



# Registration Information Guide

for internationally educated medical radiation and  
electroneurophysiology technologists

*Updated December 2015*



## Information for Internationally Educated MRT or ENP Practitioners

The Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT) regulates medical radiation technologists (MRTs) and electroneurophysiology technologists (ENPs). MRTs are comprised of four distinct specialties which include radiological technologists, nuclear medicine technologists, magnetic resonance technologists and radiation therapists. Electroneurophysiology technologists include the practice of electroencephalography technologists.

This information is intended for applicants who are educated and trained outside Canada, as an MRT or ENP, and who are not registered to practice in another Canadian jurisdiction. If you are an internationally educated MRT or ENP who is registered to practice in another province in Canada, please contact the College regarding your registration.

### You can complete the registration process for internationally trained applicants in three stages:

#### Stage 1: Preparation

Read the information in this guide carefully, your efforts to complete the application as directed will help avoid delays in its processing. You are encouraged to view the following:

- flowchart of the registration process for internationally trained applicants (Appendix A)
- documents required for assessment of eligibility for full registration to practice in Alberta (Appendix B)
- Frequently Asked Questions (Appendix C)

After you have completed reviewing all of this material, you may email or call the College with any additional questions regarding the information in this guide or if there are any concerns unique to your situation.

As you prepare your submission to the College, remember that your documents may be submitted separately; the College will match each document to your application as it is received and acknowledge receipt of each document.

#### Stage 2: Application

Submit the following to the College:

- a completed Application for Registration: Assessment for Substantial Equivalence
- the documents required for assessment of eligibility for full registration to practice in Alberta listed in Appendix B
- \$300 CAD assessment fee

When the College has received all your documents required for assessment, you will receive a letter from the College indicating that your application is complete and that your submitted documentation will be reviewed by the Registration Committee as soon as possible.

#### Stage 3: Assessment

The Registration Committee will review your submission so that it can assess your 'substantial equivalence' as presented in the registration process flowchart (Appendix A). This means that the purpose of this review is to determine whether the applicant's (your) competence, as indicated by the combination of provided evidence of education, experience and practice in the profession is comparable to the competence of a current member practicing in Alberta.

When the assessment is complete, the Registration Committee's documented decision will be provided to you via mail and email as soon as possible (usually within two to three weeks of the review).

Upon completing its assessment process, the Registration Committee will decide one of the following:

- The applicant is substantially equivalent. This means that your application demonstrates a combination of education, experience and practice that is substantially equivalent to the competence required for registration as a regulated member with a full practice permit. You will receive a documented decision indicating that the Committee has deferred your registration until you complete the registration process found on the College website (Registration tab > Full Registration). You may apply to the College for registration to obtain a full practice permit at this time.

or

- The applicant is provided a pathway for establishing his/her substantial equivalence. This means that at this time, your application does not demonstrate substantial equivalence to the competence required for registration as a regulated member with a full practice permit. You will receive a documented decision indicating that the Committee has deferred your registration until you complete additional requirements as directed by the Committee within a specified period of time. These may include, but are not limited to:
  - Specific courses and/or bridging program
  - Clinical assessment
  - Successful completion of a professional national certification exam in the area of practice (e.g., Canadian Association of Medical Radiation Technologists (CAMRT) exam in the MRT applicant's specialty; Canadian Board of Registration of Electroencephalograph Technologists (CBRET) for ENP applicants)
  - Further documentation to clarify or provide more details regarding your submission

or

- The applicant is denied registration. This means that your application does not demonstrate substantial equivalence to the competence required for registration as a regulated member with a full practice permit. You will receive a documented decision indicating that you may choose to submit new information meriting another Registration Committee review.

### Timeline

The Registration Committee meets several times a year to review and make decisions on applications from internationally educated MRTs and ENPs. Therefore it is able to review your application soon after it is completed.

Please note that completing the international application and assessment process (Appendix A) can take from a minimum of six months up to two years or more to complete depending on the document submission timeline, specific testing or education that may be required and your chosen pace to complete the process.

