



Informational Guide for New Graduate Applicants

Introduction

If you are a new graduate applicant interested in becoming registered to practice as a registered respiratory therapist in the Province of Alberta, the following information and websites will have very useful professional practice and qualification recognition information. We recommend you visit the sites contained in this guide prior contacting the Registrar or submitting any application for registration pursuant with the Health Professions Act.

The government of Alberta passed [Bill 11 Fair Registration Practices Act](#) in 2019 which requires professional regulatory organizations to ensure that their registration practices are transparent, objective, impartial and fair. The new legislation also addresses timely decisions, responses, and reasons in section 6 of the *Act*.

Your application is between you and the College. This means that you must complete the applications and supply all required documentation to the College. The college can only accept transcripts that are in a sealed envelope delivered through the mail directly from the school Registrar's office.

Background (Jurisprudence)

First Steps	Enabling Legislation
<p>Registration with CARTA is mandatory. It is illegal to work as respiratory therapist in Alberta without first registering with CARTA.</p>	<p>Health Professions Act Mandatory registration 46(1) A person must apply for registration if the person: (a) meets the requirements of section 28(2) for registration as a regulated member, and (b) intends to provide one or more of the following: (i) professional services directly to the public; (iv) the teaching of the practice of a regulated profession to regulated members or students of the regulated profession;¹</p>
<p>As a new graduate (≤ 6 months since date of graduation) who has not passed the CARTA Council approved examination you are applying for a placement on the provisional register.</p> <p>You are eligible to apply for registration with CARTA under <i>Section 6(1)(b)</i> Once you have successfully completed the CARTA Council approved examination and given evidence of that success to the CARTA office you will be moved from the provisional to the general register. The placement of the provisional register is valid for only 1 year from the date of issuance or your graduation.</p>	<p>Respiratory Therapists Profession Regulation Provisional register 6(1) An applicant for registration as a regulated member may be registered on the provisional register if the applicant (a) is qualified to practise respiratory therapy in another jurisdiction and the applicant’s competencies are being assessed under section 5, (b) has fulfilled the registration requirements set out in section 3 but has not completed the registration examination referred to in section 3(1)(b), or (c) is enrolled in a refresher program in respiratory therapy approved by the Council for the purpose of completing the registration requirements referred to in section 3(2)(b). (2) A regulated member registered on the provisional register may practise only while under the supervision of a regulated member registered on the general register or under the supervision of another regulated health professional approved by the Registrar. (3) A registration on the provisional register is valid for one year.</p>

¹ Section 46z(1) *Health Professions Act*

	<p>(4) Despite subsection (3), the Registrar may extend a registration on the provisional register beyond one year if the Registrar is of the opinion that extenuating circumstances exist.</p> <p>(5) If a regulated member registered on the provisional register meets the registration requirements set out in section 3, the Registrar must remove the regulated member's name from the provisional register and enter it on the general register.²</p>
<p>Employers are prohibited hiring a person to provide services as a respiratory therapist unless they are regulated with CARTA. <u>Before</u> being employed you are responsible for providing your practice permit to the employer.</p>	<p>Health Professions Act Prohibition 47(1) No person shall knowingly employ a person who meets the requirements of section 46(1)(a) to provide services described in section 46(1)(b) unless that employed person is</p> <ul style="list-style-type: none"> (a) a regulated member, or (b) authorized to provide the services pursuant to another enactment. <p>(2) A person who meets the requirements of section 46(1)(a) and who is to be employed to provide services described in section 46(1)(b) must,</p> <ul style="list-style-type: none"> (a) before being so employed, provide the employer with evidence of <ul style="list-style-type: none"> (i) a practice permit in good standing, or (ii) an authorization to provide the services pursuant to another enactment,

² Respiratory Therapists Professional Regulation Section 6

English Language Assessment

Communicating proficiently in the English Language is essential for safe practice in Alberta's healthcare system and as such it is the first point to begin assessment. The vast majority of patients in Alberta expect their healthcare to be delivered to them using the English language.

