withdraw from the assessment and to consider alternatives to proceeding with the assessment).

Based on the feedback received, the applicant may:

- Wish to move forward with the assessment process and schedule the Clinical Skills Assessment,
- OR,**
- Choose to withdraw from the application process.

STEP 7: Clinical Skills Assessment (CSA) Conducted by the CRTO

In the [Clinical Skills Assessment](#) phase, applicants are asked to demonstrate their clinical skills in a simulated environment (i.e., clinical environment that mimics real-world practice, for example, an operating room, or intensive care unit). The CSA consists of a series of simulated clinical scenarios, each designed to measure

whether applicants can demonstrate specific clinical competencies at an entry-to-practice level. Applicants are also assessed on their communication skills, professionalism, clinical problem solving, and health and safety. Important information about the Clinical Skills Assessment:

- The CSAs are conducted on an as-needed basis at a CRTO approved simulation facility in Toronto, Ontario, Canada.
- The CSAs are conducted in-person and there is no option to conduct this portion of the assessment virtually.
- The CSA is available in English only.
- The fee for the CSA is listed on the [Schedule of Fees](#).
- For detailed information about the CSA, please see the [CSA Guide](#)
- The applicant is required to pay the CSA fee to the CRTO first in order for the CSA to be scheduled.
- Once the CSA fee is paid and the CSA is scheduled, the applicant must arrange to be in Toronto, Ontario, Canada for the full period of the CSA.
- The applicant is responsible for all costs associated with being in Toronto for this assessment. Examples of costs include travel expenses to and from Toronto, travel to and from the assessment site(s) in Toronto, all hotel / lodging costs, all food costs, and any other costs associated with traveling to and from Toronto and staying in Toronto.

Following the completion of the CSA, a written report will be provided to both the applicant and the MARRT identifying areas of competency and areas of deficiency, and the training required to address the deficiencies.

STEP 8: Official Report from the CRTO to the MARRT Registration and Quality Assurance Committee

Upon completion of the CSA in Toronto, Ontario, the CRTO will prepare a comprehensive report identifying the competencies that meet the entry level requirements and competencies that are deficient and require additional education and training. This comprehensive report will be forwarded to the applicant and to the MARRT Executive Director Registrar. This report will then be presented to the Registration and Quality Assurance Committee for discussion and decision. The Committee will review the report and:

- Direct that a MARRT license be issued with conditions;
OR,
- Direct that a MARRT license be issued upon successful completion of additional training. The Committee will develop and approve a customized education program to address the identified deficiencies. The education plan will be determined on a case-by-case basis. This customized education plan will be presented to the applicant, in writing;
OR,
- Refuse continuation in the process.

A copy of the Committee's decision will be forwarded to the applicant in writing within 15 days of the Registration and Quality Assurance Committee meeting.

STEP 9: Individualized Education Plan

Individualized Education Plan

The MARRT Executive Director Registrar will schedule a meeting with:

- the applicant,
- a representative from the Respiratory Therapy program at the University of Manitoba, and,
- a representative from the [University of Manitoba Access Hub](#).

This group will meet to identify the specific courses required to address the deficiencies identified through the assessment process. All education requirements will be fulfilled by enrolling in the required courses in the [Respiratory Therapy program at the University of Manitoba in Winnipeg, Manitoba](#). A representative from the University of Manitoba Access Hub will assist the applicant with their application to the Respiratory Therapy program and the required courses.

The applicant will be responsible for the tuition and any other required fees associated with enrolling in the required courses at the University of Manitoba.

Upon completion of the education and training requirements, an official transcript will be provided to the applicant/student and the MARRT will receive an official letter of completion from the Department Head of the Respiratory Therapy program as evidence of successfully completing the education requirements.

Should the applicant wish to complete the required education and training at another approved Respiratory Therapy program, the MARRT will meet with the applicant to explore these options.