### Next steps

As you prepare to apply to the College please familiarize yourself with the following contents of this information package:

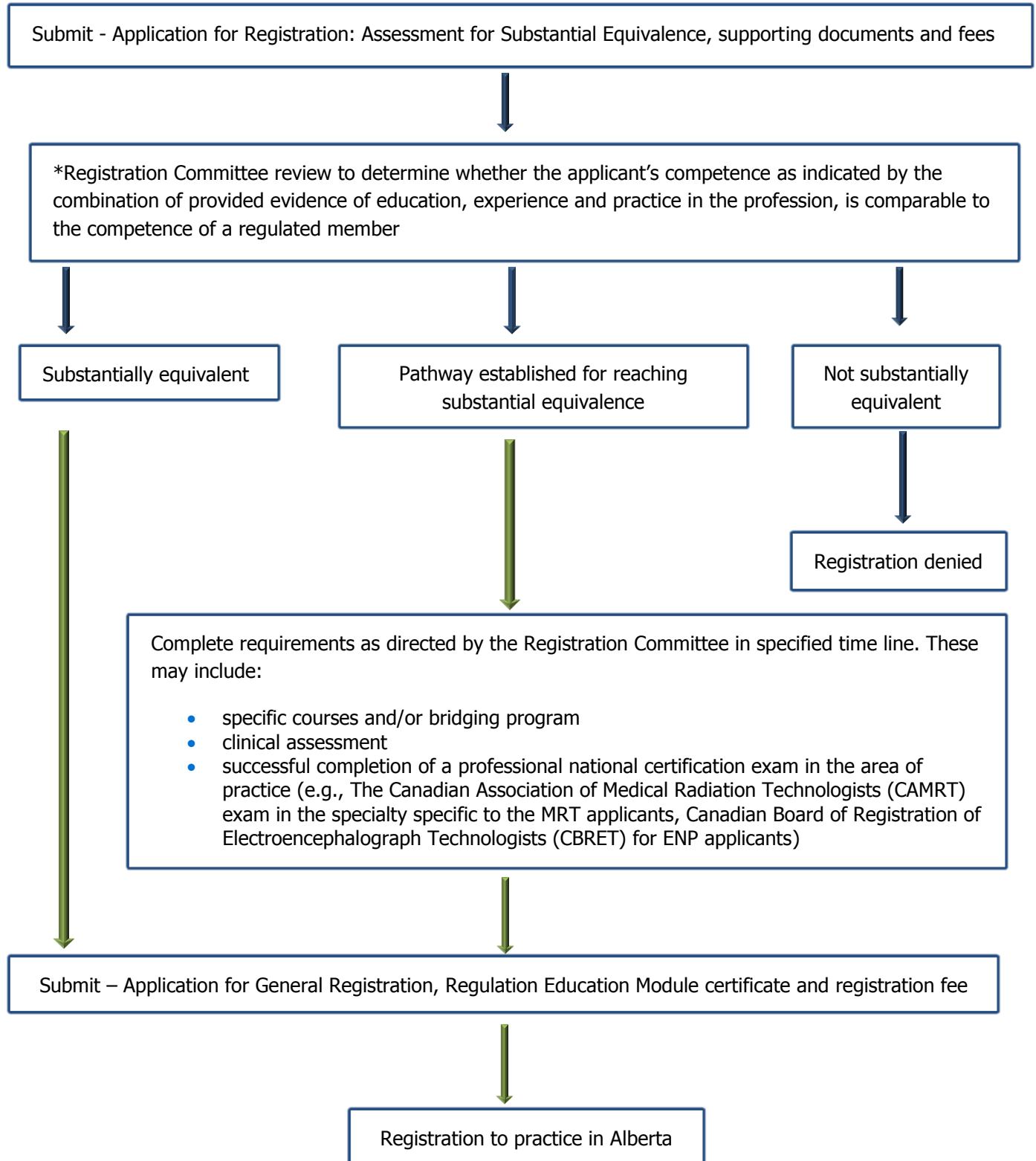
Flowchart of the registration process for internationally trained applicants	Appendix A
Documents required for assessment of substantial equivalence for registration to practice in Alberta	Appendix B
Frequently Asked Questions from internationally trained applicants	Appendix C
English language proficiency requirements	Appendix D
ACMDTT Privacy Policy	Appendix E
Additional sources of information	Appendix F

After reading the entirety of the package, please feel welcome to contact the College for any further information and concerns.