Given the nature of the work of respiratory therapists and the little margin for error that exists in their practice, being fluent in the English language for reading, writing, speaking and listening is essential for your immediate and future career success.

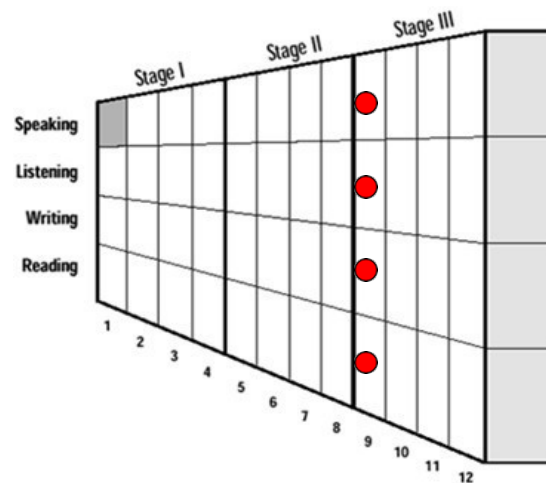
CARTA recognizes the Canadian Language Benchmarks English Language reports only. There are no validated equivalencies to any other English language proficiency assessment and as such we do not recognize any other language assessment service. It is recommended that you participate in the free online self-assessment service offered by the Canadian Language Benchmarks (CLB). Visit <http://www.language.ca/home/> for general information and to participate in a free online self-assessment of your language skills visit <https://clb-osa.ca/home>.

CARTA highly recommends that you attempt to achieve level 9 in all of the four essential communication skills (Speaking, Listening, Writing, Reading). This will help you achieve a high level of conversation skills as well as to understand any textbooks or lectures that may be required in any upgrading

Respiratory Therapists Profession Regulation English language requirements

- 10(1) An applicant for registration as a regulated member must be reasonably proficient in English to be able to engage safely and competently in the practice of respiratory therapy.
- (2) An applicant may be required by the Registrar to demonstrate proficiency in the English language in accordance with the requirements approved by the Council.

Schematic Structure of the Canadian Language Benchmarks



<p>respiratory therapy education that may be required or when writing the approved entry to practice examination as prescribed by the examination corporation Canadian Board for Respiratory Care. All domestic applicants from Canada are held to the same standards.</p> <p>If you require additional English language education and training or need to have your language proficiency assessed; you can access the Enhanced Language Training Proficiency Assessment (ELTPA). Contact either of the following agencies in Alberta to have your integrated language skills.</p>	<p>Calgary Immigrant Services Calgary</p> <p>Edmonton Catholic Social Services Language Assessment</p>
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Required Documentation³ to be Submitted to CARTA (See appendix 1 for checklist)

<p>1. Immediately upon completion of the online application and payment of the application fee, you will receive an email that clearly outlines the required documentation you must supply to CARTA to complete your application. As a recent graduate you must supply:</p>	<p>Health Professions Act Application for registration 28(1) An application for registration as a regulated member is complete for the purpose of consideration under section 29(3) if it is in the required form and given to the registrar by the applicant along with</p> <ul style="list-style-type: none"> (a) evidence of meeting the requirements for competence in the practice of the profession as required by subsection (2), (b) the application fee provided for in the bylaws,
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³ The required documentation is the evidence that CARTA requires to satisfy all of the legal tests contained in the *Regulation* to issue a provisional practice permit.

