
Application and License Guide for Applicants Trained Outside of Canada

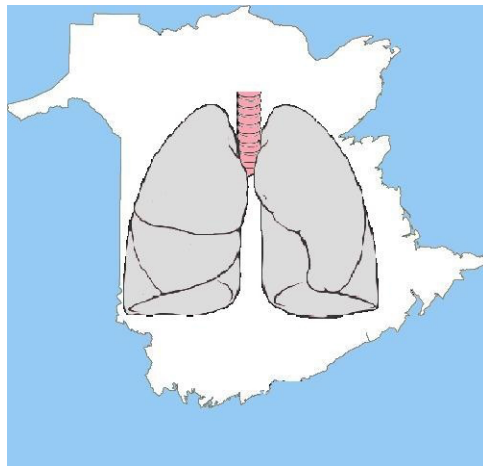


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A. INTRODUCTION

To practice Respiratory Therapy in New Brunswick, you must hold a license to practice with the New Brunswick Association of Respiratory Therapy (NBART).

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 Profile (NCP). The NCP is a list of competencies considered essential for entering the practice of Respiratory Therapy in New Brunswick. A copy of the NCP is available at:

[National Competency Profile](#)

This guide will provide you with an overview of the assessment process and the requirements to obtain a license to practice Respiratory Therapy in New Brunswick.

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

B. ABOUT THE NBART

The New Brunswick Association of Respiratory Therapists is the body regulating the profession of Respiratory Therapy in the Province of New Brunswick. Our mission is to maintain and advance the standard of Respiratory Therapy in New Brunswick.

KEY RESPONSIBILITIES

Governance

- We govern and regulate Respiratory Therapy services in New Brunswick.

Public Awareness

- We create awareness of the practice of Respiratory Therapy.

Continuing Education

- We facilitate access to continuing education.

Advocacy

- We promote the role of Respiratory Therapy in providing safe, ethical care to the public.

C. REGISTRATION REQUIREMENTS

In order to obtain a license to practice with the NBART an applicant is required to meet the following requirements:

1. **Academic Requirement** (Active or Active with Restrictions) An applicant must:
 - a) Have graduated from an approved Canadian Respiratory Therapy program (a list of the approved programs can be found at [Canadian Accredited Respiratory Therapy Programs](#).)
 - b) Or has:

- i. Successfully completed a program offered outside Canada either in Respiratory Therapy or in a closely related field that is acceptable to the Registration Committee, along with any additional education that is required by the Registration Committee, **and**
- ii. Demonstrated, through an assessment process acceptable to the Registration Committee, that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed a program referred to in clause (a).

The academic requirement is non-exemptible and applies, with no exceptions, to all applicants for registration who do not currently hold a license as a Respiratory Therapist in another Canadian jurisdiction.

Section D of this guide explains the NBART assessment process.

2. Examination requirement (Active or Active with Restrictions)

- An applicant applying for an Active License to Practice must have successfully completed the [Health Professionals Testing Canada](#) (HPTC) national certification examination. Prior to completing the approved examination, an applicant may be granted **an Active with Restrictions** license.
- The examination requirement is non-exemptible and applies, with no exceptions, to all applicants for registration who do not currently hold a license as a Respiratory Therapist in another Canadian jurisdiction.***
- To be eligible to write the CBRC exam, applicants must first meet the Education requirement (see above).*

3. Language Proficiency Requirement (Active or Active with Restrictions)

- An applicant for licensing 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 of an accepted language proficiency test.
- The recommended Canadian Language Benchmark (CLB) English language proficiency requirements for the effective practice of Respiratory Therapy in Canada are as follows:
 - Overall CLB: 8
 - Listening CLB: 9
 - Speaking CLB: 8
 - Reading CLB: 8
 - Writing CLB: 8
- The recommended Niveaux de compétence linguistique canadiens (NCLC) French language proficiency requirements for the effective practice of Respiratory Therapy in Canada are as

follows:

- La compétence générale NCLC: 8
- La compréhension orale NCLC: 9
- L'expression orale NCLC: 8
- La compréhension écrite NCLC: 8
- L'expression écrite NCLC: 8

ENGLISH LANGUAGE PROFICIENCY ACCEPTED TEST SCORES

	OVERALL	LISTENING	SPEAKING	READING	WRITING
IELTS	7.0	7.0	7.0	7.0	7.0
TOEFL IBT	90	24	24	22	20
CAEL	70	80	70	70	70

FRENCH LANGUAGE PROFICIENCY ACCEPTED TEST SCORES

	La compétence générale	La compréhension orale	L'expression orale	La compréhension écrite	L'expression écrite
TEF	5	N/A	N/A	N/A	N/A
TFI	810	410		400	

4. Eligibility to work in Canada

- An applicant for licensing must be a Canadian citizen or a permanent resident of Canada or be authorized under the *Immigration and Refugee Protection Act (Canada)* to engage in the practice of Respiratory Therapy. It is the applicant's responsibility to ensure s/he is eligible to work in Canada at all times.
- To be registered with the NBART you must be legally eligible to work in Canada. A copy of documentation in support of your citizenship or immigration status must be submitted with your application. For example:
 - Canadian Citizenship (e.g., photocopy of Canadian birth certificate, Canadian passport photo page or Canadian citizenship card)
 - Permanent Resident / Landed Immigrant Status (e.g., photocopy of permanent residency card)
 - Valid Work Permit (e.g., photocopy of a valid work permit indicating that you are eligible to work in Canada as a Respiratory Therapist).