APPLICATION STEPS AT A GLANCE- Please refer to [Appendix A](#)

MARRT ACTIVE PRACTICING LICENSE

Conduct and Suitability to Practice

An applicant of a MARRT license must:

- ✓ Fully disclose details of any criminal offence of which the applicant has been found guilty, including any offence under the Controlled Drugs and Substances Act (Canada) or the Food and Drugs Act (Canada).
- ✓ Fully disclose details of every professional misconduct, incompetence, incapacity, or other similar proceedings that they are the subject of and that relate to their registration or licensure in Ontario in another profession or jurisdiction in respiratory therapy or another profession.
- ✓ Fully disclose details of every finding of professional misconduct, incompetence, incapacity, or other similar findings that they previously have been the subject of while registered or licensed in Ontario in another profession or another jurisdiction in Respiratory Therapy or another profession.

In addition, the applicant must satisfy the MARRT that their past and present conduct afford reasonable grounds for belief that the applicant,

- ✓ Is mentally competent to practice Respiratory Therapy,
- ✓ will practice Respiratory Therapy with decency, integrity, and honesty and in accordance with the law, and
- ✓ will display an appropriately professional attitude.

Professional Liability Insurance

The MARRT Board of Directors firmly believes that obtaining professional liability insurance is a professional responsibility in adhering to our standards of practice. This requirement will ensure that all registered respiratory therapists are covered by insurance that protects them as an individual, and also protects the public. All MARRT registrants are required to have [Professional Liability Insurance](#) independent of their employer. This requirement allows for protection of the public in the event that compensation to the public is required as part of a claim. The minimum Professional Liability Insurance required by a member is \$5,000,000 per claim and or \$10,000,000 aggregate per year.

Professional liability insurance can be purchased from the [Canadian Society for Respiratory Therapists \(CSRT\)](#) or from many Insurance Brokers. The cost will vary depending on the provider you choose. To be approved for a MARRT license, you must send proof to the MARRT that you have purchased the required level of Professional Liability Insurance. This can be purchased and submitted after you complete your education requirements.

Active Practicing License with Conditions

An individual is eligible to apply for an **Active Practicing License with Conditions** known as a [Graduate Respiratory \(GRT\) Therapist license](#) if they have completed a MARRT approved respiratory therapy program. If the individual did not complete a MARRT approved respiratory therapy program, they are eligible to apply for a Graduate Respiratory (GRT) Therapy license if they:

- Completed a program offered outside Canada either in Respiratory Therapy or in a closely related field that is acceptable to the Registration and Quality Assurance Committee, plus any additional education required by the Registration and Quality Assurance Committee, and,
- demonstrated through an assessment process acceptable to the MARRT Registration and Quality Assurance Committee that the applicant has the knowledge, skills, and judgment equivalent to those of a person who has successfully completed an [approved respiratory therapy program](#), and,
- this individual has successfully completed the educational requirements approved by the MARRT but has not yet successfully completed the HPTC examination. This is a temporary class of license and is automatically revoked after 18 months.

The following conditions apply to a [Graduate Respiratory Therapy License](#):

Graduates from approved respiratory therapy education programs who are eligible to write the MARRT credential examination upon application and who meet all other criteria, will be issued an Active Practicing License with Conditions with the following conditions:

- The graduate respiratory therapy professional designation for legal recording purposes is “Graduate Respiratory Therapist” or “GRT”.
- There must be one registered respiratory therapist (RRT), with no conditions, for every two graduate respiratory therapists on site at any time.
- The GRT may not transcribe verbal orders into the patient record.
- The GRT is not authorized to utilize care protocols, care maps or other care algorithms where the care provided would otherwise require a physician’s order.
- The GRT may not supervise students.

The GRT must inform the employer of the above conditions and any other conditions placed on his or her license by the Registrar. A graduate certificate is deemed to have been revoked 18 months after its initial date of issue.