## Appendix A

### Registration process for internationally trained applicants

#### Assessment for \*substantial equivalence



## Appendix B

### Documents required for assessment of substantial equivalence for registration to practice in Alberta

This literature and all application forms may be found in the 'International Applicants' section of the College website [www.acmdtt.com](http://www.acmdtt.com). Please note that the College can only assess documentation submitted in the English language.

#### Application form and fee

A completed Application for Registration: Assessment for Substantial Equivalence and a non-refundable fee of \$300 CAD.

If you have changed your name, you must also provide evidence such as a photocopy of your marriage certificate, divorce decree or an official name change document.



#### Useful tip:

Supplement your application to the College with a resume or a note providing an overview of your qualifications and experience.

#### Evidence of your professional education

Submit the following documents related to your education and training:

- Evidence of successful completion of a program of studies in the applied specialty (i.e., copy of diploma or degree), and
- Original or notarized copy of an official transcript from the above program of studies

You will also want to include copies of course descriptions for didactic and clinical components of your education program, course objectives/syllabi and information regarding the grading system of your educational institute.



#### Useful tip:

Provide evidence of continuing education, these can be photocopies of certificate of courses and training received on the job.

#### Assessment of your academic credentials to practice the profession

Submit evidence of credential evaluation of your program of studies through a completed basic assessment from one of the following:

- (1) [Comparative Education Services \(CES\)](#)
- (2) [International Credential Assessment Service of Canada \(ICAS\)](#)
- (3) [International Credential Evaluation Service \(ICES\)](#)
- (4) [International Qualification Assessment Service \(IQAS\)](#)
- (5) [World Education Services \(WES\)](#)



#### Useful tip:

Assessments may require 12 to 14 weeks to complete. **Plan ahead** - apply for assessment as soon as you decide to undergo this ACMDTT process.

#### English language proficiency

Applicants are required to demonstrate that they are reasonably proficient in the English language to be able to engage safely and competently in practice in Alberta. You must submit evidence of your proficiency in English in accordance with the ACMDTT English Language Proficiency Policy (Appendix D).

## Your assessment of your professional practice

Provide a completed specialty-specific Self-Assessment of Practice and Cross-Referencing form. This tool will help you compare your professional knowledge, skill and attitude with a technologist in Alberta.



### Useful tip:

Review the example document on how to complete this form before you begin.

## Evidence of professional experience validated by an employer/supervisor

You are required to provide evidence of relevant professional experience in your speciality in the five years immediately previous to the time of application. This is provided through a completed Currency of Practice Hours form or equivalent information provided on organization/facility letterhead.

If you have never been employed in the profession, please disregard this requirement.



### Useful tip:

Enclose a copy of a formal job description for your position. If this is not available, provide employer letter(s) with information about your title, responsibilities, equipment you used in your role, typical patient caseload and clinical experiences. To be credible, information should be on organization/facility letterhead.

## Character reference

You must provide evidence of good character and reputation through a minimum of one reference letter.

