

R-02 Incomplete Application for Licensure Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Registration	Jan/92	Oct/02; Sept/07	March 2019

1. POLICY STATEMENT

To provide guidance to the Registrar in maintaining a uniform practice in reviewing license applications.

2. DEFINITIONS

None

3. POLICY

It is generally accepted that an application for a MARRT license must be completed (including full payment of the prescribed fee) in order for the registrar to process the application and to grant the license.

Applicant may be required to submit further information upon request.

An applicant refused registration or the entry of his or her name in the appropriate roster by the Registrar may, by written notice, appeal that decision to the Board of Directors which shall consider the appeal within 30 days of the receipt of the notice and upon making its decision shall forthwith report that decision in writing to the applicant.

Refer to Part III, Section 10(4) of the **Registered Respiratory Therapists Act (C.C.S.M.c.R115)**.

The President shall call a Board of Directors meeting to consider all applicants for license deemed incomplete by the Registrar.

The Board of Directors shall review the application and any appeals relating to them. A vote to approve the application and any conditions put forth will be taken. A two

thirds (2/3) majority vote to approve will be required in the granting of the license.

4. REFERENCES

None