HPTC Examination- MARRT National Examination Requirement

An Active Practicing Respiratory Therapy license is issued to an individual who meets the education requirement of the MARRT and has successfully completed the Health Professionals Testing Canada (HPTC) examination. All applicants must successfully challenge the MARRT’s credentialing examination administered by [Health Professionals Testing Canada Inc \(HPTC\)](#).² The examination requirement is non-exemptible.³ To be eligible to sit the HPTC exam, applicants must first meet the education requirement and successfully complete the assessment process. The HPTC examination is scheduled two times per year on set dates (usually in January and July). You must apply to HPTC to write the respiratory therapy examination and pay for the examination at the time of registration. The total cost is [\\$949 + HST \(includes practice exam\)](#).

² Formerly the Canadian Board for Respiratory Care (CBRC)

³ Applies, with no exceptions, to all applicants for registration who do not currently hold a certificate of registration as a Respiratory Therapist in another Canadian jurisdiction.

Active Practicing License with No Conditions

An applicant for a **Respiratory Therapist Active Practicing license with no conditions** must have successfully completed the HPTC examination and the MARRT must receive official notification of the examination results in order to remove the Graduate Respiratory Therapy conditions from the license. The Graduate Respiratory Therapist will have a maximum of 18 months from the date all education and other requirements were completed and a maximum of three opportunities to write the examination.

APPEALS

Appeal Process for the Interim Report or the CSA Report Conducted by the CRTO

Applicants receive two reports during the assessment process:

1. Interim Report – This report is provided to applicants after both the Educational Program Review and the Structured Interview have been completed. The report lists the assessment results up to that point in the assessment.
2. Clinical Skills Assessment Gap Report – This report is provided to applicants after the Clinical Skills Assessment stage. The report lists those competency areas where applicants scored below the minimum entry-to-practice standard.

Applicants who believe that the assessment results for any portion of the process conducted by the CRTO are inaccurate may request an appeal. To do so, applicants must:

- Complete and submit the [CRTO Appeal Template](#).
- The request for appeal must be submitted within 30 days of receipt of the Interim Report or the CSA Gap report (whichever report is being appealed).
- With the Appeal Template, applicants must include a detailed description of the issues on which the applicant is basing their appeal.
- The request for appeal must include the \$250.00 appeal fee. The fee is refundable if the appeal is resolved in the applicant's favour.

The requests for appeal will be reviewed by an independent appeal panel of the CRTO. The panel will consist of at least two subject matter experts who were not part of the applicant's assessment, and if required, CRTO staff with expertise in entry-to-practice competencies for Respiratory Therapy. Applicants will be notified of the outcome of their appeal within 30 days of the appeal deadline. The Appeal Panel's decision is final.

Appeal Process for the Registration and Quality Assurance Committee Decisions

If at the end of the process, the applicant disagrees with the Registration and Quality Assurance Committee's decision, they may appeal this decision to the Manitoba Association of Registered Respiratory Therapists Board of Directors. To do so, the applicant must:

- Be submitted within 30 days of the notification to the applicant of the decision.
- Applicants must complete the MARRT Appeal Template ([Appendix C](#)) and include a detailed description of the issues on which the applicant is basing their appeal.
- The request for appeal must include the \$250.00 appeal fee. The fee is refundable if the appeal is resolved in the applicant's favour.
- Be submitted via email to the Office Manager at marrt@office.org.
- A special meeting of the Board of Directors will be convened at the earliest available date. Upon confirmation of the date of the special meeting, the appellant will be advised of the date and time of the meeting. The Board of Directors will review the written appeal at this special meeting.
- Following the review of the appeal, the Board will make their decision.
- The Board shall, within 30 days of the meeting, communicate the decision to the appellant via email to the email address provided in the [Appeal Template](#).
- The decision of the Board will be final.