### If you have been employed in the profession:

Your reference letter(s) should be provided from an employer(s) in the five years previous to the time of application, on organization/facility letterhead, and may include:

- your title and key responsibilities
- dates of employment
- description of practice setting
- type of equipment used
- statement of existing/lack of professional conduct issues during employment
- the author's beliefs regarding your ability to engage in safe and competent practice

### If you have never been employed in the profession:

Your reference letter should be provided from your instructor/teacher involved in your professional education and/or an individual who is not a friend or family member, and may include:

- contextual information regarding the author's relationship with you
- beliefs regarding your ability to engage in safe and competent practice



### Useful tip:

Provide evidence of registration with an association, society, regulatory body or an authority charged with oversight of the profession in countries you have practiced. It is a good idea to supplement this information with the body's Standards of Practice and Code of Ethics.

You are encouraged to provide any additional evidence that may assist the Registration Committee in making a decision. And of course, please contact the College with any questions or concerns.

## Appendix C

### Frequently Asked Questions

#### from internationally trained applicants to the College

#### Q. Why do I have to apply to the College?

**A.** The *Health Professions Act* (HPA) requires that all persons who are practicing radiological technology, nuclear medicine technology, magnetic resonance technology, radiation therapy and electroneurophysiology technology in Alberta must hold valid and current registration with the Alberta College of Medical Diagnostic and Therapeutic Technologists (the College). The practice involves not only the clinical and technical aspects of the profession; it also includes, but is not limited to, functions of education, management, research and administration.

The HPA also requires that only those individuals, who have met the requirements for registration, and once registered at the College, may use the following protected titles in Alberta:

Radiological technology	(i) radiological technologist (ii) medical radiation technologist (iii) medical radiation technologist (radiological) (iv) MRT (v) MRT(R)
Nuclear medicine technology	(i) nuclear medicine technologist (ii) medical radiation technologist (iii) medical radiation technologist (nuclear medicine) (iv) MRT (v) MRT(NM)
Radiation therapy	(i) radiation therapist (ii) medical radiation technologist (iii) medical radiation technologist (therapy) (iv) MRT (v) MRT(T)
Magnetic resonance technology	(i) magnetic resonance technologist (ii) medical radiation technologist (iii) medical radiation technologist (magnetic resonance) (iv) MRT (v) MRT(MR)
Electroneurophysiology technology	(i) electroencephalography technologist (ii) electroneurophysiology technologist (iii) ENP (iv) EEGT

It is unlawful for an individual to practice the profession or use the above professional titles in Alberta unless he or she is registered to practice with the Alberta College of Medical Diagnostic and Therapeutic Technologists.

#### Q: Can I apply to complete courses in my profession directly to providers in Alberta or do I have to wait to complete the Registration Committee assessment process?

**A:** You will have to complete the Registration Committee assessment process in order to be eligible for the 'bridging program' at the Northern Alberta Institute of Technology (NAIT). However, you can apply directly for all other courses and do not have to interact with the College to do so. The Registration Committee of the College will consider completion of these courses in assessing your substantial equivalence and will likely not ask you to do these again.

**Q: I have completed my assessment/test through another provider not listed in this package, what do I do?**

**A:** Some internationally trained applicants to the College complete language tests which are not listed in Appendix D or have completed their academic assessment through providers other than those listed in this guide.

The Registration Committee of the College assesses all completed applications received from internationally trained technologists (who are not registered to practice elsewhere in Canada). Its assessment process is founded in policies enabling consistency of complex information received from applicants across the world and also ensures the integrity of the process used for evaluating whether an applicant has the academic foundation to be allowed to practice on the public of Alberta. The Committee can review your application based on assessment outcomes from all providers, please note that it has the authority to accept your submission or require an assessment that meets its current requirements laid out in this information package. Of course, if the Committee chooses the latter, it may cost you valuable time to complete the required assessment at a later stage of this process.

**Q: I have completed my national (Canadian) certification exam, but not registered to practice elsewhere in Canada; do I have to complete the assessment process?**

**A:** Yes. Please note that the Registration Committee will consider completion of certification exams (e.g. CAMRT, CBRET) in assessing your substantial equivalence and will likely not ask you to do them again.