5. **Good character** (Active or Active with Restrictions) An applicant for a license of any class must:

- a) 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)
- b) fully disclose details of every **professional misconduct, incompetence, incapacity** or other similar proceeding that he or she is the subject of and that relates to his or her licensure in New Brunswick in another profession or in another jurisdiction in Respiratory Therapy or another profession
- c) fully disclose details of every **finding of professional misconduct, incompetence, incapacity** or other similar finding that he or she previously has been the subject of while registered or licensed in New Brunswick in another profession or in another jurisdiction in Respiratory Therapy or another profession.
- d) In addition, the applicant must satisfy the NBART that his or her past and present conduct afford reasonable grounds for belief that the applicant:
 - i. is mentally competent to practice Respiratory Therapy,
 - ii. will practice Respiratory Therapy with decency, integrity and honesty and in accordance with the law, and
 - iii. will display an appropriately professional attitude.

Applicants who do not meet these registration requirements will be referred to the Registration Committee for consideration.

D. CLASSES OF REGISTRATION

Active with Restrictions: Applicants to the NBART who have met all academic requirements but have not yet successfully completed the Canadian Board of Respiratory Care (CBRC) examination will be issued Active with Restrictions licenses to practice Respiratory Therapy in New Brunswick. This is a temporary class of licensing and is automatically revoked after 12 months.

Active: An Active license is issued to an individual who has met all academic requirements and has successfully completed the Canadian Board of Respiratory Care (CBRC) examination.

E. ASSESSMENT PROCESS

Applicants who have not graduated from an approved program must undergo an assessment of their education, knowledge and skills. Any person wishing to undertake the assessment must first submit the following:

- Application for Registration form and the \$120.00 application fee;
- Credential evaluation report;
- Proof of Canadian citizenship, permanent residency status or a valid work permit;
- Proof of Language Proficiency (if applicable);
- Employment Verification (if applicable);
- Registration Verification (if applicable).

STAGES IN THE ASSESSMENT PROCESS:

- I. **Application** – To begin the process you will need to complete and submit the online Application form. The form will provide us with your contact information and give us a general idea of your education and work experience. The online application form can be accessed by visiting our website at www.nbart.ca and clicking on the Member Login tab. You must complete all applicable sections and submit the required supporting documentation.
- II. **Credential Evaluation and Authentication** – As part of the application process you will be required to have your academic qualifications verified by World Education Services (WES Canada). Please ensure that the required documentation from your educational program has been submitted directly to WES. WES will attest to the authenticity of the documents reviewed and prepare a course-by-course evaluation report as required by the NBART. WES will send the evaluation report to you and to the NBART. To have your academic qualifications evaluated by WES, contact WES at www.wes.org/ca. Please note that you are responsible for the cost of the report and will be charged directly by WES for its services.
- III. **Application Review and Assessment Fee** – The NBART will review your submission to ensure that it meets the requirements to proceed with the assessment (see above). If so, you will be referred to the assessment process and will be required to submit a \$500.00 assessment fee, which will cover the Education Review and the Interview (see below).

Educational Review – The NBART receives applications for licensing from graduates of Canadian RT programs and from applicants who graduated outside of Canada. To be eligible for licensing, all applicants must meet the education requirement. Canadian RT 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.

Our internationally trained 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 NBART needs to ensure the content of each program has covered the entry-to-practice competencies.

As part of the education program review you will be asked to complete an Education Program Review Worksheet and submit the form to the College of Respiratory Therapists of Ontario (CRTO) 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). You will use the [Program Review Worksheet](#) to complete this review.

- IV. **Behavior Descriptive Interview** – The interview is used to compare applicants' knowledge, skills and experience, acquired through both education and employment, against the competencies listed in the NCP. The interviews are administered by the CRTO using two trained interviewers who have broad experience and expertise in the practice of Respiratory Therapy. 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 in order to correct the arterial blood gases".