APPLICATION AND ASSESSMENT PROCESSING TIMELINES AND FEES

ASSESSMENT PROCESS	EXPECTED TIMELINES	EXPECTED FEES
Application Received by the MARRT		
The MARRT contacts the applicant to confirm receipt of the application. If applicable, the applicant will be advised of missing/incomplete documentation and information.	Within 1-2 weeks of receiving the application	\$75.00 Application Fee (payable to the MARRT)
The MARRT reviews the complete application. The timing of this stage will depend on when all the required documents are submitted by the applicant and/or third-party organizations. If the application meets the requirements to proceed, a meeting of the Registration and Quality Assurance Committee will be called to review the full application and determine whether the applicant will be referred to the assessment process.	2- 4 weeks after the application and all supporting documentation is received	Other Fees (payable to third parties), e.g., Credential evaluation fee Language assessment fee (if applicable) Translation fee (if applicable).
REFERRAL TO THE ASSESSMENT PROCESS		
<i>Education Program Review and Structured Interview - CRTO</i>		
Education Program Review – The timing of the program review will depend on when the applicant submits the \$500.00 assessment fee and supporting documentation.	4-8 weeks after the assessment fee is received	\$500.00 Assessment Fee (payable to the CRTO)
Structured Interview – This will be scheduled within four weeks of the program review. The timing of the interview will depend on the applicant’s availability. The structured interview can occur remotely, and the applicant is not required to attend in-person.	8-12 weeks (after the assessment fee is received)	
Interim Feedback – 30 days after the interview, the applicant will receive summary comments on their assessment results up to that point.	12-16 weeks (after the assessment fee is received)	

<i>Clinical Skills Assessment (CSA) - CRTO</i>		
<p>Clinical Skills Assessment (CSA)</p> <p>The CSA consists of a series of simulated clinical scenarios, each designed to measure whether applicants can demonstrate specific clinical competencies at an entry-to-practice level. These scenarios may range from single stations that require the demonstration of a single skill to more complex ones requiring an integration of knowledge, clinical skills and judgement and will use a combination of real equipment, simulation mannequins and live people. Applicants are also assessed on their communication skills, professionalism, clinical problem solving and health and safety.</p> <p>The CSA must be conducted in-person and is conducted in Toronto, Ontario, Canada by the CRTO.</p>	<p>Offered on an as needed basis; 2 to 3 months after the CSA fee is received.</p>	<p>\$4250.00 Until March 31, 2024 \$5000.00 Effective April 1, 2024 (payable to the CRTO)</p>
<p>CSA Feedback – within 30 days of the assessment, both the applicant and the MARRT will receive their CSA assessment report. Applicants will have 30 days from the date of their CSA report to appeal their assessment results.</p>	<p>4 weeks after the CSA</p>	<p>\$250.00 Appeal Fee to the CRTO (if applicable)</p>
Referral to the MARRT Registration and Quality Assurance Committee		
<p>Registration and Quality Assurance Committee Review - Upon completion of the assessment process, the application and CRTO reports will be referred to the Registration and Quality Assurance Committee for consideration.</p>	<p>3 - 4 weeks after the MARRT receives the CSA report</p>	<p>N/A</p>
<p>Registration and Quality Assurance Committee Decision - A copy of the Committee’s decision will be provided to the applicant. If the applicant is not satisfied with the decision, they may appeal the Committee’s decision to the MARRT Board of Directors.</p>	<p>15 days after the Committee meets</p>	<p>\$250.00 Appeal Fee to the MARRT (if applicable)</p>

The application for registration file will remain open as long as there is evidence of progress towards meeting registration requirements. If the file is inactive for one year, the MARRT will consider the application as withdrawn and the file will be closed accordingly.

MARRT LICENSE FEES

Applicants approved for licensure are required to submit a license fee to complete the registration process and to receive a MARRT Respiratory Therapy license. The MARRT license year runs from February 1 to January 31 of the following year and MARRT registrants are required to renew their license on an annual basis. License fee rates are reviewed annually by the MARRT Board of Directors. The 2024 - 2025 license fee is \$830.00 for the full year and is prorated quarterly as follows:

TERM	INTERVAL (First portion of the licensing year)	INTERVAL (Latter portion of the licensing year)	LICENSE FEE 2024 - 2025
Full Term	February 1 - January 31	February 1 – January 31	\$830.00
Three Quarter Term	February 1 - October 31	May 1 - January 31	\$622.50
Half Term	February 1 - July 31	August 1 - January 31	\$415.00
Quarter Term	February 1 - April 30	November 1 - January 31	\$207.50