**Q: I do not agree with the Registration Committee's decision, how can I appeal this decision?**

**A:** You have the option of having this decision reviewed by the Council of the College. In order to do so, you must, within 30 days of being given a copy of the decision, request this review by Council. Such a request must be in writing and set out the reasons why you believe the applications should be granted with or without conditions. The fee for the review is \$300 CAD and must accompany any request for a review.



## Appendix D

### English Language Proficiency

Adapted from the ACMDTT Language Proficiency Policy (GP – 14.9)

Updated January 2015

Section 9(1) of the Regulation requires that 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 medical diagnostic and therapeutic technology.

An applicant who has successfully completed a program of studies that is approved by Council and that was provided in the English language will be deemed to have met the requirements of section 9(1).

An applicant who has received his or her qualifying education outside of Canada and/or in a primary language other than English will have their language equivalency assessed by one of the following criteria:

Test of English as a Foreign Language (TOEFL)		International English Language Testing System (IELTS) <i>academic or general</i>	Canadian Language Benchmark Assessment <sup>1</sup> (CLBA)	Michener English Language Assessment (MELA)
<i>paper</i>	<i>internet</i>	Minimum overall score of 6 and a minimum score of 6 in speaking	A minimum of 7 in each section <sup>1</sup>	A minimum of 8 in reading, listening, and speaking, and a minimum of 7 in writing
Minimum score of 500, and TSE <sup>2</sup> with a minimum score of 40	Minimum total score of 73, and a minimum score of 21 in speaking			

NOTE: An English language score report which is more than two years old will not be accepted.

OR

A grade of 60% or better on the diploma examination portion (only) of Alberta Education English Language Arts 30 course.

OR

Demonstrates to the satisfaction of the Registrar that he or she is reasonably proficient in English to be able to engage safely and competently in the practice of medical diagnostic and therapeutic technology.

<sup>1</sup>CLBPT (Canadian Language Benchmarks Placement Test) will not be accepted as a Canadian Language Benchmark Assessment (CLBA) document.

<sup>2</sup>TSE = Test of Spoken English

## Appendix E

### ACMDTT Privacy Policy

Last reviewed January 6, 2015

#### Our commitment to the protection of privacy

The Alberta College of Medical Diagnostic and Therapeutic Technologists (the College) is governed by provincial privacy legislation, the *Personal Information Protection Act* (PIPA). The College is committed to following the guidelines set out in PIPA to ensure that personal information about our members and other individuals with whom we interact is protected. We have developed this Privacy Policy to ensure compliance with PIPA.

#### What is “personal information”?

Personal information is information about an “identifiable” individual. It includes information such as personal characteristics (e.g., gender, age, home address, home phone number, home e-mail address), educational background, work experience, and opinions or evaluations. Personal information is distinguished from business contact information (e.g., an individual’s business address and telephone number), which is not protected by privacy legislation.

#### What personal information does the College collect?

The College collects the information that it requires in order to carry out its functions under the *Health Professions Act* (the HPA), the *Medical Diagnostic and Therapeutic Technologists Profession Regulation* (the Regulation), and College Bylaws. The information that we collect is information that the College requires to fulfill its duties as a regulatory body.

Examples of personal information that the College might collect about our members includes:

- Personal contact information, including home address and telephone number;
- Information submitted when applying for membership, or renewal of membership, such as written references, educational history, and examination results;
- Financial information, such credit card numbers; and
- Information received and obtained as a result of a complaint.

The College also collects personal information from complainants and other individuals involved in complaints, investigations, and discipline proceedings.

Usually, the College will collect personal information directly from our members or other individuals. The College will only collect information from a third party if we first obtain consent, or if the College is authorized by law to collect personal information from a third party.

The College collects personal information from third parties regarding complaints, investigations and disciplinary proceedings brought regarding the conduct of a member. In such circumstances, the College exercises its authority under the HPA to collect information from various individuals, such as the investigated member, complainants, or witnesses, whether or not the personal information relates to the person providing it to the College.

#### How does the College use personal information?

The College uses personal information to fulfill its mandate to regulate the profession under the HPA, Regulation and Bylaws.