- V. Feedback** - After the interview, applicants will receive summary comments on their assessment results up to that point. This feedback will help applicants determine their next steps (e.g., to proceed with the next phase of assessment, to consider alternatives to proceeding, etc.).
- VI. Clinical Skills Assessment** – During this stage of the assessment, applicants will be asked to demonstrate their ability to apply their practical skills and clinical reasoning safely and effectively in clinical simulations. The clinical skills assessment will be conducted by trained assessors at an CRTO approved simulation facility in Toronto. Applicants will be required to pay a separate fee for the clinical assessment, payable to the CRTO. The fee will be set by the CRTO and is currently \$4250 plus all applicable travel costs. Payment in full must be received by the CRTO before the NBART will schedule the assessment with the CRTO.
- VII. Registration Committee Referral** - Upon completion of the assessment process, the Registrar of the NBART will prepare an assessment report to forward to the Registration Committee for review and consideration. The report will incorporate the results of the educational review, structured interview and the clinical skills assessment. Following the review, the Registration Committee may:
- Direct that a license to practice be issued;
 - Direct that a license to practice be issued with terms, conditions and limitations;
 - Direct that a certificate of registration be issued upon successful completion of additional training approved by the Panel; or
 - Refuse to issue a certificate of registration.
 - A copy of the decision will be forwarded to the applicant.

Notes:

- The NBART currently does not offer a bridging program for applicants with gaps in knowledge. The education required to address any gaps identified during the assessment process would be determined on a case-by-case basis. For individuals with significant gaps, the only option may be completion of an approved Respiratory Therapy program.
- If any of the supporting documentation issued is in a language other than English or French we will send the documents to you to be translated. You must have these documents translated word-for-word by a certified translator. The translator will be required to send the translations and original documents back to our office. You will be responsible for the cost of the translation.
- Documents submitted along with your application will be kept by the NBART as part of your file.
- Upon written request and at no charge, the NBART will provide an applicant for registration with information and/or copies of documentation relevant to his or her file.
- The complete assessment process may take up to one year. The assessment process will begin following receipt of the required documentation and the \$500.00 assessment fee. The application for licensing file will remain open as long as there is evidence of progress toward meeting licensing requirements. If the file is inactive for one year, the NBART will consider the application as withdrawn and the file will be closed.

F. FEES

The following fees will apply during the assessment process:

- \$120.00 Application fee (payable to the NBART)
- \$500.00 Assessment fee (payable to the CRTO). This fee will cover the Education Review and the Structured Interview. Following receipt of the required documentation and any required assessment fees, the NBART will start the assessment process.
- Credential evaluation fee *
- Clinical skills assessment *
- Language assessment fee if required *
- Translation fee if applicable *

** The service providers set the fees for these services and all fees are payable directly to the provider.*

NBART License Fees

- The NBART licensing year runs from April 1 to the end of March 31. The initial registration fee is prorated monthly.
- All fees are payable in Canadian funds. Payment can be made by one of the following:
 - Certified Cheque payable to the NBART
 - Money Order payable to the NBART
 - Visa / MasterCard / American Express

Members of the NBART are required to renew their registration on an annual basis. The annual registration fee is \$550.00. Once licensed, members will be required to obtain professional liability insurance coverage as outlined in the policies of the NBART.

G. CONFIDENTIALITY AND PUBLIC ACCESS TO INFORMATION

The NBART, as the regulatory body for Respiratory Therapists in New Brunswick, requires applicants to provide their personal, educational, contact, employment and conduct information. Much of the information collected by the NBART is confidential. This includes Members' home address, telephone number and email address. Other information is considered "public" information and is listed on the Public Membership Registry which is posted on the NBART website. This includes the member's name, license number, license type and license expiry date. The NBART Public Membership Registry can be viewed here: [Public Registry](#).

H. CONTACT INFORMATION

New Brunswick Association of Respiratory Therapists

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Moncton, NB E1C 1Y3

Phone: (506) 389-7813

Fax: (506) 799-2068

Website: www.nbart.ca

Email: info@nbart.org

Canadian Board for Respiratory Care

1096 Queen Street, Suite 103

Halifax, Nova Scotia B3H 2R9

Telephone: (902) 492-4387

Web Site: <https://hptc.ca>

Email: hptc@hptc.ca

Credential Assessment Website Link:

- World Education Services - www.wes.org/ca

English Language – Accepted Tests Website Links:

- International English Language Testing System (IELTS) - www.ielts.org/default.aspx
- Test of English as Foreign Language (TOEFL) iBT - www.ets.org/toefl
- Canadian Academic English Language Test (CAEL) - www.cael.ca

French Language - Accepted Tests Website Links:

- Test d'évaluation de français (TEF) - <https://www.lefrancaisdesaffaires.fr/en/tests-diplomas/test-for-evaluating-french-tef/tef-canada/>
- Test de français international (TFI) - <https://www.ets.org/tfi>

APPENDIX A – APPLICATION FOR LICENSE / STEPS IN THE ASSESSMENT PROCESS