CONFIDENTIALITY AND PUBLIC ACCESS TO INFORMATION

The MARRT, as the regulatory body for Respiratory Therapists in Manitoba, requires applicants to provide their personal, educational, contact, employment, and conduct information. This information is kept confidential. After registration, some of the information may be considered "public" and will be included in the [Register](#) on the MARRT website. This includes registrants' names, business addresses and telephone numbers, as well as information regarding registrants' MARRT registration status or charges/findings of guilt by a court.

RESOURCES / CONTACT INFORMATION

The National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) –

National Competency Framework (NCF) <https://nartrb.ca/download/ncf-part-i-entry-to-practice-2016/>

Manitoba Association of Registered Respiratory Therapists (MARRT)

Address: 1465A Pembina Hwy, Winnipeg, Manitoba R3T 2C5

Telephone: 204.944.8081

Email: office@marrt.org

Web Site: marrt.org

Health Professionals Testing Canada (HPTC)

Address: 27 Wyngate Drive, Fredericton, NB E3A 9X8

Telephone: 506.607.2009

Email: hptc@hptc.ca

Web Site: <https://hptc.ca/english/> | <https://hptc.ca/francais/>

Professional Association:

Canadian Society of Respiratory Therapists (CSRT)

Address: 102-1785 Alta Vista Drive, Ottawa, Ontario K1G 3Y6

Telephone: (613) 731-3164 | 1-800-267-3422

Email: csrt@csrt.com

Web Site: www.csrt.com

Other Organizations:

Alliance of Credential Evaluation Services of Canada

Website: Alliance of Credential Evaluation Services of Canada

Fair Registration Practices Office

Address: 301 – 155 Carlton Street, Winnipeg, Manitoba R3C 3H8

Telephone: 204-945-7353

Fax: 204-948-4712

Email: frpo@gov.mb.ca

APPENDIX A

Summary of MARRT License Application Process

STEP 1: Independent Self-Assessment of Knowledge, Skills, and Experience

This is a self-assessment that you conduct on your own. Review the Entry-to-Practice National Competency Framework (NCF) to determine if your Skills, Knowledge, and Experience closely match those described in the NCF Entry-To-Practice Guide.

If after you complete the self-assessment, you do not believe that your skills, knowledge, and experience closely match those described in the NCF, you may choose to explore other professional options.

After you complete the self-assessment, if you believe your skills, knowledge, and experience closely match those described in the NCF, you may wish to proceed to the next step of submitting an application to the MARRT.



STEP 2: Application to MARRT

MARRT will receive notification of your application and will contact you should additional information be required.

The Registrar will contact you if additional information is required.

Eligible to proceed to the next step in the process.