Examples of how personal information is used are:

- To assess whether applicants meet the initial requirements for registration with the College.
- To complete entries in the College’s Register of members.
- To assess whether applicants are eligible to have their practice permit renewed or reinstated.

- To communicate with members about registration, discipline, or other matters relating to the regulation of the profession.
- To provide information, newsletters, and notices to our members.
- To facilitate payment of fees.
- To facilitate complaints.
- To carry out the College's regulatory duties under the HPA, including regarding inspections and reviews.
- To carry out functions related to registration, discipline, or professional regulation.

### **Is personal information shared with anyone other than College employees and volunteers?**

For the most part, the College uses personal information for internal purposes. Therefore it is primarily the College's employees and Committee members who will have access to personal information.

However, external consultants or contractors may also have access to personal information, if access is necessary for the performance of their duties. For example, the College's accountants and auditors may have access to information about our membership when providing accounting services and conducting their annual audit. In addition, our computer consultants may have access to personal information from time to time.

We may also be required to disclose personal information to an external party without first obtaining consent for disclosure, where such disclosure is required or permitted by PIPA, or other legislation. For example, disclosure of personal information may occur during the complaints process or pursuant to direction by Alberta Health for the purpose of workforce planning and policy development. As well, information provided to the College by a member or about a member collected for purposes related to registration as a member may need to be verified by the College and information may be disclosed to a third party for this purpose. However, disclosure without consent will only occur if it is authorized by PIPA or another statute such as the HPA.

The public can verify a member's registration status through the public register located on the home page of the College website as well as by contacting the College. The verifying information provided to the public includes the following:

- the full name of the member;
- the member's unique registration number;
- whether the member's registration is restricted to a period of time and, if so, the period of time;
- any conditions imposed on the member's practice permit;
- the status of the member's practice permit, including whether it is suspended or cancelled;
- the member's practice specialization recognized by the College; and
- the member's additional and enhanced practice authorizations;

Subject to the HPA and any direction by a Hearing Tribunal, the College may publish or distribute any information about the nature of a complaint against a member and the decision with respect to the professional conduct process and hearings.

The College may also disclose personal information as authorized by law, including under the following circumstances:

- In response to a subpoena, warrant, or court order;
- Pursuant to a lawful request by a government agency;
- To report fraudulent activity or other deceptive practices to another professional regulatory body, or to a governmental or law enforcement agency; or
- To act in urgent circumstances to protect the personal safety of members or of the public.

### **How do we protect your privacy?**

We protect your privacy by undertaking rigorous confidentiality and information security measures.

All office staff and committee members coming into contact with personal information are trained to safeguard the information and follow strict confidentiality policies.

In addition, we ensure the security of the personal information in our possession by taking the following measures:

- We implement physical safeguards for personal information, including ensuring that areas in which information is stored are reasonably secure.
- We implement technical safeguards such as password protection to secure personal information that is stored in electronic form.
- We implement administrative safeguards by restricting access to personal information to those with a need to access the information.
- We only retain information for as long as we require it. Information about our members is retained for a minimum period of 10 years after membership ceases, at which time the information may be rendered non-identifying, or securely destroyed.

### **Accessing Personal Information**

Generally, you have the right to access records containing your personal information. The College will give individuals access to the personal information we hold about them subject to certain lawful restrictions (such as where your information would reveal personal information about another individual, or where the information is being collected for an investigation pursuant to the HPA). We may charge a reasonable fee for such requests.

We rely on our members and other individuals to notify us if there is a change in their personal information. In addition, you may request correction of an error or omission in personal information held by the College. If an individual requests that the College correct an error or omission, we will do so, subject to legal limitations. All requests for access and correction must be in writing and must set out in sufficient detail the scope of the request. Requests should be delivered to the College's Privacy Officer.