<ol style="list-style-type: none"> 2. Evidence of successful completion of the approved education program (e.g. academic transcript from the institution or copy of your diploma/degree); 3. Submit a Police Information Check with a Vulnerable Sector search. This will require you to be fingerprinted. (Criminal Records Check must be less than 60 days old); 4. Two executed and dated character declarations by individuals who know you to be worthy of public trust and are not related to you in any way; 5. Evidence of identity by providing any copy of Government issued identity (e.g., driver's license or passport photo page); 6. Evidence of a minimum of \$2 million dollars liability insurance coverage (e.g. copy of your liability insurance certificate) or If applicable a copy of your offer of employment letter from an Alberta employer who provides liability insurance coverage (e.g. offer from Alberta Health Services, Covenant Health Group or equivalent); 7. A notarized attestation declaring that you have read, understand, and agree to fully comply with the <i>Health Professions Act, Respiratory Therapists Profession Regulation</i>, related Standards of Practice, Code of Ethics, professional practice guidelines, continuing competency rules, bylaws of the College and Association of Respiratory 	<ol style="list-style-type: none"> (c) evidence of having the amount and type of professional liability insurance, if required by the regulations, (d) evidence of being a Canadian citizen or a person lawfully permitted to work in Canada, if required by the regulations, (e) evidence of having good character and reputation, if required by the regulations, (f) evidence of meeting standards of language proficiency, if required by the regulations, (g) information required by the registrar under section 33(4)(b), (h) a criminal record check, (i) evidence of whether the applicant is currently an investigated person under this Act or the equivalent of an investigated person in another jurisdiction, (j) any information required by the registrar respecting whether any conduct of the applicant has previously constituted unprofessional conduct, (k) evidence of whether the applicant has ever had conditions imposed on the applicant's practice permit or equivalent, and (l) evidence as to whether there has ever been a judgment in a civil action against the applicant with respect to the applicant's practice.
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Therapists of Alberta (CARTA) and other related legislation pertaining to the respiratory therapy profession.

8. A copy of your Canadian Language Benchmark (CLB) results using the Enhanced Language Training Proficiency Assessment (ELTPA) if applicable. Applicants whose first language is English are exempt from this requirement.

All documents must be sent as hardcopy to the CARTA office. We recommend that you use tracking. We cannot accept in person deliveries. CARTA will request replacements for all documents that do not meet the required standard, and this will delay your application

<h2>On-line Application (start)</h2>	<p>If you answer yes to any of the questions 1-6 you are required to provide full particulars on separate correspondence with the Registrar immediately</p>
<ol style="list-style-type: none"> 1. Since your application have you been found guilty of a criminal offense in Canada or any other jurisdiction outside of Canada? You must report findings even if they resulted in a discharge or pardon; 2. Since your application has there ever been a judgement in a civil action against you with respect to your professional practice? 3. Have you been found guilty of an offense under the Controlled Substances Act or Food and Drug Act in Canada? You must report findings even if they resulted in a discharge or pardon; 4. Have you been disciplined, suspended, required to resign, terminated, or subjected to similar action in respect to employment or a contract of service? 5. Have you ever had any conditions, restrictions or limitations placed on your practice permit? 	<ol style="list-style-type: none"> 1. The required documentation will be a Criminal Records Check that is less than 60 days old. Please send an original copy to the CARTA office. If you have been convicted of a criminal offense you will need to contact the Registrar and you will be required to submit copies of the court decision. 2. You only have to report a “yes” to this question if the suit relates to your professional practice as a health care provider. This likely will not apply to you as a new graduate. 3. The required documentation will be a Criminal Records Check that is less than 60 days old. Contact the Registrar if this is the case. 4. You only have to report a “yes” to this question if the suit relates to your professional practice as a health care provider. This likely will not apply to you as a new graduate. 5. You only have to report a “yes” to this question if the suit relates to your professional practice as a health care provider. This likely will not apply to you as a new graduate.