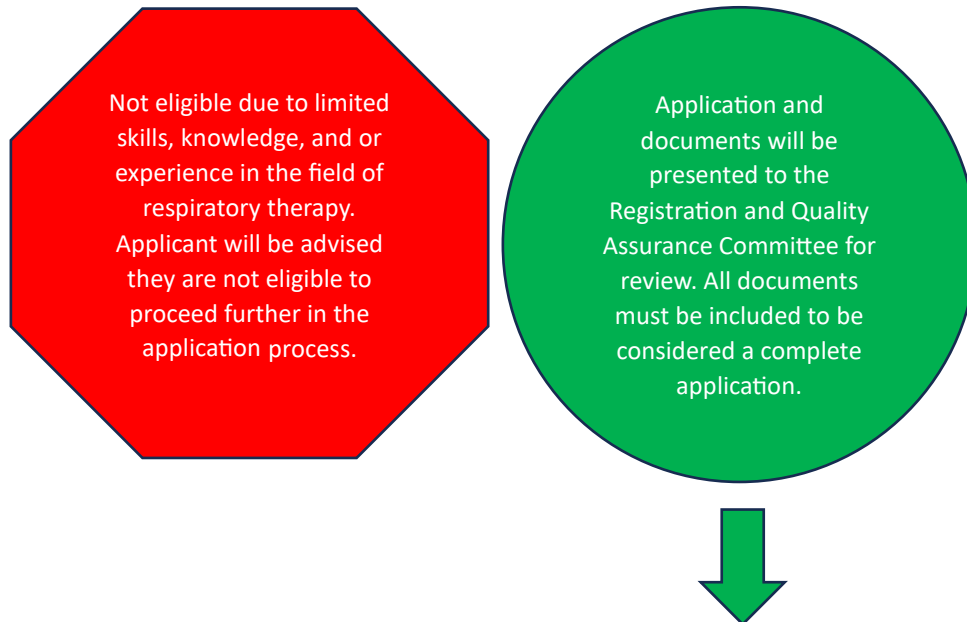


STEP 3: Submission of Required Documents to the MARRT

After completing and submitting the MARRT application, email the following documents, as applicable, directly to edregistrar@marrrt.org:

- ✓ Education and Credential Evaluation Report
- ✓ Proof of Canadian citizenship, permanent residency status or a valid work permit
- ✓ Proof of Language Proficiency (if applicable, for more information see the Language Proficiency Requirements Policy)
- ✓ Resume or curriculum vitae if you have been working in Respiratory Therapy or in a related field.
- ✓ Employment Verification (if applicable)
- ✓ Letter(s) from your previous employer(s) and a position description of the position you were employed in (if applicable)
- ✓ Registration or License Verification (if applicable)
- ✓ Other relevant documentation such as proof of name change

All documents must be included to be considered a complete application. Education and training must be substantially equivalent to that of a Canadian educated respiratory therapist to be considered.



STEP 4: MARRT Registration and Quality Assurance Committee Application Review

The MARRT Committee will meet to review the application and documents.



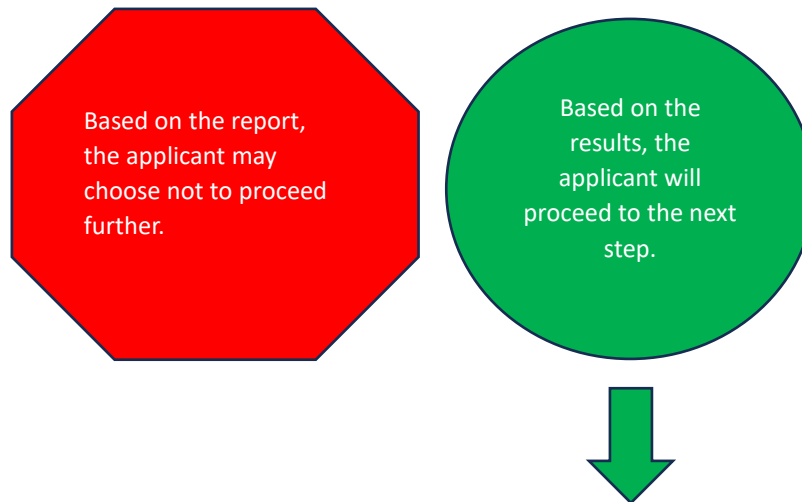
STEP FIVE: Education Program Review and Structured Interview Conducted by the College of Respiratory Therapists of Ontario (CRTO)

Once the fees are received by the CRTO for this step, they will conduct the Education Program Review and Structured Interview. The Structured Interview can be conducted virtually.