### **We will respond to your concerns**

Please contact the College's designated Privacy Officer as follows to answer your questions and respond to your concerns. The Privacy Officer may be contacted as follows:

Privacy Officer	Pree Tyagi	E: ptyagi@acmdtt.com
Mailing address	Suite 800, 4445 Calgary Trail	T: 780.487.6130 or 1.800.282.2165
	Edmonton AB T6H 5R7	F: 780.432.9106

## Appendix F

### Resource List for Internationally Trained Technologists

#### Information about living and working in Canada

The Canadian Association of Medical Radiation Technologists (CAMRT) has created online "Readiness Self-Assessment Tools" for internationally trained medical radiation technologists (IEMRT) who wish to live and work in their profession in Canada. The purpose of these tools is to assist IEMRT in identifying areas of knowledge and practice that should be considered so that they can have:

- a better understanding of Canadian practice in the profession
- a better understanding of the competencies required to work in Canada and expectations of employers
- assistance to identify areas for improvement to practice in Canada
- a more informed decision to immigrate and apply for certification in Canada
- assistance to identify available resources

The tools can be accessed through the CAMRT website at: [CAMRT | Making the decision to live and work in Canada](#)

#### NAIT MRT Bridging Program

[http://www.nait.ca/program\\_home\\_40277.htm](http://www.nait.ca/program_home_40277.htm)

Courses available include:

- Patient Care
- MRT Occupational Terminology
- Orientation to Canadian Healthcare
- Canadian Radiation Safety
- Radiological Imaging Procedures
- Strategies for Writing the CAMRT MRT Exam

#### NAIT MRT Review Program

[http://www.nait.ca/program\\_home\\_40288.htm](http://www.nait.ca/program_home_40288.htm)

Courses available include:

- Radiographic Anatomy
- Cross-sectional Anatomy
- Pathology
- Radiographic Technique
- Patient Care in Radiography
- Radiation Science and Apparatus
- Radiobiology and Protection
- Quality Assurance
- MRT Practice Exam

#### NAIT related inquiries may be directed to:

Chris Womack

Department of Continuing Education, NAIT, 10212 Princess Elizabeth Avenue, Edmonton AB

T: 780.378.5062 | E: christopherw@nait.ca

#### Competency Profiles

Competency Profiles are detailed documents that form the knowledge foundation for entry-to-practice educational programs. There is a competency profile for each of the MRT specialties (radiological, nuclear medicine and magnetic resonance technologies and radiation therapy) which describes the outcome required for minimum competence at graduation and provides the foundation for development of the certification exam. These are valuable resources to you to see what concepts the CAMRT exams are based upon. CAMRT competency profiles may be found at: [CAMRT | Competency Profiles](#).

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## **Libraries**

Recommended reading resources may be located at both public libraries and those of educational institutions. You may not know that as a member of the public, you may access the libraries of both the [Northern Alberta Institute of Technology \(NAIT\)](#) in Edmonton and the [Southern Alberta Institute of Technology \(SAIT Polytechnic\)](#) in Calgary.

## **CAMRT Practice Exam**

[CAMRT | Exam Preparation Resources](#)

## **CAMRT online exam preparatory courses**

[CAMRT | Exam Preparation Resources](#)

Two of the online exam preparatory courses have been available for the past year – *Patient Management* and *Radiographic Procedures and Imaging*. The third course, *Radiographic Equipment and Imaging* has been available since May 2013. These courses were developed with government funding, to help prepare the internationally educated medical radiation technologist (IEMRT) for writing the certification exam.

Given the largest number of IEMRTs are radiological technologists funding was received for this specialty only; however, the *Patient Management* course is applicable to all specialties.

## **Foreign Credentials Referral Office**

[Foreign Credentials Referral Office](#)

## **Edmonton Region Immigrant Employment Council (ERIEC)**

<http://www.eriec.ca/resources/>

## **Directions for Immigrants in Trades and Professional Careers**

<http://www.directionsforimmigrants.ca/services.htm>

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[www.acmdtt.com](http://www.acmdtt.com)