<p>6. Have you been the subject of any investigation or any professional misconduct, incompetence, incapacity, or other similar proceeding(s), finding by any other professional licensing or regulatory body other than CARTA?</p>	<p>6. You only have to report a “yes” to this question if the suit relates to your professional practice as a health care provider. This likely will not apply to you as a new graduate.</p>
	<p>If you answer no to any of the following questions 7 - 10 you must contact the Registrar immediately and receive further instructions on how to apply for registration.</p>
<p>7. Do you certify that have personal or employer liability insurance coverage in the amount of coverage required by the Council of a minimum of \$2,000,000 (2 million dollars) to compensate patients and/or their families for any damages in whole or in part associated with unskilled professional practice?</p> <p>8. Do you hereby declare that you have read, understand, and agree to fully comply with the Health Professions Act, Respiratory Therapists Profession Regulation, related standards of practice, code of ethics, professional practice guidelines, continuing competency rules, bylaws of the corporation and other related legislation pertaining to the profession?</p>	<p>7. For CARTA to register a member they must have liability insurance in the required amount. A Provisional permit cannot be issued without proof of insurance. Liability insurance can be purchased by the individual or supplied by the employer. A copy of the insurance certificate or an offer letter from an employer who provides liability insurance for employees must be provided to the CARTA.</p> <p>8. By answering YES to this question, you are agreeing to follow the requirements and abide by all regulations. Violating these could constitute “unprofessional conduct” as defined in the Health Professions Act and subject the member to professional discipline.</p>

<p>9. Do you also hereby declare that all statements you make with respect to this application for registration are true and complete to the best of your knowledge and belief?</p> <p>10. Do you hereby understand that making a false declaration or misleading statement on this application may be considered unprofessional conduct as defined by the Health Professions Act?</p>	<p>9. By answering yes to this question, you are attesting to the truthfulness of your responses.</p> <p>10. Making a false or misleading statement could subject you to professional discipline or invalidate your application.</p>
<p><input type="checkbox"/> By clicking on this box, I clearly understand, that making a false declaration or misleading statement on this application may be considered unprofessional conduct as defined by the Health Professions Act. I am also giving my consent to receive all correspondence from CARTA electronically.</p>	<p>Making a false or misleading statement could subject you to professional discipline or invalidate your application. Additionally, you are consenting to receive CARTA emails.</p> <p>To use the online process, you MUST agree to electronic communication. The alternative would be a paper process that takes much longer.</p>

STEP 1

Online Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Application Process >> Step 1 of 7 - Your information

* indicates a mandatory field

* Please select Membership Type:

- Recent Graduate **\$100.00** Application Fee Only
- 2019 Experienced Applicant **\$100.00** Application Fee Only

You've selected new graduate member type. Please state the institute and your graduation year.

* Graduating Year (YYYY):

As you are a new graduate (< 6 months after graduation) select the Recent Graduate option.

Enter the year you graduate.

* Educational Institution

Council Approved Programs:

My school is not in this list

Use the drop-down menu and select the school you have graduated from or will graduate from. The initial list is a list of CARTA Council approved schools. Select the “My school is not in this list” option.

Substantial Equivalency:

My school is not in this list either

Choosing the “My school is not in this list” option will open another drop-down menu. Select the school you graduated from. If it is not in the list, select the “My school is not in this list either” and add the name of your school in the box provided.

Enter your first name, initial and last name

* First Name:

Middle Initial:

* Last Name:

Maiden Name:
or previous surnames. Please separate names by a comma if there is more than one

* Gender:

* Date of Birth:
DD/MM/YYYY

Enter your first name, middle initial, and last name exactly as they appear on the government issued identification.

Please ensure that all information uses the correct case (see examples). This is how your name will appear on your provisional permit.

Incorrect submissions will delay your application as they must be corrected prior to approval.

If you have a maiden name enter it now.

Select your gender. If you do not identify as male or female choose other.

STEP 2

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Application Process >> Step 2 of 7 - Additional Information

* indicates a mandatory field

* Where do you live? Canada USA Outside Canada and USA

* Are you moving from another province? Yes No, I live in Alberta

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Next


Select your place of residence at the time of your application.