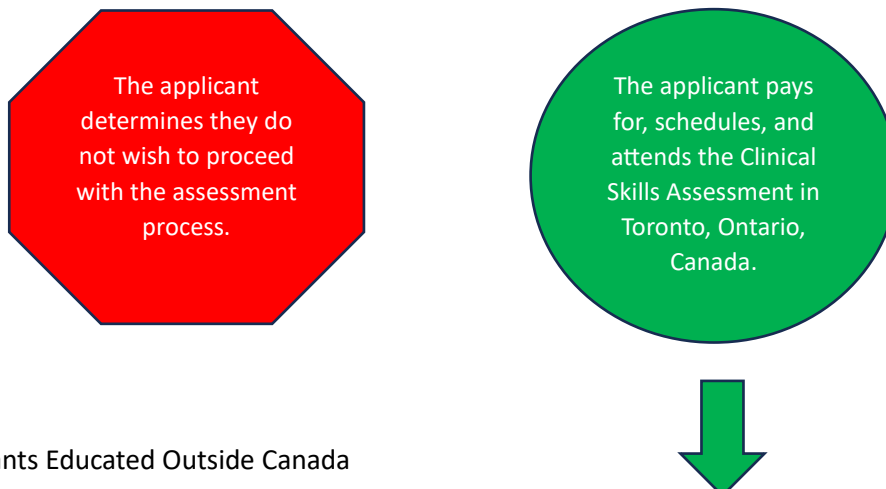
STEP 6: Feedback on the Education Program Review and Structured Interview Conducted by the CRTO

A remote or virtual meeting will be arranged with the applicant to provide the results of the Structured Interview. One CRTO interviewer, one CRTO staff member and the Executive Director Registrar of MARRT will participate in this meeting. The applicant will receive a written copy of the results prior to the meeting and is given the opportunity to ask questions and seek clarification as needed.



STEP 7: Clinical Skills Assessment (CSA) Conducted by the CRTO

The applicant is required to pay the CSA fee to the CRTO before they will schedule the CSA. Once the CSA is scheduled, the applicant must arrange to be in Toronto, Ontario, Canada for the full period of the scheduled CSA. The applicant is responsible for all costs associated with being in Toronto for this assessment. Examples of costs include travel to and from Toronto, travel to and from the assessment site, hotel and food, and any other costs associated with traveling to and from Toronto and staying in Toronto.



STEP 8: Official Report from the CRTO Forwarded to the MARRT Registration and Quality Assurance Committee (and the applicant)

A written report will be provided to the applicant and the MARRT identifying areas of competency, areas of deficiency, and the required gap training to address the deficiencies. The MARRT Registration and Quality Assurance Committee will review the report and make their decision to approve the next step in the process. This decision will be forwarded, in writing, to the applicant.

The applicant terminates the application process due to excessive or unattainable gap training.

The MARRT refuses additional education because the gap is too substantial.

The Committee approves that a license with conditions be issued OR advises the applicant of the educational requirements to be met prior to being eligible for a license.



STEP 9: Individualized Education Plan

The applicant is responsible for all tuition fees and expenses associated with the gap training identified as a requirement to fulfill the necessary respiratory therapy education requirements.

Should the applicant fail any required courses or clinical placements, if they are eligible, they may wish to repeat these requirements. If they choose to not repeat these requirements, the applicant will not complete the required education and training as identified through the Clinical Skills Assessment process conducted by the CRTO.

Upon successful completion of all respiratory therapy education requirements, on behalf of the applicant, the University of Manitoba will forward an official transcript and a Letter of Completion to the MARRT.




The applicant is now eligible for the Active Practicing License with Conditions, known as the Graduate Respiratory Therapist license, which is valid for 18 months.

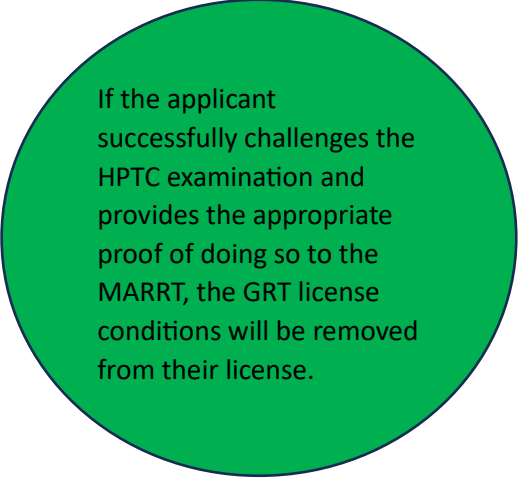
HPTC Examination

Once the GRT has successfully passed the HPTC examination in three or less sittings and within the required maximum allowable time, they will then forward a copy of the official letter from HPTC to the MARRT. The GRT conditions will then be removed from the Active Practicing License.