STEP 3

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6 Step 7

Application Process >> Step 3 of 7 - Contact Information

* indicates a mandatory field

* Email Address:	<input type="text" value="example@carta.ca"/>
* Confirm Email:	<input type="text" value="example@carta.ca"/>
* Mailing Address:	<input type="text" value="123 Anywhere Street"/> 
* City / Town:	<input type="text" value="Calmonton"/>
* Province:	<input type="text" value="Alberta"/>
* Country:	<input type="text" value="Canada"/>
* Postal Code:	<input type="text" value="T3K 4C2"/>
Mobile Phone:	<input type="text" value="404.254.8976"/>
* Business Phone:	<input type="text" value="780.000.0000"/>
Business Fax:	<input type="text" value="780.000.0000"/>
* Home Phone:	<input type="text" value="404.254.8976"/>
Home Fax:	<input type="text" value="780.000.0000"/>
* Emergency Phone:	<input type="text" value="404.241.6589"/>
* Emergency Contact:	<input type="text" value="Bob Raduate"/>

Please ensure that all information uses the correct case (see examples). This is how your address will appear in our database. This information is used to send you CARTA communications.

Incorrect submissions will delay your application as they must be corrected prior to approval.

STEP 4

Online Application

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7

Application Process >> Step 4 of 7 - Employment Information

* indicates a mandatory field

* Employment Status: FullTime PartTime Unemployed Casual

* Employment Sector: Public Independent

* Employer Name:

* Manager Name:

* Manager Email:

* Confirm Manager Email:

* Employer Address:

* City:

* Province:

* Country:

* Postal Code:

Back

Next

Please ensure that all information uses the correct case. This is how your employment information will appear in our database. This information is used to meet legislative requirements.

Incorrect submissions will delay your application as they must be corrected prior to approval.

STEP 5

*Is English your first language? |

yes no

Languages:

- Cantonese
- English
- French
- Italian
- Mandarin
- Spanish
- Ukrainian
- Other (please specify)

Other (please specify, separate by a comma if more than one):

As a new graduate you only need to answer the question “* Is English your first language?”

Identify any other languages you can speak.

Please ensure that all information uses the correct case and spelling. This is how your language information will appear in our database. This information is used to meet legislative requirements.

Incorrect submissions will delay your application as they must be corrected prior to approval.

STEP 6

Edit and review entered data.

Review your submissions and edit information as required. **Incorrect submissions will delay your application as they must be corrected prior to approval.**

STEP 7

Online Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Application Process >> Step 7 of 7 - Payment

Payment Summary

Recent Graduate: \$225.00
You will only be charged with Application Fee for now.
Recent Graduate invoice will be sent to you after your application is approved

Application Fee: \$100.00
GST: \$0.00
Total: \$100.00



Payment

Card Type:

Name on Card:

Card Number:

Card Expiry:

CVV Number:

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Submit

Complete the required information to pay your sees. Only **Mastercard and Visa credit cards** can be used. Visa debit cards are not compatible with our current payment portal.

Appendix 1 Documentation Checklist

Recent Graduate Applicants please provide the following:

1. Evidence of successful completion of the approved education program (e.g. academic transcript from the institution or copy of your diploma/degree);
2. Copy of your Competency Assessment manual (CBO Summary Report or General CBO report by Area).
3. Police Information Check (Criminal Records Check) with a Vulnerable Sector Check;
4. Two executed and dated character declarations by individuals who know you to be worthy of public trust and are not related to you in any way. See attachment for character declaration;
5. Completed Attestation that has been signed by you and a witness and then notarized .
6. Evidence of identity by providing any copy of Government issued identity (e.g. driver's license or passport photo page);
7. Evidence of a minimum of \$2 million dollars liability insurance coverage (e.g. copy of your liability insurance certificate) or If applicable a copy of your offer of employment letter from an Alberta employer who provides liability insurance coverage (e.g. offer from Alberta Health Services, Covenant Health Group or equivalent);
8. A copy of your Canadian Language Benchmark (CLB) results using the Enhanced Language Training Proficiency Assessment (ELTPA) if applicable (NB: we only recognize the CLB results using the ELTPA, there is no equivalent to this assessment recognized by the regulatory body). Applicants whose first language is English are exempt from this legislative requirement.