During this 18-month period, the applicant will have a maximum of three opportunities to apply to challenge the national respiratory therapy examination with HPTC.



If the applicant does not pass the HPTC examination within the three opportunities to write, they will not be eligible to continue as a GRT and are no longer eligible to pursue a respiratory therapy license.



If the applicant successfully challenges the HPTC examination and provides the appropriate proof of doing so to the MARRT, the GRT license conditions will be removed from their license.

APPENDIX B

Checklist of Required Documents

Please refer to the checklist below for documentation required as part of your MARRT application.

✓	
Credential Evaluation and Verification Report	
	Educational and credentials that have been reviewed and verified as being authentic.
Notarized Education and Credential Documents	
	Official Transcript
	Certificate
	Diploma
	Degree
Eligibility to Work in Canada <i>(Notarized copy of documentation to prove your Canadian citizenship or immigration status)</i>	
	Notarized photocopy of birth certificate
	Canadian passport photo page, or Canadian citizenship card
	Permanent Resident / Landed Immigrant Status (e.g., notarized photocopy of permanent residency card)
	Valid Work Permit (e.g., notarized photocopy of a valid work permit indicating that you are eligible to work in Canada as a Respiratory Therapist)
	Authorization under the Immigration and Refugee Protection Act (notarized evidence required)
Evidence of English or French Language Proficiency	
	Scores and access to official language proficiency tests
Employment History and Verification (if applicable)	
	Résumé or curriculum vitae
	Letter from your employer verifying your employment
	Position description of the role you were employed in
Professional Registration or License Verification (if applicable)	
	Professional license
Background Checks	
	Criminal Record Check
	Vulnerable Sector Search
	Adult Abuse Registry Check
	Child Abuse Registry Check
Other relevant documentation	
	Examples include notarized official name change document

APPENDIX C

Applicant Appeal Template

Once the applicant has received the Interim and Clinical Skills Assessment Reports from the CRTO, the MARRT Registration and Quality Assurance Committee will meet to determine the next steps in the application process, including education requirements. The applicant will be notified of their decision in writing.

If the applicant disagrees with the decision, they have the option to appeal the decision. The appeal must be submitted to the MARRT within 30 days of the notification to the applicant of the decision made by the MARRT Registration and Quality Assurance Committee.

- The applicant must include a detailed description of the issues on which they are basing their appeal.
- The request for appeal must include the \$100.00 appeal fee to be paid with a credit card. The fee is refundable if the appeal is resolved in the applicant's favour.
- The appeal and \$100.00 appeal fee are to be sent to:

Office Manager
Manitoba Association of Registered Respiratory Therapists (MARRT)
office@marrt.org

- The appeal will be presented at the next regularly scheduled Board of Directors meeting. Upon receipt of the appeal, the appellant will be advised of the date of the next regularly scheduled Board meeting.
- Following the review of the appeal, the Board will make their decision.
- The Board shall, within 30 days of the meeting, communicate the decision to the person appealing via email, to the email address provided in the Appeal Template.

The decision of the Board will be final.

I, _____ am submitting a request for appeal

PRINT First & Last Name

of the decision made by the MARRT Registration and Quality Assurance Committee and their decision regarding the next steps in the application process following the assessment conducted by the CRTO.

Please provide a detailed description of the issues on which you are basing your appeal.

➡ SIGNATURE _____ DATE _____

➡ EMAIL ADDRESS OF APPELLANT _____

APPENDIX D

Abbreviations

CRTO	College of Registered Respiratory Therapist of Ontario
CSA	Clinical Skills Assessment
FRPO	Fair Registration Practices Office
MARRT	Manitoba Association of Registered Respiratory Therapy
NCF	National Competency Framework
RRT	Registered Respiratory Therapist